



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, May 28, 2024 @ 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**

___ T. Rushmeyer ___ P. Sandy ___ K. Schaefer ___ A. Shipe ___ J. Miller

3. **Pledge of Allegiance**

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

5. **Consent Calendar**

NOTICE TO PUBLIC - all matters listed are considered routine by the Board and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Board votes on the motion to be ADOPTED BY ROLL CALL

A. **Approval of Minutes**

B. **Approval of Disbursements**

C. **Financial Reports**

6. **Presentations**

A. **Presentation by Kiwanis Club - Sign and Playground Information**

7. **Unfinished Business**

8. **New Business**

A. **Approve Event Application - DANGIE 5K**

B. **Discuss Gregory Park Requests from Northside Residents Association**

C. **Approve Lum Park Pavilion Proposal**

D. **Approve Parks ARPA Construction Staking Proposal**

- E. **Discuss Parks ARPA Change Orders**
- F. **Approve Special Joint Meeting w/ Public Utilities Commission - Rotary Solar Project**
- 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. **Parks Recreation & Maintenance 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"

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 Miller.

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

Also noted as present, Mayor Badeaux, Public Works Director/City Engineer Dehn, Recreation Specialist Blank, and Community Development Director Kramvik.

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

Oath of Office

Paul Sandy was sworn into office by Public Works Director Dehn.

Approval of Agenda

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE, DULY CARRIED, TO AMEND THE AGENDA BY SWITCHING ORDER OF ITEMS 9B AND 9D UNDER NEW BUSINESS.

Approval of Consent Calendar

MOVED AND SECONDED BY MEMBERS SANDY AND RUSHMEYER TO APPROVE THE CONSENT CALENDAR.

Upon roll call, Members Rushmeyer, Sandy, Schaefer, Shipe and Miller voted "aye". No member voted "nay" in approval of the consent calendar.

Presentations

Discuss Team Ascension Proposal – 2024 Fall Sport Karate

Barbara Haney, with Team Ascension, proposed Brainerd hold a series of karate tournaments in the City parks. Items presented included tournaments taking place August through October; all marketing and materials needed would be handled by BBDQ (Black Belts Don't Quit); no spectator costs and 20% of fees would be given to the Parks Department; and concessions would be open with 20% of proceeds going to BBDQ.

Member Sandy mentioned that a Special Events Application would need to be presented to the City in order to get the event approved.

Director Dehn mentioned that if the Park Board approves moving forward, then staff would work out details with Team Ascension to move forward with the information in the May Park Board meeting.

Unfinished Business

Discuss Draft Ski Loons Agreement

Director Dehn referenced the Ski Loons draft agreement was reviewed by the City attorney and in turn, sent to the Ski Loons for their review. Comments in the packet are from the
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Ski Loons and are not a requirement from the Ski Loons, but rather things they feel should be noted as the Park Board reviews the agreement.

Chair Miller stated the items in the packet would be reviewed line by line starting with the adjusted red area in Exhibit A to and from the stairs area.

Director Dehn explained that there is an area that was narrowed to allow for operations at the dock and the Ski Loons are asking to have narrowing also at the area of the stairs to drop off skiers.

Chair Miller stated the map should be adjusted for clarification on exactly where the narrowed area would be for the skiers to drop off at the stairs.

Member Sandy mentioned the possibility of indicating a skier drop off zone or area in Exhibit A rather than changing the existing red zone already marked on the map.

Chair Miller continued with the second item of June 1 as the deadline for Ski Loons to meet with the Rice Lake Association and provide flex dates.

Member Rushmeyer questioned the June 1 date being the date the Ski Loons can access the water or if a date of May 15 would be better suited to allow for any issues that might arise that need resolving before the June 1 date.

Chair Miller emphasized that May 15 will be the date of the Ski Loons and Rice Lake Association meeting and the date that the flex dates are due.

Chair Miller continued with the third item of allowing vehicles to access the park for set up and tear down and the show dates.

Member Schaefer noted that we don't have carts to offer to the Ski Loons to use, but it would be nice if we could do that to help prevent the vehicles from being in the park.

Member Rushmeyer also noted that a sidewalk would be beneficial in helping the Ski Loons get their equipment to their destination.

Member Shipe and Member Rushmeyer referenced the amount of work that will be going on in Lum Park this summer and the need for monitoring to ensure that all parties involved in the Ski Loons and construction work is copacetic.

Chair Miller addressed item four allowing for flex days on weekends for driver certifications. He also emphasized the importance of the advance alert for the flex days.

Member Rushmeyer referenced the flex dates be given 30 days in advance. Also mentioned was the question as to why the certifications couldn't be done on another lake.

Chris Dens, Ski Loons President, spoke regarding the importance of having driver's certified at Lum Park to achieve correct training around the jump and docks being used. Chris also addressed certifications will be few this summer as driver certification renewal is only required every few years .

Chair Miller continued to item five regarding the ski jump meeting the County's permit requirements and if adding lights to the permit were necessary.

Member Sandy stated that if the ski jump meets the County's permit requirements, then adding lights wouldn't be necessary.

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Member Rushmeyer brought attention to the condition of the stairs needing to be in good working order and he mentioned that all information regarding the Ski Loons and Rice Lake Association should be shared with all parties involved. Member Rushmeyer also asked for the Ski Loons, Rice Lake Association, and the Park Board to meet at the end of the season.

Director Dehn informed the board that a revision to the Ski Loons Agreement can be made to include the Park Board in the end of season meeting with Rice Lake Association and the Ski Loons.

Mayor Badeaux suggested a couple of members of the Park Board should attend the joint meeting of the Ski Loons and Rice Lake Association rather than having the discussion at a Park Board meeting.

Chair Miller stated the date for Ski Loons operations to cease would be through the second week of September.

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE, TO APPROVE THE DRAFT AGREEMENT AS PRESENTED IN THE PACKET WITH THE FOLLOWING CHANGES: 1) ADJUSTING EXHIBIT A TO ALLOW FOR SKIER DROP OFF AT THE STAIRS; 2) USING MAY 15 AS DEADLINE DATE TO MEET WITH RICE LAKE ASSOCIATION AND PROVIDE FLEX DATES CHOSEN FOR THE UPCOMING YEAR; 3) ALLOWANCE FOR VEHICLE ACCESS SIX TIMES FOR SET UP, TEAR DOWN, AND SHOW EVENT PREP; 4) ALLOWANCE FOR FOUR FLEX DAYS WITH ONE DAY BEING A WEEKEND TO ALLOW DRIVER CERTIFICATIONS; 5) ATTACH THE COUNTY PERMIT FOR THE SKI JUMP TO THE AGREEMENT; AND 6) THE SEASON STARTS ON MAY 15 AND ENDS SEPTEMBER 15, 2024.

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE TO AMEND THE MOTION TO INCLUDE NO LIGHTING REQUIREMENT FOR THE SKI JUMP.

Mayor Badeaux thanked everyone for their hard work on this issue.

Member Shipe mentioned his hope for a new chapter and having a successful, collaborative summer.

Upon roll call, Members Rushmeyer, Sandy, Schaefer, Shipe and Miller voted "aye". No member voted "nay" in approval of the motion of the Ski Loons draft agreement direction.

New Business

Consider Revised Tree Ordinance and Policies

Community Development Director Kramvik summarized a routine inspection report by the Minnesota Department of Agriculture in their discovering the Emerald Ash Borer present along 13th Street SE in Brainerd. Kramvik shared that EAB does affect all varieties of native Ash trees and typically kills a tree in about four years after infection. All untreated infected ash trees in Brainerd are expected to die within 7 to 10 years. Kramvik highlighted recommendations for removal of some ash trees and injecting all remaining ash trees in maintained areas.

Chair Miller addressed the cost issue involved with injecting the trees every 2 years and the possibility of receiving money for this process.

Director Kramvik informed the board that a grant was applied for last summer but since Brainerd did not have an infestation at that time, we were put lower on the list for receiving grant

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money. Kramvik does believe that grant money is out there every two years, and we will certainly recommend applying for that in the future.

Member Sandy questioned if the removal work would be performed by our public works department, something we could put into a grant application or expense to remove trees.

Director Dehn stated that the work of removal of the trees in the most danger would be done by the public works department and the expense of injecting trees would be included in the application of the grant.

Member Shipe noted his favor of adding a new budget line item for this process.

Director Kramvik suggested looking at each park and treating the ones with most risk now and then pushing others out a little to spread out the cost over more than one year.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SANDY, DULY CARRIED, TO MOVE FORWARD WITH DIRECTOR KRAMVIK'S RECOMMENDATION FOR EAB TREATMENT AND ASH TREE REMOVAL POLICIES IN BRAINERD PARKS WITHIN THE 2024 BUDGET.

Discuss Buffalo Hills Park Land Swap Proposal

Public Works Director Dehn referenced a housing developer that has reached out regarding a land swap proposal for the parcels including Buffalo Hills Park and the parcel owned by ISD 181 to the north. Director Dehn shared the developer proposes a development including a combination of senior housing and affordable family housing.

Director Kramvik added that this is very preliminary as City Council and the Planning Commission hasn't reviewed it, so this is the first time this proposal has been seen by any board or commission from the City. The developer came up with this land swap proposal instead of just asking for a road to access the northern portion.

Member Sandy verified that the land belongs to the school district and the developer is working with the school district on potentially purchasing the property.

Member Schaefer voiced not wishing to see green space go away, but she realizes that housing is needed.

THE PARK BOARD APPROVED THEIR SUPPORT OF THE BUFFALO HILLS PARK LAND SWAP PROPOSAL.

Approve Fundraising Sign in Gregory Park - Friends of Gregory Park

Director Dehn shared that the Friends of Gregory Park are wanting to fundraise to remove Christmas lights in the tree at the center of the park. The group is requesting permission to place a sign under the tree to advertise the fundraising effort.

Member Schaefer mentioned the Public Works Department should be responsible for taking the lights down as the tree is in a City park and is causing a safety issue.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED, FOR THE PUBLIC WORKS STAFF TO USE REPAIRS AND MAINTENANCE FUNDS TO REMOVE THE LIGHTS.

Approve 2024 Rotary Park Grazing Treatment

Director Dehn explained SWCD has been maintaining invasive buckthorn in Rotary Park through a Conservation Partners Legacy grant. The grant has ended and SWCD has been looking for ways to continue management at the park. They are proposing a two-phase approach of cutting the large buckthorn down and stump treat with herbicide and graze goats to eat the re-sprouts.

Member Shipe mentioned having Rotary keep goats from grazing in areas other than buckthorn to make sure other habitats aren't disturbed.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED, TO AUTHORIZE SWCD TO PREPARE A PROJECT PLAN IN IMPLEMENTING INVASIVE BUCKTHORN TREATMENT FOR 2024 IN ROTARY PARK.

Discuss Lum Park Pavilions Scope of Work

Public Works Director Dehn referenced the plans from TWM Architecture for the scope of work for the rehab of Lum Park Pavilions #1 and #2. Director Dehn explained that the estimate for the rehab came in higher than what the capital budget had allocated for the work. Director Dehn presented three options for the Park Board's consideration. Director Dehn is favorable to option three in which both pavilions would be removed from the plan for 2024, carry the 2024 capital funds into 2025, and request additional funds in 2025 to construct both rehabs in 2025.

Member Sandy referenced the roof of Pavilion #1 having been done in the past few years and if new roofing was a necessity at this time.

Director Dehn stated he will investigate the roofing situation for Pavilion 1 to ensure that the work is a necessity.

Discussion was held on three options to determine direction in the scope of work to be performed in 2024 or 2025.

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE, DULY CARRIED, TO SUPPORT OPTION 2 – REMOVE PAVILION #1 FROM THE SCOPE OF WORK FOR 2024 AND USE TOTAL CAPITAL FUNDS TOWARDS THE REHAB OF PAVILION #2 ONLY AND ASK STAFF TO INVESTIGATE THE SHINGLE ISSUE OR OTHER OPTIONS FOR REHAB OF PAVILION #1 TO BE BUDGETED IN A FUTURE YEAR.

Discuss Banner Advertising Program

Director Dehn referenced consistency of materials used for banners on the fields. Typically, staff check banners at the end of season to determine usability for the coming season. Director Dehn mentioned the challenges in having varying quality of material, grommets, and significant fading. Four options were presented for consideration.

Member Shipe expressed favor in the City ordering the banners according to a set standard. Consistency in banners and removal of burden taken off the sponsors would be a step in the right direction.

Recreation Specialist Blank clarified that changes made in the current banner program would not be in effect until 2025.

Director Dehn mentioned offering discounted rates for multiple banners in the past and if this was something to continue moving forward.

Chair Miller agreed that the discounted rates for multiple banners should continue.

Approve Alternative Date for Fishing Clinic

Recreation Specialist Blank explained that historically the Fishing Clinic has been held on Saturday during Memorial Day weekend. Staff is recommending moving the clinic to Saturday, June 8, as staff would like to evaluate participation numbers compared with other years to determine the effect of the date change.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE JUNE 8 FOR THE FISHING CLINIC.

Approve 30-Year Parks Capital Improvement Plan

Director Dehn referenced the plan details included in the packet. Director Dehn is requesting direction from the Park Board on any adjustments needed in the plan that will be used in discussions with the Council this spring regarding the 2025 budget request.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE THE 30-YEAR PARKS CAPITAL IMPROVEMENT PLAN.

Approve Park Board Special Meeting – Award Parks ARPA Contract

Director Dehn referenced bids will be open for the ARPA Projects on May 1. Staff are requesting a Special Park Board Meeting on Tuesday, May 7, to award the contract for the projects.

Public Forum

Chair Miller opened the Public Forum at 6:18 p.m.

Neal Lesmeister, 12886 Eagle Ridge Drive, Baxter, Minnesota, mentioned the big dogs at Rotary Park fighting and chasing wildlife in the prairie areas and the wildlife are disappearing due to this activity. Neal is requesting the possibility of getting signage at the park to remind the public to leash their dogs.

Chair Miller agreed that the signs would help the police department in enforcing the law to have pets leashed.

Public Forum was closed at 6:25 p.m. by Chair Miller.

Staff Reports

Recreation Specialist Blank reported on the success of the Easter Egg Hunt and the Easter Ball Hunt with the dogs went well. Adult sport leagues are doing well with softball being full. Pickleball is still open. Umpires have been continuing to sign up before the Early Bird Tournament. A donation was received from the Community Empowerment Grant with Brainerd Community Action. This will be used to fund a new event this summer. Two groups have applied to pick up items from our Surplus Equipment inventory.

Director Dehn referenced the Parks Maintenance Report and added a couple of items. Buster Pavilion has the concrete footings going in on Thursday or Friday. Bane garage roof is

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completed, and with the weather forecast of rain for the weekend, the Skatepark Association is requesting a backup date for their event scheduled for Saturday as this is their spring session event at Memorial Park.

Board Reports

Member Sandy thanked the board for allowing him the opportunity to serve. Member Sandy mentioned that APWA (American Public Works Assn) has a spring project and will be at Memorial Park to do some painting and community service projects.

Chair Miller mentioned it's nice to see good weather for recreation and feels things are filling out well.

Member Shipe referenced the Master Plan saving the City around \$120,000 in master planning.

Member Schaefer expressed her happiness for having a fifth board member, especially when the member already has experience in the City of Brainerd community.

MOVED AND SECONDED BY SHIPE AND SANDY, DULY CARRIED, TO ADJOURN THE MEETING AT 6:35 p.m.

Respectfully Submitted,
Kathy Johansen, 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 Vice-President Shipe.

Upon roll call, the following board members were noted present: Sandy, Schaefer, and Shipe. Board member Rushmeyer and Chair Miller were noted as absent.

Also noted as present, Public Works Director/City Engineer Dehn. Mayor Badeaux arrived at 4:07 p.m.

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

Approval of Agenda

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

New Business

Approve Event Application – Central Lakes Sport Karate Season

Public Works Director Dehn referenced the Special Event Application for the Central Lakes Sports Karate Season and the three dates the events will be held. Director Dehn mentioned the application indicates Gregory Park as the chosen venue, but with the consideration of possibly 150 participants and families, an agreement was made that Memorial Park would be more accommodating for such a large event.

Member Schaefer referenced the vendors that would be attending the events and questioned where they would be located in the park and also to ensure the vendors would not be driving through the park.

Director Dehn responded that two options were being considered, the smaller ice rink or possibly the softball fields. Director Dehn felt that the park would allow easy access for the vendors.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SANDY, DULY CARRIED, TO APPROVE THE SPECIAL EVENT APPLICATION FROM BLACK BELTS DON'T QUIT.

Award Bid – Parks ARPA PROJECTS

Public Works Director Dehn referenced four bids received for the Parks ARPA projects. The projects include Jaycees Park improvements, Lum Park Beach expansion, and Lum Park Campground expansion. After completion of the tree clearing at Kiwanis, there is approximately \$505,300 in remaining funds for the three projects. Consideration will need to be given to the campground expansion as the existing electrical cabinet that serves the campground will not be able to service the new campsites. Low Bidder for the projects was DeChantal Excavating. Staff is recommending awarding the Parks ARPA project to DeChantal Excavating and utilizing the entire budget amount of \$505,300.

Member Sandy referenced finding out the cost of the electrical service once the contract is awarded.

Director Dehn stated that getting the cost is something needing to be done, but it might not happen before the next board meeting.

Member Schaefer questioned if June would be the timeframe that the work on the Jaycees Park would begin. Member Schaefer expressed concern about the work at the campground and beach being done and how it would affect the beach and campground public use this summer.

Director Dehn explained that the campground work would be in a separate area as the work isn't in the existing campground and the work shouldn't take long to get done. The beach, however, will take longer and it's unclear on the timeframe for the work that is going to be done. Director Dehn believes that the beach work will be done later, possibly August.

Member Shipe questioned the timeline that has been established for the work to be done.

Director Dehn stated that the money must be expended by the end of this year. The contract end date is November of this year.

Member Shipe mentioned the possibility of getting some kind of EV charging for the public as this might possibly get more people into the park that would like to stop by the park to charge their car for an hour and they can access the park amenities.

Director Dehn suggested he would do some digging as he is unsure of what the service drop pricing would run at that location. Director Dehn stated that those chargers do take quite a bit of power to service and he wonders if the service to the park would be sufficient for the chargers.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED, TO AWARD THE ARPA PROJECTS CONTRACT TO DECHANTAL EXCAVATING IN THE AMOUNT OF \$442,963.32 AND REQUEST STAFF WORK ON PRICING FOR ADDITIONAL AMENITIES TO BE PRESENTED AT A FUTURE PARK BOARD MEETING TO EXPEND THE ADDITIONAL FUNDS.

Award Quote – Jaycees Demo

Director Dehn referenced the quote of \$4,900 received from Tretter Excavating for demolition of the pavilion and playground equipment in Jaycees Park. The budget for this work was \$5,000. Staff is recommending approval of the quote from Tretter Excavating.

Mayor Badeaux stated he was asked by members of the Jaycees if the board would be willing to hold off on the work so they can look at the pavilion as there might be rehab potential.

Director Dehn referenced the quote showing the work on the pavilion and playground costs were separated, so if removal of the pavilion is needed, Tretter could accommodate by only doing the work on the playground.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, TO APPROVE THE QUOTE FROM TRETTER EXCAVATION, BUT REMOVING THE AMOUNT OF \$2,600 FOR DEMOLITION OF THE PAVILION.

Board members discussed the cost of mobilization in having Tretter come out to the park twice and the possibility of giving the Jaycees a couple of months to look at their decision on the pavilion demolition.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, TO RESCIND THE FIRST MOTION.

May 7, 2024

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED,
TO TABLE THE AWARD OF THE QUOTE UNTIL THE JULY PARK BOARD MEETING.

Information Only – Ski Loons Dates

Director Dehn received the tentative show dates from the Ski Loons and referenced the pre-season meeting that will be held at the American Legion in case a board member would like to attend.

Vice-President Shipe indicated he would be attending the meeting.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED,
TO ADJOURN THE MEETING AT 4:21 PM.

Respectfully Submitted,
Kathy Johansen, Administrative Specialist

05/23/2024 02:12 PM

User: kjohansen

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 04/24/2024 - 05/23/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
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Vendor 3572 - AAA EQUIPMENT CENTER:

111450 82529	AAA EQUIPMENT CENTER MOWER REPAIRS 230-5200-42220	04/16/2024 pziemer	05/08/2024	171.35	0.00	Paid	Y 05/08/2024
	REPAIR & MAINT			171.35			
	Total for vendor 3572 - AAA EQUIPMENT CENTER:			171.35	0.00		

Vendor 0011 - ACE HARDWARE:

323277/1 82545	ACE HARDWARE FITTINGS/GASKET 230-5200-42220	04/15/2024 pziemer	05/08/2024	22.44	0.00	Paid	Y 05/08/2024
	REPAIR & MAINT			22.44			
323380/1 82546	ACE HARDWARE BATTERIES FOR TOILETS 230-5200-42220	04/19/2024 pziemer	05/08/2024	15.99	0.00	Paid	Y 05/08/2024
	REPAIR & MAINT			15.99			
323683/1 82758	ACE HARDWARE WASP SPRAY/BREAKER VACUUM 230-5280-42220	05/02/2024 pziemer	05/22/2024	43.96	0.00	Paid	Y 05/22/2024
	REPAIR & MAINT			43.96			
323719/1 82786	ACE HARDWARE MARKING FLAGS FOR LOCATES 230-5200-42220	05/03/2024 pziemer	05/22/2024	26.98	0.00	Paid	Y 05/22/2024
	REPAIR & MAINT			26.98			
323555/1 82787	ACE HARDWARE BANE IRRIGATION 230-5200-42220	04/26/2024 pziemer	05/22/2024	1.52	0.00	Paid	Y 05/22/2024
	REPAIR & MAINT			1.52			
	Total for vendor 0011 - ACE HARDWARE:			110.89	0.00		

Vendor 2740 - AT&T MOBILITY:

X05032024/PARKS 82680	AT&T MOBILITY ACCT 287292136423 PARKS PHONES 230-5200-43321	04/25/2024 pziemer	05/08/2024	210.47	0.00	Paid	Y 05/08/2024
	TELEPHONE			210.47			
	Total for vendor 2740 - AT&T MOBILITY:			210.47	0.00		

Vendor 4291 - BLANK, HALEY:

4/12/24 82491	BLANK, HALEY NETWORKING - MILEAGE 230-5200-43330	04/18/2024 pziemer	05/08/2024	241.20	0.00	Paid	Y 05/08/2024
	PROFESSIONAL DEVELOPMENT			241.20			

05/23/2024 02:12 PM

User: kjohansen

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 04/24/2024 - 05/23/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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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
Total for vendor 4291 - BLANK, HALEY:				241.20	0.00		
Vendor 2684 - BRAINERD PARKS & RECREATION:							
4/22/24 82487	BRAINERD PARKS & RECREATION EARLY BIRD TOURNAMENT CASH PRIZES 230-5215-42210	04/22/2024 pziemer	04/24/2024	900.00	0.00	Paid	Y 04/24/2024
	OPERATING SUPPLIES			900.00			
5/6/24 82763	BRAINERD PARKS & RECREATION CHANGE FUND - CONCESSION STAND 230-0000-10300	05/06/2024 pziemer	05/10/2024	75.00	0.00	Paid	Y 05/10/2024
	CHANGE FUND			75.00			
Total for vendor 2684 - BRAINERD PARKS & RECREATION:				975.00	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
MAR 24/PARKS 82471	BRAINERD PUBLIC UTILITIES 2/24/24-3/24/24 PARKS UTILITIES 230-5200-43381	04/01/2024 pziemer	04/24/2024	2,962.23	0.00	Paid	Y 04/24/2024
	BPU UTILITIES			2,854.06			
	BPU UTILITIES			108.17			
Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:				2,962.23	0.00		
Vendor MISC - BRAYDON BORG:							
68554508 82690	BRAYDON BORG REFUND EARLY BIRD TOURNAMENT 230-5216-34750	04/30/2024 pziemer	05/08/2024	215.75	0.00	Paid	Y 05/08/2024
	TOURNAMENT REVENUE - TAXABLE			200.00			
	STATE TAX PAYABLE			13.75			
	COUNTY SALES TAX			1.00			
	CITY TAX PAYABLE			1.00			
Total for vendor MISC - BRAYDON BORG:				215.75	0.00		
Vendor MISC - BRETT DEAN:							
68549249 82689	BRETT DEAN REFUND EARLY BIRD TOURNAMENT 230-5216-34750	04/30/2024 pziemer	05/08/2024	215.75	0.00	Paid	Y 05/08/2024
	TOURNAMENT REVENUE - TAXABLE			200.00			
	STATE TAX PAYABLE			13.75			
	COUNTY SALES TAX			1.00			
	CITY TAX PAYABLE			1.00			
Total for vendor MISC - BRETT DEAN:				215.75	0.00		
Vendor 0098 - BRYAN ROCK PRODUCTS INC:							

05/23/2024 02:12 PM

User: kjohansen

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 04/24/2024 - 05/23/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
63637 82760	BRYAN ROCK PRODUCTS INC RED BALL DIAMOND FIELD AGGREGATE 230-5200-42221	04/30/2024 pziemer	05/22/2024	3,122.50 3,122.50	0.00	Paid	Y 05/22/2024
	Total for vendor 0098 - BRYAN ROCK PRODUCTS INC:			3,122.50	0.00		
Vendor 2106 - BSN SPORTS, LLC:							
925575795 82699	BSN SPORTS, LLC 4 WAY PITCHER, BASES - BANE AND JCP 230-5200-42220	04/24/2024 pziemer	05/08/2024	909.46 909.46	0.00	Paid	Y 05/08/2024
	Total for vendor 2106 - BSN SPORTS, LLC:			909.46	0.00		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/APR24/PARKS 82618	CENTERPOINT ENERGY 3/16/24-4/15/24 PARKS GARAGE 230-5200-43380	04/23/2024 pziemer	05/08/2024	432.96 432.96	0.00	Paid	Y 05/08/2024
	Total for vendor 0307 - CENTERPOINT ENERGY:			432.96	0.00		
Vendor 0086 - CITY OF BRAINERD:							
P24-0228 82701	CITY OF BRAINERD PERMIT FOR BUSTER PAVILLION 400-9050-45530	04/29/2024 pziemer	05/08/2024	15.00 15.00	0.00	Paid	Y 05/08/2024
	Total for vendor 0086 - CITY OF BRAINERD:			15.00	0.00		
Vendor 4269 - COLUMN SOFTWARE:							
425BB603-0024 82515	COLUMN SOFTWARE RFB: ARPA PROJECTS -JAYCEES, LUM 229-0000-43350-23:08 229-0000-43350-23:09 229-0000-43350-23:10	04/03/2024 pziemer	05/08/2024	215.00 71.66 71.67 71.67	0.00	Paid	Y 05/08/2024
	Total for vendor 4269 - COLUMN SOFTWARE:			215.00	0.00		
Vendor 0125 - CONSOLIDATED TELEPHONE CO:							
21389654 82825	CONSOLIDATED TELEPHONE CO CAMPGROUND 4/24-6/11/24 (INCLUDES 230-5280-43321	05/12/2024 pziemer	05/22/2024	335.92 335.92	0.00	Paid	Y 05/22/2024
	Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:			335.92	0.00		

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Vendor 3438 - DAHLHEIMER BEVERAGE:							
2171505 82704	DAHLHEIMER BEVERAGE PARKS JANITORIAL SUPPLIES 230-5200-42220	04/29/2024 pziemer	05/08/2024	440.30	0.00	Paid	Y 05/08/2024
	REPAIR & MAINT			440.30			
2181348 82841	DAHLHEIMER BEVERAGE CONCESSIONS AND SUPPLIES 230-5204-42210	05/10/2024 pziemer	05/22/2024	159.20	0.00	Paid	Y 05/22/2024
	OPERATING SUPPLIES			159.20			
Total for vendor 3438 - DAHLHEIMER BEVERAGE:				599.50	0.00		
Vendor 2804 - DH ATHLETICS LLC:							
#D32 82430	DH ATHLETICS LLC QTY 2 PICKLEBALL SYSTEMS -NETS 230-5231-42210	04/10/2024 pziemer	05/08/2024	4,750.00	0.00	Paid	Y 05/08/2024
	OPERATING SUPPLIES			4,750.00			
#D29 82431	DH ATHLETICS LLC QTY 2 FIELD MARKING CHALK PALLETS 230-5215-42220	04/10/2024 pziemer	05/08/2024	1,530.00	0.00	Paid	Y 05/08/2024
	REPAIR & MAINT			1,530.00			
1034 82788	DH ATHLETICS LLC FIELD MOUND CLAY 230-5200-42221	05/07/2024 pziemer	05/22/2024	2,325.00	0.00	Paid	Y 05/22/2024
	R&M- MILLS FIELD			2,325.00			
Total for vendor 2804 - DH ATHLETICS LLC:				8,605.00	0.00		
Vendor 1859 - ENTERPRISE FM TRUST:							
FBN5028088/PARKS 82768	ENTERPRISE FM TRUST MAY 24 PARKS VEHICLE LEASES 230-5200-43331	05/03/2024 pziemer	05/10/2024	2,069.38	0.00	Paid	Y 05/10/2024
	LEASE PAYMENTS			2,069.38			
Total for vendor 1859 - ENTERPRISE FM TRUST:				2,069.38	0.00		
Vendor 0356 - HIRSHFIELD'S DECORATING:							
09327556 82702	HIRSHFIELD'S DECORATING MILLS FIELD REPAIR - PAINT 230-5200-42221	04/29/2024 pziemer	05/08/2024	201.94	0.00	Paid	Y 05/08/2024
	R&M- MILLS FIELD			201.94			
09327306 82703	HIRSHFIELD'S DECORATING GREGORY FOUNTAIN MAINTENANCE 230-5200-42220	04/29/2024 pziemer	05/08/2024	151.28	0.00	Paid	Y 05/08/2024
	REPAIR & MAINT			151.28			

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09328640 82785	HIRSHFIELD'S DECORATING PAINT - MILLS FIELD GARAGE 230-5200-42221	05/06/2024 pziemer	05/22/2024	206.94	0.00	Paid	Y 05/22/2024
	R&M- MILLS FIELD			206.94			
	Total for vendor 0356 - HIRSHFIELD'S DECORATING:			560.16	0.00		
Vendor 0203 - HOLDEN ELECTRIC:							
75802 82700	HOLDEN ELECTRIC LOCATES AND MOVE PANELS - MILLS 400-9050-45530	04/30/2024 pziemer	05/08/2024	1,784.40	0.00	Paid	Y 05/08/2024
	CAPITAL - OTHER			1,784.40			
	Total for vendor 0203 - HOLDEN ELECTRIC:			1,784.40	0.00		
Vendor 4294 - INNOVA DISC GOLF:							
747686 82557	INNOVA DISC GOLF DISC GOLF COURSE SUPPLIES 400-9050-45530	04/26/2024 pziemer	05/08/2024	5,611.49	0.00	Paid	Y 05/08/2024
	CAPITAL - OTHER			5,611.49			
	Total for vendor 4294 - INNOVA DISC GOLF:			5,611.49	0.00		
Vendor MISC - KEVIN PEREZ:							
68549394 82688	KEVIN PEREZ REFUND EARLY BIRD TOURNAMENT 230-5216-34750	04/30/2024 pziemer	05/08/2024	215.75	0.00	Paid	Y 05/08/2024
	TOURNAMENT REVENUE - TAXABLE			200.00			
	101-0000-20810			13.75			
	101-0000-20811			1.00			
	101-0000-20812			1.00			
	Total for vendor MISC - KEVIN PEREZ:			215.75	0.00		
Vendor 4141 - LIND MASONRY AND CONSTRUCTION:							
0000045 82815	LIND MASONRY AND CONSTRUCTION BUSTER PARK PAVILLIONS & SIGN 400-9050-45530	05/02/2024 pziemer	05/22/2024	3,200.00	0.00	Paid	Y 05/22/2024
	CAPITAL - OTHER			2,500.00			
	400-9050-45530			700.00			
	Total for vendor 4141 - LIND MASONRY AND CONSTRUCTION:			3,200.00	0.00		
Vendor 2141 - M&M EXPRESS SALES & SERVICE:							
494390 82530	M&M EXPRESS SALES & SERVICE MOWER MAINTENANCE	04/05/2024 pziemer	05/08/2024	193.88	0.00	Paid	Y 05/08/2024

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	GL Distribution						
	230-5200-42220	REPAIR & MAINT		193.88			
	Total for vendor 2141 - M&M EXPRESS SALES & SERVICE:			193.88	0.00		
Vendor 0889 - MENARDS - BAXTER:							
18582 82490	MENARDS - BAXTER COUPLERS/WASHERS	04/09/2024 pziemer	05/08/2024	14.66	0.00	Paid	Y 05/08/2024
	230-5200-42220	REPAIR & MAINT		14.66			
19986 82705	MENARDS - BAXTER CAMPGROUND DUMP STATION REPAIRS	04/29/2024 pziemer	05/08/2024	59.59	0.00	Paid	Y 05/08/2024
	230-5280-42220	REPAIR & MAINT		59.59			
19772 82732	MENARDS - BAXTER MISC PARKS REPAIR PROJECTS	04/26/2024 pziemer	05/08/2024	218.00	0.00	Paid	Y 05/08/2024
	230-5200-42220	REPAIR & MAINT		218.00			
	Total for vendor 0889 - MENARDS - BAXTER:			292.25	0.00		
Vendor 3394 - MIDWEST MACHINERY CO:							
9935360 82708*	MIDWEST MACHINERY CO 2023 BILLY GOAT MOWER	04/01/2024 pziemer	05/08/2024	4,643.18	0.00	Paid	Y 05/08/2024
	400-9050-45530	CAPITAL - OTHER		5,843.18			
	400-0000-39101	SALE OF ASSETS		(1,200.00)			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			4,643.18	0.00		
Vendor 4293 - MIKES MILLERS ROOFING AND SIDING:							
12963 82532	MIKES MILLERS ROOFING AND SIDING BANE PARK - GARAGE ROOF REPAIRS	04/22/2024 pziemer	05/08/2024	5,750.00	0.00	Paid	Y 05/08/2024
	400-9050-45530	CAPITAL - OTHER		5,750.00			
	Total for vendor 4293 - MIKES MILLERS ROOFING AND SIDING:			5,750.00	0.00		
Vendor 0147 - MINNESOTA SOFTBALL:							
7737 82531	MINNESOTA SOFTBALL SOFTBALLS AND UMP REG. FEES	04/24/2024 pziemer	05/08/2024	4,467.00	0.00	Paid	Y 05/08/2024
	230-5215-42210	OPERATING SUPPLIES		4,092.00			
	230-5215-42210	OPERATING SUPPLIES		375.00			
7771 82752	MINNESOTA SOFTBALL SOFTBALL TEAM REGISTRATIONS	05/03/2024 pziemer	05/22/2024	1,000.00	0.00	Paid	Y 05/22/2024

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	230-5215-42210	OPERATING SUPPLIES		1,000.00			
	Total for vendor 0147 - MINNESOTA SOFTBALL:			5,467.00	0.00		
Vendor 0798 - MR TIRE:							
37059 82783	MR TIRE TUBES FOR EXMARK MOWER 230-5200-42220	05/02/2024 pziemer REPAIR & MAINT	05/22/2024	51.98 51.98	0.00	Paid	Y 05/22/2024
	Total for vendor 0798 - MR TIRE:			51.98	0.00		
Vendor 4287 - MR TUBBS:							
345 82432	MR TUBBS POND HOCKEY JERSEY CLEANING 230-5209-42210	04/01/2024 pziemer OPERATING SUPPLIES	05/08/2024	41.25 41.25	0.00	Paid	Y 05/08/2024
	Total for vendor 4287 - MR TUBBS:			41.25	0.00		
Vendor 0272 - MTI DISTRIBUTING CO:							
1424643-00 82698	MTI DISTRIBUTING CO SCARIFIER TEETH/GL650 YELLOW REPL 230-5200-42220	04/19/2024 pziemer REPAIR & MAINT	05/08/2024	1,404.66 1,404.66	0.00	Paid	Y 05/08/2024
	Total for vendor 0272 - MTI DISTRIBUTING CO:			1,404.66	0.00		
Vendor 0282 - OBERG MFG & FENCING:							
4994 82447	OBERG MFG & FENCING MILLS FIELD - BALLFIELD FENCE 400-9050-45530	04/16/2024 pziemer CAPITAL - OTHER	05/08/2024	44,698.00 44,698.00	0.00	Paid	Y 05/08/2024
	Total for vendor 0282 - OBERG MFG & FENCING:			44,698.00	0.00		
Vendor 4246 - OVERHAUL MOBILE SANDBLASTING:							
1062 82707	OVERHAUL MOBILE SANDBLASTING SANDBLAST GRAFFITI LUM PARK 230-5200-42220	05/01/2024 pziemer REPAIR & MAINT	05/08/2024	300.00 300.00	0.00	Paid	Y 05/08/2024
	Total for vendor 4246 - OVERHAUL MOBILE SANDBLASTING:			300.00	0.00		
Vendor 3076 - RUFFRIDGE JOHNSON EQUIPMENT CO INC:							
IA27042 82533	RUFFRIDGE JOHNSON EQUIPMENT CO INC RAKES FOR FIELDS	04/23/2024 pziemer	05/08/2024	270.99	0.00	Paid	Y 05/08/2024

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	230-5200-42221	R&M- MILLS FIELD		270.99			
	Total for vendor 3076 - RUFFRIDGE JOHNSON EQUIPMENT CO INC:			270.99	0.00		
Vendor 3261 - SATHER CONCRETE PRODUCTS INC:							
18440 82692	SATHER CONCRETE PRODUCTS INC	04/23/2024	05/08/2024	2,150.00	0.00	Paid	Y
	CONCRETE SLABS FOR MEMORIAL PARK	pziemer					05/08/2024
	400-9050-45530	CAPITAL - OTHER		2,150.00			
	Total for vendor 3261 - SATHER CONCRETE PRODUCTS INC:			2,150.00	0.00		
Vendor 3907 - TWM ARCHITECTURE:							
2024086 82489	TWM ARCHITECTURE	04/16/2024	05/08/2024	6,000.00	0.00	Paid	Y
	LUM PARK PAVILIONS DESIGN	pziemer					05/08/2024
	400-9050-45530	CAPITAL - OTHER		6,000.00			
	Total for vendor 3907 - TWM ARCHITECTURE:			6,000.00	0.00		
Vendor 0344 - WASTE PARTNERS INC:							
44X01069 82716	WASTE PARTNERS INC	04/30/2024	05/08/2024	462.15	0.00	Paid	Y
	APR 24 PARKS WASTE REMOVAL	pziemer					05/08/2024
	230-5200-43380	UTILITIES		462.15			
44X01062 82720	WASTE PARTNERS INC	04/30/2024	05/08/2024	34.13	0.00	Paid	Y
	APR 24 LUM PARK CAMPGROUND	pziemer					05/08/2024
	230-5200-43380	UTILITIES		34.13			
	Total for vendor 0344 - WASTE PARTNERS INC:			496.28	0.00		
Vendor 3199 - WEX BANK:							
96736601/PARKS 82745*	WEX BANK	04/30/2024	05/22/2024	1,143.11	0.00	Paid	Y
	APR 2024 PARKS DEPT FUEL	pziemer					05/22/2024
	230-5200-42212	MOTOR FUELS		1,143.99			
	230-5200-42212	MOTOR FUELS		(0.88)			
	Total for vendor 3199 - WEX BANK:			1,143.11	0.00		
Vendor 4296 - WHITE CAP L.P.:							
50026382672 82806	WHITE CAP L.P.	04/24/2024	05/22/2024	489.32	0.00	Paid	Y
	GRASS SEED	pziemer					05/22/2024
	230-5200-42220	REPAIR & MAINT		489.32			
	Total for vendor 4296 - WHITE CAP L.P.:			489.32	0.00		

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	GL Distribution						
PCard: 2257 U.S. BANK Card Holder: PARKS							
Vendor 0268 - MN RECREATION & PARK ASSN:							
3/27/24							
82637	MN RECREATION & PARK ASSN	04/01/2024	05/08/2024	25.00	0.00	Paid	Y
	2024 MRPF -MEMBERSHIP DUES	pziemer					05/08/2024
	230-5200-43433	DUES & SUBSCRIPTIONS		25.00			
	Total for vendor 0268 - MN RECREATION & PARK ASSN:			25.00	0.00		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				25.00	0.00		
# of Invoices:	53	# Due:	0	Totals:	106,196.06	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				106,196.06	0.00		
* 2 Net Invoices have Credits Totalling:				(1,200.88)			
--- TOTALS BY GL DISTRIBUTION ---							
101-0000-20810	STATE TAX PAYABLE			41.25			
101-0000-20811	COUNTY SALES TAX			3.00			
101-0000-20812	CITY TAX PAYABLE			3.00			
229-0000-43350-23:08	LEGAL PUBLICATIONS			71.66			
229-0000-43350-23:09	LEGAL PUBLICATIONS			71.67			
229-0000-43350-23:10	LEGAL PUBLICATIONS			71.67			
230-0000-10300	CHANGE FUND			75.00			
230-5200-42212	MOTOR FUELS			1,143.11			
230-5200-42220	REPAIR & MAINT			4,411.82			
230-5200-42221	R&M- MILLS FIELD			6,127.37			
230-5200-43321	TELEPHONE			210.47			
230-5200-43330	PROFESSIONAL DEVELOPMENT			241.20			
230-5200-43331	LEASE PAYMENTS			2,069.38			
230-5200-43380	UTILITIES			929.24			
230-5200-43381	BPU UTILITIES			2,962.23			
230-5200-43433	DUES & SUBSCRIPTIONS			25.00			
230-5204-42210	OPERATING SUPPLIES			159.20			
230-5209-42210	OPERATING SUPPLIES			41.25			
230-5215-42210	OPERATING SUPPLIES			6,367.00			
230-5215-42220	REPAIR & MAINT			1,530.00			
230-5216-34750	TOURNAMENT REVENUE - TAXABLE			600.00			
230-5231-42210	OPERATING SUPPLIES			4,750.00			
230-5280-42220	REPAIR & MAINT			103.55			
230-5280-43321	TELEPHONE			335.92			
400-0000-39101	SALE OF ASSETS			(1,200.00)			
400-9050-45530	CAPITAL - OTHER			75,052.07			

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--- TOTALS BY FUND ---							
	101 - GENERAL FUND			47.25	0.00		
	229 - PANDEMIC GRANTS			215.00	0.00		
	230 - PARK & RECREATION FUND			32,081.74	0.00		
	400 - CAPITAL PROJECTS FUND			73,852.07	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			(862.75)	0.00		
	5200 - PARK MAIN/ADMINISTRATION			18,119.82	0.00		
	5204 - CONCESSIONS			159.20	0.00		
	5209 - POND HOCKEY PROGRAM			41.25	0.00		
	5215 - ADULT SOFTBALL			7,897.00	0.00		
	5216 - TOURNAMENTS PROGRAM			600.00	0.00		
	5231 - PICKLEBALL			4,750.00	0.00		
	5280 - CAMPGROUND			439.47	0.00		
	9050 - CAPITAL PROJECTS-MISC			75,052.07	0.00		

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	817	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	9,250	5,340	1,500	-	-	-	30,000	-	2,000	550	1,000	3,050
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	66,000	12,739	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	150	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	68,000	12,889	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	112,250	19,046	1,500	-	-	-	30,000	-	2,000	550	1,000	3,050
Total Personal Services	792,322	217,547	455	-	9,575	3,644	17,563	-	-	-	-	-
Supplies												
Office and Operating Supplies	5,750	373	1,000	-	250	830	27,500	-	2,000	-	3,000	735
Motor Fuels	22,000	3,131	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	10,622	-	-	-	-	1,000	-	-	-	-	-
Repairs & Maintenance - Mills Field	5,000	2,654	-	-	-	-	-	-	-	-	-	-
Small Tools	1,000	752	-	-	-	-	-	-	-	-	-	-
Total Supplies	113,750	17,532	1,000	-	250	830	28,500	-	2,000	-	3,000	735
Services												
Professional Services	37,835	1,525	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,500	6,510	-	-	-	-	-	-	-	-	-	-
Telephone	2,076	644	-	-	-	-	-	-	-	-	-	-
Postage	200	13	-	-	-	-	-	-	-	-	-	-
Professional Development	2,100	161	-	-	-	-	-	-	-	-	-	-
Lease Payments	32,980	8,457	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,500	31	-	-	-	-	-	-	-	-	-	-
Insurance	29,322	4,659	-	-	-	-	-	-	-	-	-	-
Utilities	77,500	16,206	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,715	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	211	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,010	1,364	-	-	-	-	-	-	-	-	-	-
Total Services	194,738	39,781	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,100,810	274,860	1,455	-	9,825	4,474	46,063	-	2,000	-	3,000	735
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(988,560)	(255,813)	45	-	(9,825)	(4,474)	(16,063)	-	-	550	(2,000)	2,315

	Kickball		Adult Softball		Pickleball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	-	-	35,000	817
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	3,000	-	50,000	33,865	-	1,715	55,000	19,418	151,750	63,939
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	-	-	66,000	12,739
Contributions & Donations	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	-	1,000	150
Total Charges for Services	-	-	-	-	-	-	-	-	68,000	12,889
TOTAL REVENUES	3,000	-	50,000	33,865	-	1,715	55,000	19,418	254,750	77,645
Total Personal Services	3,073	-	29,437	-	-	-	-	-	852,425	221,191
Supplies										
Office and Operating Supplies	500	92	13,000	831	-	460	500	-	53,500	3,321
Motor Fuels	-	-	-	-	-	-	-	-	22,000	3,131
Repairs & Maintenance	-	-	3,500	8	-	-	1,500	-	86,000	10,629
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	5,000	2,654
Small Tools	-	-	-	-	-	-	-	-	1,000	752
Total Supplies	500	92	16,500	839	-	460	2,000	-	167,500	20,487
Services										
Professional Services	-	-	-	-	-	-	-	-	37,835	1,525
Computer Technical Support	-	-	-	-	-	-	-	-	6,500	6,510
Telephone	-	-	-	-	-	-	800	-	2,876	644
Postage	-	-	-	-	-	-	-	-	200	13
Professional Development	-	-	-	-	-	-	-	-	2,100	161
Lease Payments	-	-	-	-	-	-	-	-	32,980	8,457
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,500	31
Insurance	-	-	-	-	-	-	-	-	29,322	4,659
Utilities	-	-	-	-	-	-	3,300	-	80,800	16,206
Rent Expense	-	-	-	-	-	-	-	-	1,715	-
Miscellaneous	-	-	-	-	-	-	-	-	2,000	211
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,010	1,364
Total Services	-	-	-	-	-	-	4,100	-	198,838	39,781
TOTAL OPERATING EXPENSES	3,573	92	45,937	839	-	460	6,100	-	1,218,763	281,459
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(573)	(92)	4,063	33,026	-	1,255	48,900	19,418	(964,013)	(203,814)



Park Board Agenda Request

MEETING DATE: May 28, 2024

TITLE OF ITEM: Presentation by Kiwanis Club - Sign and Playground Information

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

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

PRESENTER: Brian Ross, Kiwanis Club

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE: The Kiwanis Club will be present at the Park Board meeting to present a proposal for a new sign for the history of the park and about the Kiwanis Club. Included in the packet is a mock-up of the sign, proposed location, and reference to the Boom Lake historical sign that this is proposed to be modeled after.

The Kiwanis Club is also continuing efforts towards development of plans for replacement of the playground in Kiwanis Park. Attached is the layout and two renderings from Landscape Structures. Kiwanis Club is proposing an accessible playground and is beginning to look at funding options including grant opportunities. Currently, the adopted 30-year capital plan shows the Kiwanis Park playground and swingset due for replacement in 2031 with a total City budget amount of \$110,000.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Brian Ross will be present at the meeting to discuss the two items with the Park Board.

RECOMMENDED ACTION/MOTION: Staff would request direction from the Park Board on the proposed sign and if any adjustments to the capital plan are desired for the Kiwanis Park playground/swingset.

FINANCIAL IMPACT: N/A

HISTORY OF KIWANIS PARK



The area occupied by Kiwanis Park was first occupied by a sawmill in 1877, but the mill burned down in 1899. The land was vacant for many years. The picture to the left is looking south at the current entrance to Kiwanis Park during the flood of 1950. Boom Lake and the ski jump hill are in the background and the Mississippi River is on the right.

Soon after the Kiwanis Club of Brainerd was founded, the members began looking for a large project to put their efforts into. Because Kiwanis's focus is on young children, a park with a playground was an obvious choice. The photo to the right shows Duane Larson and another Kiwanian discussing the layout for the park in the early 1960s.



Members of the Kiwanis Club completed many of the improvements in the early park, including installing playground equipment, constructing a trail and pavilion, and building the entrance sign with landscaping. The playground equipment was often made from scratch with the help of local welders and carpenters.



More recently, the City of Brainerd Parks and Recreation Department has been making improvements, such as paving the trail, installing more playground equipment, adding the restroom facility and sidewalks. The Kiwanis Club continues to work with the City of Brainerd to make improvements and additions such as the fishing dock in Boom Lake, but one thing will always remain and that is the locally famous duck playground structure, here being painted in the 1980s.



KIWANIS CLUB OF BRAINERD

The Kiwanis Club of Brainerd was chartered in 1954 and originally met at Sawmill Café. It started with just a few members, but grew to over 80 members in the 1980s meeting at the former Holiday Inn in Brainerd. We were the Home Club of the Minnesota-Dakotas District Governor, Jean Collins in 2004 to 2005 (below).



Helping Out at Miracle Field



Book Donation to Harrison School



Packing Salvation Army Kids Backpacks



Lowell School Bring Up Grades Ceremony



Kiwanis Park is our biggest and longest lasting project, but we also have the following service projects:

- ◇ Roadside Highway Clean-up
- ◇ B.U.G. Program (Bringing Up Grades)
- ◇ Camp Confidence Cabin
- ◇ Salvation Army Bell Ringing
- ◇ Kids Triathlon
- ◇ Salvation Army Kids Backpacks
- ◇ Brainerd Schools Book Donations
- ◇ Kids Against Hunger
- ◇ Habitat for Humanity
- ◇ Crow Wing County Fair Grandstand Events
- ◇ YMCA Discovery Childcare

The Kiwanis Club of Brainerd has also for many years financially sponsored the Key Club at the Brainerd High School and other school clubs such as the Builders Club at Forestview Middle School. These clubs also have their own student leaders and a variety of service projects as well.

Kiwanis International is the umbrella organization for all Kiwanis Clubs and was founded in 1915. It has more than 600,000 members in 70 countries who not only respond to the needs of their communities, but pool our resources to address worldwide concerns, such as our iodine deficiency project. The Kiwanis International motto is:

"Serving the Children of the World"



Kiwanis
CLUB OF BRAINERD



Layers



Transparency

Imagery 2022

Imagery 2019

Imagery 2016

Imagery 2013

Imagery 2010

Imagery 2007

Basemap

Public



Parcels

Parcel Dimensions

Parcel Numbers (labels)



Parcel Quarter Section

Parcel Quarter Section (labels)

Roads

Infrastructure

Section Corners

Hydric Soils

Soils

Recreation

Minnesota State Trails

Trails

Candidate Stand



Mississippi River Photos

ES Septic



County Roads Surveyed



Right of Way

Water Features

FEMA Flood Hazard Data

Crow Wing County Land Use

Municipal Zoning Districts

GKWMMLSSD_Sewer_District

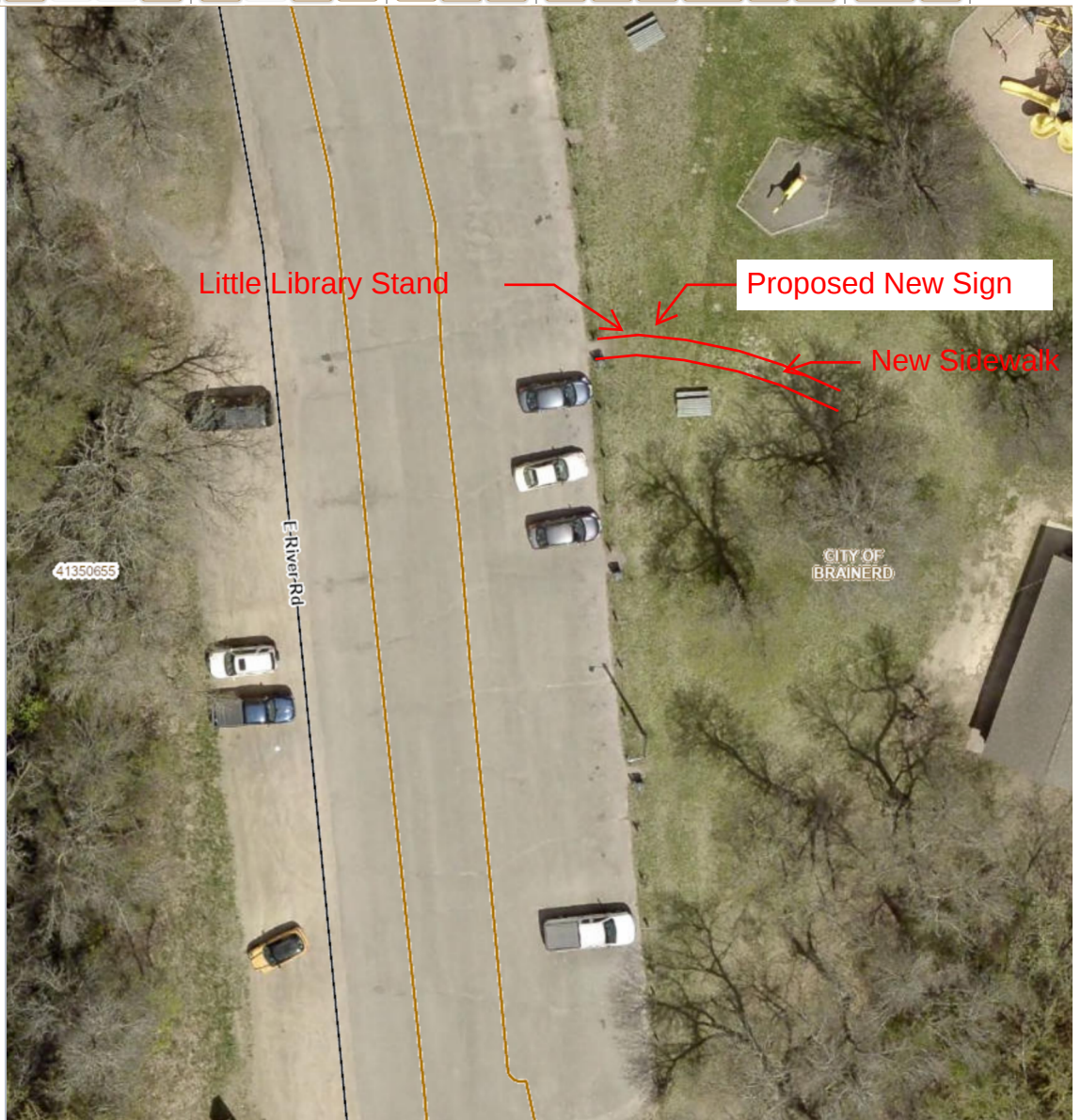
Land Ownership

Emergency Services

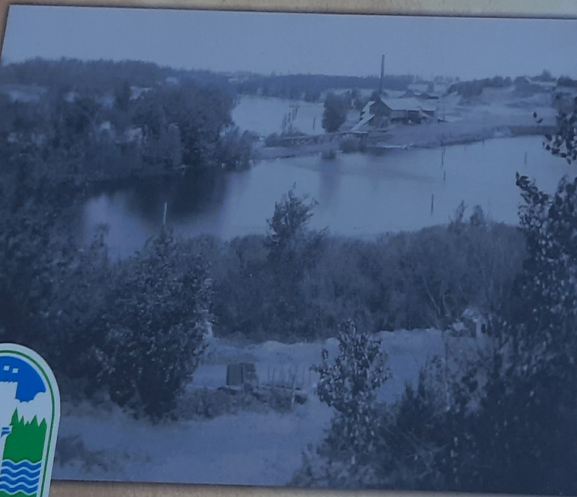
District Boundaries

2 ft Contours

Political Subdivision

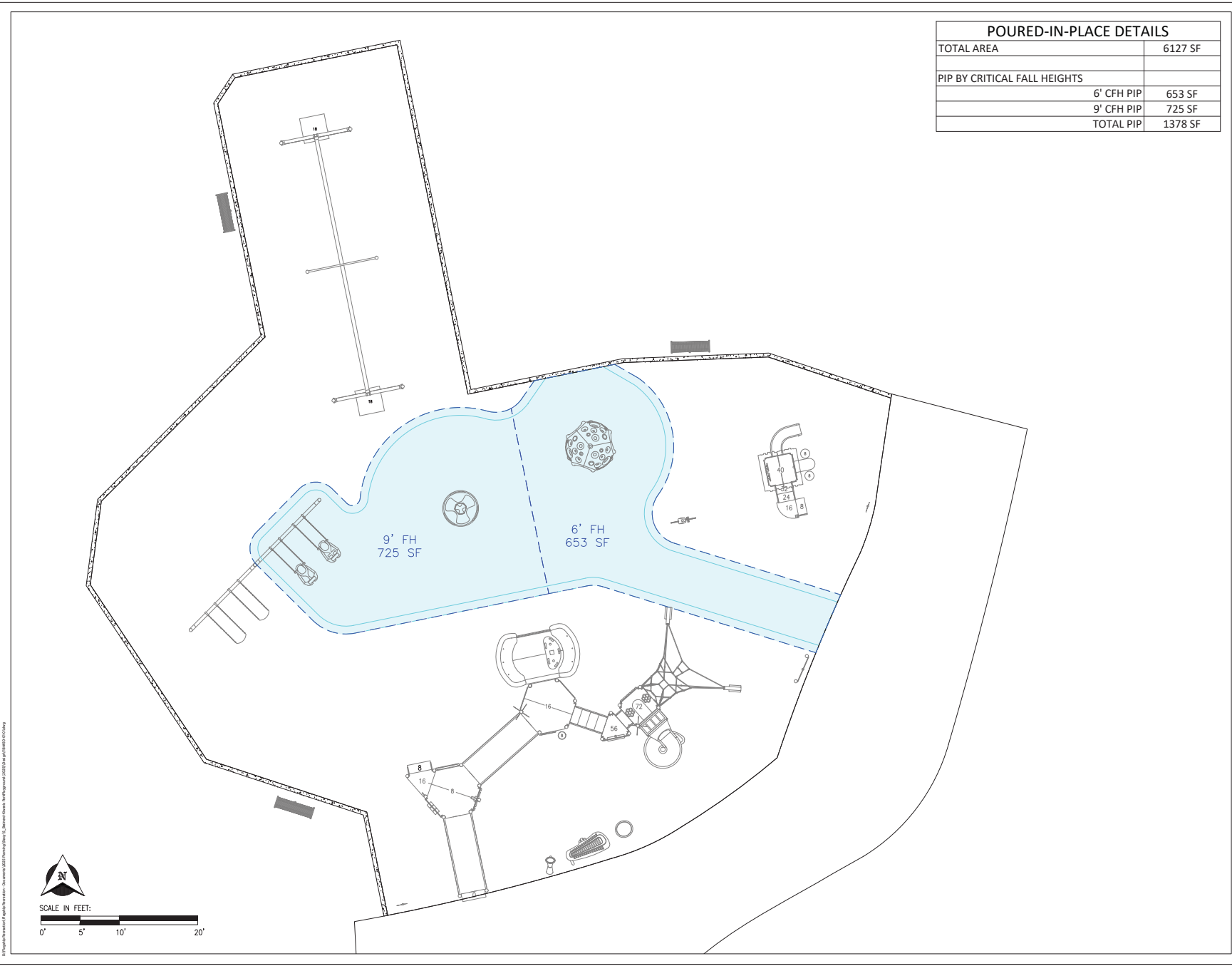


BOOM LAKE



View looking N.W. from Ski Slide Hill

Boom Lake, with a natural channel to the Mississippi River, got its name because here loggers could collect and contain floating timber into a log boom. Eber H. Bly purchased a small sawmill and moved it to the area between Boom Lake and the river. In 1871, the railroad built a railroad spur to serve the mill. J. J. Howe purchased the sawmill in 1876 and greatly expanded it, employing 150 or more men. Many workers were seriously hurt or killed in the dangerous conditions at the sawmill and in the river. The J. J. Howe Mill was destroyed by fire in 1896 and was never rebuilt. The Boom Lake Branch spur also served the brewery on the east side of the lake.



POURED-IN-PLACE DETAILS	
TOTAL AREA	6127 SF
PIP BY CRITICAL FALL HEIGHTS	
6' CFH PIP	653 SF
9' CFH PIP	725 SF
TOTAL PIP	1378 SF



FLAGSHIP RECREATION
11123 UPPER 33RD ST N
LAKE ELMO, MN 55082
763-550-7860
FLAGSHIPPLAY.COM
@FLAGSHIPPLAY



THIS PLAY AREA & PLAY EQUIPMENT IS
DESIGNED FOR AGE RANGES AS NOTED
ON PLAN.

Kiwanis Park
SUBGRADE PREPARATION
& SAFETY SURFACING

1101 E River Rd, Brainerd, MN 56401

SALES REPRESENTATIVE:
Stacy Strand

DESIGNED BY:
JLZT
5/17/24

3/16" = 1'-0"

SHEET
LG101



Brainerd - Kiwanis Park Playground

1184450-01-01-01 • 04.01.2024



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Park Board Agenda Request

MEETING DATE: May 28, 2024

TITLE OF ITEM: Approve Event Application - DANGIE 5K

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 an application for the DANGIE 5K event to be held on Saturday, June 22nd, 2024.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The event will take place from 8 a.m. - noon, beginning in Kiwanis Park. The 5K begins in the parking lot and progresses along the Boom Lake Trail. This is a walking or running 5K event of approximately 60 people. There will be a banner, flags to mark the route/trail, and stereo with microphone. The applicant will be using power in pavilion 1 for the stereo and to show the race time. This event was approved by the City Council at their May 6th meeting.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached application under the condition the applicant remove any banners/signs/etc. immediately after event conclusion.

FINANCIAL IMPACT: N/A



SPECIAL EVENT APPLICATION

Date of Application: 3/28/2024

Event applications can be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or tgage@ci.brainerd.mn.us. Event applications that include a street closure must be submitted at least 30 calendar days prior to the event and will require City Council approval. All other event applications must be submitted at least 14 calendar days prior to the event.

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

Name of event: DANGIE 5K

Organizer Information

Organizer's Name: DANGIE 5K
Organizer's Address: 10916 E. Bull Lake Dr. Brainerd, MN
Event Contact Person: Hailee Gudejohn
Event Contact Daytime Phone: 218-821-4591
Event Contact E-mail Address: kgudejohn1993@gmail.com
Contact Name/Number Day of Event: 218-821-4591
For Profit/Nonprofit Status (type): Non-profit - American Cancer Society

Applicant information (if different from the event organizer):

Applicant Name: Hailee Gudejohn
Applicant Address: 10916 E. Bull Lake Dr. Brainerd, MN
Applicant Phone: 218-821-4591
Applicant E-mail Address: kgudejohn1993@gmail.com

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6/22/24	8am	12pm	Kiwanis park

☒ Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

5k walk Starting in Kiwanis parking lot.
trail goes up the trail, turning around
boom lake. No street closures needed
participants previously have walked at about
40 people

Site Information

Electrical usage

☒ Yes ☐ No

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

Use of pavillion one for electricity for
Stereo and timing system for race

Amplified Sound

☒ Yes ☐ No

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

Standard Stereo with microphone

Restrooms provided

☒ Yes ☐ No

If yes, how many 2 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☒ Yes ☐ No

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

blow up banner at entrance and flags
to mark route / trail

Trash Receptacle Disposal

☐ Yes ☒ No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

No closures are needed for this
event.

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

Hold Harmless Agreement and Insurance Information

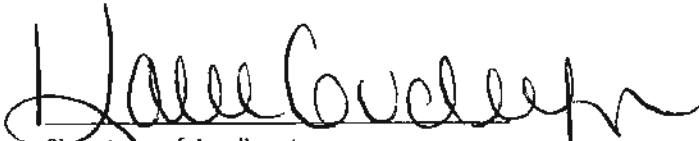
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

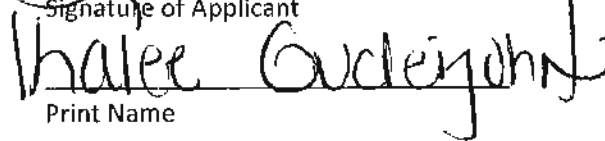
The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

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

Signature of Event Applicant

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


Signature of Applicant


Print Name



Park Board Agenda Request

MEETING DATE: May 28, 2024

TITLE OF ITEM: Discuss Gregory Park Requests from Northside Residents Association

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):** 5 Minutes

SUMMARY OF ISSUE: Council President Kelly Bevans provided two requests from the Northside Residents Association to the Park Board. Those requests are as follows:

- Can we get some signs in Gregory Park: 'Brainerd enforces leash laws' and 'Please pick up after your pet'. These might be good in all parks.
- Can we get a couple (3-4) boulders on the Holly St. side of the stone arch on the North side of Gregory to replace the planters that the Park Board removed years ago? These will help protect the arch from hazardous drivers?

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff has reviewed both requests. Staff would recommend not including additional permanent signage in the park for leashing and picking up after your pet. It would be likely that these signs would be ineffective. We have seen that we continue to have issues of pet owners leaving pet waste piles nearby the bag/pick-up stations. Staff could look into some temporary chloroplast signage that could be placed in various parks as an awareness and public outreach.

For boulders on the north side of the park by the stone arch, staff can place boulders in this area for protection. We don't have records of accidents at this intersection and would feel that the stone arch is very low risk of damage from a driver as it is 30 feet or more beyond the curb. However, if the Park Board would like boulders placed adjacent to the sidewalks for protection of the arch, this can be accomplished.

RECOMMENDED ACTION/MOTION: Staff is requesting direction from the Park Board on the two items requested by the Northside Residents Association.

FINANCIAL IMPACT: N/A



Park Board Agenda Request

MEETING DATE: May 28, 2024

TITLE OF ITEM: Approve Lum Park Pavilion Proposal

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: At the April Park Board meeting, staff presented TWM's scope of work and estimate for the two Lum Park pavilion rehabilitations that were originally included in the 2024 capital plan. Due to the estimates and the budget, the Park Board elected to remove Pavilion #1 from the scope of work for 2024 and only pursue rehabilitation of Pavilion #2 with the budgeted funds.

Staff requested proposals from two vendors for the scope of work for Pavilion #2. We only received one proposal which is attached. The proposal was from Hy-Tec in the amount of \$38,500.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff would like to note the proposal indicates a change in scope compared to the request for proposals. The request calls out corn cob blasting on the decking/glulam trusses to prep the surface for staining. After consulting with multiple painters, Hy-Tec felt that corn cob blasting was excessive and power washing would be sufficient to prepare the surface for staining while providing some cost savings. To include this blasting, this would likely add a couple thousand dollars to the proposal, similar to sand blasting.

Should the Park Board elect to award the project to the lowest cost proposal of \$38,500 and including the \$6,500 for TWM to prepare the scope of work and plans, the total project cost would amount to \$45,000. This is \$15,000 under the total 2024 budget amount of \$60,000.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the proposal from Hy-Tec Construction in the amount of \$38,500 for the Lum Park Pavilion #2.

FINANCIAL IMPACT: \$38,500

May 16, 2024

Jessie Dehn
City Engineer/Public Works Director
City of Brainerd
501 Laurel street
Brainerd, MN 56401

RE: Lum Park Pavilion #2

Dear Jessie:

We hereby submit our cost proposal to furnish all labor, materials and equipment necessary to complete the work on the Lum Park Pavilion #2 for the sum of \$38,500.00.

Included in this proposal are the following:

- General Requirements: supervision, daily cleanup and disposal, general liability and worker's compensation insurance
- Power wash existing structure for refinishing
- Remove any loose or flaked paint on steel column
- Remove drip edge
- Remove existing shingles, and underlayment
- Paint steel columns, 2 coats
- Wire wheel any rough areas prior to finishing
- 2 coats of sickkens proluxe on glue lams
- 2 coats of sickkens proluxe on roof deck

Not included is any:

- Cobb blasting existing gluelams and underside of decking

Thank you for the opportunity to present this cost estimate for your consideration. If you have any questions or concerns, please contact me.

Sincerely,

Jeff Hanson

Jeff Hanson, Project Manager
HY-TEC CONSTRUCTION
OF BRAINERD, INC.

Acceptance: _____ Dated: _____



Park Board Agenda Request

MEETING DATE: May 28, 2024

TITLE OF ITEM: Approve Parks ARPA Construction Staking Proposal

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: Staff has requested proposals for construction staking services for the Parks ARPA projects. We had waited until the contract was awarded to know who the contractor was and their anticipated timeline. With the work expected to take place at various times throughout the summer, our Engineering staff would be unavailable as they are committed on the South Brainerd Reconstruction project. Attached to this item are two proposals from WSB and Widseth.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff has had conversations with both proposers indicating the approximate timeline for DeChantal's work plan as well as what staff is expecting as needs for staking and observation on the project. After reviewing both proposals, it appears that both vendors have an understanding of the work and the services that we are needing from them during the project.

In reviewing the proposals, WSB has the lower amount of estimated hours and cost in the proposal, thus the lower of the two proposals in cost. Staff feels that they are representing an appropriate amount of hours needed for the project.

RECOMMENDED ACTION/MOTION: Staff recommends award of the construction staking proposal to WSB in the amount of \$18,584.

FINANCIAL IMPACT: \$18,584.

May 22, 2024

Jesse Dehn, PE
City Engineer / Public Works Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Brainerd/Baxter
7804 Industrial Park Road
PO Box 2720
Baxter MN 56425-2720

218.829.5117
Baxter@Widseth.com
Widseth.com

**Re: Proposal Letter for Construction Staking and Construction
Observation Services for the proposed Jaycees and Lum Park Beach
and Campground project sites, Brainerd, Minnesota.**

Dear Jesse,

Thank you for reaching out to Widseth for these staking services, we appreciate the opportunity to work with you and the City of Brainerd on the construction portion of these exciting projects. This proposal letter outlines our understanding of the necessary construction staking and construction observation services. Based on our recent experience with the design portion of this project, with similar sites, and following our understanding of the signed project plans we anticipate the following scope of office computations, field construction staking and construction observation services required for the project:

Office Computations and quality control all sites

- Complete necessary office computations for site and utility staking utilizing the **signed Widseth construction set of plans and the CAD files**

Lum Park Campground Construction Staking Services

- **Site Visit One**
 - Utilize control points to make necessary checks
 - Establish a site benchmark for contractor use
 - Provide construction limit staking
 - Provide new road centerline offset staking
 - Provide location and offset staking for the frost free hydrants at each site (12)
- **Site Visit Two**
 - Provide 2 location stakes for each new campsite (24) to the finished grade elevations

Lum Park Beach Construction Staking Services

- **Site Visit One**
 - Utilize control points to make necessary checks
 - Establish a site benchmark for contractor use
 - Provide Bituminous removal limit staking
 - Provide new road centerline offset staking
 - Provide location and offset staking for the frost free hydrants at each site (12)
- **Site Visit Two**
 - Provide 3' offset staking to top back of curb
 - Provide 3' offset staking for proposed sidewalks
 - Provide radius point for circular sidewalk

Jaycees Park Construction Staking Services

- **Site Visit One**
 - Utilize control points to make necessary checks
 - Establish a site benchmark for contractor use
 - Provide pleasure ring perimeter staking to finished grade
- **Site Visit Two**
 - Provide 3' offset staking for proposed bituminous trail and sidewalk

Construction Observation

Widseth proposes to provide construction observation services to document conformance to the Contract Documents. Specific tasks included with this proposal include:

Jaycees Park

- Provide part-time observation of the following:
 - Removals
 - Site Grading
 - Signage
 - Turf Restoration
- Provide part-time observation of the following:
 - Bituminous Walk

Lum Park Beach Remodel

- Provide part-time observation of the following:
 - Removals
 - Site Grading
 - Signage
 - Turf Restoration
- Provide part-time observation of the following:
 - Concrete Walk
 - Concrete Curb & Gutter
 - Bituminous Mill & Overlay

Lum Park Campground Addition

- Provide part-time observation of the following:
 - Removals
 - Site Grading
 - Roadway and pad construction
 - Electric service construction
 - Turf Restoration
- Provide part-time observation of the following:
 - Water construction

Assumptions and Exclusions

In preparing this Proposal, Widseth relied on the following assumptions and exclusions:

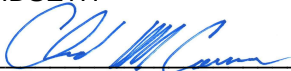
- Construction Observation service fees are based upon an estimated total of 131.5 hours of construction observation and 14.5 hours of internal project management and scheduling.
- City or Contractor will provide Widseth a minimum 48-hour notice for construction observation services.
- It is our understanding there is no definitive project schedule. Widseth has other construction observation obligations to manage around and will we do our best to provide service when requested. However, the City should be aware there may be times with Widseth personnel may not be available base on prior obligations.
- Construction testing services are not included in the proposed scope of work.
- Construction administration services such as project management, meeting coordination, shop drawing review, documentation of quantities, pay estimate preparation and change order preparation are not required services.
- Re-staking or additional staking services not listed in this proposal may be provided as requested by the **CLIENT** or their on-site representative in accordance with our normal hourly rates.

Based on the services proposed above we estimate the following costs:

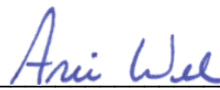
Lum Park Campground Construction Staking Services	\$5,000.00
Lum Park Campground Construction Observation Services	\$5,600.00
Lum Park Beach Construction Staking Services	\$4,500.00
Lum Park Beach Construction Observation Services	\$8,500.00
Jaycees Park Construction Staking Services	\$3,100.00
Jaycees Park Construction Observation Services	\$4,800.00

If you are in agreement with our proposed scope of work, please sign & date and return one copy of this proposal as our formal authorization to proceed. If you have any questions, please feel free to contact us. Thank you for the opportunity to be of service.

Sincerely,
WIDSETH



Chad M. Conner, LS CFedS
Vice President



Aric Welch, PE
Vice President

.....
Accepted by The City of Brainerd: The above proposal and attached General Conditions are satisfactory and Widseth Smith Nolting and Associates, Inc., (DBA Widseth) is authorized to do the work as specified. Payment will be made monthly. Owner may accept this contract through the signature of its authorized representative below.

Signature

Date

General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolting & Assoc., Inc., a Minnesota Corporation, hereinafter referred to as WIDSETH, and a CLIENT, wherein the CLIENT engages WIDSETH to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WIDSETH Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WIDSETH.

ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WIDSETH shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WIDSETH have an understanding of the expected work to be performed.

If WIDSETH is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

ARTICLE 3. COMPENSATION TO WIDSETH

A. Compensation to WIDSETH for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on an estimated percentage of completion of WIDSETH's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WIDSETH shall be paid for the actual hours worked on the Project by WIDSETH technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WIDSETH's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WIDSETH to CLIENT upon which to base periodic payments to WIDSETH.
3. In addition to the foregoing, WIDSETH shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
 - (a) Travel and subsistence.
 - (b) Specialized computer services or programs.
 - (c) Outside professional and technical services with cost defined as the amount billed WIDSETH.
 - (d) Identifiable reproduction and reprographic costs.
 - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WIDSETH in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WIDSETH shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WIDSETH may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WIDSETH has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WIDSETH shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WIDSETH's resumption of services, the time for performance of WIDSETH's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.

ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WIDSETH. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WIDSETH to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WIDSETH under this Agreement except for payment of an amount for WIDSETH's anticipated profit on the value of the services not performed by WIDSETH and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WIDSETH shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WIDSETH or its consultants are Instruments of Service and shall remain the property of WIDSETH or its consultants, respectively. WIDSETH and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WIDSETH and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WIDSETH shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WIDSETH shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WIDSETH for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WIDSETH. CLIENT shall indemnify, defend and hold harmless WIDSETH from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WIDSETH. This indemnity shall survive the termination of this Agreement.

Should WIDSETH choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WIDSETH. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WIDSETH makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WIDSETH to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WIDSETH.

WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WIDSETH to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WIDSETH:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WIDSETH's services.
3. Furnish, as required for performance of WIDSETH's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
4. Provide access to, and make all provisions for WIDSETH to enter upon publicly or privately owned property as required to perform the work.
5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WIDSETH, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WIDSETH.
7. Give prompt written notice to WIDSETH whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of timing of WIDSETH's services or any defect in the work of Construction Contractor(s), Consultants or WIDSETH.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.

If WIDSETH encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WIDSETH shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WIDSETH do not include identification of asbestos or pollution, and WIDSETH has no duty to identify or attempt to identify the same within the area of the Project.

With respect to the foregoing, CLIENT acknowledges and agrees that WIDSETH is not a user, handler, generator, operator, treater, storer, transporter or disposer of asbestos or pollution which may be encountered by WIDSETH on the Project. It is further understood and agreed that services WIDSETH will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WIDSETH's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WIDSETH and WIDSETH's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WIDSETH. This indemnification shall survive the termination of this Agreement.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WIDSETH may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.
11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WIDSETH may use any CLIENT provided information in performing its services. WIDSETH shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WIDSETH finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WIDSETH shall endeavor to notify the CLIENT. However, WIDSETH shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WIDSETH's experience and qualifications and represent WIDSETH's judgment as an experienced design professional. It is recognized, however, that WIDSETH does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WIDSETH's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WIDSETH does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WIDSETH to CLIENT hereunder.

ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WIDSETH's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WIDSETH is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WIDSETH will not be responsible for, and CLIENT shall indemnify and hold WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WIDSETH has undertaken or assumed under this Agreement.

ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WIDSETH may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WIDSETH's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WIDSETH's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WIDSETH's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WIDSETH's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WIDSETH's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WIDSETH has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

ARTICLE 12. REQUESTS FOR INFORMATION (RFI)

If included in the scope of services, WIDSETH will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFI's are, in WIDSETH's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WIDSETH shall be entitled to compensation for Additional Services for WIDSETH's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

ARTICLE 13. CONSTRUCTION OBSERVATION

If included in the scope of services, WIDSETH will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WIDSETH to become generally familiar with the Work. WIDSETH shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WIDSETH shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WIDSETH shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WIDSETH that are connected with the performance of such services.

ARTICLE 14. BETTERMENT

If, due to WIDSETH's negligence, a required item or component of the Project is omitted from the construction documents, WIDSETH shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WIDSETH be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES

WIDSETH shall not be required to sign any documents, no matter by who requested, that would result in WIDSETH having to certify, guarantee or warrant the existence of conditions whose existence WIDSETH cannot ascertain. CLIENT agrees not to make resolution of any dispute with WIDSETH or payment of any amount due to WIDSETH in any way contingent upon WIDSETH signing such certification.

ARTICLE 16. CONTINGENCY FUND

CLIENT and WIDSETH agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WIDSETH, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WIDSETH with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

ARTICLE 17. INSURANCE

WIDSETH shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WIDSETH shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WIDSETH is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

ARTICLE 18. ASSIGNMENT

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WIDSETH as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

ARTICLE 19. NO THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WIDSETH or CLIENT. WIDSETH's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WIDSETH because of this Agreement.

ARTICLE 20. CORPORATE PROTECTION

It is intended by the parties to this Agreement that WIDSETH's services in connection with the Project shall not subject WIDSETH's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WIDSETH, a Minnesota corporation, and not against any of WIDSETH's individual employees, officers or directors.

ARTICLE 21. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 22. ASSIGNMENT OF RISK

In recognition of the relative risks and benefits of the project to both the CLIENT and WIDSETH, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WIDSETH, employees of WIDSETH and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WIDSETH, employees of WIDSETH and sub-consultants, to all those named shall not exceed WIDSETH's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

ARTICLE 23. NON-DISCRIMINATION

WIDSETH will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

ARTICLE 24. SEVERABILITY

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WIDSETH. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

ARTICLE 25. PRE-LIEN NOTICE

PURSUANT TO THE AGREEMENT WIDSETH WILL BE PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS OF REAL PROPERTY AND MAY CONTRACT WITH SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:

- (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.**
- (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**

May 17, 2024

Mr. Jessie Dehn
City Engineer/Public Works Director
501 Laurel Street
Brainerd, MN 56401

Re: Proposal for Professional Services
Brainerd 2024 ARPA Park Projects
Construction Staking and Construction Observation

Dear Mr. Dehn

WSB appreciates the opportunity to provide professional services for the above-referenced projects. This fee proposal is in response to discussions we have had related to the scope of work and anticipated level of effort needed to deliver the 2024 Brainerd ARPA Parks Projects.

Project Understanding

WSB understands that the 2024 Brainerd ARPA Parks Projects were recently awarded to DeChantal Excavating, and that the current work plan for DeChantal will coincide with this schedule related to Brainerd 2024 South Brainerd Resurfacing Project.

WSB has the staffing capability and availability to deliver construction staking and observation needs based on the Contractor's schedule.

The 2024 Brainerd Parks ARPA Projects consist of three separate park improvement projects consisting of the following:

- Lum Park – Campground expansion includes watermain and power extension and addition of gravel surfaced roadway improvements and RV parking areas.
- Lum Park – Beach expansion and related improvements consisting of removal and reconfiguration of bituminous parking areas, beach area expansion, concrete sidewalk and ADA upgrades, placement of shade structures, tree plantings, stormwater retention, and appurtenant work.
- Jaycees Park – Park improvements consisting of parking area removal and reconfiguration, grading and restoration of a new soccer field, placement of bituminous and concrete walk facilities, stormwater retention/pleasure hockey rink construction, restoration, and other appurtenant work.

Scope of Services

WSB proposes the following scope of services:

Task 1 – Construction Staking

Based on the design files provided by others, WSB proposes to stake construction improvements on an on-call, as-needed basis based on the contractor's needs for the project. This generally includes staking improvements through generally accepted standards including staking and offsets of parking improvements, grading operations, curb and gutter, sidewalks, and other improvements on the site.

For purposes of this proposal, we have assumed 40 hours of on-site staking, which equates to a little over 12 hours/project. Given the general scope of work, more hours may be dedicated to the Jaycees Park project and the Lum Park Beach Expansion project based on the overall scope of construction work.

WSB will only charge time for time dedicated solely to the projects and based on contractor's needs on site.

Task 2 – Construction Observation

WSB will provide 80 hours of on-site construction observation during active construction. This generally includes:

- Performing on-site review of the project's work and provide status and reports to the city.
- Keep periodic records of the construction activities of the contractor and utility companies.
- Track quantities utilizing the City's OneOffice system for preparation of contractor pay vouchers during construction.
- Prepare change orders or other written directives as required or requested by the city.
- Review shop drawings, material list reports, and all information on material used for construction in accordance with the plans and specifications provided by others.
- Review final construction with the city and prepare contractor punchlist for completion.

For the purposes of this proposal, we have assumed 80 hours of on-site construction observation activities. WSB will only charge for the time dedicated to the project and based on the City's request for on-site observation on an as-needed basis.

Assumptions

This proposal is made with the following assumptions:

- This proposal does not include construction materials testing. If materials testing is warranted or requested, WSB can provide these services at an agreed upon rate.
- Assumes that all permits for construction are in place.
- Assumes 40 hours of construction staking and 80 hours of construction observation during active construction.
- WSB will be provided a minimum of 48 hours' notice for staking or on-site observation needs.
- It is assumed the project completion date is September, 2024. The project management hours in the workplan reflect this assumption.
- It is assumed that the City is generating pay applications based on documented quantities for approval by the respective Board and Council.

Professional Services Fee

WSB proposes to complete the work as outlined in the scope of services in an hourly not-to-exceed fee of **\$18,584**. Attached is an estimate of hours and fee broken down by task.

If you agree with the scope of services as outlined above, please sign where indicated below and return one copy to our office. Upon receipt, WSB will prepare our standard Professional Services Agreement for execution by the City and WSB.

Please give me a call at 320.630.4657 if you have any questions. Thank you for the opportunity to provide service to the City of Brainerd.

Sincerely,

WSB



Paul G. Sandy, PE
City Engineer



Jupe Hale, PE
Senior Director of Municipal Services

ACCEPTED BY:

City of Brainerd

Name: _____

Title: _____

Date: _____

Estimated Project Fees
2024 Brainerd ARPA Parks Projects
Brainerd, MN



							Fee
		Project Manager	Construction Observer	Office Survey	1-Person Survey Crew	Total Hours	
Scope of Services Task Description		Paul Sandy	Erik DeSmith	Ryan Rausch	Ryan Rausch		
1	Construction Staking						
1.1	Project Management	4				4	\$ 880.00
1.2	Construction Staking			4	40	44	\$ 8,184.00
	Subtotal Task 1	4		4	40	48	\$ 9,064.00
2	Construction Observation						
2.1	Project Management	4				4	\$ 880.00
2.2.	On-Site Construction Observation		80			80	\$ 8,640.00
	Subtotal Task 2	4	80			84	\$ 9,520.00
	Total	8	80	4	40	132	\$ 18,584.00
Grand Total Hours		8	80	4	40	132	

Hourly Rate	\$ 220.00	\$ 108.00	\$ 186.00	\$ 186.00		
Grand Total Direct Labor Costs	\$ 1,760.00	\$ 8,640.00	\$ 744.00	\$ 7,440.00		\$ 18,584.00

Total Fee (Hourly estimated fee)	\$ 18,584.00
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Park Board Agenda Request

MEETING DATE: May 28, 2024

TITLE OF ITEM: Discuss Parks ARPA Change Orders

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: At the Special Meeting on May 7th, the Park Board awarded the Parks ARPA project to DeChantal Excavating with a total bid of \$442,963.32. There is approximately \$505,300 remaining in the budget for this project. The Park Board requested staff present options for changes to include with the project to expend the budget dollars.

Before additional funds are allocated, it should be noted that there are other costs that need to be considered as follows:

- Construction Staking Proposal (dependent on Park Board action) = either \$18,584 or \$31,500
- Installation of Electrical Service for Campground (BPU estimated) = \$15,000
- Contingency for Unforeseen Expenses (typically 5% of bid) = \$22,148.17

After these expenses, the amount of available dollars that could be allocated towards additional enhancements is about \$6,605.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Attached is a summary of change recommendations that staff has prepared for Park Board consideration. Of the changes listed, staff's recommendation is as follows:

- Include the additional sidewalk replacement from the beach parking lot to Pavilion #1, estimated at \$3,634.
- As contingency is determined to no longer be required, include 2" of gravel base add to the roadway and 6" of gravel base replacement in the existing camp sites, estimated at \$14,740.
- Any remaining funds be utilized towards tree plantings in Lum Park.

If no contingency is needed and sidewalk and gravel replacement is included, this would leave slightly over \$10,000 in available funds to allow for about 14 new tree plantings.

Staff has included estimates of what the installation of a Level 2 EV charging station may look like.

However, there are more details that would need to be determined. The Public Utilities Commission is in the process of discussing details of EV charging throughout Brainerd. Staff is recommending that the charging station is not included in this work at this time.

RECOMMENDED ACTION/MOTION: Staff is recommending additional work to be included in the project prioritized as funds allow, and as follows:

1. Sidewalk replacement from beach parking lot to Pavilion #1
2. Addition of 2" gravel base on existing campground roadway and replacement of 6" gravel base in existing camp sites
3. Additional tree replacement in Lum Park

FINANCIAL IMPACT: Dependent on Park Board action

Additional Sidewalk Replacement	
Sidewalk to Pavilion 1	425 SF
Removal	\$ 468
4" Concrete Walk	\$ 3,166
Total	\$ 3,634

Gravel Base in Campground	
2" Class 5 Gravel Addition	
Roadway	13940 SF
Gravel	\$ 2,590
Total	\$ 2,590
6" Class 5 Gravel Replacement	
18 Sites (750 SF/ea)	13500 SF
Excavation	\$ 4,625
Gravel	\$ 7,525
Total	\$ 12,150
Total Gravel Base	\$ 14,740

Additional Tree Replacement	
Install 2" Caliper Tree	\$700/ea

Charging Station	
Electrical Hookup	\$10,000
Charging Station	\$5,000
Total	\$15,000









Park Board Agenda Request

MEETING DATE: May 28, 2024

TITLE OF ITEM: Approve Special Joint Meeting w/ Public Utilities Commission - Rotary Solar Project

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

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

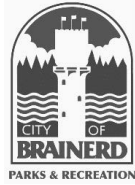
PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 2 Minutes

SUMMARY OF ISSUE: David Winkleman of the Brainerd Rotary Club wishes to present to a joint meeting of the Public Utilities Commission and the Park Board regarding the Rotary Solar Project in Rotary Park. As a reminder, the last time this was discussed was July 25th, 2023. Attached is the agenda item and minutes from that item.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Based on availability, staff is recommending establishing a special meeting date of Tuesday, June 4th at 4:30 p.m.

RECOMMENDED ACTION/MOTION: Staff recommends holding a Special Park Board meeting on Tuesday, June 4th at 4:30 p.m.

FINANCIAL IMPACT: N/A



Brainerd Park Board Agenda Request

MEETING DATE: July 25, 2023

TITLE OF ITEM: Discussion on Rotary Solar Panels

ACTION: Action Requested

ACTION REQUESTED: Direction Requested

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:

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

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

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

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

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

RECOMMENDED ACTION/MOTION:

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

FINANCIAL IMPACT:

Is there a cost associated with this request: No

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

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

Amy Anderson presented the plans for this project, noting we are at the 30% completion. Amy reviewed what has been completed and what is set to be completed moving forward, noting there will be a better discussion on this at the 60% completion rate discussion.

Discussion on Cannabis in Parks

Dehn presented the upcoming legalization of marijuana / cannabis products. Needing direction on this topic, from Park Board, how did the board want to move forward with implementation or discussion on the topic of usage in our parks.

After much discussion on this, a motion was made by Board Member Rushmeyer to Leave our Views on Smoking in the Parks as is – this would mean that no smoking of any products is allowed in our parks. This motion was seconded by Yeager. A roll call vote was implemented, to leave as is, majority vote ruled to leave the “No Smoking” as is.

A motion regarding views on vaping in the park, and leaving this policy as is was made by Board Member Rushmeyer and seconded by Yeager. A roll call vote was implemented, to leave as is, majority vote ruled to leave the “Vaping (no smoking)” as is.

A motion was made by Board Member Yeager for staff to prepare and come back to the board with a sample of an ordinance for review regarding the use of cannabis in the parks. Specifically modeling the unlawful use of public space. Second made by Miller.

An amended motion was made to remove edibles and hemp products from this motion by Yeager and seconded by Miller. Upon performing a roll call vote, this motion was unanimously approved.

Discussion on Rotary Solar Panels

Noon Rotary club presented a cash flow analysis of solar systems and how it benefits the Park Board with getting financial / tax credits. Rotary wants to make this park an educational space for guests and the community. The Board decided they needed additional information in order to make a concrete decision on this project.

Further discussion amongst the board indicated – being willing to enter into a joint – ownership agreement with Rotary in order to obtain a tax credit that would benefit the Park Board, we would require that after a set amount of time, then Rotary would need to be responsible for upkeep and long – term maintenance on this park.

Approve Gregory Park Gate Options and Policy Discussion

Dehn presented on this discussed that there are now rolling carts in place for citizens who rent the facilities to use so as to avoid / deter them from parking inside the park grounds. Discussion was also had and options were presented to the board regarding the gate that will be erected for Staff use, only. A motion was made for the gate option # 2 by Rushmeyer and was seconded by Yeager. Motion passed for gate option #2.

In regard to the parking policy: no vehicles are allowed on the grass in our parks, special events would be a case by case basis. This motion was made by Yeager and seconded by Schaefer.

Approve Additional ADA Improvements

Dehn presented on needing direction for spending the remaining \$15,000 of the allocated \$35,000 budget for these ADA improvements. A motion was made by Yeager to approve the ADA upgrades presented at Kiwanis Park as described in the agenda item. This motion as seconded by Miller.

Motion passed.

July 25, 2023



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

May 28, 2024; PARK BOARD MEETING

Recreation Report

Special Events

Fishing clinic 2024

Saturday, June 8th, 2024

Lum Park, Brainerd MN

Ages 4-12

Time 9:00 am -1:30 pm

The clinic will consist of informational sessions, lunch, fishing from the shore and off the pier (contest), and taking some fishing tackle home. This event is free! A parent or guardian must be present at all times.

** Children must be signed in by 9:30 a.m. and participate in all learning stations to be eligible for the afternoon lunch, fishing contest, and prizes. **

There will be three age groups for the fishing contest 4-6, 7-9, and 10-12. Children are encouraged to bring their fishing poles; limited loaner equipment is available.

Check-in is from 9:00 - 9:30 a.m. by Pavilion 1 in Lum Park (closest to the beach). The event begins at 9:30 a.m. with learning stations from 9:45-11:30 a.m. The fishing contest is from 12:00-1:00 p.m. Prizes and participation bags will be handed out from 1:00-1:30 p.m.

For more information, contact the Park Office at 218-828-2320.

Timeline

Check-in 9:00-9:30 Pavilion 1

Rules/ Announcements 9:30-9:45

Learning stations 9:45-11:30 (6 Stations)

1. Wheel of Fish (Jadyn Gohman) *Confirmed*
2. Minnow Races (Jadyn Gohman) *Confirmed*
3. Reel Races (Jadyn Gohman) *Confirmed*
4. Education Station (Jessamyn DNR) *Confirmed*
5. Live Fish Display (David DNR)
6. Boating Safety (Brad T – Crow Wing Sheriff's office) *Confirmed*

Lunch- 11:30-12:00

Fishing Contest 12:00-1:00

Prizes and participation Bags 1:00-1:30

Adult Sports

Softball - Registration Update as of 05/22/2024

- MS1: 8 out of 12 Teams
- MS2: 11 out of 12 Teams
- Women's: 11 out of 12 Teams
- Upper Coed: 4 out of 6 Teams
- Lower Coed: 6 out of 6 Teams

Held 3 meet and Greets – Around 8 people attended.

Pickleball - Registration Update as of 05/22/2024

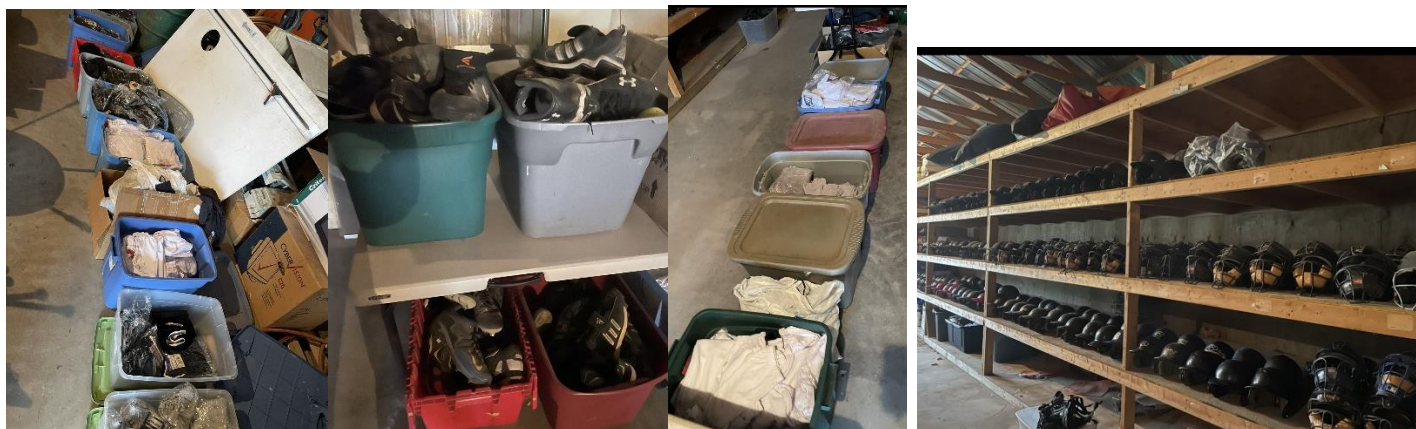
- Tuesday Competitive League: 10 out of 10 Teams

- Tuesday Just for Fun League: 10 out of 10 Teams
 - Thursday Competitive League: 10 out of 10 Teams
 - Thursday Just for Fun League: 8 out of 10 Teams
- Pickleball Starts June 4th and June 6th*

Men's Early Bird Tournament -

- Tournament was canceled due to weather and field conditions
- We received two applications. The YMCA and Community Education.

Surplus Equipment



Banner Program

The Banner Program was dispatched on April 11th. This year, the program retains its structure, offering \$150 for a single banner provided by participants. Expect potential updates to the program for the 2025 cycle.
Total of \$1,825 collected as of 5/22/2024

Rent.Fun (Kayak and Paddle Board rental at Lum Park)

Due to the current inventory shortage, Rent.Fun is tentatively targeting a June installation date. Please note that this date is provisional. The team is diligently working to expedite the process and will provide a confirmed installation date shortly.

Concession POS Summary

We are excited to announce the introduction of tablets at our concession stand in Memorial Park. The implementation of these tablets brings numerous benefits, including:

- Quick Transactions: Ensuring faster service and shorter wait times for our customers.
- Multiple Payment Options: Accepting both cash and card payments for added convenience.
- Detailed Inventory and Sales Reports: Providing insights into our best-selling items and helping us make informed decisions.

Since incorporating the tablets, we've noticed that our top-selling items are popcorn, hotdogs, soda, water, and candy. These improvements enhance our efficiency and allow us to serve the community better.

Miscellaneous

- Staffing:
 - Umpires -7 Hired.
 - Concession stand Workers -3 Hired one in hiring Process
 - Intern- Jack Huges- Starting May 30th

Parks Maintenance Report

- Constructed garbage run ramp for dumpster
- Planted some grass seed at Gregory Park
- Ordered aggregate & mound clay
- Putting bases out
- Picnic table to Airport F/D
- Boat dock out
- Host site power and water-ready to go
- Prepping Memorial for early bird tournament
- Fixing toilets and urinals
- Spread chips in dog park
- Ordered groomer parts
- Campground power on
- Changing batteries in all auto-flush toilets
- Bench slabs delivered
- Pickleball nets-2 new are up
- Fixed leak in drinking fountain
- Picked up free shrubs from county
- Cleaning up along fences
- Putting up Mutt Mitt dispenser at Lyman P
- Cut out mounds and added material Jaycees Park
- Planting grass seed
- Getting quotes on fertilizer and herbicide spraying
- Ordered signs for Rotary Park
- BHP irrigation on

- Satellite toilets set out
- Softballs moved to Memorial storage
- Pumping out lake Wayne
- Getting estimates for weed spraying
- Uncovered flower bed
- Replaced vandalized toilet paper dispenser
- Picking up brush piles
- Removed graffiti from Lum restrooms
- Finished dump station landscaping and new poles
- Back flow preventers installed at campground
- Fixed vandalized lock at Jaycees Park women's restroom
- Removed all flooding equipment, hose reel, hoses, fittings, etc. from vehicles
- Received delivery of disc golf equipment for Memorial Park
- Measured acreage of all fields
- Repositioned Lum boat dock
- Checked irrigation boxes
- Put up buff sign
- Put up barricade for dog park shelter
- Cleaning up plow piles
- Removed dead tree from Triangle Park
- Ground stump on 8th Ave NE-Elm disease
- Picked up trees for Mills field
- Splash pad water turned on
- Fixed community garden planter and delivered bag of straw
- Request for benches on end of pier at Lum
- Request for Mutt Mitts and pick up after pet signs
- Signs on BHP trail from 6th down to park
- Started spraying weed and feed in parks
- Put out A.E.D for softball
- Remind BBBA coaches to lock things back up
- Cleaned out center court Gregory Park—prep for NS Association
- Annual paint job on Gregory Park fountain—up and running
- Made sign for campground wood
- Splash pad ready to open by Memorial
- Cleaned kitchenettes
- Picked up supplies for blood spills on fields
- Cleaned out beach house for fishing clinic
- Constructed benches for fishing pier
- Maintenance on mowers
- Marking tee boxes for new course
- Researching basketball goals
- Spraying herbicide on fence lines
- Replaced broken belt on bagger
- Put up distance signs at Bane baseball field

Projects Report

Parks ARPA Projects

The project has been awarded. Staff will be scheduling a preconstruction meeting with DeChantal Excavating to discuss project details including proposed schedule. It is expected that work will take place through summer and fall 2024.

Buster Park Pavilion

Foundations have been poured and are ready. Staff will be assembling the pavilion when time allows.

Memorial Park Disc Golf Course

The City has received the signs and baskets for the new course. The disc golf group has completed staking out locations for tees and baskets. Staff will be requesting quotes for the concrete tee boxes. The disc golf association is targeting a July grand opening date.

Building Demolitions

Staff will be completing topsoil and seeding at the Lum Park building site over the next several days. The demo at Jaycees will be discussed further at the July Park Board meeting.

Bane Park Garage Roof

This work has been completed.

Gregory Park Warming House/Pavilion Gutter Replacement

This work is anticipated to take place this summer.

Buffalo Hills Park Playground Replacement

Staff has began discussions with the Lions Club regarding the playground replacement details. Further meetings are planned to refine details. The project is now planned for 2025.

Memorial Park Rink Lights Automatic Timer

Staff has received the timer. We are working with Holden for installation.

Lum Park Pavilion Rehabilitations

Based on the discussion with Park Board, only Pavilion #2 was solicited for proposals. That item was presented at the Park Board meeting. This work is expected to occur in 2024.