



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, November 28, 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 ___K. Yeager ___A. Shipe

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. **Unfinished Business**

7. **New Business**

A. **Approve Contract Award - Mississippi Riverbank Restoration and Habitat Improvement Project**

B. **Approve Final Pay Request - Lyman P. White Park Project**

8. **Public Forum**

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

9. **Staff Reports**

(Verbal: Any Updates since Packet)

A. Recreation & Maintenance Report

10. Board Member Reports

11. Adjourn

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

MISSION

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

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

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

Also noted as present, Mayor Badeaux, Public Works Director/City Engineer Dehn, and HR Director Schubert.

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

Approval of Agenda

MOVED AND SECONDED BY MEMBERS SCHAEFER AND MILLER, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADJUSTMENT OF ITEM 8G TO MOVE TO 8A.

Approval of Consent Calendar

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

Upon roll call Members Miller, Rushmeyer, Schaefer, Yeager, and Shipe voted “aye”. No Member voted “nay”. The Chair declared the motion carried.

Presentations

Anne Marie Lockner with Community Education gave an overview of the programs that they facilitate on behalf of Parks & Recreation. She stated that Community Education will be reorganizing the program to include a full-time coordinator. They will need to find a Baseball Coordinator. Softball and Baseball are the most expensive sports to accommodate the cost of equipment and officials. They will be reviewing their budget prior to the next Park Board meeting.

Member Rushmeyer asked about the proposed increase to officials pay.

Ms. Lockner stated that they’re looking at a 20-25% increase.

Member Yeager asked for a breakdown by sport when the new agreement is discussed at the next meeting.

Mayor Badeaux asked Community Education to increase their sponsorships. He also asked for a City of Brainerd breakout from the Brainerd zip code.

Shane Riffle with YMCA gave an overview of the programs the YMCA facilitates on behalf of Parks & Recreation.

Unfinished Business

Discuss Parks Capital Budget Request

October 24, 2023

Public Works Director Dehn presented the update on capital budget/asset items. Discussion took place between staff and board members on doing more than the original 2% as the original proposed budget percentage for capital asset long term maintenance.

Member Rushmeyer requested a special meeting to further discuss the Capital Budget to be held 4:00 PM, Tuesday November 7th, 2023.

Member Yeager asked Public Works Director Dehn to go through the capital items list and see if there are items that Staff would be able to complete and those that would have to be hired out.

Member Miller stated that the Board should determine a budgetary number for benches, tables, grills, etc. to keep our parks safe each year.

Approve Self – Service Kayak Rentals at Lum Park

Public Works Director Dehn clarified some information that was asked for by board members from the last meeting. Rent.Fun would own the cage and kayaks due to their liability insurance.

Member Miller asked about reporting that the City would have access to.

Chair Shipe stated that it is a great new amenity that would support itself. He would like to ask Council to use ARPA funds to purchase.

Discussion took place.

This item will be discussed at the November 7th special meeting as a part of Capital planning.

Discuss ARPA Projects

Public Works Director Dehn presented Jaycees park progress and discussed the cost options for the sidewalk sizes.

Discussion took place.

Member Yeager stated an 8ft path with a bollard in the middle of the trail would prevent vehicles from driving on the path.

Public Works Director Dehn presented the Lum Park beach progress. The parking lot near the beach needs to be resurfaced in the next 5 years.

Discussion took place.

Member Rushmeyer stated that it's a no brainer to resurface the lot so that the beach can be accessible for all.

New Business

Approve LPW Streambank Restoration Plans

Paul Sandy, WSB, presented the plans for the Streambank Restoration and was seeking board approval to bid.

October 24, 2023

MOVED AND SECONDED BY MEMBERS YEAGER AND MILLER, DULY CARRIED, TO AUTHORIZE THE BIDDING FOR THIS PROJECT.

Discuss Recreation Coordinator Position

HR Director Schubert presented the updates made to this position. Seeking board recommendation on how to move forward.

Mayor Badeaux stated that the Council views this as an opportunity to review this position since it is vacant it is easier to decide what you would want this position to do.

Member Yeager stated that he is not convinced that this position needs to be refilled. There may be a better way to do the same type of work. The City has partnered in the last few years with other entities and done well. Could the Park Board do the same with other activities.

Public Works Director Dehn stated that the timeline for winter recreation programs and temporary hires is coming up quickly.

Member Rushmeyer asked if the City should ask Community Education for a quote for to coordinate winter activities.

Discussion took place surrounding an Interim Coordinator.

HR Director Schubert stated that a temporary employee would have 67 working days before being entitled to union membership and benefits. The Department will be strained due to the Administrative staff leaving as well.

Member Miller stated that our Park system is immense. He believes that rewriting the description would be in the City's best interest with the future of the park system in mind. The central person would provide the marketing and other duties promote the long-term health of the parks.

Member Rushmeyer asked Mr. Dehn to approach Community Education about their ability to manage more activities and how much that may cost.

Discussion took place surrounding the need for a Coordinator or Specialist.

Mayor Badeaux stated that he is not a fan of education requirements. If a candidate is capable of doing the job. Also, depending on the direction the Board goes for the job description. The City needs to get a better understanding of how much time the position requires for working on different aspects of the job. This is also important if the City were to approach Community Education to manage more activities.

HR Director Schubert stated that all job offers start at Step 1 on the City's wage grid, to go beyond the initial step placement policy the candidate would have to meet other educational or experience requirements. The probationary period for the Recreation Coordinator and Recreation Specialist is one year. Within the year, you can decide not to continue their employment during that year.

Member Miller stated that with the probationary period it would be more effective to hire a fulltime employee.

October 24, 2023

MOVED AND SECONDED BY MEMBERS RUSUHMEYER AND YEAGER, DULY CARRIED, TO MOVE FORWARD WITH HIRING A REGULAR FULL TIME RECREATION SPECIALIST.

Approve 2024 Campground Host Agreements

Public Works Director Dehn presented indicating the hosts have been doing a great job. Sought board approval for the renewal of the Host Contract with William and Teresa Kelm.

MOVED AND SECONDED BY MEMBER YEAGER AND MILLER, DULY CARRIED, TO APPROVE THE 2024 CAMPGROUND HOST AGREEMENT WITH WILLIAM AND TERESA.

Approve 2024 Proposed Facility Fee Schedule

Public Works Director Dehn presented a few adjustments to our rates so that we have one rate all week and offer military / senior discounted rate. Review of other area campground rates showed the proposed rate of \$50 and discounted rate of \$40 to be fair in comparison.

Discussion took place.

MOVED AND SECONDED BY MEMBERS MILLER AND YEAGER, DULY CARRIED, TO APPROVE THE PROPOSED FEE SCHEDULE FOR 2024. MOTION PASSED.

Donation or Sale of Surplus Recreation Equipment

Public Works Director Dehn presented on the excess equipment in our cold storage at Lum Park. Seeking board direction on how they would like to move that equipment.

Member Rushmeyer stated that it would be important to first offer it to Community Education or the YMCA first to offset the costs and ultimately their request for funds.

Mayor Badeaux stated that he believes that the equipment was a part of the original agreements with the organizations.

MOVED AND SECONDED BY MEMBERS YEAGER AND SCHAEFER, DULY CARRIED, TO INVITE THE COMMUNITY ED, YMCA AND BBBA TO COME TO AN OPEN HOUSE UTILIZE WHAT THEY CAN AND SELL REMAINING LEFT-OVER EQUIPMENT.

Approve Light Timer on Rink Lights at Memorial

Public Works Director Dehn stated that Staff received a request for a light timer for Memorial Park for activities taking place after dark.

Member Yeager requested that Community Development Director Kramvik regarding City light ordinances before this can be approved.

Establish Ski Loons Work Group

Board Chair Shipe stated that based on the feedback about the Ski Loons for many years it would be in the interest of the Park Board to commence a group to work with the Sheriff's office. Looking to see two board members working in collaboration with the Sheriff's Office.

MOVED AND SECONDED BY MEMBERS YEAGER AND SCHAEFER, DULY CARRIED, TO ESTABLISH A SKI LOONS WORK GROUP WITH THE FIRST TWO MEMBERS BEING MILLER AND RUSHMEYER.

Public Forum

Parks Chair, Shipe opened the Public Forum at 5:57 PM.

Chris Dens, Ski Loons, spoke about being excited to work together with the Park Board in the future. The group is continuing to explore a lot of different avenues for the best interest of the community.

Public Forum was closed at 5:58 PM by Chair Shipe.

Staff Reports

Public Works Director Dehn presented the staff reports, noting specifically some vandalism that has occurred in two parks, Bane, and Lyman P White. Discussed a good turnout for the Great Pumpkin festival.

Member Rushmeyer stated that the whole wall of the dugout at Bane Park should be sandblasted to remove the graffiti.

Board Reports

Member Yeager stated that he has no idea what happened with the Coordinator submitting her immediate resignation, however, he's very disappointed in the behavior that led up to her resignation because it put staff and volunteers in a bad place. He thanked Mayor Badeaux for stepping up to run the Pumpkin Festival. The Mayoral fund is still intact as the Great Pumpkin bounce house went for over the approved amount.

Chair Shipe thanked Administrative Assistant Tollefson for pulling the Park Department through the summer. He also thanked Mayor Badeaux for his work at the Pumpkin Festival.

Member Schaefer thanked Staff for their help at the Pumpkin Festival.

Mayor Badeaux stated that events like the Pumpkin Festival are important to carry through because if one kid can grow up hoping for events like that for their children the City has done its job. He also thanked staff and Member Schaefer for their work at the event.

Adjourn

MOVED AND SECONDED BY RUSHMEYER AND SCHAEFER, DULY CARRIED, TO ADJOURN THE MEETING AT 6:07 P.M.

Respectfully Submitted,

Toni Gage, Administrative Specialist

October 24, 2023

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

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

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

MOVED AND SECONDED BY MEMBERS YEAGER AND RUSHMEYER, DULY CARRIED, TO APPROVE THE AGENDA WITH MOVING THE YMCA PROPOSAL PRIOR TO THE CAPITAL BUDGET.

2024 YMCA Budget Proposal

City Engineer/Public Works Director Dehn stated that the YMCA stated that staff approached the YMCA for help with the winter sport programming. The YMCA would hire and train the referees, recruit volunteer coaches, coordinate schedules, and player registrations. The equipment would be provided by the City. They proposed \$1,300 for this service provided that the City provided contact lists. Due to privacy information the City cannot supply this to the YMCA. However, the City can send out e-mails to past players to register with the YMCA. The warming house staff will be hired by the City. The YMCA could arrange to coordinate initial schedules working until staff can transition in at \$800 per month.

Member Rushmeyer asked whether the \$800 could be prorated for December since it may not be open until Christmas time. He also suggested that the warming houses could stay closed until January 2024. He asked how long it could take to jump on board for pond hockey and warming houses.

City Engineer/Public Works Director Dehn stated that it may depend on the person and when they are on. It could potentially be within a few weeks after onboarding. CEO of the YMCA Riffle has indicated that it may be interested in taking on hockey full-time.

Member Yeager asked about managing our seasonal employees ourselves for the warming houses.

MOVED AND SECONDED BY MEMBERS YEAGER AND RUSHMEYER, DULY CARRIED, TO MOVE FORWARD WITH THE YMCA MANAGING THE POND HOCKEY SEASON.

Chair Shipe stated that the City is getting through an interesting time with this move. It may be interesting to see how the City can move forward.

City Engineer/Public Works Director Dehn stated that it seemed to him that the YMCA will work with the City on the warming house costs as they do not want to be responsible for this long term.

MOVED AND SECONDED BY MEMBERS YEAGER AND MILLER, DULY CARRIED, TO MOVE FORWARD WITH HIRING WARMING HOUSE STAFF AND DISCUSS WITH THE YMCA PRORATING THE AMOUNT FOR DECEMBER IF THE WARMING HOUSES ARE NOT OPEN UNTIL LATER IN THE MONTH.

2024 Capital Budget Planning

City Engineer/Public Works Director Dehn gave an overview of the more formal cost for the hockey rink at Jaycee's park. He gave an overview of the process for determining costs on the capital budget.

Discussion took place surrounding the Capital budget and capital plan and saving for items that are on the plan to be replaced in a certain year.

Member Miller stated that the items coming up in the next four to five years would need to be placed in the plan directly. There isn't time to save for those projects at 2% each year.

Mayor Badeaux stated that the Council does not want to see a fund that is just tapped for random projects, but a well laid plan of what the Park Board plans to spend money on and when.

Adjourn

MOVED AND SECONDED BY MILLER AND YEAGER, DULY CARRIED, TO ADJOURN THE MEETING TO THE NEXT PARK BOARD MEETING AT 5:20 P.M.

Respectfully Submitted,

Toni Gage, Administrative Specialist

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
319247/1 79799	ACE HARDWARE ANTIFREEZE/FAUCET 230-5200-42220	10/18/2023 pziemer REPAIR & MAINT	11/08/2023	59.99 59.99	0.00	Paid	Y 11/08/2023
319259/1 79802	ACE HARDWARE SWEEPER 118 CONVEYOR BELTS 235-3100-42220	10/18/2023 pziemer REPAIR & MAINT	11/08/2023	58.20 58.20	0.00	Paid	Y 11/08/2023
318773/1 79826	ACE HARDWARE GGP - VANDALISM R&M - WOMENS RESTROOM 230-5200-42220	09/29/2023 pziemer REPAIR & MAINT	11/08/2023	26.99 26.99	0.00	Paid	Y 11/08/2023
319605/1 80061	ACE HARDWARE J/D TRACTOR -LINK CHAIN QUICK 230-5200-42220	10/31/2023 pziemer REPAIR & MAINT	11/08/2023	10.76 10.76	0.00	Paid	Y 11/08/2023
319613/1 80074	ACE HARDWARE BATTERIES- WARMING HOUSE CLOCKS 230-5200-42220	10/31/2023 pziemer REPAIR & MAINT	11/08/2023	20.69 20.69	0.00	Paid	Y 11/08/2023
319623/1 80088	ACE HARDWARE BLACK SPRAY PAINT 230-5200-42220	11/01/2023 pziemer REPAIR & MAINT	11/08/2023	32.34 32.34	0.00	Paid	Y 11/08/2023
319696/1 80146	ACE HARDWARE FENCE REPAIR 230-5200-42220	11/03/2023 pziemer REPAIR & MAINT	11/22/2023	16.64 16.64	16.64	Open	N 11/22/2023
319762/1 80162	ACE HARDWARE CLEANING SUPPLIES 230-5200-42220	11/08/2023 pziemer REPAIR & MAINT	11/22/2023	14.38 14.38	14.38	Open	N 11/22/2023
319936/1 80250	ACE HARDWARE ENDBOLTS 230-5200-42220	11/15/2023 pziemer REPAIR & MAINT	11/22/2023	21.56 21.56	21.56	Open	N 11/22/2023
Total for vendor 0011 - ACE HARDWARE:				261.55	52.58		

Vendor 2740 - AT&T MOBILITY:

11/21/2023 03:07 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 10/19/2023 - 11/21/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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X11032023/PARKS							
80123	AT&T MOBILITY	10/25/2023	11/09/2023	216.61	0.00	Paid	Y
	ACCT 287292136423 PARKS PHONES/CAMER	pziemer					11/09/2023
	230-5200-43321	TELEPHONE		216.61			
	Total for vendor 2740 - AT&T MOBILITY:			216.61	0.00		
Vendor 0749 - BRAINERD LAKES SEWER, LLC:							
8363							
80094	BRAINERD LAKES SEWER, LLC	10/31/2023	11/08/2023	251.45	0.00	Paid	Y
	SATELLITE RENTALS OCT 2023	pziemer					11/08/2023
	230-5200-43410	RENTAL EXPENSE		81.61			
	230-5215-42210	OPERATING SUPPLIES		69.68			
	230-5200-43410	RENTAL EXPENSE		100.16			
	Total for vendor 0749 - BRAINERD LAKES SEWER, LLC:			251.45	0.00		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/OCT23/PKS							
80075	CENTERPOINT ENERGY	10/24/2023	11/08/2023	86.55	0.00	Paid	Y
	9/16/23-10/16/23 PARKS UTILITIES PLU	pziemer					11/08/2023
	230-5200-43380	UTILITIES		86.55			
92166-0/OCT23/STRTS							
80076	CENTERPOINT ENERGY	10/24/2023	11/08/2023	60.55	0.00	Paid	Y
	9/16/23-10/16/23 STREETS UTILITIES	pziemer					11/08/2023
	235-3100-43380	UTILITIES		60.55			
	Total for vendor 0307 - CENTERPOINT ENERGY:			147.10	0.00		
Vendor 0125 - CONSOLIDATED TELEPHONE CO:							
21274310/PARKS							
79791	CONSOLIDATED TELEPHONE CO	10/12/2023	10/20/2023	49.57	0.00	Paid	Y
	10/12-11/11 PARKS PHONE/INTERNET	pziemer					10/20/2023
	230-5200-43321	TELEPHONE		49.57			
21296072/PARKS							
80188	CONSOLIDATED TELEPHONE CO	11/12/2023	11/22/2023	49.57	49.57	Open	N
	11/12-12/11 PARKS SECURITY	pziemer					11/22/2023
	230-5200-43321	TELEPHONE		49.57			
21290503							
80214	CONSOLIDATED TELEPHONE CO	11/12/2023	11/22/2023	208.15	208.15	Open	N
	11/12-12/11 CAMPGROUND WIFI	pziemer					11/22/2023
	230-5280-43321	TELEPHONE		208.15			
	Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:			307.29	257.72		
Vendor 0900 - CUB FOODS - BRAINERD:							

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User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 10/19/2023 - 11/21/2023

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
TRX 000485 -PARKS							
79986	CUB FOODS - BRAINERD	10/01/2023	11/08/2023	10.29	0.00	Paid	Y
	CHEESE - CONCESSIONS	pziemer					11/08/2023
	230-5204-42210	OPERATING SUPPLIES		10.29			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			10.29	0.00		
Vendor 0134 - CWC SANITARY LANDFILL:							
192660							
79828	CWC SANITARY LANDFILL	10/03/2023	11/08/2023	35.00	0.00	Paid	Y
	DUMPED MATTRESS & MICROWAVE MMP CONC	pziemer					11/08/2023
	230-5200-42220	REPAIR & MAINT		35.00			
	Total for vendor 0134 - CWC SANITARY LANDFILL:			35.00	0.00		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2013180							
79827	DAHLHEIMER BEVERAGE	09/26/2023	11/08/2023	2.25	0.00	Paid	Y
	JANITORIAL SUPPLIES	pziemer					11/08/2023
	230-5200-42210	OPERATING SUPPLIES		2.25			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			2.25	0.00		
Vendor 1859 - ENTERPRISE FM TRUST:							
FBN4855755/PARKS							
79796	ENTERPRISE FM TRUST	10/04/2023	10/20/2023	2,498.32	0.00	Paid	Y
	OCT 23 PARKS DEPT VEHICLE LEASES	pziemer					10/20/2023
	230-5200-43331	LEASE PAYMENTS		2,498.32			
FBN4885061/PARKS							
80223	ENTERPRISE FM TRUST	11/04/2023	11/22/2023	2,498.32	2,498.32	Open	N
	NOV 23 PARKS DEPT VEHICLE LEASES	pziemer					11/22/2023
	230-5200-43331	LEASE PAYMENTS		2,498.32			
	Total for vendor 1859 - ENTERPRISE FM TRUST:			4,996.64	2,498.32		
Vendor 0170 - FASTENAL COMPANY:							
MNBAX264469							
80153	FASTENAL COMPANY	10/27/2023	11/22/2023	41.86	41.86	Open	N
	CABLE TIES - PARKS	pziemer					11/22/2023
	230-5200-42220	REPAIR & MAINT		41.86			
	Total for vendor 0170 - FASTENAL COMPANY:			41.86	41.86		
Vendor 0946 - GAME TIME:							
PJI-0220828							
80068	GAME TIME	10/20/2023	11/08/2023	335.59	0.00	Paid	Y
	BANE PARK - LEXAN BUBBLE 28	pziemer					11/08/2023

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User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	230-5200-42220	REPAIR & MAINT		335.59			
		Total for vendor 0946 - GAME TIME:		335.59	0.00		
Vendor 3213 - GRAINGER:							
9858105167 80225	GRAINGER	10/03/2023	11/22/2023	216.44	216.44	Open	N 11/22/2023
	SHOCK ABSORBING LANYARDS - PARKS	pziemer					
	230-5200-42220	REPAIR & MAINT		216.44			
		Total for vendor 3213 - GRAINGER:		216.44	216.44		
Vendor 0203 - HOLDEN ELECTRIC:							
73776 80181	HOLDEN ELECTRIC	11/08/2023	11/22/2023	380.13	380.13	Open	N 11/22/2023
	REPAIR UNDERGROUND TO RINK LIGHTS	pziemer					
	230-5200-42220	REPAIR & MAINT		380.13			
		Total for vendor 0203 - HOLDEN ELECTRIC:		380.13	380.13		
Vendor 1336 - KOERING, JOE:							
11/8/23 80136	KOERING, JOE	11/08/2023	11/22/2023	108.69	108.69	Open	N 11/22/2023
	2023 BOOT REIMB. 50%	pziemer					
	230-5200-42210	OPERATING SUPPLIES		108.69			
		Total for vendor 1336 - KOERING, JOE:		108.69	108.69		
Vendor 0889 - MENARDS - BAXTER:							
08479 80190	MENARDS - BAXTER	11/07/2023	11/22/2023	103.96	103.96	Open	N 11/22/2023
	HOCKEY RINK REPAIR SUPPLIES	pziemer					
	230-5200-42220	REPAIR & MAINT		103.96			
		Total for vendor 0889 - MENARDS - BAXTER:		103.96	103.96		
Vendor 3394 - MIDWEST MACHINERY CO:							
9804906 79801	MIDWEST MACHINERY CO	10/10/2023	11/08/2023	24.99	0.00	Paid	Y 11/08/2023
	BRUSH CUTTER BLADE	pziemer					
	230-5200-42220	REPAIR & MAINT		24.99			
9831098 80082	MIDWEST MACHINERY CO	10/27/2023	11/08/2023	26.27	0.00	Paid	Y 11/08/2023
	BELT FOR EDGER, OIL/FILTER FOR KROME	pziemer					
	230-5200-42220	REPAIR & MAINT		26.27			

11/21/2023 03:07 PM

User: pziemer

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9831109 80083	MIDWEST MACHINERY CO HONDA SNOWBLOWER 400-9050-45530	10/27/2023 pziemer CAPITAL - OTHER	11/08/2023	2,944.05 2,944.05	0.00	Paid	Y 11/08/2023
9822746 80085	MIDWEST MACHINERY CO JD SKID STEER MAINT. 230-5200-42220	10/23/2023 pziemer REPAIR & MAINT	11/08/2023	65.93 65.93	0.00	Paid	Y 11/08/2023
9837713 80086	MIDWEST MACHINERY CO SHEAR BOLTS FOR SNOW THROWERS 230-5200-42220	10/31/2023 pziemer REPAIR & MAINT	11/08/2023	12.20 12.20	0.00	Paid	Y 11/08/2023
Total for vendor 3394 - MIDWEST MACHINERY CO:				3,073.44	0.00		

Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:

OCT 2023/PARKS

80198	NORTH COUNTRY JANITORIAL & SUPPLY I OCT 23 PARKS DEPT JANITORIAL 230-5200-43300	11/01/2023 pziemer PROFESSIONAL SERVICES	11/22/2023	175.00 175.00	175.00	Open	N 11/22/2023
Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:				175.00	175.00		

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

1647-226501

79829	O'REILLY AUTOMOTIVE STORES INC. OIL - PARKS SHOP 230-5200-42220	09/29/2023 pziemer REPAIR & MAINT	11/08/2023	57.98 57.98	0.00	Paid	Y 11/08/2023
1647-231969 80084	O'REILLY AUTOMOTIVE STORES INC. MOWER - OIL FILTER 230-5200-42220	10/24/2023 pziemer REPAIR & MAINT	11/08/2023	15.86 15.86	0.00	Paid	Y 11/08/2023
Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:				73.84	0.00		

Vendor 4246 - OVERHAUL MOBILE SANDBLASTING:

1045

80253	OVERHAUL MOBILE SANDBLASTING SANDBLAS GRAFFITI OFF BANE PARK DUGO 230-5200-42220	11/14/2023 pziemer REPAIR & MAINT	11/22/2023	900.80 900.80	900.80	Open	N 11/22/2023
Total for vendor 4246 - OVERHAUL MOBILE SANDBLASTING:				900.80	900.80		

Vendor 0344 - WASTE PARTNERS INC:

11/21/2023 03:07 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 10/19/2023 - 11/21/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 6/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
3AX28796 80095	WASTE PARTNERS INC OCT 23 PARKS WASTE REMOVAL 230-5200-43380	10/31/2023 pziemer	11/08/2023	551.07 551.07	0.00	Paid	Y 11/08/2023
3AX28797/PARKS 80103	WASTE PARTNERS INC OCT 23 PARKS .5 GARAGE WASTE REMOVAL 230-5200-43380	10/31/2023 pziemer	11/08/2023	55.57 55.57	0.00	Paid	Y 11/08/2023
Total for vendor 0344 - WASTE PARTNERS INC:				606.64	0.00		

Vendor 3199 - WEX BANK:

92818162/PARKS 80230	WEX BANK OCT 23 PARKS DEPT FUEL 230-5200-42212	10/31/2023 pziemer	11/22/2023	1,593.95 1,593.95	1,593.95	Open	N 11/22/2023
Total for vendor 3199 - WEX BANK:				1,593.95	1,593.95		

Vendor 0346 - WIDSETH SMITH NOLTING:

226402 80066	WIDSETH SMITH NOLTING 21:17 LUM PARK RD/BOAT LAUNCH 401-9030-43300-21:17	10/20/2023 pziemer	11/08/2023	18,799.00 18,799.00	0.00	Paid	Y 11/08/2023
Total for vendor 0346 - WIDSETH SMITH NOLTING:				18,799.00	0.00		

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

Vendor 3895 - DICK'S SPORTING GOODS:

10/10/23 79951	DICK'S SPORTING GOODS PICKLEBALL AWARDS - GIFT CARDS 230-5200-43430	10/10/2023 pziemer	11/08/2023	735.00 735.00	0.00	Paid	Y 11/08/2023
Total for vendor 3895 - DICK'S SPORTING GOODS:				735.00	0.00		

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

735.00 0.00

11/21/2023 03:07 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 10/19/2023 - 11/21/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 7/7

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

# of Invoices:	41	# Due:	14	Totals:	33,372.52	6,329.45
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					33,372.52	6,329.45

--- TOTALS BY GL DISTRIBUTION ---

230-5200-42210	OPERATING SUPPLIES	110.94
230-5200-42212	MOTOR FUELS	1,593.95
230-5200-42220	REPAIR & MAINT	2,420.36
230-5200-43300	PROFESSIONAL SERVICES	175.00
230-5200-43321	TELEPHONE	315.75
230-5200-43331	LEASE PAYMENTS	4,996.64
230-5200-43380	UTILITIES	693.19
230-5200-43410	RENTAL EXPENSE	181.77
230-5200-43430	MISCELLANEOUS	735.00
230-5204-42210	OPERATING SUPPLIES	10.29
230-5215-42210	OPERATING SUPPLIES	69.68
230-5280-43321	TELEPHONE	208.15
235-3100-42220	REPAIR & MAINT	58.20
235-3100-43380	UTILITIES	60.55
400-9050-45530	CAPITAL - OTHER	2,944.05
401-9030-43300-21:17	PROFESSIONAL SERVICES	18,799.00

--- TOTALS BY FUND ---

230 - PARK & RECREATION FUND	11,510.72	6,329.45
235 - STREET & SEWER FUND	118.75	0.00
400 - CAPITAL PROJECTS FUND	2,944.05	0.00
401 - CONSTRUCTION FUND	18,799.00	0.00

--- TOTALS BY DEPT/ACTIVITY ---

3100 - S & S MAINTENANCE	118.75	0.00
5200 - PARK MAIN/ADMINISTRATION	11,222.60	6,121.30
5204 - CONCESSIONS	10.29	0.00
5215 - ADULT SOFTBALL	69.68	0.00
5280 - CAMPGROUND	208.15	208.15
9030 - CONSTRUCTION PROJ-MISC	18,799.00	0.00
9050 - CAPITAL PROJECTS-MISC	2,944.05	0.00

As of October 31, 2023

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	20,020	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	1,000	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	11,000	11,090	1,500	304	-	-	45,000	18,604	2,000	2,197	1,000	1,265
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	70,000	89,854	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	307	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	3,272	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	72,000	93,434	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	118,000	125,543	1,500	304	-	-	45,000	18,604	2,000	2,197	1,000	1,265
Total Personal Services	768,161	651,842	451	423	9,398	13,621	16,571	10,955	-	3,250	-	1,396
Supplies												
Office and Operating Supplies	5,750	2,070	5,500	5,650	250	918	29,915	16,626	2,000	1,762	2,000	3,395
Motor Fuels	23,000	15,505	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	75,000	37,856	-	-	-	-	-	2,004	-	-	-	-
Repairs & Maintenance - Mills Field	7,500	10,659	-	-	-	-	-	-	-	-	-	-
Small Tools	800	1,396	-	-	-	-	-	-	-	-	-	-
Total Supplies	112,050	67,487	5,500	5,650	250	918	29,915	18,630	2,000	1,762	2,000	3,395
Services												
Professional Services	28,000	17,615	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,300	8,745	-	-	-	-	-	-	-	-	-	-
Telephone	2,580	2,708	-	-	-	-	-	-	-	-	-	-
Postage	200	22	-	-	-	-	-	-	-	-	-	-
Professional Development	2,100	2,072	-	-	-	-	-	-	-	-	-	-
Lease Payments	29,125	26,831	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	31	-	-	-	-	-	-	-	-	-	-
Insurance	25,289	25,045	-	-	-	-	-	-	-	-	-	-
Utilities	79,300	98,590	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,500	1,539	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	3,361	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,100	839	-	-	-	-	-	-	-	-	-	-
Total Services	178,493	187,396	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,058,704	906,725	5,951	6,073	9,648	14,539	46,486	29,584	2,000	5,012	2,000	4,791
Other Revenue (Expenses)												
Sale of Assets	-	34,179	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	34,179	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(940,704)	(747,003)	(4,451)	(5,769)	(9,648)	(14,539)	(1,486)	(10,981)	-	(2,815)	(1,000)	(3,526)

As of October 31, 2023

	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	2,596	50,000	45,043	40,000	52,086	153,500	133,185
Other Revenue								
Interest Income	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	70,000	89,854
Contributions & Donations	-	-	-	-	-	-	-	307
Misc. Program Revenue	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	50	1,000	3,322
Total Charges for Services	-	-	-	-	-	50	72,000	93,484
TOTAL REVENUES	3,000	2,596	50,000	45,043	40,000	52,136	260,500	247,688
Total Personal Services	3,019	1,963	28,913	23,940	-	-	826,512	707,390
Supplies								
Office and Operating Supplies	600	-	14,000	11,460	500	174	60,515	42,056
Motor Fuels	-	-	-	-	-	-	23,000	15,505
Repairs & Maintenance	-	-	3,500	690	1,500	394	80,000	40,944
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	7,500	10,659
Small Tools	-	-	-	-	-	-	800	1,396
Total Supplies	600	-	17,500	12,150	2,000	568	171,815	110,560
Services								
Professional Services	-	-	-	-	-	-	28,000	17,615
Computer Technical Support	-	-	-	-	-	-	6,300	8,745
Telephone	-	-	-	-	800	1,138	3,380	3,847
Postage	-	-	-	-	-	-	200	22
Professional Development	-	-	-	-	-	-	2,100	2,072
Lease Payments	-	-	-	-	-	-	29,125	26,831
Printing/Legal Publications	-	-	-	-	100	-	1,100	31
Insurance	-	-	-	-	-	-	25,289	25,045
Utilities	-	-	-	-	3,300	3,712	82,600	102,301
Rent Expense	-	-	-	-	-	-	1,500	1,539
Miscellaneous	-	-	-	-	-	-	2,000	3,361
Dues and Subscriptions	-	-	-	-	-	-	1,100	839
Total Services	-	-	-	-	4,200	4,850	182,693	192,246
TOTAL OPERATING EXPENSES	3,619	1,963	46,413	36,090	6,200	5,418	1,181,021	1,010,196
Other Revenue (Expenses)								
Sale of Assets	-	-	-	-	-	-	-	34,179
Transfers In	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	34,179
TOTAL REVENUE OVER/(UNDER)	(619)	632	3,587	8,953	33,800	46,718	(920,521)	(728,329)



Park Board Agenda Request

MEETING DATE: November 28, 2023

TITLE OF ITEM: Approve Contract Award - Mississippi Riverbank Restoration and Habitat Improvement Project

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 City received 3 bids for the Mississippi Riverbank Restoration project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: See attached Letter of Recommendation from WSB and the bid tabulation. As a reminder, there is over \$300,000 in LCCMR funding available for the construction of the project.

RECOMMENDED ACTION/MOTION: Staff recommends award of the Mississippi Riverbank Restoration project to Minnesota Native Landscaping for the Base Bid plus Alternate 1 amount of \$206,740.00.

FINANCIAL IMPACT: \$206,740.00

November 17, 2023

Parks and Recreation Board
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Re: Mississippi Riverbank Restoration
City of Brainerd, MN
WSB Project No. 022575-000

Dear Board Members:

Bids were received for the above-referenced project on Friday, November 17, 2023, and were opened and read aloud. Three bids were received. The bids were checked for mathematical accuracy and tabulated. Please find enclosed the bid tabulation indicating Minnesota Native Landscaping, Otsego, Minnesota, as the low bidder.

	Base Bid	Alternate 1	Base Bid + Alternate 1
Minnesota Native Landscaping	\$195,740.00	\$11,000.00	\$206,740.00
Engineer's Estimate	\$164,383.50	\$8,000.00	\$172,383.50

We recommend that the Board consider these bids and award a contract for the Base Bid plus Alternate 1 in the amount of \$206,740.00 to Minnesota Native Landscaping based on the results of the bids received.

If you have any questions, please call me at 320.630.4657.

Sincerely,

WSB



Paul Sandy, PE
Sr. Project Manager

Enclosures

cc: Amy Schaffer, Minnesota Native Landscaping

ar

Bid Tabulation

Mississippi Riverbank Restoration

City of Brainerd

WSB Project No. 022575-000

Bid Opening: November 17, 2023 at 10:00 a.m. local time



DENOTES CORRECTED FIGURE

Doucette's Landscaping & Contracting, Inc.												
					Engineer's Estimate		Minnesota Native Landscaping		RES Great Lakes, LLC			
Line No.	Material No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Base Bid												
1	2021.501	MOBILIZATION	LS	1	\$15,000.00	\$15,000.00	\$10,000.00	\$10,000.00	\$21,500.00	\$21,500.00	\$25,000.00	\$25,000.00
2	2051.501	MAINT & RESTORATION OF HAUL ROADS	LS	1	\$2,000.00	\$2,000.00	\$7,500.00	\$7,500.00	\$14,600.00	\$14,600.00	\$12,750.00	\$12,750.00
3	2101.605	GRUBBING SPECIAL	ACRE	1.96	\$12,000.00	\$23,520.00	\$7,000.00	\$13,720.00	\$18,350.00	\$35,966.00	\$95,000.00	\$186,200.00
4	2511.507	RANDOM RIPRAP CLASS III	C Y	10	\$130.00	\$1,300.00	\$200.00	\$2,000.00	\$230.00	\$2,300.00	\$300.00	\$3,000.00
5	2511.507	RANDOM RIPRAP CLASS V	C Y	44	\$150.00	\$6,600.00	\$250.00	\$11,000.00	\$214.00	\$9,416.00	\$300.00	\$13,200.00
6	2571.502	DECIDUOUS TREE 1.5" CAL CONT	EACH	135	\$500.00	\$67,500.00	\$550.00	\$74,250.00	\$644.00	\$86,940.00	\$995.00	\$134,325.00
7	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	L F	700	\$5.00	\$3,500.00	\$7.00	\$4,900.00	\$6.50	\$4,550.00	\$6.00	\$4,200.00
8	2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	L F	200	\$20.00	\$4,000.00	\$25.00	\$5,000.00	\$40.00	\$8,000.00	\$25.00	\$5,000.00
9	2573.602	STABILIZED CONSTRUCTION EXIT	EACH	1	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$6,877.00	\$6,877.00	\$1,750.00	\$1,750.00
10	2575.601	EROSION CONTROL	LS	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$11,250.00	\$11,250.00	\$34,250.00	\$34,250.00
11	2575.508	SEED MIXTURE 36-211	LB	68	\$42.00	\$2,856.00	\$50.00	\$3,400.00	\$64.00	\$4,352.00	\$27.63	\$1,878.84
12	2575.508	HYDRAULIC STABILIZED FIBER MATRIX	LB	4,500	\$2.00	\$9,000.00	\$2.00	\$9,000.00	\$2.70	\$12,150.00	\$3.00	\$13,500.00
13	2575.509	MULCH MATERIAL TYPE 1	TON	1.7	\$275.00	\$467.50	\$1,000.00	\$1,700.00	\$1,520.00	\$2,584.00	\$150.00	\$255.00
14	2575.601	PLANT MANAGEMENT - YEAR 1	L S	1	\$8,000.00	\$8,000.00	\$12,500.00	\$12,500.00	\$7,420.00	\$7,420.00	\$5,000.00	\$5,000.00
15	2575.601	PLANT MANAGEMENT - YEAR 2	L S	1	\$8,000.00	\$8,000.00	\$12,500.00	\$12,500.00	\$5,960.00	\$5,960.00	\$5,000.00	\$5,000.00
16	2577.502	ROOT WAD	EACH	16	\$300.00	\$4,800.00	\$1,250.00	\$20,000.00	\$1,940.00	\$31,040.00	\$2,950.00	\$47,200.00
17	2577.502	LIVE STAKES	EACH	70	\$12.00	\$840.00	\$11.00	\$770.00	\$22.50	\$1,575.00	\$17.50	\$1,225.00
Base Bid Total						\$164,383.50		\$195,740.00		\$266,480.00		\$493,733.84
Alternate 1												
18	2575.601	PLANT MANAGEMENT - YEAR 3	L S	1	\$8,000.00	\$8,000.00	\$11,000.00	\$11,000.00	\$5,600.00	\$5,600.00	\$5,000.00	\$5,000.00
Alternate 1 Total						\$8,000.00		\$11,000.00		\$5,600.00		\$5,000.00

I hereby certify that this is an exact reproduction of bids received.

Certified By: 

License No. 53635

Date: November 17, 2023



Park Board Agenda Request

MEETING DATE: November 28, 2023

TITLE OF ITEM: Approve Final Pay Request - Lyman P. White Park Project

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: Attached to this item is the Final Pay Request for the Lyman P. White Park project. All the work included in the scope have been completed to the satisfaction of staff. The contractor has completed punchlist items as well as fully establishing turf grass in areas of failed seeding this previous summer.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: As part of the final documentation, the contractor will be providing a maintenance bond to the City that will cover any warranty items over the two-year period following acceptance. The total amount of the project would be \$2,672,421.35, \$2,119,608.09 is attributed to the park, and \$552,813.26 is attributed to the East River Road reconstruction.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the Final Pay Request for the Lyman P. White Park project in the amount of \$62,000.09.

FINANCIAL IMPACT: \$62,000.09

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

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

Funds Encumbered

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

Work Certified To Date

Base Bid Items	\$1,921,822.96
Contract Changes	\$750,598.39
Material On Hand	\$0.00
Total	\$2,672,421.35

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$35,632.20	\$2,672,421.35	\$0.00	\$2,610,421.26	\$62,000.09	\$2,672,421.35
Percent Retained: 0%			Percent Complete: 102.17%		

FINAL PAY VOUCHER

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By WSB

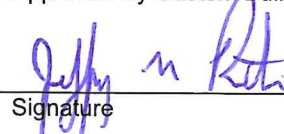


Signature

October 23, 2023

Date

Approved By Custom Builders, Inc.



Signature

11-17-2023

Date

Approved By Brainerd Parks & Recreation

Signature

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	06/27/2022	\$110,412.42	\$5,520.62	\$104,891.80
2	07/18/2022	\$282,328.55	\$14,116.43	\$268,212.12
3	08/16/2022	\$568,935.23	\$28,446.76	\$540,488.47
4	09/20/2022	\$390,735.12	\$19,536.76	\$371,198.36
5	10/19/2022	\$366,268.25	\$18,313.41	\$347,954.84
6	11/17/2022	\$447,422.10	\$22,371.10	\$425,051.00
7	01/16/2023	\$138,968.42	\$6,948.42	\$132,020.00
8	05/17/2023	\$246,452.95	\$12,322.65	\$234,130.30
9	06/19/2023	\$85,266.11	(\$101,208.26)	\$186,474.37
10	10/23/2023	\$35,632.20	(\$26,367.89)	\$62,000.09

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Park	\$2,119,608.09	\$0.00	\$2,063,136.13	\$56,471.96	\$2,119,608.09
Road	\$552,813.26	\$0.00	\$547,285.13	\$5,528.13	\$552,813.26

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Federal	\$56,471.96	\$2,095,652.09	\$1,856,029.50	\$2,119,608.09
2	Local	\$5,528.13	\$520,054.37	\$517,618.47	\$552,813.26

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

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
14	2360.504	TYPE SP 9.5 WEARING COURSE MIX (2,B) (SPWEA240B) – TRAIL	SY	\$23.76	930	0	\$0.00	930	\$22,096.80
15	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	\$101.00	750	0	\$0.00	793.26	\$80,119.26
16	2401.507	STRUCTURAL CONCRETE (3B52)	C Y	\$700.00	12	0	\$0.00	14	\$9,800.00
17	2401.508	REINFORCEMENT BARS (EPOXY COATED)	LB	\$2.50	4450	0	\$0.00	4747	\$11,867.50
18	2401.518	BRIDGE SLAB CONCRETE (3Y42-S)	S F	\$25.00	1200	0	\$0.00	1200	\$30,000.00
19	2401.601	STRUCTURE EXCAVATION	LS	\$5,302.00	1	0	\$0.00	1	\$5,302.00
20	2402.502	BEARING ASSEMBLIES	EACH	\$150.00	8	0	\$0.00	8	\$1,200.00
21	2402.503	ORNAMENTAL METAL RAILING	L F	\$355.00	75	0	\$0.00	75	\$26,625.00
22	2402.508	STRUCTURAL STEEL (3306)	LB	\$3.78	1440	0	\$0.00	1440	\$5,443.20
23	2402.508	STRUCTURAL STEEL (3309)	LB	\$3.35	46320	0	\$0.00	46320	\$155,172.00
24	2404.518	CONCRETE WEARING COURSE (3U17A)	S F	\$8.00	1105	0	\$0.00	1105	\$8,840.00
25	2452.602	HELICAL PILING	EACH	\$8,000.00	8	0	\$0.00	8	\$64,000.00
26	2520.507	LEAN MIX BACKFILL	C Y	\$350.00	43	0	\$0.00	43	\$15,050.00
27	2531.503	CONCRETE CURB DESIGN SPECIAL	L F	\$50.00	80	0	\$0.00	110	\$5,500.00
28	2411.501	3 RISER CONCRETE STAIR	EACH	\$4,000.00	9	0	\$0.00	9	\$36,000.00
29	2411.501	PATIO CONCRETE STAIR WITH INTEGRAL COLOR	LS	\$12,000.00	1	0	\$0.00	3	\$36,000.00
30	2411.604	MODULAR BLOCK RETAINING WALL SPECIAL - AMPHITHEATER	SY	\$627.00	116	30.6	\$19,186.20	170.6	\$106,966.20
31	2411.604	MODULAR BLOCK RETAINING WALL SPECIAL – HILLSIDE OVERLOOK	SY	\$627.00	38	-3	(\$1,881.00)	35	\$21,945.00
32	2501.502	18" RC PIPE APRON	EACH	\$1,669.00	1	0	\$0.00	1	\$1,669.00
33	2501.503	12" RC PIPE CULVERT DES 3006 CL V	L F	\$61.00	144	0	\$0.00	81	\$4,941.00
34	2501.503	15" RC PIPE CULVERT DES 3006 CL V	L F	\$69.00	454	0	\$0.00	498	\$34,362.00
35	2501.503	18" RC PIPE CULVERT DES 3006 CL V	L F	\$77.10	270	0	\$0.00	308	\$23,746.80
36	2501.503	24" RC PIPE CULVERT DES 3006 CL V	L F	\$127.00	204	0	\$0.00	204	\$25,908.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
37	2502.603	4-INCH PERFORATED DRAINTILE	LF	\$25.00	50	0	\$0.00	137	\$3,425.00
38	2502.603	4-INCH NON-PERFORATED DRAINTILE	LF	\$25.00	20	0	\$0.00	10	\$250.00
39	2503.602	RECONSTRUCT SANITARY MANHOLE	EACH	\$1,210.00	2	0	\$0.00	2.88	\$3,484.80
40	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$770.00	1	0	\$0.00	1	\$770.00
41	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,265.00	1	0	\$0.00	1	\$1,265.00
42	2503.603	6" PVC SANITARY SERVICE PIPE	L F	\$34.00	100	0	\$0.00	110	\$3,740.00
43	2504.601	IRRIGATION SYSTEM	LS	\$38,027.00	1	0	\$0.00	1	\$38,027.00
44	2504.602	INSTALL HYDRANT & VALVE	EACH	\$2,365.00	1	0	\$0.00	1	\$2,365.00
45	2504.602	ADJUST GATE VALVE & BOX	EACH	\$770.00	1	0	\$0.00	1	\$770.00
46	2504.602	2" CORPORATION STOP	EACH	\$950.00	1	0	\$0.00	1	\$950.00
47	2504.602	2" CURB STOP & BOX	EACH	\$979.00	1	0	\$0.00	1	\$979.00
48	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$3,960.00	1	0	\$0.00	1	\$3,960.00
49	2504.603	2" TYPE K COPPER PIPE	L F	\$46.00	80	0	\$0.00	78	\$3,588.00
50	2504.604	4" INSULATION	S Y	\$60.50	550	0	\$0.00	578.7	\$35,011.35
51	2506.502	CONST DRAINAGE STRUCTURE DESIGN G OR H	EACH	\$2,056.00	2	0	\$0.00	2	\$4,112.00
52	2506.502	CASTING ASSEMBLY	EACH	\$880.00	11	0	\$0.00	11	\$9,680.00
53	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$652.00	46.6	0	\$0.00	58	\$37,816.00
54	2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	L F	\$1,107.59	5	0	\$0.00	5	\$5,537.95
55	2506.601	CONTROL STRUCTURE	LS	\$7,569.72	1	0	\$0.00	1	\$7,569.72
56	2511.507	RANDOM RIPRAP CLASS III	C Y	\$100.00	43	0	\$0.00	66	\$6,600.00
57	2521.518	4" CONCRETE WALK	S F	\$7.00	4250	0	\$0.00	4318.88	\$30,232.16
58	2521.518	4" CONCRETE WALK-EXPOSED AGGREGATE	S F	\$12.50	5140	0	\$0.00	5140	\$64,250.00
59	2521.518	4" INTEGRAL COLOR CONCRETE WALK	SQ FT	\$10.50	3020	0	\$0.00	3095	\$32,497.50
60	2521.518	6" CONCRETE WALK	S F	\$12.50	50	0	\$0.00	50	\$625.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
61	2521.518	6" CONCRETE WALK-REINFORCED	S F	\$10.00	464	0	\$0.00	357.74	\$3,577.40
62	2521.518	6" REINFORCED INTEGRAL COLOR CONCRETE WALK	SF	\$12.00	7680	0	\$0.00	7630	\$91,560.00
63	2531.503	CONCRETE CURB & GUTTER DESIGN B612	L F	\$26.00	1464	0	\$0.00	1691	\$43,966.00
64	2531.603	CONCRETE PLAYGROUND CURB W/BASE	L F	\$40.00	155	0	\$0.00	155	\$6,200.00
65	2531.618	TRUNCATED DOMES	S F	\$50.00	80	0	\$0.00	76	\$3,800.00
66	2540.601	LEARNING CENTER AND CONCRETE PAD	LS	\$115,000.00	0	0	\$0.00	0	\$0.00
67	2540.601	AMPTHEATER FOUNDATION AND CONCRETE PATIO	LS	\$67,975.00	0	0	\$0.00	0	\$0.00
68	2540.601	PREFABRICATED RESTROOM BUILDING	LS	\$220,000.00	0	0	\$0.00	0	\$0.00
69	2540.601	PLAY EQUIPMENT	LS	\$30,000.00	1	0	\$0.00	1	\$30,000.00
70	2540.602	BIKE RACK	EACH	\$750.00	1	0	\$0.00	1	\$750.00
71	2540.602	BENCH - TYPE A	EACH	\$1,060.00	7	0	\$0.00	7	\$7,420.00
72	2540.602	BENCH - TYPE B	EACH	\$1,800.00	12	0	\$0.00	12	\$21,600.00
73	2540.502	TRASH RECEPTACLE	EACH	\$2,200.00	3	0	\$0.00	3	\$6,600.00
74	2540.602	PICNIC TABLE - TYPE A	EACH	\$1,731.00	3	0	\$0.00	3	\$5,193.00
75	2540.602	PICNIC TABLE - TYPE B	EACH	\$1,605.00	3	0	\$0.00	3	\$4,815.00
76	2540.602	BIKE REPAIR STATION	EACH	\$3,171.00	1	0	\$0.00	1	\$3,171.00
77	2540.602	DOG STATION	EACH	\$375.00	1	0	\$0.00	1	\$375.00
78	2545.601	SITE ELECTRICAL AND LIGHTING SYSTEM	LS	\$135,423.00	1	0	\$0.00	1	\$135,423.00
79	2545.601	ROADWAY LIGHTING	LS	\$32,119.00	1	0	\$0.00	1	\$32,119.00
80	2563.601	TRAFFIC CONTROL	LS	\$8,500.00	1	0	\$0.00	1	\$8,500.00
81	2564.602	SIGN PANELS TYPE SPECIAL	EACH	\$160.00	10	0	\$0.00	6	\$960.00
82	2571.502	DECIDUOUS TREE 2.5" CAL B&B	EACH	\$670.00	72	21.5	\$14,405.00	72	\$48,240.00
83	2571.502	DECIDUOUS TREE 1.5" CAL B&B	EACH	\$600.00	8	2.5	\$1,500.00	8	\$4,800.00
84	2571.502	DECIDUOUS SHRUB NO 5 CONT	EACH	\$91.00	48	14	\$1,274.00	48	\$4,368.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
85	2571.502	DECIDUOUS SHRUB NO 2 CONT	EACH	\$86.00	24	7	\$602.00	24	\$2,064.00
86	2571.502	PERENNIAL NO 1 CONT	EACH	\$26.00	68	21	\$546.00	68	\$1,768.00
87	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,534.00	1	0	\$0.00	1	\$1,534.00
88	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$162.00	2	0	\$0.00	6	\$972.00
89	2573.502	CULVERT END CONTROLS	EACH	\$108.00	1	0	\$0.00	1	\$108.00
90	2573.503	SILT FENCE, TYPE MS	L F	\$2.50	2250	0	\$0.00	2290	\$5,725.00
91	2573.503	FLOTATION SILT CURTAIN TYPE STILL WATER	L F	\$22.00	350	0	\$0.00	0	\$0.00
92	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$5.50	150	0	\$0.00	928	\$5,104.00
93	2574.507	COMMON TOPSOIL BORROW	C Y	\$22.00	600	0	\$0.00	560	\$12,320.00
94	2575.504	ROLLED EROSION PREVENTION CATEGORY 30	S Y	\$2.27	4000	0	\$0.00	5378.89	\$12,210.08
95	2575.504	ROLLED EROSION PREVENTION CATEGORY 70	S Y	\$6.21	250	0	\$0.00	0	\$0.00
96	2575.504	RAPID STABILIZATION METHOD 3	SY	\$3.78	4000	0	\$0.00	0	\$0.00
97	2574.507	COMPOST GRADE 2	C Y	\$103.00	8	0	\$0.00	0	\$0.00
98	2575.505	SEEDING - TYPE I TURF SEED MIX	ACRE	\$13,932.00	0.6	0	\$0.00	0.75	\$10,449.00
99	2575.505	SEEDING - TYPE II TURF SEED MIX	ACRE	\$13,932.00	0	0	\$0.00	0	\$0.00
100	2575.505	SEEDING - TYPE III TURF SEED MIX	ACRE	\$15,228.00	0.4	0	\$0.00	0.33	\$5,025.24
101	2575.607	MULCH MATERIAL TYPE SPECIAL	C Y	\$103.00	100	0	\$0.00	93	\$9,579.00
102	2575.603	LANDSCAPE EDGING	L F	\$8.64	140	0	\$0.00	139	\$1,200.96
103	2582.503	4" SOLID LINE PAINT	L F	\$1.00	1106	0	\$0.00	1321	\$1,321.00
104	2582.618	PAVEMENT MARKING SPECIAL	S F	\$3.75	30	0	\$0.00	40	\$150.00
105	2582.618	CROSSWALK MARKING-MULTI COMP	S F	\$2.25	72	0	\$0.00	72	\$162.00
106	2540.601	AMPHITHEATER ELEVATED STRUCTURE	LS	\$120,000.00	1	0	\$0.00	1	\$120,000.00
107	2545.601	AMPHITHEATER ELEVATED STRUCTURE ELECTRICAL	LS	\$5,500.00	1	0	\$0.00	1	\$5,500.00
108	2106.507	EXCAVATION - COMMON - PARK	CY	\$10.00	400	0	\$0.00	400	\$4,000.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
109	2411.501	CONCRETE STAIR	LS	\$24,000.00	1	0	\$0.00	1	\$24,000.00
110	2411.604	MODULAR BLOCK RETAINING WALL	S Y	\$627.00	52	0	\$0.00	27	\$16,929.00
111	2521.518	4" INTEGRAL COLOR CONCRETE WALK	S F	\$20.00	290	0	\$0.00	290	\$5,800.00
112	2521.518	6" REINFORCED INTEGRAL COLOR CONCRETE WALK	SF	\$20.00	140	0	\$0.00	140	\$2,800.00
Bid Totals:							\$35,632.20		\$1,921,822.96

Project Category Totals		
Category	Amount This Voucher	Amount To Date
Alternate 1 - Amphitheater Structure	\$0.00	\$125,500.00
Alternate 2 - River Steps	\$0.00	\$53,529.00
Base Bid	\$35,632.20	\$1,742,793.96

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

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
CO	11	127	2540.602	DRINKING FOUNTAIN	EACH	\$8,753.81	1	0	\$0.00	1	\$8,753.81
CO	12	128	2571.501	SHRUBS	LS	\$3,628.63	1	0	\$0.00	1	\$3,628.63
Contract Change Totals:									\$0.00		\$750,598.39

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
1	CO	During the bidding process, Custom Builders requested prices from all the pre-approved precast beam suppliers listed in the special provisions. All identified suppliers were unable to bid a price for the work so an assumed price was provided in the bid. This price was based off historical prices for this item until an approved supplier could be found. The Contractor has requested that additional precast beam suppliers be added to the contract. The contractor was able to obtain a bid from Taracon to supply the precast structural beams. The engineer authorized the use of Taracon to supply precast beams for the MLT Park Project. The items below are to remove existing bid items and replace them with bid items based off the bid submitted by Taracon for the following items. Contractor will perform work in accordance with the plans and specifications or as directed by the Engineer.	\$0.00	\$280,879.77
2	CO	The Engineer has determined, in communication with the City, that the PREFABRICATED RESTROOM BUILDING item will be removed and replaced by RESTROOM / STORAGE BUILDING. It was determined that an additional price would be paid to convert the prefabricated restroom building to a block built structure because of the delays on delivery of materials would cause the project to be pushed beyond the completion date in the contract. It was agreed to convert to a block built structure to try to keep the project within the contractual time line. Bathroom design will be amended from the plan to match the architectural drawing attached to this CO provided by Custom Builders Inc. All construction and materials will be completed per the plans and specs or per direction of the engineer.	\$0.00	\$252,869.76
3	CO	The Statement of Estimated Quantities designates EXCAVATION - COMMON - PARK, EXCAVATION - COMMON - ROADWAY, and COMMON EMBANKMENT (CV) as field verified quantities. The Engineer has determined that because these quantities are readily quantified and calculated in the design that they will be converted to Plan Quantities (P).	\$0.00	\$95,812.50
4	CO	As directed by the Engineer all restroom fixtures and finishes will be modified to match the current preferred alternatives that have been approved by the Brainerd Park Board. All items will be install per manufactures recommendations or as directed by the Engineer.	\$0.00	\$16,889.30
5	CO	The City determined that the existing fire hydrant was old should be replaced. As a part of this replacement the city was providing the new hydrant but the Contractor needed to supply the additional pipe and provide the labor and equipment to complete the install.	\$0.00	\$2,435.90
6	CO	The City was able to work through the DNR permitting required to allow construction of the canoe/kayak launch down to the river. The plans	\$0.00	\$63,685.16

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
		have been revised to include the work to construct a canoe/kayak. The canoe/kayak launch will be installed per plans and specifications or as directed by the Engineer.		
7	CO	To help establish turf in the park in the Spring the City has decided to replace the seeding in the irrigated areas with sod. This will be done in accordance with the plans and specifications or as directed by the engineer. This change will adjust the contract time so that this work can be done in the early next spring. The revised Final Completion date will be May 15, 2023. A drawing of the area to be seeded is attached. The item "2575.501/00020 (LS) TURF ESTABLISHMENT" shall cover the costs for all work related to the installation of sod replacing the areas shown as Type II Turf Seeding Mix: Irrigated Turf on plan sheet L5.0. This includes winter cover crop and erosion control through the winter.	\$0.00	\$20,839.25
9	CO	Conduit was added into the Precast beams in the amphitheater to accommodate lighting and electrical fixtures. Additionally once the load of the amphitheater's elevated structure was determined the concrete foundation reinforcement had to have additional reinforcement added as directed by the structural Engineer. The labor and materials necessary to complete this additional work will be paid for with contract item "2540.601 (LS) AMPHITHEATER".	\$0.00	\$2,504.32
10	CO	The sidewalk to the hill overlook did not get surveyed in as per plan so this change order is to compensate the contractor for the work to regrade the trail to match the plan and meet ADA standards. The item "Minor Grading" will be added to the plan to compensate for the additional work to grade the the hillside trail.	\$0.00	\$2,299.99
11	CO	The Brainerd Park board requested that a water bottle filling station be added to the project. This bottle filling station will be installed on the restroom facility. The payment for item DRINKING FOUNTAIN will include all labor and materials required to furnish and install the water filling station. The decision on the final location of the water bottle filling station, model and color of the station will be approved by the Engineer.	\$0.00	\$8,753.81
12	CO	Due to the layout of the play container being close to the river and presenting a possible safety risk, the City and Engineer decided it would be best to install a visual and physical barrier along the west side of the play container to alleviate the safety risk. This will be completed through use of 3-4 high shrubs to consist of viburnum and dwarf dogwood spaced 3-feet on center for approximately 100-feet. This change order represents all labor, material, and incidentals necessary to complete installation of this barrier. Location to be determined and verified by the Engineer in the field.	\$0.00	\$3,628.63

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

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

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining
75	2540.602	PICNIC TABLE - TYPE B	06/22/2022	0.5 EACH \$802.50	0.5 EACH \$802.50	0 EACH \$0.00
76	2540.602	BIKE REPAIR STATION	06/22/2022	0.75 EACH \$2,378.25	0.75 EACH \$2,378.25	0 EACH \$0.00
77	2540.602	DOG STATION	06/22/2022	0.75 EACH \$281.25	0.75 EACH \$281.25	0 EACH \$0.00



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

November 28, 2023; PARK BOARD MEETING

Recreation Report

Recreation Specialist Hiring Update

- We received 13 total applicants in the 2 week period of the position advertisement.
- 7 candidates were selected for interviews on Monday, November 27th. Dependent on the results of those interviews, a candidate selection and job offer may be sent later in the week.
- Staff is still hopeful to have the position filled and the new Recreation Specialist start by the end of the year.

Winter Activities/Sports

- Youth Pond Hockey
 - The YMCA has opened the registration for Youth Pond Hockey.
 - Registration can be done online and the cost is \$60 per registrant.
 - Adult Pond Hockey
 - Registration has not yet opened up for this activity.
 - Warming House Attendants
 - Staff is finalizing the position advertisement and will be opening the position for applicants shortly.
 - As an additional benefit of the position, YMCA is offering free membership during the employment period.
-

Parks Maintenance Report

- Returned straw bales and pumpkins to Boysnberry Farm
- Assisting with irrigation contractor at LPW
- Swept out cold storage building
- Getting estimates for Lum concrete
- Replaced lightbulbs and ballasts in cold storage
- Cleaning out perishables from Memorial concessions building
- Freezing outdated stock
- Refitting X-750 for winter operations including cab, blower and heater
- Winterizing summer equipment
- Set out all hockey boards for inspection by Becker Ice
- Removed tennis nets
- Spreading aggregate on Jaycees pony field
- Storing bases and protectors
- Cleaning and storing garbage truck
- Removed boat dock and pier
- Storing hockey boards and preparing to ship if needed
- Finished preparing downtown wreaths
- Picked up leftover construction materials from Jaycees
- Putting picnic tables away

- Moving summer equipment to cold storage
- Put basketball stantions in cold storage
- Removed pickleball nets from Memorial
- Pulling flowers from downtown urns
- Getting estimate and completed sandblasting at Bane
- Pricing and purchased snow blower
- Turning off electricity at closed facilities
- Fixing lights on Gregory rink
- Hung brackets and wreaths for downtown
- Put cab and blower on John Deere
- Disc golf yardage sign replaced at Lum
- Electrical box replaced at Memorial
- Picked up winter banners for downtown
- Maintenance on skid steer forks
- Made new gate boards for Bane hockey rink
- Replaced cut electrical line at Gregory rink lights
- Trimming trees
- Put hose reel in new vehicle
- Made shovel rack
- Purchased new lights for City Hall Christmas tree
- Disc golf at Memorial is ready for baskets and tee boxes
- Detailed cleaning on trucks and skid steer
- Fixed protective netting for scoreboards at Memorial fields
- Hauled scrap metal to recycling
- Repainted spots on Bane hockey rink and checked all lights
- Installed backflow preventer at Lum campground
- Had RPZ tested at Gregory
- Put up new American flags for downtown area
- Removed old sign and installed new Lum Park sign
- Erected new sign board for Lum boat landing
- Chipping brush from new disc golf course
- Hung downtown swags
- Finished fixing and testing City Hall Christmas tree
- Moved dumpster from old shop to new location
- Assembling new picnic tables

Projects Report

Lyman P. White Park Project

The project is complete and the contractor has completed all remaining completion items. The project is now ready for final acceptance and to begin the warranty period.

Parks ARPA Projects

Staff has provided Widseth with the comments received from the Park Board. Widseth is continuing work on plan prep to finalize a bid set for advertisement. 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.

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 waiting until spring for installation.

Memorial Park Disc Golf Course

The disc golf group is working on determining tee and hole locations to get accurate yardages before materials are ordered. It will be likely that completion won't occur until spring 2024.