PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, December 19, 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**

   D. **Approve 2024 Park Board Meeting Schedule**

6. **Presentations**

   A. **Presentation by Lakes Area Skatepark**

7. **Unfinished Business**

8. **New Business**

   A. **Approve 2024 Community Education Requested Budget**

   B. **Discuss 95% APRA Project Plans**

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. **Park Maintenance & Recreation Report**

11. **Board Member Reports**

12. **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"

Brainerd, MN

November 7th, 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

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, and Shipe. Member Yeager was noted as absent.

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

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

Approval of Agenda

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

Approval of Consent Calendar

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

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

New Business

Approve Contract Award- Mississippi Riverbank Restoration and Habitat Improvement Project

Paul Sandy, WSB, stated that there were three bids received for the project. WSB is recommending Minnesota Native Landscapes in the bid total of $195,740 plus alternate 1 for $11,000 for a total of $206,740. There is about $300,000 left of the LCCMR funds for construction costs.

Chair Shipe asked about concerns with construction utilizing this bidder.

Mr. Sandy had no concerns with the company.

MOVED AND SECONDED BY MEMBERS MILLER AND RUSHMEYER, DULY CARRIED, AWARD THE PROJECT TO AWARD THE BID TO MINNESOTA NATIVE LANDSCAPES IN THE TOTAL OF $206,740.

Approve Final Pay Request- Lyman P. White Park Project

Paul Sandy, WSB, stated that 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 that is not covered by the LCCMR funds.

MOVED AND SECONDED BY MEMBERS MILLER AND RUSHMEYER, DULY CARRIED, TO APPROVE THE FINAL PAY REQUEST FOR THE LYMAN P. WHITE PARK PROJECT IN THE AMOUNT OF $62,001.

Public Forum

Parks Chair, Shipe opened the Public Forum at 4:10 PM.

Wayne Harting, 14184 Wonderland Park Rd, stated that he has talked to members about the Ski Loons and wants to keep apprised of the issue.

Public Forum was closed at 4:11 PM by Chair Shipe.

Staff Reports

Public Works Director Dehn stated that he attended the presentation at APWA that he, Mr. Sandy, and the Mayor presented on Lyman P. White Park. The maintenance staff is out doing winter work, the temperatures are very sensitive. They have started work on ice rinks. Pond Hockey registration and Warming House Attendant applications are open. The hiring process for the Recreation Specialist staff is hoping to extend an offer later this week. The hiring of the Administrative Specialist for Public Works has been accepted. They will start on December 20th. There are 95% plans for the ARPA projects that have come in, he has not had time to review plans yet.

Chair Shipe asked about the RPZ was tested at Lum Park. He also asked about the hole in the ground in the middle of Gregory Park that he thinks BPU is working on.

Public Works Director Dehn stated that it is used to prevent backflow and contamination from the campground. He will follow up with BPU about the hole.

Board Reports

Member Rushmeyer asked about poop bags in Gregory Park for dogs. He has seen many people let their dogs poop and not pick up after their dogs. He talked about putting an open forum in the paper regarding the matter. He also asked about a sign but knows that people don't read the current signs.

Chair Shipe stated that Triangle Park has been inundated with dog poop as well.

Member Schaefer is glad that the Buffalo Hills sign is about to fall over, she is glad its on the 2024 capital projects.

Adjourn

MOVED AND SECONDED BY MILLER AND RUSHMEYER, DULY CARRIED, TO ADJOURN THE MEETING AT 4:19 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:								
320438/1								
80527	ACE HARDWARE		12/06/2023	12/20/2023	44.08	44.08	Open	N
	PARKS REPAIRS & MAINT		pziemer					12/20/2023
	230-5200-42220	REPAIR & MAINT			44.08			
320470/1								
80547	ACE HARDWARE		12/07/2023	12/20/2023	6.29	6.29	Open	N
	OIL		pziemer					12/20/2023
	230-5200-42220	REPAIR & MAINT			6.29			
320241/1								
80548	ACE HARDWARE		11/28/2023	12/20/2023	2.59	2.59	Open	N
	FASTENERS		pziemer					12/20/2023
	230-5200-42220	REPAIR & MAINT			2.59			
		Total for vendor 0011 - ACE HARDWARE:			52.96	52.96		
Vendor 4251 - ALLSTAR CONSTRUCTION :								
S-INV043976								
80622	ALLSTAR CONSTRUCTION		11/01/2023	12/20/2023	22,898.54	22,898.54	Open	N
	JAYCEE'S PARK REPAIRS - STORM REPAIRS		pziemer					12/20/2023
	230-5200-42220	REPAIR & MAINT			22,898.54			
		Total for vendor 4251 - ALLSTAR CONSTRUCTION :			22,898.54	22,898.54		
Vendor 2670 - AMERICAN STEEL SUPPLY INC:								
118211								
80292	AMERICAN STEEL SUPPLY INC		11/20/2023	12/06/2023	9.68	0.00	Paid	Y
	LPW TABLE REPAIR		pziemer					12/06/2023
	230-5200-42220	REPAIR & MAINT			9.68			
		Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:			9.68	0.00		
Vendor 2740 - AT&T MOBILITY:								
X12032023/PARKS								
80557	AT&T MOBILITY		11/25/2023	12/11/2023	183.96	0.00	Paid	Y
	ACCT 287292136423 PARKS DEPT PHONES		pziemer					12/11/2023
	230-5200-43321	TELEPHONE			183.96			
		Total for vendor 2740 - AT&T MOBILITY:			183.96	0.00		
Vendor 3265 - BARATTO BROTHERS CONSTRUCTION:								
365								
80379	BARATTO BROTHERS CONSTRUCTION		11/01/2023	12/06/2023	2,205.95	0.00	Paid	Y
	GREGORY PARK VANDALISM REPAIRS		pziemer					12/06/2023
	230-5200-42220	REPAIR & MAINT			2,205.95			

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
3134								
80380	BARATTO BROTHERS CONSTRUCTION		11/01/2023	12/06/2023	2,607.72	0.00	Paid	Y
	MMP REPAIRS DUE TO AGE		pziemer					12/06/2023
	230-5200-42220	REPAIR & MAINT			2,607.72			
	Total for vendor 3265 - BARATTO BROTHERS CONSTRUCTION:				4,813.67	0.00		
Vendor 0745 - BATTERIES PLUS:								
P68496003								
80617	BATTERIES PLUS		12/11/2023	12/20/2023	16.99	16.99	Open	N
	BATTERY - SKIDSTEER TRAILER MAINT.		pziemer					12/20/2023
	230-5200-42220	REPAIR & MAINT			16.99			
	Total for vendor 0745 - BATTERIES PLUS:				16.99	16.99		
Vendor 3939 - BELSON OUTDOORS:								
351637								
80370	BELSON OUTDOORS		11/16/2023	12/06/2023	14,093.46	0.00	Paid	Y
	QTY 10 PICNIC TABLES		pziemer					12/06/2023
	400-9050-45530	CAPITAL - OTHER			14,093.46			
	Total for vendor 3939 - BELSON OUTDOORS:				14,093.46	0.00		
Vendor 0074 - BRAINERD GENERAL RENTAL:								
169153								
80263	BRAINERD GENERAL RENTAL		11/15/2023	12/06/2023	365.00	0.00	Paid	Y
	BOOM LIFT RENTAL - CH TREE		pziemer					12/06/2023
	101-9200-43430	MISCELLANEOUS			365.00			
	Total for vendor 0074 - BRAINERD GENERAL RENTAL:				365.00	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:								
OCT 23/PARKS								
80299	BRAINERD PUBLIC UTILITIES		11/01/2023	12/06/2023	5,529.73	0.00	Paid	Y
	9/24/23-10/24/23 PARKS UTILITIES		pziemer					12/06/2023
	230-5200-43381	BPU UTILITIES			4,423.69			
	230-5200-43381	BPU UTILITIES			644.63			
	230-5280-43380	UTILITIES			255.26			
	230-5280-43380	UTILITIES			29.25			
	230-5280-43380	UTILITIES			176.90			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:				5,529.73	0.00		
Vendor 0307 - CENTERPOINT ENERGY:								
92166-0/NOV23/PARKS								
80516	CENTERPOINT ENERGY		11/22/2023	12/11/2023	266.64	0.00	Paid	Y
	10/17/23-11/14/23 PARKS UTILITIES +1		pziemer					12/11/2023

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	230-5200-43380	UTILITIES			266.64			
92166-0/NOV23/STRTS								
80517	CENTERPOINT ENERGY		11/22/2023	12/11/2023	240.63	0.00	Paid	Y
	10/17/23-11/14/23 STREETS GARGE - 1/2		pziemer					12/11/2023
	230-5200-43380	UTILITIES			240.63			
	Total for vendor 0307 - CENTERPOINT ENERGY:				507.27	0.00		
Vendor 1653 - CIVICPLUS:								
280676								
80268	CIVICPLUS		11/21/2023	12/06/2023	3,366.41	0.00	Paid	Y
	WEBSITE ANNUAL FEES 12/8/23-12/7/24		pziemer					12/06/2023
	230-5200-43309	COMPUTER TECHNICAL SUPPORT			280.53			
	230-0000-15510	PREPAID OTHER			3,085.88			
	Total for vendor 1653 - CIVICPLUS:				3,366.41	0.00		
Vendor 0203 - HOLDEN ELECTRIC:								
74090								
80530	HOLDEN ELECTRIC		11/30/2023	12/20/2023	5,420.00	5,420.00	Open	N
	MMP LIGHTS - REPLACE PANEL IN CONCESS		pziemer					12/20/2023
	400-9050-45530	CAPITAL - OTHER			5,420.00			
	Total for vendor 0203 - HOLDEN ELECTRIC:				5,420.00	5,420.00		
Vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:								
BRD 2023-4								
80619	ISD #181 BRAINERD PUBLIC SCHOOLS		12/12/2023	12/20/2023	3,250.00	3,250.00	Open	N
	4TH QTR RECREATION PROGRAMMING		pziemer					12/20/2023
	230-5200-43300	PROFESSIONAL SERVICES			3,250.00			
	Total for vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:				3,250.00	3,250.00		
Vendor 0889 - MENARDS - BAXTER:								
09340								
80365	MENARDS - BAXTER		11/20/2023	12/06/2023	13.48	0.00	Paid	Y
	SCREWS		pziemer					12/06/2023
	230-5200-42220	REPAIR & MAINT			13.48			
09523								
80366	MENARDS - BAXTER		11/22/2023	12/06/2023	13.44	0.00	Paid	Y
	LUMBER		pziemer					12/06/2023
	230-5200-42220	REPAIR & MAINT			13.44			
10328								
80568	MENARDS - BAXTER		12/04/2023	12/20/2023	28.51	28.51	Open	N
	LUMBER/GLOVES		pziemer					12/20/2023
	230-5200-42220	REPAIR & MAINT			28.51			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	Total for vendor 0889 - MENARDS - BAXTER:				55.43	28.51		
Vendor 3394 - MIDWEST MACHINERY CO:								
9840892								
80368	MIDWEST MACHINERY CO		11/02/2023	12/06/2023	74.85	0.00	Paid	Y
	FILTERS FOR EQUIPMENT		pziemer					12/06/2023
	230-5200-42220	REPAIR & MAINT			74.85			
	Total for vendor 3394 - MIDWEST MACHINERY CO:				74.85	0.00		
Vendor 0264 - MN DEPT LABOR & INDUSTRY:								
ABR0318746X								
80532	MN DEPT LABOR & INDUSTRY		11/25/2023	12/20/2023	10.00	10.00	Open	N
	210886 PRESSURE VESSEL PARKS		pziemer					12/20/2023
	230-5200-42220	REPAIR & MAINT			10.00			
	Total for vendor 0264 - MN DEPT LABOR & INDUSTRY:				10.00	10.00		
Vendor 0535 - MN DEPT OF HEALTH:								
FBL-13337-15436/2024								
80303	MN DEPT OF HEALTH		11/27/2023	12/06/2023	450.00	0.00	Paid	Y
	MEMORIAL SOFTBALL CONCESSION STAND		pziemer					12/06/2023
	230-5204-42210	OPERATING SUPPLIES			450.00			
FBL-13733-15436/2024								
80304	MN DEPT OF HEALTH		11/27/2023	12/06/2023	450.00	0.00	Paid	Y
	BANE PARK CONCESSION STAND		pziemer					12/06/2023
	230-5204-42210	OPERATING SUPPLIES			450.00			
FBL-34072-45021/2024								
80305	MN DEPT OF HEALTH		11/27/2023	12/06/2023	95.00	0.00	Paid	Y
	JAYCEES PARK CONCESSION STAND		pziemer					12/06/2023
	230-5204-42210	OPERATING SUPPLIES			95.00			
FBL-32213-45021/2024								
80306	MN DEPT OF HEALTH		11/27/2023	12/06/2023	450.00	0.00	Paid	Y
	BUFFALO HILLS PARK CONCESSION STAND		pziemer					12/06/2023
	230-5204-42210	OPERATING SUPPLIES			450.00			
MHP-20217-15436/2024								
80377	MN DEPT OF HEALTH		11/29/2023	12/06/2023	150.00	0.00	Paid	Y
	2024 LUM PARK CAMPGROUND LICENSE		pziemer					12/06/2023
	230-5280-42210	OPERATING SUPPLIES			150.00			
	Total for vendor 0535 - MN DEPT OF HEALTH:				1,595.00	0.00		
Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
NOV 2023/PARKS								
80594	NORTH COUNTRY JANITORIAL & SUPPLY I		12/06/2023	12/20/2023	247.00	247.00	Open	N
	NOV 23 PARKS JANITORIAL/SUPPLIES		pziemer					12/20/2023
	230-5200-43300	PROFESSIONAL SERVICES			175.00			
	230-5200-42220	REPAIR & MAINT			72.00			
	Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:				247.00	247.00		
Vendor 0291 - PIKE PLUMBING AND HEATING:								
85919								
80286	PIKE PLUMBING AND HEATING		11/15/2023	12/06/2023	115.00	0.00	Paid	Y
	GP WARMING HOUSE ANNUAL BACKFLOW TES		pziemer					12/06/2023
	230-5200-42220	REPAIR & MAINT			115.00			
86011								
80599	PIKE PLUMBING AND HEATING		12/07/2023	12/20/2023	1,438.00	1,438.00	Open	N
	INSTALL 3/4 RPZ -LUM PARK		pziemer					12/20/2023
	230-5200-42220	REPAIR & MAINT			1,438.00			
	Total for vendor 0291 - PIKE PLUMBING AND HEATING:				1,553.00	1,438.00		
Vendor 0349 - W.W. THOMPSON CONCRETE:								
2311-681279								
80367	W.W. THOMPSON CONCRETE		11/17/2023	12/06/2023	19.70	0.00	Paid	Y
	CONCRETE MIX FOR REPAIRS		pziemer					12/06/2023
	230-5200-42220	REPAIR & MAINT			19.70			
	Total for vendor 0349 - W.W. THOMPSON CONCRETE:				19.70	0.00		
Vendor 0344 - WASTE PARTNERS INC:								
3BX01850/PARKS								
80489	WASTE PARTNERS INC		11/30/2023	12/20/2023	55.58	55.58	Open	N
	NOV 23 PARKS 1/2 PW GARAGE WASTE REM		pziemer					12/20/2023
	230-5200-43380	UTILITIES			55.58			
3BX01856								
80490	WASTE PARTNERS INC		11/30/2023	12/20/2023	456.30	456.30	Open	N
	NOV 23 PARKS WASTE REMOVAL		pziemer					12/20/2023
	230-5200-43380	UTILITIES			456.30			
	Total for vendor 0344 - WASTE PARTNERS INC:				511.88	511.88		
Vendor 3199 - WEX BANK:								
93472629/PARKS								
80564*	WEX BANK		11/30/2023	12/20/2023	717.51	717.51	Open	N
	NOV 23 PARKS DEPT FUEL		pziemer					12/20/2023
	230-5200-42212	MOTOR FUELS			718.49			
	230-5200-42212	MOTOR FUELS			(0.98)			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	Total for vendor 3199 - WEX BANK:			717.51	717.51		
Vendor 0346 - WIDSETH SMITH NOLTING:							
227421							
80504	WIDSETH SMITH NOLTING	11/24/2023	12/20/2023	1,072.50	1,072.50	Open	N
	23:08 LUM PARK BEACH THRU 11/10/23	pziemer					12/20/2023
	229-0000-43300-23:08 PROFESSIONAL SERVICES			1,072.50			
227422							
80505	WIDSETH SMITH NOLTING	11/24/2023	12/20/2023	697.50	697.50	Open	N
	23:10 LUM PARK CAMPGROUND THRU 11/10/	pziemer					12/20/2023
	229-0000-43300-23:10 PROFESSIONAL SERVICES			697.50			
227061							
80506	WIDSETH SMITH NOLTING	11/17/2023	12/20/2023	7,140.00	7,140.00	Open	N
	21:17 LUM PARK ROAD/BOAT LAUNCH	pziemer					12/20/2023
	401-9030-43300-21:17 PROFESSIONAL SERVICES			7,140.00			
	Total for vendor 0346 - WIDSETH SMITH NOLTING:			8,910.00	8,910.00		
PCard: 2257 U.S. BANK Card Holder: PARKS							
Vendor 0086 - CITY OF BRAINERD:							
11/15/23							
80317	CITY OF BRAINERD	11/15/2023	12/06/2023	11.95	0.00	Paid	Y
	CDL TEST - S.JENSEN	pziemer					12/06/2023
	230-5200-43330 PROFESSIONAL DEVELOPMENT			11.95			
	Total for vendor 0086 - CITY OF BRAINERD:			11.95	0.00		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				11.95	0.00		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
# of Invoices: 38	# Due: 17	Totals:		74,213.99	43,501.39		
# of Credit Memos: 0	# Due: 0	Totals:		0.00	0.00		
Net of Invoices and Credit Memos:				74,213.99	43,501.39		
* 1 Net Invoices have Credits Totalling:				(0.98)			

--- TOTALS BY GL DISTRIBUTION ---

101-9200-43430	MISCELLANEOUS	365.00	
229-0000-43300-23:08	PROFESSIONAL SERVICES	1,072.50	
229-0000-43300-23:10	PROFESSIONAL SERVICES	697.50	
230-0000-15510	PREPAID OTHER	3,085.88	
230-5200-42212	MOTOR FUELS	717.51	
230-5200-42220	REPAIR & MAINT	29,576.82	
230-5200-43300	PROFESSIONAL SERVICES	3,425.00	
230-5200-43309	COMPUTER TECHNICAL SUPPORT	280.53	
230-5200-43321	TELEPHONE	183.96	
230-5200-43330	PROFESSIONAL DEVELOPMENT	11.95	
230-5200-43380	UTILITIES	1,019.15	
230-5200-43381	BPU UTILITIES	5,068.32	
230-5204-42210	OPERATING SUPPLIES	1,445.00	
230-5280-42210	OPERATING SUPPLIES	150.00	
230-5280-43380	UTILITIES	461.41	
400-9050-45530	CAPITAL - OTHER	19,513.46	
401-9030-43300-21:17	PROFESSIONAL SERVICES	7,140.00	

--- TOTALS BY FUND ---

101 - GENERAL FUND	365.00	0.00
229 - PANDEMIC GRANTS	1,770.00	1,770.00
230 - PARK & RECREATION FUND	45,425.53	29,171.39
400 - CAPITAL PROJECTS FUND	19,513.46	5,420.00
401 - CONSTRUCTION FUND	7,140.00	7,140.00

--- TOTALS BY DEPT/ACTIVITY ---

0000 -	4,855.88	1,770.00
5200 - PARK MAIN/ADMINISTRATION	40,283.24	29,171.39
5204 - CONCESSIONS	1,445.00	0.00
5280 - CAMPGROUND	611.41	0.00
9030 - CONSTRUCTION PROJ-MISC	7,140.00	7,140.00
9050 - CAPITAL PROJECTS-MISC	19,513.46	5,420.00
9200 - CITY-WIDE	365.00	0.00

As of November 30, 2023

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	20,020	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	1,000	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	11,000	11,090	1,500	304	-	-	45,000	18,625	2,000	2,197	1,000	1,265
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	70,000	94,923	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	307	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	3,488	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	72,000	98,718	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	**118,000**	**130,827**	**1,500**	**304**	**-**	**-**	**45,000**	**18,625**	**2,000**	**2,197**	**1,000**	**1,265**
Total Personal Services	768,161	696,350	451	423	9,398	13,621	16,571	10,955	-	3,250	-	1,396
Supplies												
Office and Operating Supplies	5,750	2,181	5,500	5,650	250	918	29,915	16,000	2,000	1,762	2,000	3,395
Motor Fuels	23,000	17,099	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	75,000	40,682	-	-	-	-	-	2,004	-	-	-	-
Repairs & Maintenance - Mills Field	7,500	10,659	-	-	-	-	-	-	-	-	-	-
Small Tools	800	1,396	-	-	-	-	-	-	-	-	-	-
Total Supplies	112,050	72,018	5,500	5,650	250	918	29,915	18,004	2,000	1,762	2,000	3,395
Services												
Professional Services	28,000	17,790	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,300	8,745	-	-	-	-	-	-	-	-	-	-
Telephone	2,580	2,974	-	-	-	-	-	-	-	-	-	-
Postage	200	22	-	-	-	-	-	-	-	-	-	-
Professional Development	2,100	2,072	-	-	-	-	-	-	-	-	-	-
Lease Payments	29,125	29,329	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	31	-	-	-	-	-	-	-	-	-	-
Insurance	25,289	27,325	-	-	-	-	-	-	-	-	-	-
Utilities	79,300	99,283	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,500	1,720	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	4,096	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,100	839	-	-	-	-	-	-	-	-	-	-
Total Services	178,493	194,226	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	**1,058,704**	**962,593**	**5,951**	**6,073**	**9,648**	**14,539**	**46,486**	**28,958**	**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)**	**(797,587)**	**(4,451)**	**(5,769)**	**(9,648)**	**(14,539)**	**(1,486)**	**(10,333)**	**-**	**(2,815)**	**(1,000)**	**(3,526)**

As of November 30, 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	133,207
Other Revenue								
Interest Income	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	70,000	94,923
Contributions & Donations	-	-	-	-	-	-	-	307
Misc. Program Revenue	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	50	1,000	3,538
Total Charges for Services	-	-	-	-	-	50	72,000	98,768
TOTAL REVENUES	**3,000**	**2,596**	**50,000**	**45,043**	**40,000**	**52,136**	**260,500**	**252,994**
Total Personal Services	3,019	1,963	28,913	23,940	-	-	826,512	751,897
Supplies								
Office and Operating Supplies	600	-	14,000	11,530	500	174	60,515	41,611
Motor Fuels	-	-	-	-	-	-	23,000	17,099
Repairs & Maintenance	-	-	3,500	690	1,500	383	80,000	43,759
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	7,500	10,659
Small Tools	-	-	-	-	-	-	800	1,396
Total Supplies	600	-	17,500	12,220	2,000	557	171,815	114,523
Services								
Professional Services	-	-	-	-	-	-	28,000	17,790
Computer Technical Support	-	-	-	-	-	-	6,300	8,745
Telephone	-	-	-	-	800	1,361	3,380	4,335
Postage	-	-	-	-	-	-	200	22
Professional Development	-	-	-	-	-	-	2,100	2,072
Lease Payments	-	-	-	-	-	-	29,125	29,329
Printing/Legal Publications	-	-	-	-	100	-	1,100	31
Insurance	-	-	-	-	-	-	25,289	27,325
Utilities	-	-	-	-	3,300	3,712	82,600	102,995
Rent Expense	-	-	-	-	-	-	1,500	1,720
Miscellaneous	-	-	-	-	-	-	2,000	4,096
Dues and Subscriptions	-	-	-	-	-	-	1,100	839
Total Services	-	-	-	-	4,200	5,072	182,693	199,298
TOTAL OPERATING EXPENSES	**3,619**	**1,963**	**46,413**	**36,160**	**6,200**	**5,629**	**1,181,021**	**1,065,719**
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**	**8,884**	**33,800**	**46,507**	**(920,521)**	**(778,546)**

Park Board
Agenda Request

MEETING DATE: December 19, 2023

TITLE OF ITEM: Approve 2024 Park Board Meeting Schedule

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: Attached to this item is the proposed 2024 Park Board meeting schedule.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff recommends approval of the proposed 2024 Park Board meeting schedule.

FINANCIAL IMPACT: N/A

2024 Park Board Meeting Schedule

Brainerd Parks and Recreation Department

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

Tuesday, **January 23**, 2024
Tuesday**, February 27**, 2024
Tuesday, **March 26**, 2024
Tuesday, **April 23**, 2024
Tuesday, **May 28,** 2024
Tuesday, **June 25**, 2024
Tuesday, **July 23**, 2024
Tuesday, **August 27**, 2024
Tuesday, **September 24**, 2024
Tuesday, **October 22**, 2024
Tuesday, **November 26**, 2024
Tuesday, **December 17**, 2024

Park Board
Agenda Request

MEETING DATE: December 19, 2023

TITLE OF ITEM: Presentation by Lakes Area Skatepark

AGENDA:

ACTION REQUESTED: Information Only

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jake Rennaker

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE: Jake Rennaker from the Lakes Area Skatepark Association is here to present on the proposal for a skatepark in Memorial Park.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Presentation Only

RECOMMENDED ACTION/MOTION: Presentation Only

FINANCIAL IMPACT: N/A

LAKES AREA
SKATEPARK

Since Last Park Board Meeting

- Fundraising consistently
- Impacting community
  - Events
  - Service Work
  - Promoting extreme sports & lessons
- Growing support

Since Last Park Board Meeting

- Raised over $88,000
  - $4,000 - March 2022
- Fundraising plan
  - Future events
  - Grants
  - Donors
- Community skatepark design sessions

State of MN Skatepark Matching Grant Program

- Passed Spring 2023
  - $4 Million available
  - Match local government funds
    - Dollar for dollar
    - $500,000 - up to $1 Million
    - Includes
      - Pledged dollars
      - Land, parking lot & utilities
    - No timeline to spend State matched funds
- Accepting applications 2024

State of MN Skatepark Matching Grant Program

- City land contribution
  - Memorial Park - Mill Ave parking lot area
    - South side - Q Street
- Land, parking lot, utilities
  - $343,000 valuation
    - Matched by State of MN

Skatepark Funding - MN Matching

- Extra pledged skatepark funds
  - 2026 timeline
  - Continue fundraising
- Our skatepark top of list - MN Grant
  - Furthest along
  - Most support
  - Great chance of getting funds matched

Skatepark Funding - MN Matching

- HUGE Return on Investment
- $300,000 City pledge
  - Funds $1 Million skatepark
  - LESS THAN 3 to 1 match
- Create amazing facility for youth
  - Generational impact
  - Little to NO maintenance
    - Endowment fund for maintenance costs

Lakes Area Skatepark Support

- Memorial Park land contribution?
- Willing to pledge City funds?
  - Any dollars available?
- Ideas to capitalize on matching grant?
  - County funds, District #181 funds?
- Asking for your support
  - City Council funding

SPOHN RANCH SKATEPARKS

CITY OF BRAINERD

MEMORIAL PARK SKATEPARK CITY OF BRAINERD, MINNESOTA

CONCEPT DESIGN 05.06.22

10.22 Sec. 7. AMATEUR SPORTS COMMISSION - $ 4,000,000
10.23 (a) To the Minnesota Amateur Sports
10.24 Commission for grants to cities, towns,
10.25 counties, park boards, and school districts for
10.26 the planning and building of public skate parks
10.27 under Minnesota Statutes, section 240A.20,
10.28 subdivision 3, with the assistance of the
10.29 nonprofit consultant hired under paragraph
10.30 (b).
10.31 (b) Of this appropriation, up to $100,000 may
10.32 be used to hire a Minnesota nonprofit
10.33 consultant with expertise in public skate park
10.34 development to assist the commission in
10.35 developing and applying the criteria for
Article 1 Sec. 7. 10
HF670 FOURTH ENGROSSMENT REVISOR JSK H0670-4
11.1 awarding grants under Minnesota Statutes,
11.2 section 240A.20, subdivision 3.

Skatepark Grant Guidelines

64.1 Sec. 6. Minnesota Statutes 2022, section 240A.20, subdivision 1, is amended to read:
64.2 Subdivision 1. Definition. For purposes of this section, "skate" means wheeled,
64.3 nonmotorized recreation, including skateboarding, roller blading, and roller skating, and
64.4 BMX biking.
64.5 Sec. 7. Minnesota Statutes 2022, section 240A.20, subdivision 3, is amended to read:
64.6 Subd. 3. Criteria for grants to local units of government for public skate parks. (a)
64.7 The commission shall administer a site selection process for the skate parks. The commission
64.8 shall invite proposals from cities or, towns, counties or, consortia of cities, park boards, and
64.9 school districts that are eligible to receive a grant under this program. A proposal for a skate
64.10 park must include matching contributions including in-kind contributions of land, access
64.11 roadways and access roadway improvements, and necessary utility services, landscaping,
64.12 and parking.
64.13 (b) The skate park must be accessible to the public without charge for personal use.
64.14 (c) The skate park must be constructed of concrete.
64.15 (b) (d) The location for all proposed facilities must be in areas of maximum demonstrated
64.16 interest and must maximize accessibility to an arterial highway, transit, or pedestrian or
64.17 bike path.
64.18 (c) (e) To the extent possible, all proposed facilities must be dispersed equitably, must
64.19 be located to maximize potential for full utilization, must accommodate noncompetitive

64.20 family and community skating for all ages, and must encourage use of skate parks by a
64.21 diverse population.
64.22 (d) (f) The commission will give priority to proposals that come from more than one
64.23 local government unit.
64.24 (e) (g) The commission may also use the money to upgrade, rehabilitate, or renovate
64.25 current facilities.
64.26 (f) (h) To the extent possible, 50 percent of all grants must be awarded to communities
64.27 in greater Minnesota.
64.28 (g) (i) A grant awarded under subdivision 2, clause (2), may not exceed
64.29 $500,000 unless the grantee demonstrates that the facility will have a regional or statewide
64.30 draw. A grant awarded undersubdivision 2, clause (2), may be for up to $1,000,000
64.31 for a skate park with regional impact. A grant awarded under subdivision 2, clause (2), may
Article 2 Sec. 7. 64
HF670 FOURTH ENGROSSMENT REVISOR JSK H0670-4
65.1 be for up to $2,000,000 for a skate park that has or will have more than
65.2 40,000 square feet.
65.3 (h) (j) In selecting projects to be awarded grants under this section, the commission must
65.4 give priority to those projects that are designated designed by experts in the field of concrete
65.5 skate park design and are to be constructed by professionals with experience in the
65.6 construction of concrete skate parks.
65.7 (i) (k) To be eligible for a grant under this section, a local government must have engaged
65.8 or must commit to engage youth in the planning, design, and programming for the concrete
65.9 skate park.
65.10 Sec. 8. Minnesota Statutes 2022, section 240A.20, is amended by adding a subdivision to
65.11 read:
65.12 Subd. 6. Awarding a design-build contract. Notwithstanding section 471.345, cities,
65.13 towns, counties, park boards, and school districts may solicit and award a design-build or
65.14 construction manager at-risk contract for a construction or upgrade project funded under
65.15 this section on the basis of a best value selection process. The city, town, county, park board,
65.16 or school district must consider at least three proposals when awarding a design-build
65.17 contract under this section.
65.18 Sec. 9. Minnesota Statutes 2022, section 240A.20, is amended by adding a subdivision to
65.19 read:
65.20 Subd. 7. Availability of funds. A grant of money from an appropriation under this
65.21 program is available to each grantee until the project that is the subject of the grant is
65.22 completed or abandoned, subject to section 16A.642.

Brainerd Community Action

Balance Sheet

As of October 5, 2023

	LASA	TOTAL
ASSETS		
Current Assets		
Bank Accounts		
Checking-Bremer...7113	88,593.62	$88,593.62
Total Bank Accounts	**$88,593.62**	**$88,593.62**
Total Current Assets	**$88,593.62**	**$88,593.62**
TOTAL ASSETS	**$88,593.62**	**$88,593.62**
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Fiduciary Funds Payable		$0.00
Cash Receipts	97,871.62	$97,871.62
Disbursements	-9,278.00	$ -9,278.00
Total Fiduciary Funds Payable	**88,593.62**	**$88,593.62**
Total Other Current Liabilities	**$88,593.62**	**$88,593.62**
Total Current Liabilities	**$88,593.62**	**$88,593.62**
Total Liabilities	**$88,593.62**	**$88,593.62**
Equity		
Retained Earnings		$0.00
Net Income		$0.00
Total Equity	**$0.00**	**$0.00**
TOTAL LIABILITIES AND EQUITY	**$88,593.62**	**$88,593.62**

Park Board
Agenda Request

MEETING DATE: December 19, 2023

TITLE OF ITEM: Approve 2024 Community Education Requested Budget

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: Attached to this item is the proposed 2024 Community Ed budget request. The request is for $15,000, an increase of $2,000 over 2023.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: As the Truth and Taxation hearing and the meeting where Council was considering the operating budgets was occurring prior to the Park Board meeting, staff included the additional request in the City's budget proposal for Parks. An e-mail was sent to the Park Board notifying them. If the Park Board decides to not approve this increase, the budget could be amended to reflect the change.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the 2024 budget request from Community Ed in the amount of $15,000.

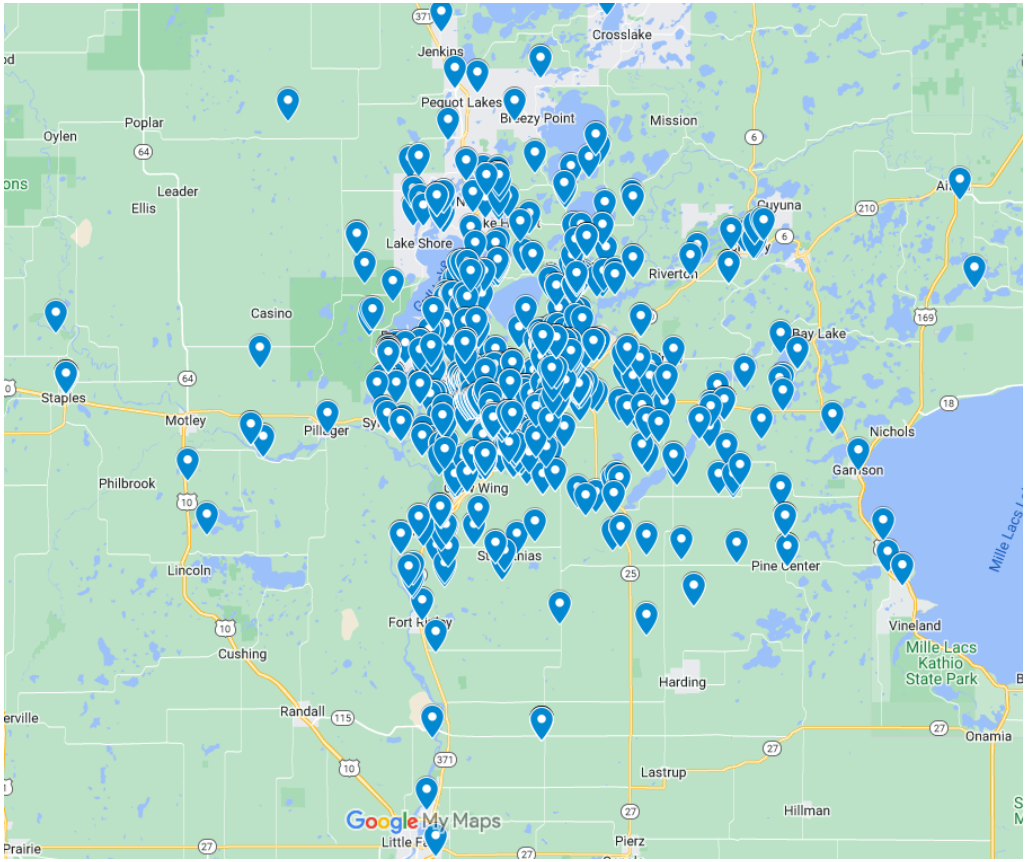
FINANCIAL IMPACT: $15,000

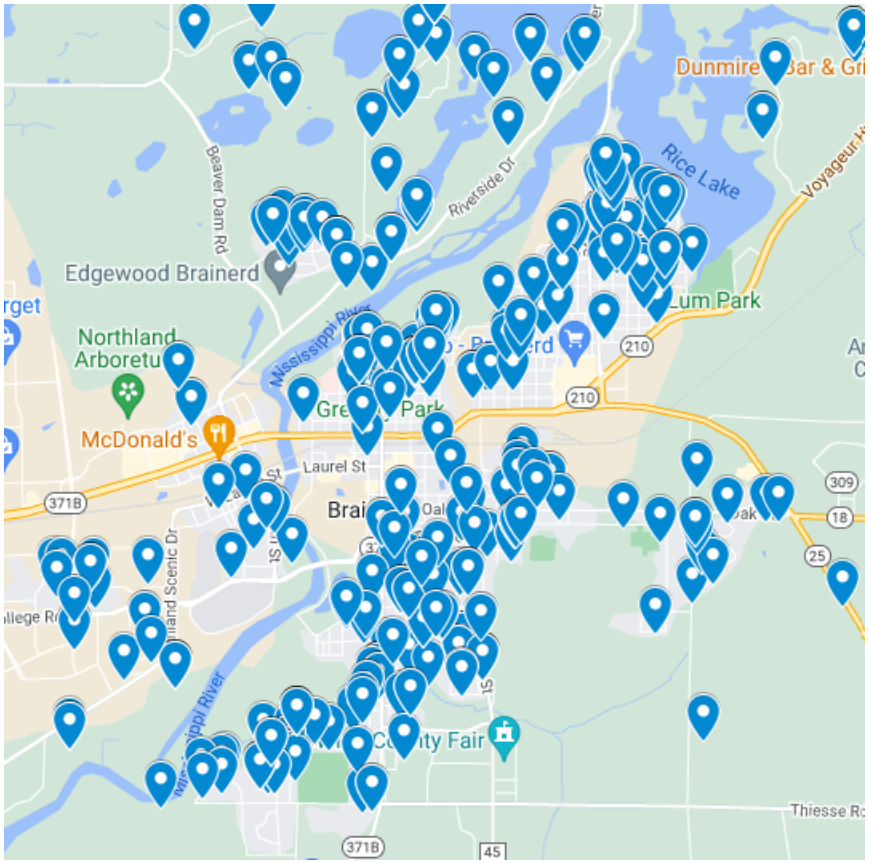
Brainerd Community Education
Brainerd Public Schools

Parks & Rec Financial Summary

	2021-22 Actual	2022-23 Actual	2023-24 Preliminary Budget	2023-24 Revised Budget	
Fees	72,886.36	76,475.57	70,000	85000	*(increase fees by $10)*
Donations	0.00	0.00	0	0	
Contribution (City of Baxter)	20,000.00	20,000.00	20,000	23000	
Contribution (City of Brainerd)	9,125.00	13,000.00	13,000	15000	
Miscellanous Revenue	19,838.00	11,575.00	10,000	13000	*(increase and grow sponsorhips)*
Total Revenues	$121,849.36	$121,050.57	$113,000	$136,000	
Program Salaries and Benefits	62,924.91	46,628.58	60,000	60000	
Non-program Salary and Benefits	29,301.02	31,809.77	30,000	35000	
Purchased Services	11,934.37	10,984.64	10,500	10500	
Supplies and Materials	32,079.21	39,516.13	26,000	26000	
Due, Membership and License Fees	640.00	700.00	500	0	
Total Expenses	$136,879.51	$129,639.12	$127,000	$131,500	
Excess (Deficit)	-$15,030.15	-$8,589	-$14,000	$4,500	

Parks & Rec by Program - fall 2023				
	Revenue from Fees**	Expenses*		Notes
Flag Football	$17,309	$9,113	$8,196	
Fall Soccer	$17,309	$9,113	$8,196	
Baseball	$28,044	$46,801	-$18,757	
Miracle League	$1,120	$1,674	-$554	$750 in designated sponsorships
Softball	$10,547	$25,183	-$14,636	
Spring Soccer	$12,945	$5,290	$7,655	
Tennis	$897	$531	$366	
*Expenses totaled here include direct program expenses for equipment and supplies, staff and officials, etc. It does not include any administrative percentages that are calculated into our total P&R budget.				
**Additional revenue sources are sponsorhips (~$11,500 total) and contributions from the cities of Brainerd and Baxter.				





2023 Parks & Rec Participation Representation

Park Board
Agenda Request

MEETING DATE: December 19, 2023

TITLE OF ITEM: Discuss 95% APRA Project Plans

AGENDA: Approve

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: Following the October Park Board meeting, staff forwarded the comments and direction received from the Park Board to Widseth in regard to the 3 Parks ARPA projects, Jaycees, Lum Park Beach, and Lum Park Campground. Attached are the 95% plans for the three projects. Staff is requesting any further feedback from the Park Board on the projects. If none, staff would request authorization to advertise the plans for bidding. Bids and an award recommendation would be brought back for Park Board review at that time.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Draft plans are attached for comments from the Park Board. Staff will be preparing a cost estimate for the 3 projects to also present to the Park Board. As a reminder, a total of $500,000 in ARPA funding was allocated to the three projects as follows (in order of priority):

1. Jaycees Park - $200,000
2. Lum Park Beach - $150,000
3. Lum Park Campground - $150,000

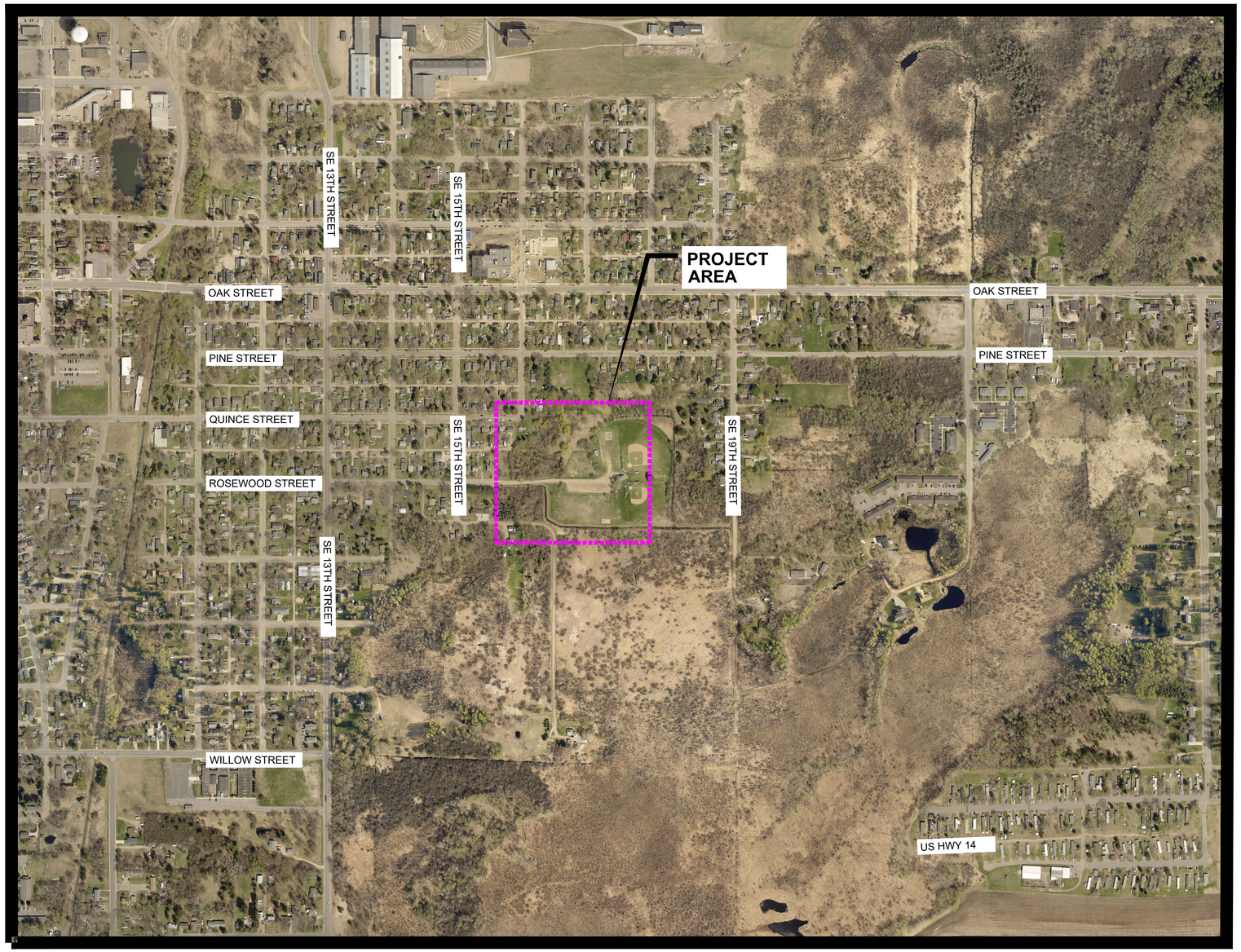
RECOMMENDED ACTION/MOTION: Staff is requesting comments from the Park Board on the 95% plans as presented. If no further comments, staff is requesting authorization to advertise the plans for bids.

FINANCIAL IMPACT: N/A

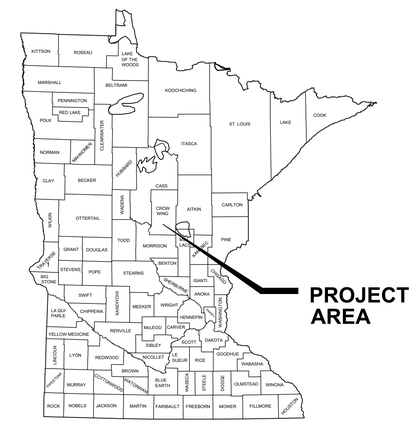
CONSTRUCTION PLANS FOR
JAYCEES PARK
BRAINERD, MINNESOTA

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



PARTIAL MAP OF THE CITY OF BRAINERD, MINNESOTA



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

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NORTH

0 350 700
SCALE (IN FEET)

95% CONSTRUCTION SET

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 AND ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

JULIAN N. REINER DATE: 11/30/2023 LIC. NO. 45039

DATE	REV#	REVISIONS DESCRIPTION	BY

DATE: NOVEMBER, 2023
SCALE: AS SHOWN
DRAWN BY: RSH
CHECKED BY: JNR
JOB NUMBER: 2023-10272

JAYCEES PARK
CITY OF BRAINERD
BRAINERD, MN

TITLE SHEET

SHEET NO.
C1.0

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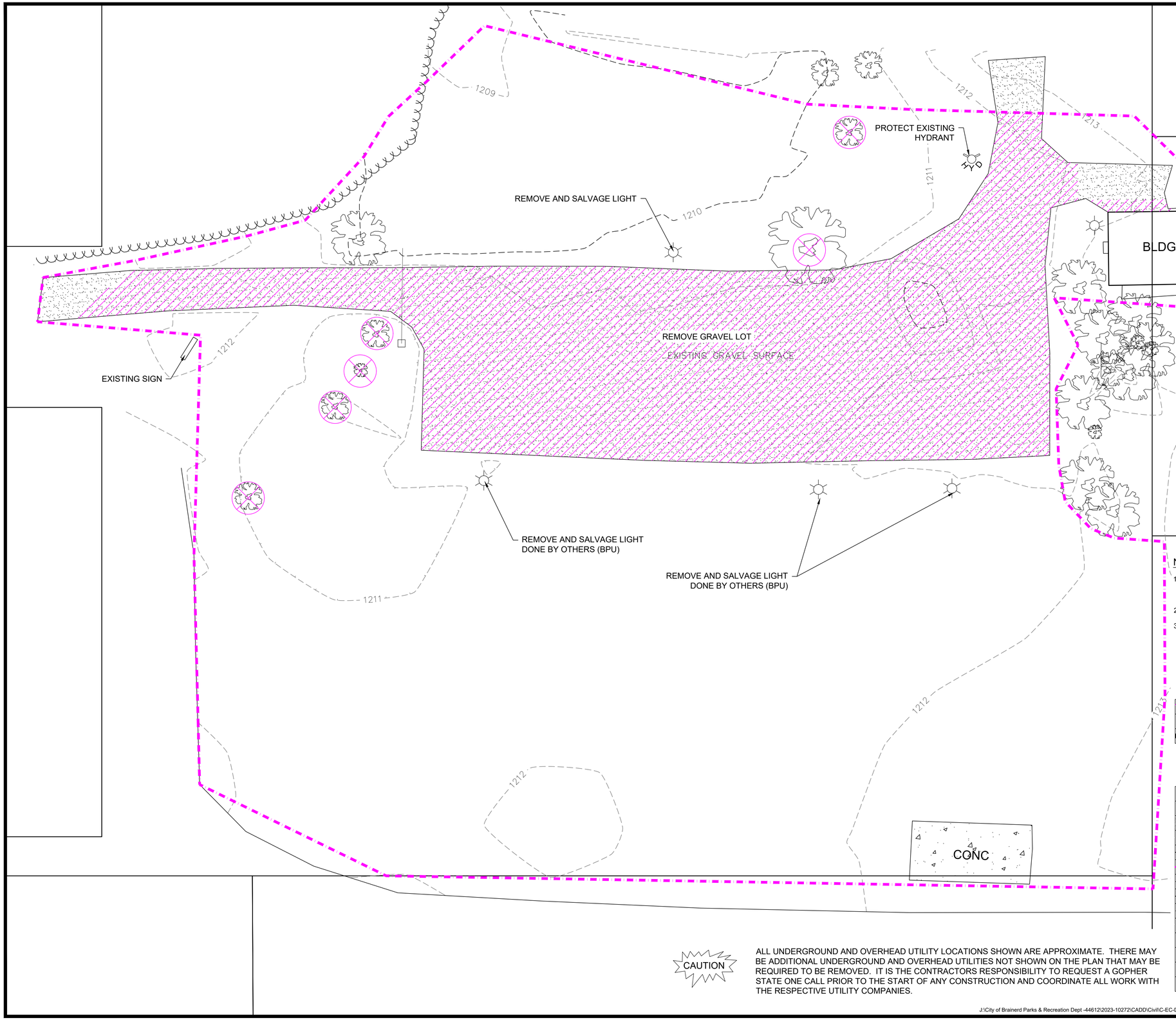

NOTES:

1. 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.
2. COORDINATE WATER SHUT DOWNS WITH PUBLIC WORKS.
3. 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.

PROPOSED REMOVALS LEGEND

	REMOVE GRAVEL
	REMOVE TREE
	PROPOSED CONSTRUCTION LIMITS

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 FENCE
	DENOTES EXISTING LIGHT POLE
	DENOTES EXISTING SIGN POST
	DENOTES EXISTING CONIFEROUS
	DENOTES EXISTING DECIDUOUS TREE

CAUTION

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JILLIAN N. REINER DATE: 11/30/2023 LIC. NO. 45038

DATE	REV#	REVISIONS DESCRIPTION	BY

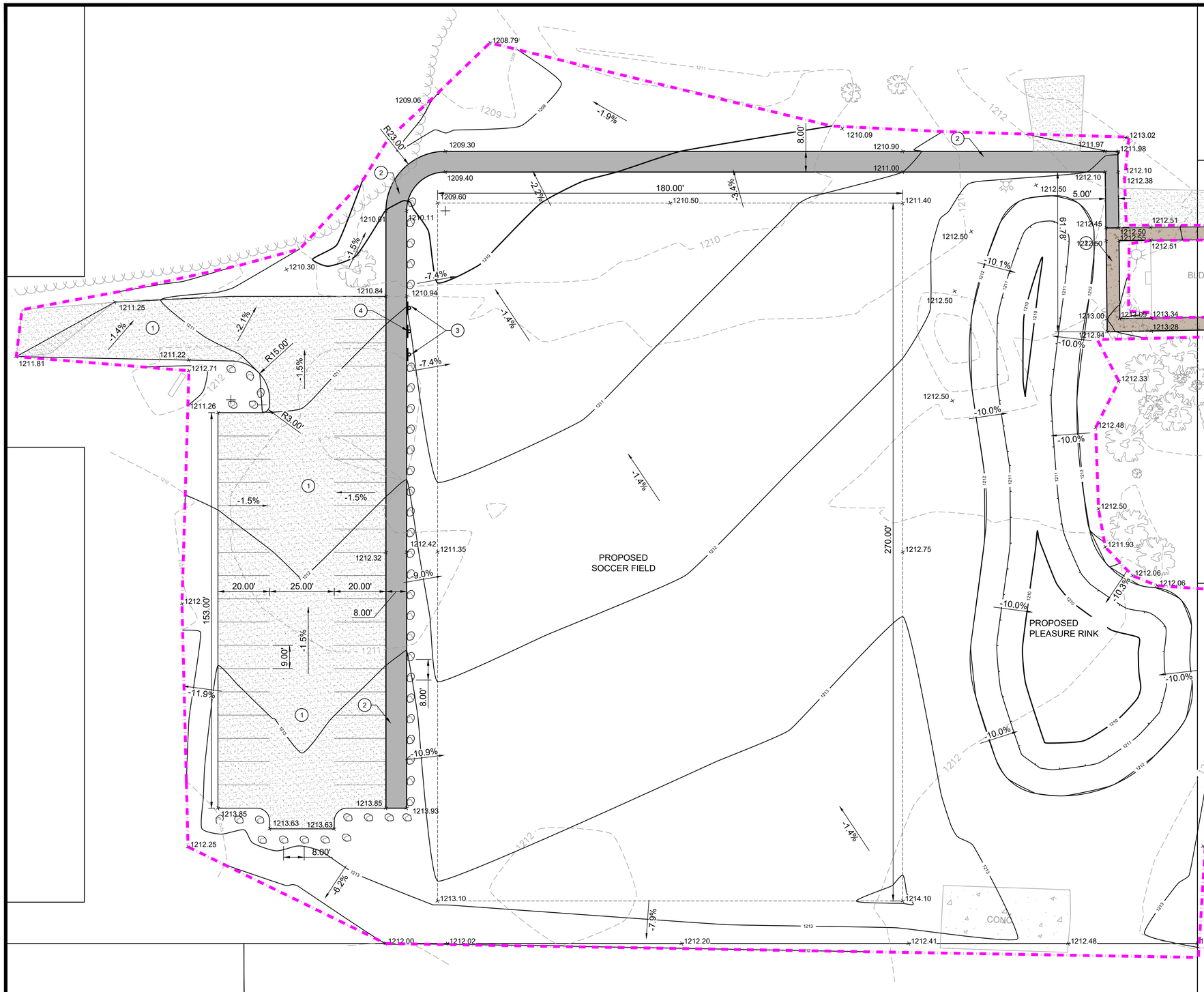
DATE: NOVEMBER, 2023
SCALE: AS SHOWN
DRAWN BY: RSH
CHECKED BY: JNR
JOB NUMBER: 2023-10272

95% CONSTRUCTION SET

JAYCEES PARK
CITY OF BRAINERD
BRAINERD, MN

EXISTING CONDITIONS & REMOVALS PLAN

SHEET NO.
C3.0



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. BITUMINOUS SIDEWALK
3. ACCESSIBLE PARKING SIGN
4. NO PARKING SIGN

PROPOSED FEATURES LEGEND

	DENOTES PROPOSED BITUMINOUS
	DENOTES PROPOSED RELOCATION OF BOULDERS TO BE PLACED BY CITY STAFF
	DENOTES PROPOSED HANDICAP SIGNAGE

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 FENCE
	DENOTES EXISTING LIGHT POLE
	DENOTES EXISTING SIGN POST
	DENOTES EXISTING CONIFEROUS
	DENOTES EXISTING DECIDUOUS TREE

CAUTION

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95% CONSTRUCTION SET

JAYCEES PARK
CITY OF BRAINERD
BRAINERD, MN

SITE & GRADING PLAN

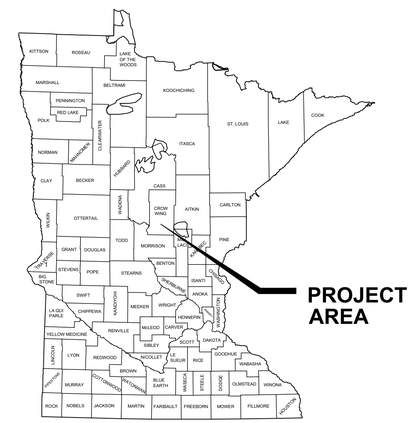
SHEET NO.
C5.0

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

PARTIAL MAP OF THE CITY OF ROCHESTER, MINNESOTA



GOPHER STATE ONE CALL
1-800-252-1166

GOVERNING SPECIFICATIONS

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NORTH

0 350 700
SCALE (IN FEET)

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JILLIAN E. REINER DATE: 12/13/2023 LIC. NO. 45039

DATE	REV#	REVISIONS DESCRIPTION	BY

DATE: DECEMBER, 2023
SCALE: AS SHOWN
DRAWN BY: RSH
CHECKED BY: JER
JOB NUMBER: 2023-10273

LUM PARK BEACH
CITY OF BRAINERD
BRAINERD, MN

TITLE SHEET

SHEET NO.
C1.0

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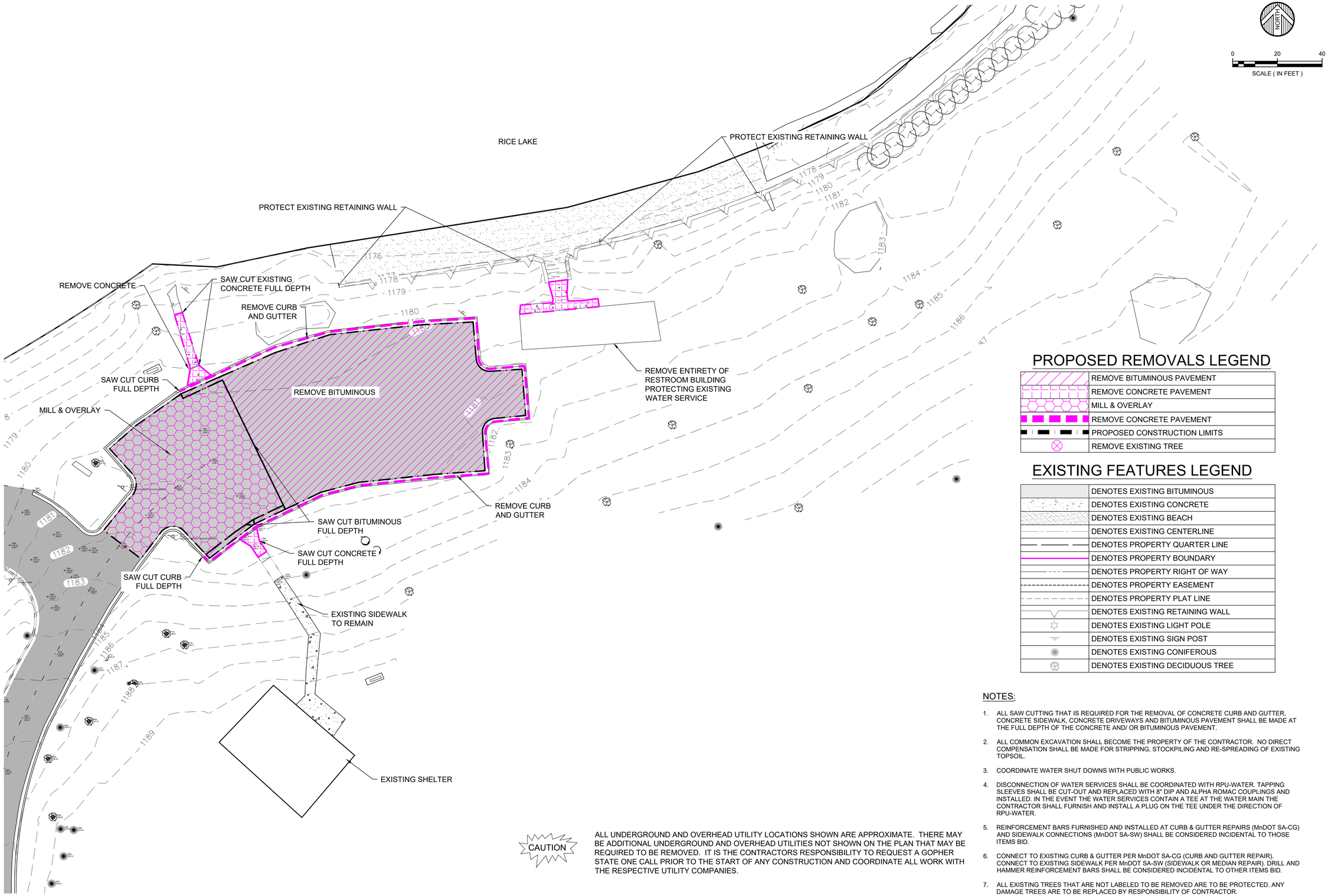

PROPOSED REMOVALS LEGEND

	REMOVE BITUMINOUS PAVEMENT
	REMOVE CONCRETE PAVEMENT
	MILL & OVERLAY
	REMOVE CONCRETE PAVEMENT
	PROPOSED CONSTRUCTION LIMITS
	REMOVE EXISTING TREE

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

NOTES:

1. 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.
2. 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.
3. COORDINATE WATER SHUT DOWNS WITH PUBLIC WORKS.
4. 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.
5. 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.
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CAUTION

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JILLIAN E. REINER DATE: 12/13/2023 LIC. NO. 45039

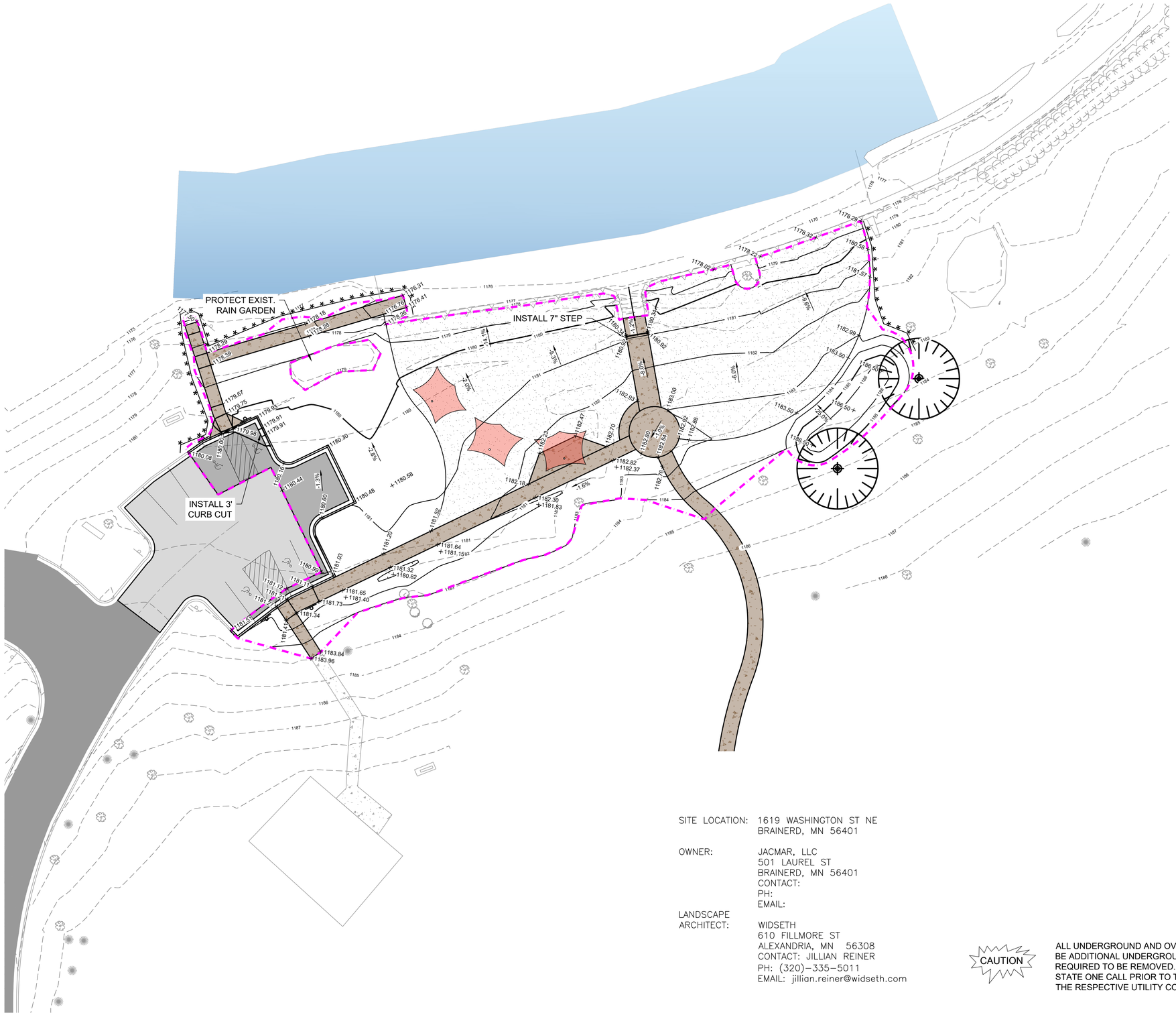
DATE	REV#	REVISIONS DESCRIPTION	BY

DATE: DECEMBER, 2023
SCALE: AS SHOWN
DRAWN BY: RSH
CHECKED BY: JER
JOB NUMBER: 2023-10273

LUM PARK BEACH
CITY OF BRAINERD
BRAINERD, MN

EXISTING CONDITION & DEMOLITION PLAN

SHEET NO.
C3.0



NORTH

0 20 40

SCALE (IN FEET)

PROPOSED FEATURES LEGEND

	DENOTES PROPOSED CONCRETE PAVING
	DENOTES PROPOSED BITUMINOUS
	DENOTES PROPOSED HANDICAP SYMBOL PAINT
	DENOTES CONSTRUCTION LIMITS
1035	DENOTES PROPOSED CONTOUR ANNOTATION
	DENOTES PROPOSED DRAINAGE ARROW
× 1035.00	DENOTES PROPOSED GUTTER OR FINISH ELEV. (UNLESS OTHERWISE NOTED)
	DENOTES PROPOSED CONSTRUCTION LIMITS
* * * * * * *	DENOTES PROPOSED SILT FENCE

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 GRADING NOTES

- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-.2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
- ALL CONSTRUCTION SHALL CONFORM TO LOCAL, STATE, AND FEDERAL REGULATIONS INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS.
- HAULING HOURS MUST BE CONFIRMED WITH THE CITY PRIOR TO BEGINNING WORK.
- SPOT ELEVATIONS SHOWN INDICATE FINISHED PAVEMENT ELEVATIONS, GUTTER FLOW LINE OF CURB GUTTER (FL), BACK OF CURB ELEVATIONS (TC), TOP OF SIDEWALK (TW), AND FINISHED SURFACE GRADE, UNLESS OTHERWISE NOTED.
- ALL SLOPES SHALL BE GRADED TO 3:1 OR FLATTER, UNLESS OTHERWISE NOTED ON THE PLANS.
- INFILTRATION AREA SHALL BE PROTECTED FROM CONSTRUCTION ACTIVITIES TO AVOID COMPACTION OF THE SOILS. IT IS RECOMMENDED THIS AREA BE FENCED OFF AND NOT UTILIZED FOR CONSTRUCTION STAGING, STOCKPILING MATERIALS, OR ANY OTHER CONSTRUCTION RELATED ACTIVITY. THE INFILTRATION AREA SHALL BE SHAPED TO FINAL GRADE AND ALL HEAVY CONSTRUCTION EQUIPMENT SHALL NOT BE ALLOWED IN THE BASIN AFTER FINAL GRADE HAS BEEN ESTABLISHED.

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

CAUTION

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JILLIAN E. REINER DATE: 12/13/2023 LIC. NO. 56038

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CHECKED BY: JER
JOB NUMBER: 2023-10273

LUM PARK BEACH
CITY OF BRAINERD
BRAINERD, MN

GRADING PLAN

SHEET NO.
C5.0

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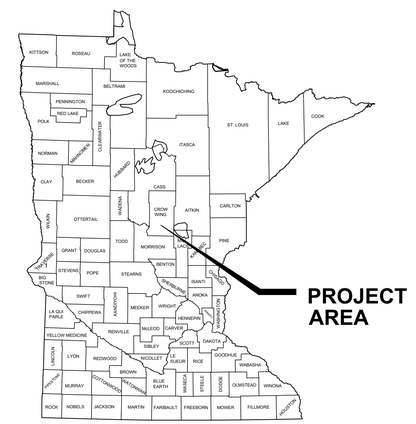
CONSTRUCTION PLANS FOR
LUM PARK CAMPGROUND ADDITION
BRAINERD, MINNESOTA

SHEET INDEX

SHEET	DESCRIPTION
C1.0	TITLE SHEET
C1.1	LEGEND
C2.0	EXISTING CONDITIONS & DEMOLITION PLAN
C3.0	SITE & GRADING PLAN
C4.0	UTILITY PLAN

PARTIAL MAP OF THE CITY OF BRAINERD, MINNESOTA



GOPHER STATE ONE CALL
1-800-252-1166

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NORTH

0 350 700
SCALE (IN FEET)

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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

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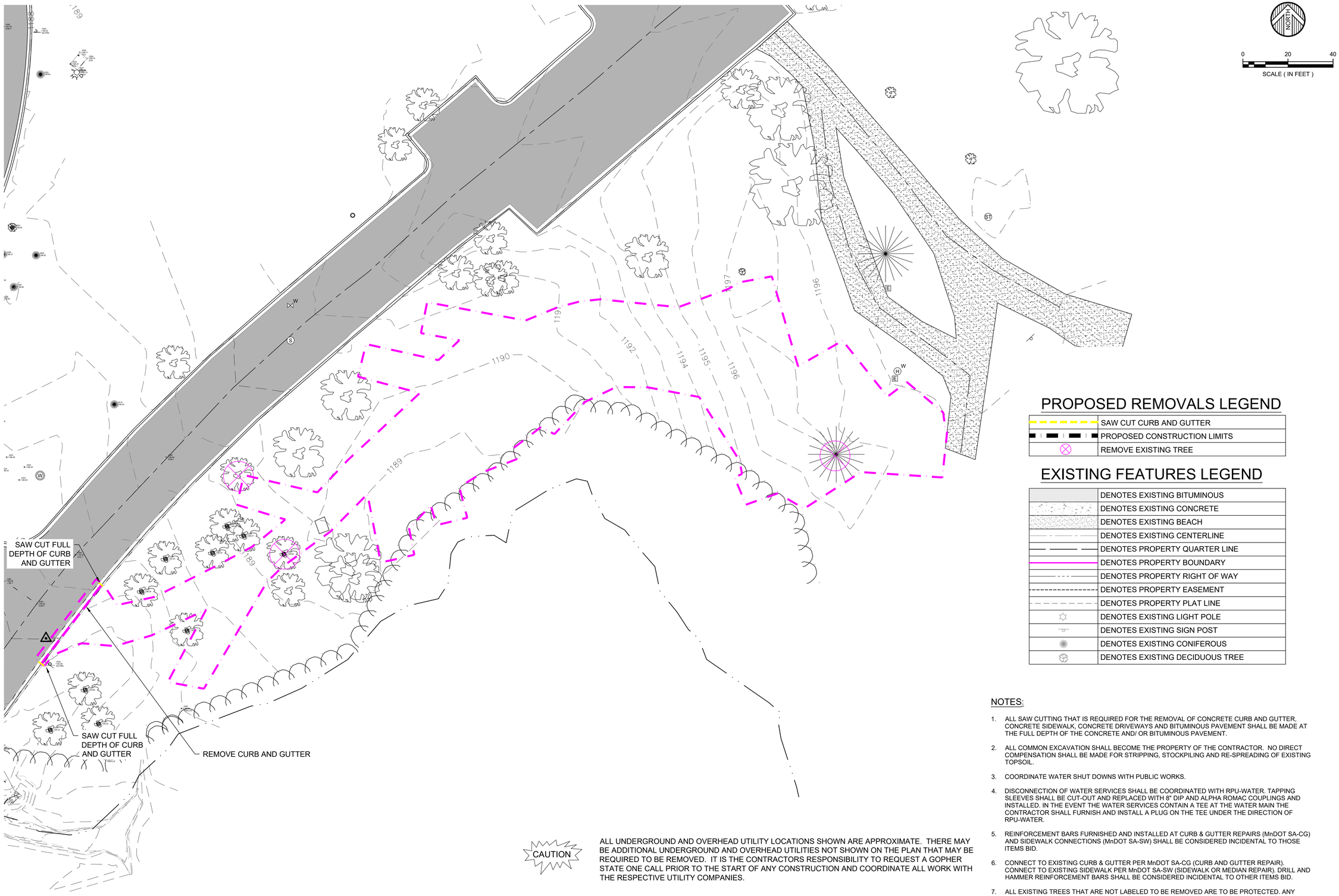

PROPOSED REMOVALS LEGEND

	SAW CUT CURB AND GUTTER
	PROPOSED CONSTRUCTION LIMITS
	REMOVE EXISTING TREE

EXISTING FEATURES LEGEND

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

NOTES:

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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: 12/13/2023 LIC. NO. 45039

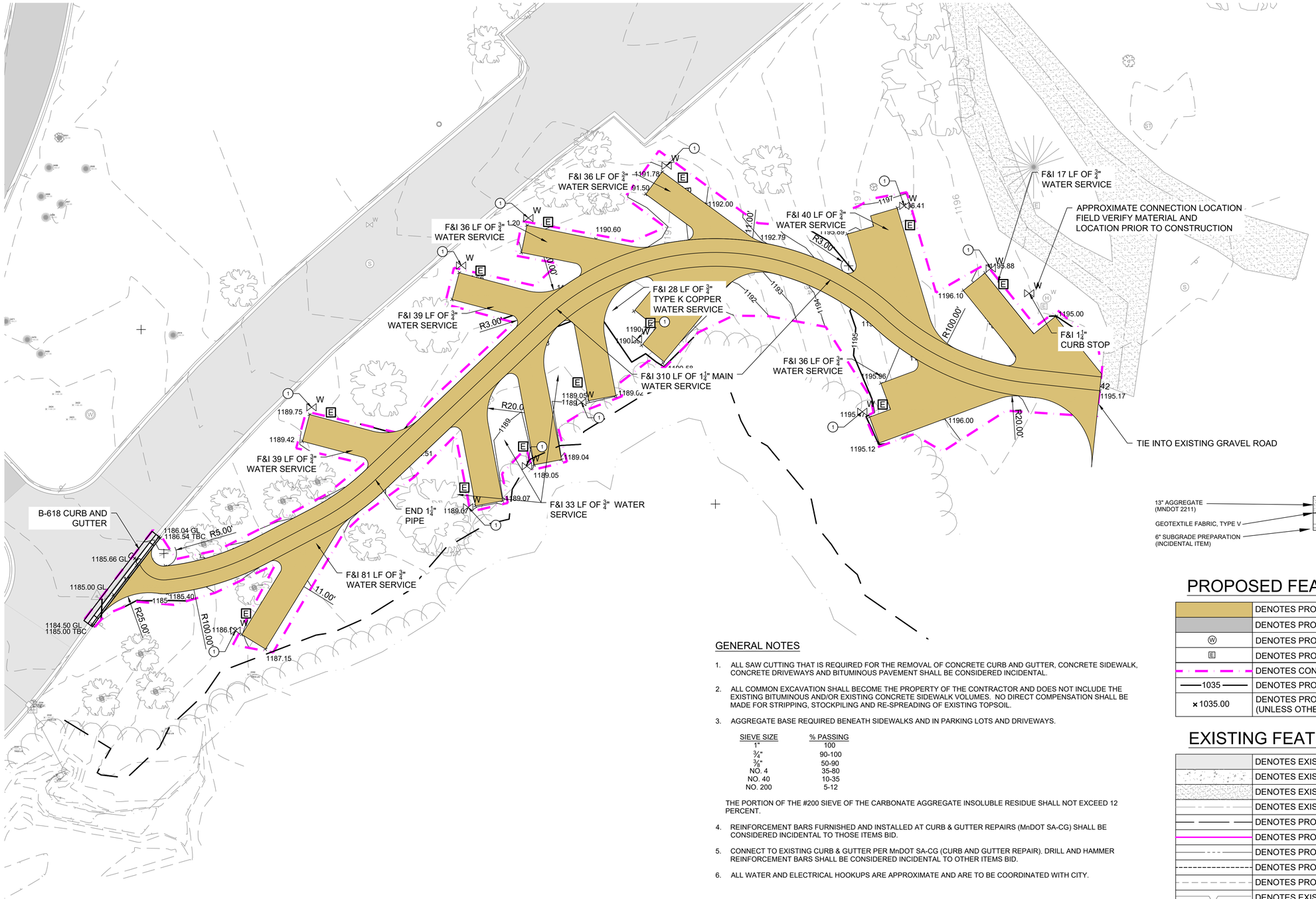
DATE	REV#	REVISIONS DESCRIPTION	BY

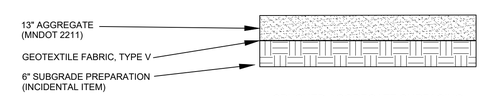
DATE: DECEMBER, 2023
SCALE: AS SHOWN
DRAWN BY: JMJ
CHECKED BY: JER
JOB NUMBER: 2023-10274

LUM PARK CAMPGROUND ADDITION
CITY OF BRAINERD PARKS & REC DEPT
LUM PARK

EXISTING CONDITION & DEMOLITION PLAN

SHEET NO.
C2.0





CRUSHED AGGREGATE SURFACING
TYPICAL SECTION
(NOT TO SCALE)

PROPOSED FEATURES LEGEND

	DENOTES PROPOSED CRUSHED AGGREGATE
	DENOTES PROPOSED BITUMINOUS
Ⓦ	DENOTES PROPOSED RV WATER HOOKUP PUMP
Ⓔ	DENOTES PROPOSED 220V RV ELECTRIC SERVICE
	DENOTES CONSTRUCTION LIMITS
1035	DENOTES PROPOSED CONTOUR ANNOTATION
× 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

1. 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.
2. 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.
3. AGGREGATE BASE REQUIRED BENEATH SIDEWALKS AND IN PARKING LOTS AND DRIVEWAYS.

SIEVE SIZE	% PASSING
1"	100
¾"	90-100
⅜"	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.

4. REINFORCEMENT BARS FURNISHED AND INSTALLED AT CURB & GUTTER REPAIRS (MnDOT SA-CG) SHALL BE CONSIDERED INCIDENTAL TO THOSE ITEMS BID.
5. 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.
6. ALL WATER AND ELECTRICAL HOOKUPS ARE APPROXIMATE AND ARE TO BE COORDINATED WITH CITY.

CAUTION

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ILLIAN E. REINER DATE: 12/13/2023 LIC. NO. 45038

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LUM PARK CAMPGROUND ADDITION
CITY OF BRAINERD PARKS & REC DEPT
LUM PARK

SITE & GRADING PLAN

SHEET NO.
C3.0

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Recreation Report

Recreation Specialist Hiring Update

- We extended an offer to a candidate and was accepted. We have started the background check and onboarding process.
- The new Recreation Specialist may start shortly following the new 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
  - The YMCA has opened the registration for Adult Pond Hockey.
  - Registration can be done online and the cost is $100 per registrant.
- Warming House Attendants
  - Staff has received over 10 applicants for the position. We are intending to hire 10 warming house attendants for the 2024 season.
  - As an additional benefit of the position, YMCA is offering free membership during the employment period.

Parks Maintenance Report

- Fixed accessible picnic tables damaged due to vandalism at Lyman P White Park
- Took delivery of new steel tables for parks
- Hauled brush
- Garbage runs and Buster dog park maintenance
- Put together new steel picnic tables
- Hung LED light in shop
- Cleaning shop and cold storage
- Hanging cupboards in new shop for more storage
- Cut up fallen tree behind Mills Field
- Welding mower parts
- Fixed a panel on Bane playground
- Moving pond hockey equipment
- Clearing out behind old shop
- Cleaning out cold storage
- Trimming trees
- Went through all fishing equipment and poles for Fishing Clinic – tied up rods
- Made rack and organized
- Brought key machine to new shop, cleaned and serviced
- Hauling old scrap metal from Lum site
- Brining wood chips to Buster dog park

- Had outlets installed in new shop for surveillance equipment
- Clearing snow from sidewalks and trails
- Flooding as weather permits
- Cleaning vehicles and equipment
- Cleaning tractor
- Took down Buffalo Hills park sign

Projects Report

Parks ARPA Projects
Staff is presenting the 95% plans to the Park Board. Once approved, staff will be advertising the projects for bid. It is expected that work will take place through spring and summer 2024.

Buster Park Pavilion
The pavilion is now in 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 has completed staking out locations for tees and baskets. They are proposing a variable basket locations that they would rotate throughout the season. There would be some additional costs to this beyond what was originally expected. They are also looking for better sign options than what is provided by Innova (disc golf vendor). With the additional costs for their request, they are committing to cover costs beyond the budget that the City has provided. Once their league board votes on the layout, we will bring an item to the Park Board with a breakdown of expected costs for the Board's information.