



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, November 26, 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**

___ J. Berns ___ 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. **Unfinished Business**

A. **Approve Jaycees Park Lighting Layout**

B. **Approve 2025 Park Fee Schedule**

7. **New Business**

A. **Approve Change Order #3 - Parks ARPA Project**

B. **Approve WSB Amendment Request - Parks ARPA Projects**

C. **Discuss Jaycees Park Grading Plans**

8. **Public Forum**

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

9. **Staff Reports**

(Verbal: Any Updates since Packet)

A. **Parks Recreation & Maintenance Report**

10. **Board Member Reports**

11. **Adjourn**

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

MISSION

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

Call to Order

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 in the City Council Chambers.

Roll Call

Upon roll call, the following board members were noted present: Berns, Sandy, Shipe, and Chair Miller. Member Schaefer was noted as absent.

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

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

Approval of Agenda

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

Approval of Consent Calendar

- A. Approval of Minutes**
- B. Approval of Disbursements**
- C. Financial Reports**

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

Upon roll call, Members Berns, Sandy, Shipe and Miller voted “aye”. No member voted “nay” in approval of the consent calendar.

New Business

Approve Lighting Layout at Jaycees Park

City Engineer/Public Works Director Dehn stated that staff would like to finalize the lighting layout before final seeding. He gave Park Board two options. The estimate is \$7,500 per light. Staff is recommending two lights between the field and the pleasure rink.

Member Berns asked about funding.

City Engineer/Public Works Director Dehn stated that the funding for the lighting would come through the operating expenses.

Member Sandy asked about the replacement of the lights.

City Engineer/Public Works Director Dehn stated that the lights would be amortized over the life of the lights.

Member Shipe asked about the placement of the lights with the trench.

City Engineer/Public Works Director Dehn stated that the trench is a part of the pleasure rink at Jaycees. The rink was trenched to prevent the need for boards.

Mayor Badeaux stated that the rinks at Gregory and Bane are flat.

Member Shipe stated that he prefers option 1 as there would be more lighting in the parking lot and it would be safer. However, he doesn't know that it is worth \$15,000 to complete right away.

Member Berns stated that he likes the idea of four lights but does not like the idea that the money would have to come out of the operating budget when it wasn't a part of the original project. He opposes the lighting as a whole because it is not a part of the budget.

Member Sandy asked for more information on how the Park Board pays for utilities. It would be helpful to see how the departments interchange the cost of utilities.

City Engineer/Public Works Director Dehn stated that he could get clarification. He stated that the company is required to stabilize the site. The lights would be going in after the stabilization.

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE, DULY CARRIED, TO DIRECT STAFF TO PROVIDE MORE INFORMATION ON CAPITAL COSTS ON UTILITIES.

Approve WSB Amendment and Change Order Requests for Parks ARPA Projects

Member Sandy stated that he would be abstaining from discussion and voting due to his employment.

City Engineer/Public Works Director Dehn gave an overview of the amendment and the change order requests. Staff are looking at cost saving measures to ensure that the budget is being maintained.

Member Berns stated that he is opposed to change orders. He asked about the slope of the pleasure rink and how to change it to drain to the proper area. He is concerned about runoff onto the trail.

City Engineer/Public Works Director Dehn stated that it would be a significant grading project. He does not anticipate standing water on the trail.

Member Berns stated that he would rather have the park board pause, and ensure that there is a plan for the drainage.

MOVED AND SECONDED BY MEMBERS SHIPE AND MILLER TO APPROVE THE WSB AMENDMENT IN THE AMOUNT OF \$2,190, APPROVE THE CHANGE ORDER FOR THE CATCH BASIN REMOVAL AND TYPE 4 FABRIC, AND TO ADD AN ITEM TO THE NEXT MEETING TO DISCUSS THE PLEASURE RINK.

Upon roll call, Members Shipe and Miller voted "aye". Member Berns voted "nay". Member Sandy abstained. The Chair declared the motion carried.

Approve 2025 Ski Loons Agreement

City Engineer/Public Works Director Dehn gave an overview of the changes to the 2025 Ski Loons Agreement.

October 22, 2024

Chair Miller stated that the collaboration between the groups has been encouraging. The section 4 language is agreeable to both groups.

MOVED AND SECONDED BY MEMBERS BERNS AND SANDY, DULY CARRIED, TO APPROVE THE 2025 AGREEMENT WITH THE PROPOSED CHANGES.

Approve 2025 Facility Rental Fee Schedule

City Engineer/Public Works Director Dehn gave an overview of the fee schedule.

Member Shipe stated that the weeklong camping rate is something that he supports. It may encourage groups and being able to give a weekly rate would be helpful for groups trying to provide housing for individuals.

Chair Miller stated that the court rental is in line with other facilities.

Mayor Badeaux requested that the banner program be removed from the actual structure as he thinks that there may be a better community solution for the program. He has had a few conversations with people in the community.

Chair Miller stated that he would support finding other solutions for the banner program.

Member Shipe stated that he would be interested in a daily field rate with self-performed maintenance for tournaments.

City Engineer/Public Works Director Dehn stated that this is something staff has considered. He will explore the rates further.

MOVED AND SECONDED BY MEMBERS BERNS AND SHIPE, DULY CARRIED, TO TABLE THE DISCUSSION UNTIL THE NEXT MEETING.

Public Forum

Chair Miller opened public forum at 4:39 p.m.

No one came forward.

Chair Miller closed public forum at 4:39 p.m.

Staff Reports

City Engineer/Public Works Director Dehn gave a review of the Great Pumpkin Festival. He thanked all of the staff that helped with the event, another great review of the event. He thanked staff for their assistance finishing up the fall sports with the vacancy of the Recreation Specialist. There are still issues with vandalism, staff continues to work with the Police Department. He gave an update of the fall sports season.

Member Shipe asked whether Lyman P. White needs to be added to the weed and feed program.

Chair Miller asked about the fee increase for the scheduling software.

City Engineer/Public Works Director Dehn stated that the weed and feed will be reviewed when proposals are reviewed. The fee increase for scheduling software was well received.

October 22, 2024

Member Sandy stated that he had mentioned the 4th Street Roundabout to staff. There is a lot of old growth in the roundabouts. He would like to see them addressed.

Mayor Badeaux mentioned the fence on College Drive for maintenance as well.

Board Reports

Member Berns stated that he would like to see something on a future agenda to work on pickleball courts.

Chair Miller stated that Mr. Ruen one of the pickleballers dropped off a quote of \$51,350 for Gregory Park. He stated that he had asked the group to work on how to fund the courts. The Park Board has committed to maintaining what the City currently has.

City Engineer/Public Works Director Dehn stated that he had requested that Mr. Ruen put something together in order to request Park Board action. As staff, they look for direction from the Park Board.

Mayor Badeaux had stated that there is potential in the community to raise funds. He has stated previously that he has offered Community Action as a great place to start to help with funding.

Member Sandy stated that the ARPA projects are going very well. The sidewalks and curb and gutter are going in at Lum Park Beach. They are on punch list items at Jaycees and in the campground. He anticipates two more weeks of work to wrap the projects.

Chair Miller stated that he is concerned with the vandalism at the grandstand. He stated that the approach to vandalism has gotten better. The City needs to find a way to promote the consequences of damaging and to continue to improve the approach to vandalism. Vandalism cannot be tolerated.

Mayor Badeaux stated that vandalism is going to happen, it's sad when it's things of larger scale and goes beyond the mischievous, he would like to see the Board take a stand for consequences. The Band Stand could have been prevented if enforcement of rules was taken seriously.

Member Shipe stated that he has been thinking about the bandstand. Maybe they could take the forbidden nature away from the structure. It would make it less attractive to destroy it.

Mayor Badeaux stated that the Great Pumpkin Festival was a success. He likes that the event is free. We came together as staff to pull off the event.

Adjourn

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING.

Chair Miller adjourned the meeting at 5:08 p.m.

Respectfully Submitted,
Toni Gage, Administrative Specialist

11/18/2024 09:23 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 10/15/2024 - 11/18/2024

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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
Vendor 3572 - AAA EQUIPMENT CENTER:							
118244 85433	AAA EQUIPMENT CENTER REPAIR PARTS - ZERO TURN MOWER 230-5200-42220	10/01/2024 pziemer	11/06/2024	255.19	0.00	Paid	Y 11/06/2024
	REPAIR & MAINT			255.19			
115122 85434	AAA EQUIPMENT CENTER SWITCH 230-5200-42220	10/01/2024 pziemer	11/06/2024	131.84	0.00	Paid	Y 11/06/2024
	REPAIR & MAINT			131.84			
118321 85435	AAA EQUIPMENT CENTER REPAIR PARTS 230-5200-42220	10/02/2024 pziemer	11/06/2024	195.48	0.00	Paid	Y 11/06/2024
	REPAIR & MAINT			195.48			
Total for vendor 3572 - AAA EQUIPMENT CENTER:				582.51	0.00		

Vendor 0011 - ACE HARDWARE:

327667/1 85228	ACE HARDWARE CORDLESS IMPACT DRIVER 230-5200-42240	10/03/2024 pziemer	10/23/2024	350.99	0.00	Paid	Y 10/23/2024
	SMALL TOOLS			350.99			
327820/1 85235	ACE HARDWARE CAMPGROUND MAINTENANCE 230-5280-42220	10/09/2024 pziemer	10/23/2024	10.78	0.00	Paid	Y 10/23/2024
	REPAIR & MAINT			10.78			
327842/1 85244	ACE HARDWARE MAP PRO GAS/COUPLER/BALL VALVE 230-5200-42220	10/09/2024 pziemer	10/23/2024	51.26	0.00	Paid	Y 10/23/2024
	REPAIR & MAINT			51.26			
328347/1 85572	ACE HARDWARE TAPE/BIT SET 230-5200-42220	10/31/2024 pziemer	11/20/2024	32.36	32.36	Open	N 11/20/2024
	REPAIR & MAINT			32.36			
328648/1 85632	ACE HARDWARE AIR HOSE SPLICER/CLAMP 230-5200-42220	11/13/2024 pziemer	11/20/2024	9.87	9.87	Open	N 11/20/2024
	REPAIR & MAINT			9.87			
Total for vendor 0011 - ACE HARDWARE:				455.26	42.23		

Vendor 2846 - AMERICAN WELDING-GAS INC:

186150 85299	AMERICAN WELDING-GAS INC PARKS WELDING SUPPLIES	10/01/2024 pziemer	11/06/2024	151.67	0.00	Paid	Y 11/06/2024
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DB: Brainerd

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	230-5200-42210	OPERATING SUPPLIES		151.67			
	Total for vendor 2846 - AMERICAN WELDING-GAS INC:			151.67	0.00		
Vendor 2740 - AT&T MOBILITY:							
X11032024/PKS 85430	AT&T MOBILITY	10/25/2024	11/06/2024	229.34	0.00	Paid	Y 11/06/2024
	ACCT 287292136423 PARKS 9/26-10/25	pziemer					
	230-5200-43321	TELEPHONE		196.02			
	230-5204-42210	OPERATING SUPPLIES		33.32			
	Total for vendor 2740 - AT&T MOBILITY:			229.34	0.00		
Vendor 3939 - BELSON OUTDOORS:							
WQ 371381 85574	BELSON OUTDOORS	11/01/2024	11/20/2024	14,848.61	14,848.61	Open	N 11/20/2024
	QTY 10 PICNIC TABLES	pziemer					
	400-9050-45530	CAPITAL - OTHER		14,848.61			
	Total for vendor 3939 - BELSON OUTDOORS:			14,848.61	14,848.61		
Vendor 0748 - BJERGA FEED STORES:							
1434654 85112	BJERGA FEED STORES	10/04/2024	10/23/2024	136.61	0.00	Paid	Y 10/23/2024
	FIELD MAINT	pziemer					
	230-5200-42220	REPAIR & MAINT		136.61			
	Total for vendor 0748 - BJERGA FEED STORES:			136.61	0.00		
Vendor 2684 - BRAINERD PARKS & RECREATION:							
10/24/24 85293	BRAINERD PARKS & RECREATION	10/24/2024	11/06/2024	39.95	0.00	Paid	Y 11/06/2024
	REIMBURSE PETTY CASH FUND	pziemer					
	230-5204-42210	OPERATING SUPPLIES		19.95			
	230-5204-42210	OPERATING SUPPLIES		20.00			
	Total for vendor 2684 - BRAINERD PARKS & RECREATION:			39.95	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
SEPT 24/PARKS 85341	BRAINERD PUBLIC UTILITIES	10/28/2024	11/06/2024	11,937.50	0.00	Paid	Y 11/06/2024
	8/24/24-9/24/24 PARKS UTILITIES	pziemer					
	230-5200-43381	BPU UTILITIES		11,295.33			
	230-5280-43380	UTILITIES		642.17			
INV22457 85439	BRAINERD PUBLIC UTILITIES	10/29/2024	11/06/2024	5,506.46	0.00	Paid	Y 11/06/2024
	CAMPGROUND EXPANSION - LUM PARK	pziemer					

11/18/2024 09:23 AM

User: pziemer

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	229-0000-45530-23:10	PYMTS TO CONTRACTORS		5,506.46			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			17,443.96	0.00		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/SEPT24/PKS							
85415	CENTERPOINT ENERGY	10/24/2024	11/06/2024	57.82	0.00	Paid	Y
	9/18/24-10/16/24 PARKS GARAGE UTILIT	pziemer					11/06/2024
	230-5200-43380	UTILITIES		57.82			
	Total for vendor 0307 - CENTERPOINT ENERGY:			57.82	0.00		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
248							
85183	CENTRAL LAKES FERTILIZING	10/10/2024	10/23/2024	495.00	0.00	Paid	Y
	LPW - CRAB GRASS SPRAY	pziemer					10/23/2024
	230-5200-42220	REPAIR & MAINT		495.00			
	Total for vendor 4301 - CENTRAL LAKES FERTILIZING:			495.00	0.00		
Vendor 1653 - CIVICPLUS:							
318513							
85307	CIVICPLUS	10/25/2024	11/06/2024	3,534.73	0.00	Paid	Y
	WEBSITE ANNUAL FEES 12/8/24-12/7/25	pziemer					11/06/2024
	230-5200-43309	COMPUTER TECHNICAL SUPPORT		294.56			
	230-0000-15510	PREPAID OTHER		3,240.17			
	Total for vendor 1653 - CIVICPLUS:			3,534.73	0.00		
Vendor 0125 - CONSOLIDATED TELEPHONE CO:							
21471951							
85215	CONSOLIDATED TELEPHONE CO	10/12/2024	10/23/2024	209.95	0.00	Paid	Y
	10/12/24-11/11/24 CAMPGROUND WIFI	pziemer					10/23/2024
	230-5280-43321	TELEPHONE		209.95			
21459337/PARKS							
85227	CONSOLIDATED TELEPHONE CO	10/12/2024	10/23/2024	150.00	0.00	Paid	Y
	10/12/24-11/11/24 KIWANIS/MEMORIAL	pziemer					10/23/2024
	230-5200-43321	TELEPHONE		150.00			
21478416							
85594	CONSOLIDATED TELEPHONE CO	11/12/2024	11/20/2024	11.95	11.95	Open	N
	CAMPGROUND WIFI 11/12-12-11 END OF S	pziemer					11/20/2024
	230-5280-43321	TELEPHONE		11.95			
21489492/PARKS							
85599	CONSOLIDATED TELEPHONE CO	11/12/2024	11/20/2024	150.00	150.00	Open	N
	11/12/24-12/11/24 KIWANIS/MEMORIAL I	pziemer					11/20/2024
	230-5200-43321	TELEPHONE		150.00			

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User: pziemer

DB: Brainerd

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:				521.90	161.95		
Vendor 0900 - CUB FOODS - BRAINERD:							
TRX 072299 PARKS							
85114	CUB FOODS - BRAINERD	10/03/2024	10/23/2024	8.38	0.00	Paid	Y
	TRAPS/BAIT	pziemer					10/23/2024
	230-5204-42220	REPAIR & MAINT		8.38			
Total for vendor 0900 - CUB FOODS - BRAINERD:				8.38	0.00		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2300371							
85113	DAHLHEIMER BEVERAGE	10/04/2024	10/23/2024	380.80	0.00	Paid	Y
	PARKS JANITORIAL SUPPLIES	pziemer					10/23/2024
	230-5200-42220	REPAIR & MAINT		380.80			
2306296							
85239	DAHLHEIMER BEVERAGE	10/11/2024	10/23/2024	151.20	0.00	Paid	Y
	SOAP - PARKS	pziemer					10/23/2024
	230-5200-42220	REPAIR & MAINT		151.20			
Total for vendor 3438 - DAHLHEIMER BEVERAGE:				532.00	0.00		
Vendor 2804 - DH ATHLETICS LLC:							
1094							
85573	DH ATHLETICS LLC	11/01/2024	11/20/2024	6,185.67	6,185.67	Open	N
	QTY 3 PORTABLE PICKLEBALL SYSTEMS	pziemer					11/20/2024
	230-5231-42210	OPERATING SUPPLIES		6,185.67			
Total for vendor 2804 - DH ATHLETICS LLC:				6,185.67	6,185.67		
Vendor 1859 - ENTERPRISE FM TRUST:							
FBN5157719/PARKS							
85234	ENTERPRISE FM TRUST	10/04/2024	10/23/2024	5,882.51	0.00	Paid	Y
	OCT 24 PARKS DEPT VEHICLE LEASES	pziemer					10/23/2024
	230-5200-43331	LEASE PAYMENTS		5,882.51			
FBN5171104/PARKS							
85606	ENTERPRISE FM TRUST	11/06/2024	11/20/2024	5,879.07	5,879.07	Open	N
	NOV 24 PARKS DEPT VEHICLE LEASES	pziemer					11/20/2024
	230-5200-43331	LEASE PAYMENTS		5,879.07			
Total for vendor 1859 - ENTERPRISE FM TRUST:				11,761.58	5,879.07		
Vendor 0203 - HOLDEN ELECTRIC:							
77882							
85422	HOLDEN ELECTRIC	10/24/2024	11/06/2024	161.75	0.00	Paid	Y
	REPAIR SITE 8 LUM CAMPGROUND	pziemer					11/06/2024

11/18/2024 09:23 AM

User: pziemer

DB: Brainerd

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	230-5280-42220	REPAIR & MAINT		161.75			
	Total for vendor 0203 - HOLDEN ELECTRIC:			161.75	0.00		
Vendor 3220 - IMPERIAL DADE:							
4302209/PKS 85407	IMPERIAL DADE	10/29/2024	11/06/2024	44.62	0.00	Paid	Y 11/06/2024
	JANITORIAL SUPPLIES - PARKS	pziemer					
	230-5200-42220	REPAIR & MAINT		44.62			
	Total for vendor 3220 - IMPERIAL DADE:			44.62	0.00		
Vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:							
#BRD 2024-2 85196	ISD #181 BRAINERD PUBLIC SCHOOLS	09/01/2024	10/23/2024	7,500.00	0.00	Paid	Y 10/23/2024
	2ND HALF 2024 PROGRAMMING	pziemer					
	230-5200-43300	PROFESSIONAL SERVICES		7,500.00			
	Total for vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:			7,500.00	0.00		
Vendor 1336 - KOERING, JOE:							
10/31/24 85423	KOERING, JOE	10/31/2024	11/06/2024	95.61	0.00	Paid	Y 11/06/2024
	2024 BOOT REIMBURSEMENT 50%	pziemer					
	230-5200-42210	OPERATING SUPPLIES		95.61			
	Total for vendor 1336 - KOERING, JOE:			95.61	0.00		
Vendor 4355 - LAKES BOUNCE LLC:							
201317 85160	LAKES BOUNCE LLC	09/02/2024	10/23/2024	425.00	0.00	Paid	Y 10/23/2024
	INFLATABLE - GREAT PUMPKIN FESTIVAL	pziemer					
	230-5211-42210	OPERATING SUPPLIES		425.00			
	Total for vendor 4355 - LAKES BOUNCE LLC:			425.00	0.00		
Vendor 0889 - MENARDS - BAXTER:							
30573 85242	MENARDS - BAXTER	10/09/2024	10/23/2024	36.95	0.00	Paid	Y 10/23/2024
	GLOVES/SCREWS -DOG PARK	pziemer					
	230-5200-42220	REPAIR & MAINT		36.95			
31467 85370	MENARDS - BAXTER	10/22/2024	11/06/2024	88.81	0.00	Paid	Y 11/06/2024
	QTY 18 'U' POSTS - LUM MAINTENANCE	pziemer					
	230-5200-42220	REPAIR & MAINT		88.81			
	Total for vendor 0889 - MENARDS - BAXTER:			125.76	0.00		

11/18/2024 09:23 AM

User: pziemer

DB: Brainerd

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Vendor 3394 - MIDWEST MACHINERY CO:							
10265835 85287	MIDWEST MACHINERY CO FILTERS/OIL 230-5200-42220	10/23/2024 pziemer	11/06/2024	59.57	0.00	Paid	Y 11/06/2024
	REPAIR & MAINT			59.57			
10268201 85330	MIDWEST MACHINERY CO STIHL GUTTER KIT 230-5200-42220	10/24/2024 pziemer	11/06/2024	46.99	0.00	Paid	Y 11/06/2024
	REPAIR & MAINT			46.99			
Total for vendor 3394 - MIDWEST MACHINERY CO:				106.56	0.00		
Vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:							
2024557 85271	MINNESOTA/WISCONSIN PLAYGROUND MEMORIAL BENCH 230-5225-42220	10/15/2024 pziemer	11/06/2024	1,148.00	0.00	Paid	Y 11/06/2024
	REPAIR & MAINT			1,148.00			
Total for vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:				1,148.00	0.00		
Vendor 1974 - MN DEPT OF HEALTH PLAN REVIEW:							
LUM REVIEW 2024							
85207	MN DEPT OF HEALTH PLAN REVIEW RCA REMODEL PLAN REVIEW - LUM PARK 229-0000-43300-23:10	10/15/2024 pziemer	10/15/2024	250.00	0.00	Paid	Y 10/15/2024
	PROFESSIONAL SERVICES			250.00			
Total for vendor 1974 - MN DEPT OF HEALTH PLAN REVIEW:				250.00	0.00		
Vendor 0798 - MR TIRE:							
38743 85111	MR TIRE JD MOWER TIRE REPAIR 230-5200-42220	10/04/2024 pziemer	10/23/2024	40.10	0.00	Paid	Y 10/23/2024
	REPAIR & MAINT			40.10			
38040 85585	MR TIRE SKID STEER TRAILER TIRE REPAIR 230-5200-42220	11/01/2024 pziemer	11/20/2024	21.49	21.49	Open	N 11/20/2024
	REPAIR & MAINT			21.49			
Total for vendor 0798 - MR TIRE:				61.59	21.49		
Vendor 2011 - MRPA:							
03201 85437	MRPA X3 REGISTRATION ANNUAL CONFERENCE 230-5200-43330	10/29/2024 pziemer	11/06/2024	1,260.00	0.00	Paid	Y 11/06/2024
	PROFESSIONAL DEVELOPMENT			1,260.00			
Total for vendor 2011 - MRPA:				1,260.00	0.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							
1647-312999 85586	O'REILLY AUTOMOTIVE STORES INC.	11/04/2024	11/20/2024	48.96	48.96	Open	N 11/20/2024
	SHOP SUPPLIES - ENGINE CLEANER, STABlpziemer			48.96			
	230-5200-42220 REPAIR & MAINT			48.96			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			48.96	48.96		
Vendor MISC - THE PAINTED TURTLE:							
10/12/24 85200	THE PAINTED TURTLE	10/12/2024	10/23/2024	530.00	0.00	Paid	Y 10/23/2024
	FACE PAINTING - GREAT PUMPKIN FESTIVpziemer			530.00			
	230-5211-42210 OPERATING SUPPLIES			530.00			
	Total for vendor MISC - THE PAINTED TURTLE:			530.00	0.00		
Vendor 4358 - TRETTER EXCAVATING LLC:							
10/11/24 85190	TRETTER EXCAVATING LLC	10/11/2024	10/23/2024	4,900.00	0.00	Paid	Y 10/23/2024
	JAYCEES PARK DEMO pziemer			4,900.00			
	400-9050-45530 CAPITAL - OTHER			4,900.00			
	Total for vendor 4358 - TRETTER EXCAVATING LLC:			4,900.00	0.00		
Vendor 2939 - VIKING COCA COLA BOTTLING CO:							
3485609 85158	VIKING COCA COLA BOTTLING CO	09/25/2024	10/23/2024	181.25	0.00	Paid	Y 10/23/2024
	CONCESSIONS - BEVERAGES pziemer			181.25			
	230-5204-42210 OPERATING SUPPLIES			181.25			
	Total for vendor 2939 - VIKING COCA COLA BOTTLING CO:			181.25	0.00		
Vendor 0344 - WASTE PARTNERS INC:							
49X01253 85095	WASTE PARTNERS INC	09/30/2024	10/23/2024	146.25	0.00	Paid	Y 10/23/2024
	SEPT 24 CAMPGROUND WASTE REMOVAL pziemer			146.25			
	230-5280-43380 UTILITIES			146.25			
49X01260 85099	WASTE PARTNERS INC	09/30/2024	10/23/2024	936.00	0.00	Paid	Y 10/23/2024
	SEPT 24 PARKS DEPT WASTE REMOVAL pziemer			936.00			
	230-5200-43380 UTILITIES			936.00			
4AX90404 85515	WASTE PARTNERS INC	10/31/2024	11/20/2024	881.40	881.40	Open	N 11/20/2024
	OCT 24 PARKS DEPT WASTE REMOVAL pziemer			881.40			
	230-5200-43380 UTILITIES			881.40			
	Total for vendor 0344 - WASTE PARTNERS INC:			1,963.65	881.40		

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 10/15/2024 - 11/18/2024

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BOTH OPEN AND PAID

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Vendor 3199 - WEX BANK:

99954253/PARKS

85123*	WEX BANK	09/30/2024	10/23/2024	1,730.23	0.00	Paid	Y 10/23/2024
	SEPT 24 PARKS DEPT FUEL	pziemer					
	230-5200-42212	MOTOR FUELS		1,731.15			
	230-5200-42212	MOTOR FUELS		(0.92)			

100609174/PARKS

85613	WEX BANK	10/31/2024	11/20/2024	1,596.69	1,596.69	Open	N 11/20/2024
	OCT 24 PARKS DEPT FUEL	pziemer					
	230-5200-42212	MOTOR FUELS		1,596.69			
	Total for vendor 3199 - WEX BANK:			3,326.92	1,596.69		

Vendor 1159 - WINNERS TROPHY:

13577/PARKS

85530	WINNERS TROPHY	10/31/2024	11/20/2024	1,104.00	1,104.00	Open	N 11/20/2024
	2024 PARKS TROPHIES	pziemer					
	230-5215-42210	OPERATING SUPPLIES		644.00			
	230-5231-42210	OPERATING SUPPLIES		368.00			
	230-5212-42210	OPERATING SUPPLIES		92.00			
	Total for vendor 1159 - WINNERS TROPHY:			1,104.00	1,104.00		

Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:

I24744

85236	WRUCK SEWER & PORTABLE RENTAL LLC	10/01/2024	10/23/2024	505.00	0.00	Paid	Y 10/23/2024
	SEPT 24 PORTABLE RENTALS	pziemer					
	230-5215-42210	OPERATING SUPPLIES		135.00			
	230-5200-43410	RENTAL EXPENSE		370.00			
	Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:			505.00	0.00		

Vendor 1712 - WSB & ASSOCIATES:

R-025844-000-3

85443	WSB & ASSOCIATES	10/25/2024	11/06/2024	8,703.50	0.00	Paid	Y 11/06/2024
	ARPA PROJECTS SEPT 2024	pziemer					
	229-0000-43300-23:08	PROFESSIONAL SERVICES		2,901.16			
	229-0000-43300-23:09	PROFESSIONAL SERVICES		2,901.17			
	229-0000-43300-23:10	PROFESSIONAL SERVICES		2,901.17			
	Total for vendor 1712 - WSB & ASSOCIATES:			8,703.50	0.00		

PCard: 2257 U.S. BANK Card Holder: CITY HALL

Vendor 3698 - AMAZON:

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 10/15/2024 - 11/18/2024

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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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PCard: 2257 U.S. BANK Card Holder: CITY HALL

10/4/24 85324	AMAZON GLOVES/APRONS - GREAT PUMPKIN FESTIVAL 230-5211-42210	10/04/2024 pziemer	11/06/2024	29.54	0.00	Paid	Y 11/06/2024
	OPERATING SUPPLIES			29.54			
9/25/24 85326	AMAZON PAINT/APRONS - GREAT PUMPKIN FESTIVAL 230-5211-42210	10/01/2024 pziemer	11/06/2024	54.99	0.00	Paid	Y 11/06/2024
	OPERATING SUPPLIES			54.99			
	Total for vendor 3698 - AMAZON:			84.53	0.00		

Vendor MISC - DOLLAR GENERAL:

10/4/24 85314	DOLLAR GENERAL PRIZES AND SUPPLIES - GREAT PUMPKIN FESTIVAL 230-5211-42210	10/04/2024 pziemer	11/06/2024	55.02	0.00	Paid	Y 11/06/2024
	OPERATING SUPPLIES			55.02			
	Total for vendor MISC - DOLLAR GENERAL:			55.02	0.00		

Vendor MISC - FISHUSA:

10/21/24 85349	FISHUSA GLOVES FOR HOCKEY RINK FILLING 230-5209-42210	10/21/2024 pziemer	11/06/2024	362.89	0.00	Paid	Y 11/06/2024
	OPERATING SUPPLIES			362.89			
	Total for vendor MISC - FISHUSA:			362.89	0.00		

Vendor 0006 - WALMART COMMUNITY/GECRB:

10/11/24 85313	WALMART COMMUNITY/GECRB BUCKETS - GREAT PUMPKIN FESTIVAL 230-5211-42210	10/11/2024 pziemer	11/06/2024	3.85	0.00	Paid	Y 11/06/2024
	OPERATING SUPPLIES			3.85			
9/30/24 85317	WALMART COMMUNITY/GECRB CRAYONS, CANDY - GREAT PUMPKIN FESTIVAL 230-5211-42210	10/01/2024 pziemer	11/06/2024	69.94	0.00	Paid	Y 11/06/2024
	OPERATING SUPPLIES			69.94			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			73.79	0.00		

Total PCard: 2257 U.S. BANK Card Holder: CITY HALL

576.23 0.00

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

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

Vendor 0900 - CUB FOODS - BRAINERD:							
10/11/24							
85312	CUB FOODS - BRAINERD	10/11/2024	11/06/2024	182.22	0.00	Paid	Y
	PIES - GREAT PUMPKIN FEST	pziemer					11/06/2024
	230-5211-42210	OPERATING SUPPLIES		182.22			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			182.22	0.00		

Total PCard: 2257 U.S. BANK Card Holder: STREETS	182.22	0.00
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# of Invoices:	61	# Due:	12	Totals:	90,185.61	30,770.07
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					90,185.61	30,770.07

* 1 Net Invoices have Credits Totalling:	(0.92)
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--- TOTALS BY GL DISTRIBUTION ---

229-0000-43300-23:08	PROFESSIONAL SERVICES	2,901.16
229-0000-43300-23:09	PROFESSIONAL SERVICES	2,901.17
229-0000-43300-23:10	PROFESSIONAL SERVICES	3,151.17
229-0000-45530-23:10	PYMTS TO CONTRACTORS	5,506.46
230-0000-15510	PREPAID OTHER	3,240.17
230-5200-42210	OPERATING SUPPLIES	247.28
230-5200-42212	MOTOR FUELS	3,326.92
230-5200-42220	REPAIR & MAINT	2,227.10
230-5200-42240	SMALL TOOLS	350.99
230-5200-43300	PROFESSIONAL SERVICES	7,500.00
230-5200-43309	COMPUTER TECHNICAL SUPPORT	294.56
230-5200-43321	TELEPHONE	496.02
230-5200-43330	PROFESSIONAL DEVELOPMENT	1,260.00
230-5200-43331	LEASE PAYMENTS	11,761.58
230-5200-43380	UTILITIES	1,875.22
230-5200-43381	BPU UTILITIES	11,295.33
230-5200-43410	RENTAL EXPENSE	370.00
230-5204-42210	OPERATING SUPPLIES	254.52
230-5204-42220	REPAIR & MAINT	8.38
230-5209-42210	OPERATING SUPPLIES	362.89
230-5211-42210	OPERATING SUPPLIES	1,350.56
230-5212-42210	OPERATING SUPPLIES	92.00
230-5215-42210	OPERATING SUPPLIES	779.00
230-5225-42220	REPAIR & MAINT	1,148.00
230-5231-42210	OPERATING SUPPLIES	6,553.67
230-5280-42220	REPAIR & MAINT	172.53
230-5280-43321	TELEPHONE	221.90
230-5280-43380	UTILITIES	788.42
400-9050-45530	CAPITAL - OTHER	19,748.61

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 10/15/2024 - 11/18/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	229 - PANDEMIC GRANTS			14,459.96	0.00		
	230 - PARK & RECREATION FUND			55,977.04	15,921.46		
	400 - CAPITAL PROJECTS FUND			19,748.61	14,848.61		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			17,700.13	0.00		
	5200 - PARK MAIN/ADMINISTRATION			41,005.00	8,619.84		
	5204 - CONCESSIONS			262.90	0.00		
	5209 - POND HOCKEY PROGRAM			362.89	0.00		
	5211 - SPECIAL EVENTS PROGRAM			1,350.56	0.00		
	5212 - KICKBALL PROGRAM			92.00	92.00		
	5215 - ADULT SOFTBALL			779.00	644.00		
	5225 - MEMORIAL BENCHES & TREE PROGRAM			1,148.00	0.00		
	5231 - PICKLEBALL			6,553.67	6,553.67		
	5280 - CAMPGROUND			1,182.85	11.95		
	9050 - CAPITAL PROJECTS-MISC			19,748.61	14,848.61		

As of October 31, 2024

	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	19,941	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	9,250	12,593	1,500	-	-	-	30,000	12,531	2,000	1,330	1,000	3,100
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	66,000	75,305	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	10,531	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	410	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	68,000	86,245	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	112,250	118,779	1,500	-	-	-	30,000	12,531	2,000	1,330	1,000	3,100
Total Personal Services	792,322	633,454	455	-	9,575	3,644	17,563	9,093	-	3,242	-	-
Supplies												
Office and Operating Supplies	5,750	4,204	1,000	41	250	830	27,500	6,680	2,000	-	3,000	2,996
Motor Fuels	22,000	14,926	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	51,050	-	-	-	-	1,000	14	-	-	-	-
Repairs & Maintenance - Mills Field	5,000	9,597	-	-	-	-	-	-	-	-	-	-
Small Tools	1,000	1,512	-	-	-	-	-	-	-	-	-	-
Total Supplies	113,750	81,289	1,000	41	250	830	28,500	6,693	2,000	-	3,000	2,996
Services												
Professional Services	37,835	37,743	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,500	5,510	-	-	-	-	-	-	-	-	-	-
Telephone	2,076	2,297	-	-	-	-	-	-	-	-	-	-
Postage	200	35	-	-	-	-	-	-	-	-	-	-
Professional Development	2,100	884	-	-	-	-	-	-	-	-	-	-
Lease Payments	32,980	53,509	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,500	1,084	-	-	-	-	-	-	-	-	-	-
Insurance	29,322	25,292	-	-	-	-	-	-	-	-	-	-
Utilities	77,500	72,998	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,715	1,918	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	967	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,010	1,389	-	-	-	-	-	-	-	-	-	-
Total Services	194,738	203,627	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,100,810	918,370	1,455	41	9,825	4,474	46,063	15,786	2,000	3,242	3,000	2,996
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(988,560)	(799,591)	45	(41)	(9,825)	(4,474)	(16,063)	(3,256)	-	(1,912)	(2,000)	104

As of October 31, 2024

	Kickball		Adult Softball		Pickleball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	-	-	35,000	19,941
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	3,000	2,271	50,000	38,856	-	2,281	55,000	51,009	151,750	123,970
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	-	-	66,000	75,305
Contributions & Donations	-	-	-	-	-	-	-	-	-	10,531
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	340	1,000	750
Total Charges for Services	-	-	-	-	-	-	-	340	68,000	86,585
TOTAL REVENUES	3,000	2,271	50,000	38,856	-	2,281	55,000	51,349	254,750	230,496
Total Personal Services	3,073	-	29,437	22,540	-	-	-	-	852,425	671,972
Supplies										
Office and Operating Supplies	500	92	13,000	7,502	-	5,260	500	394	53,500	27,999
Motor Fuels	-	-	-	-	-	-	-	-	22,000	14,926
Repairs & Maintenance	-	-	3,500	1,538	-	-	1,500	3,778	86,000	56,380
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	5,000	9,597
Small Tools	-	-	-	-	-	-	-	-	1,000	1,512
Total Supplies	500	92	16,500	9,039	-	5,260	2,000	4,172	167,500	110,414
Services										
Professional Services	-	-	-	-	-	-	-	-	37,835	37,743
Computer Technical Support	-	-	-	-	-	-	-	-	6,500	5,510
Telephone	-	-	-	-	-	-	800	1,494	2,876	3,791
Postage	-	-	-	-	-	-	-	-	200	35
Professional Development	-	-	-	-	-	-	-	-	2,100	884
Lease Payments	-	-	-	-	-	-	-	-	32,980	53,509
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,500	1,084
Insurance	-	-	-	-	-	-	-	-	29,322	25,292
Utilities	-	-	-	-	-	-	3,300	3,890	80,800	76,887
Rent Expense	-	-	-	-	-	-	-	-	1,715	1,918
Miscellaneous	-	-	-	-	-	-	-	-	2,000	967
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,010	1,389
Total Services	-	-	-	-	-	-	4,100	5,383	198,838	209,010
TOTAL OPERATING EXPENSES	3,573	92	45,937	31,580	-	5,260	6,100	9,555	1,218,763	991,396
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(573)	2,179	4,063	7,276	-	(2,979)	48,900	41,793	(964,013)	(760,900)



Park Board Agenda Request

MEETING DATE: November 26, 2024

TITLE OF ITEM: Approve Jaycees Park Lighting Layout

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: At the October 22nd Park Board meeting, staff presented two possible options for new street lighting at Jaycees Park following completion of the improvements project. Park Board requested clarification of how the installation of the new lights could be funded. Options presented are described below.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Per the Park Board's request, funding of the new lights could be accomplished in the following avenues:

1. Request Capital Funds from the Long Term Maintenance Fund from the City Council.
2. Amortize the costs of the installation into the monthly billing for the park over the next 25 years.

For the purposes of discussion, staff would estimate a cost of approximately \$7,500 per light.

1. Option 1 shows two lights between the soccer field and the pleasure rink. This would be the more economical option, approximately \$15,000.
2. Option 2 includes the same two lights as Option 1 but adds an additional two lights between the parking lot and the soccer field. This cost would be approximately \$30,000. This was the general consensus based on comments received by the Park Board at the October meeting.

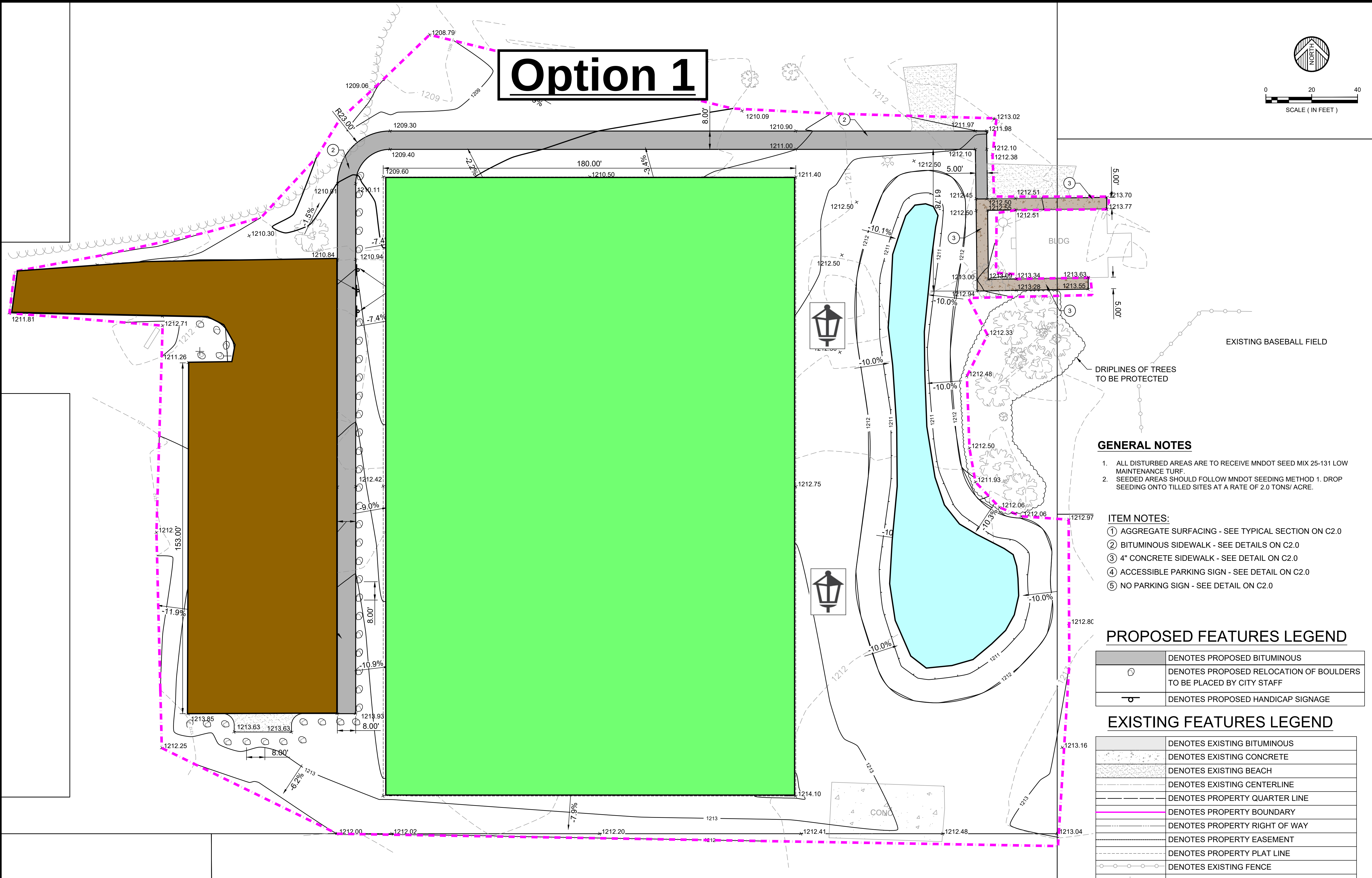
RECOMMENDED ACTION/MOTION: Staff recommends that costs be amortized into the monthly billing for the park utility costs and furthermore to proceed with Option 2 per the comments received at the October 22nd Park Board meeting.

FINANCIAL IMPACT: Estimated at \$30,000.

Option 1



0 20 40
SCALE (IN FEET)



EXISTING BASEBALL FIELD

GENERAL NOTES

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

ITEM NOTES:

- ① AGGREGATE SURFACING - SEE TYPICAL SECTION ON C2.0
- ② BITUMINOUS SIDEWALK - SEE DETAILS ON C2.0
- ③ 4" CONCRETE SIDEWALK - SEE DETAIL ON C2.0
- ④ ACCESSIBLE PARKING SIGN - SEE DETAIL ON C2.0
- ⑤ NO PARKING SIGN - SEE DETAIL ON C2.0

PROPOSED FEATURES LEGEND

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

EXISTING FEATURES LEGEND

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



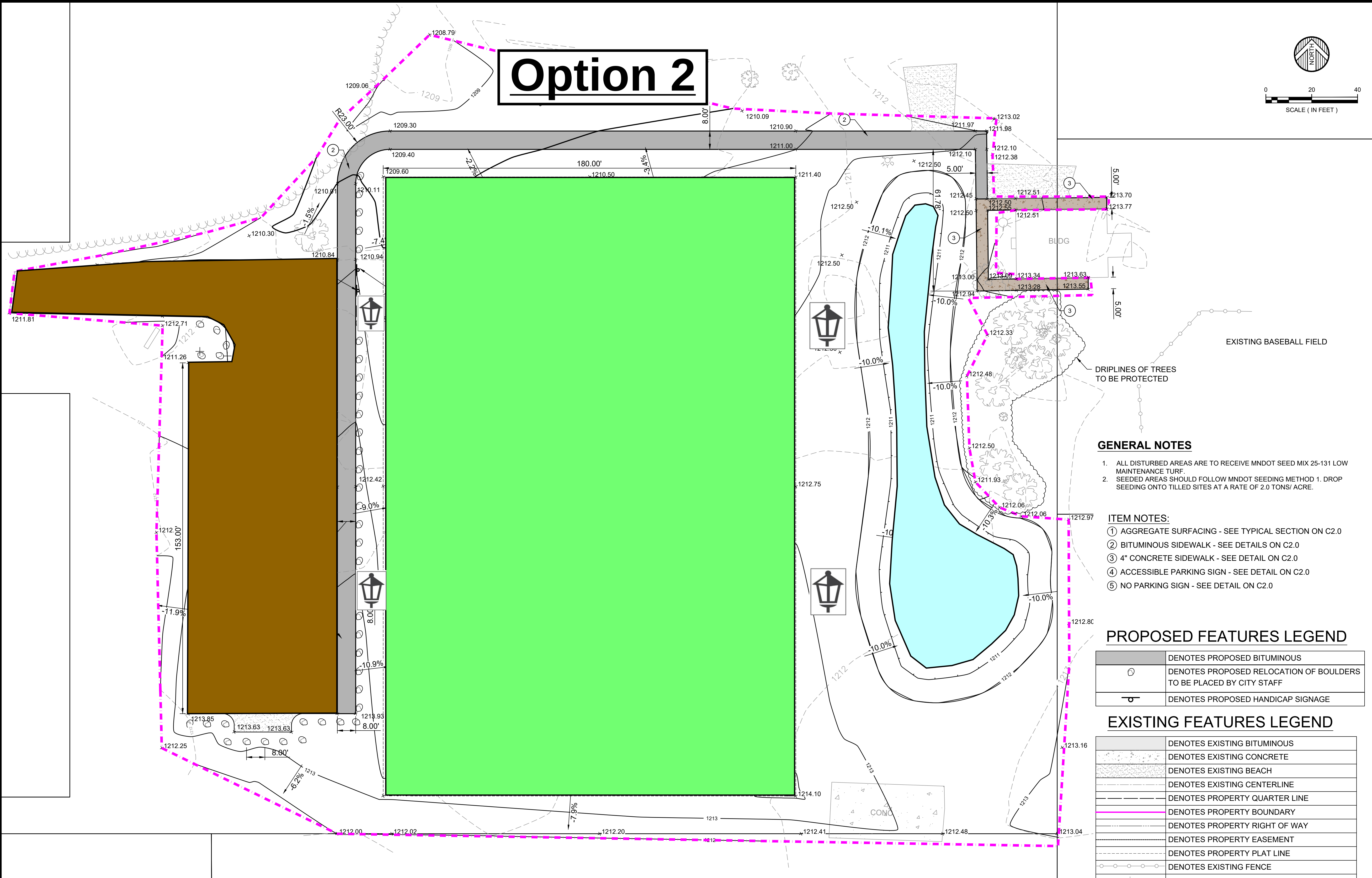
ALL UNDERGROUND AND OVERHEAD UTILITY LOCATIONS SHOWN ARE APPROXIMATE. THERE MAY BE ADDITIONAL UNDERGROUND AND OVERHEAD UTILITIES NOT SHOWN ON THE PLAN THAT MAY BE REQUIRED TO BE REMOVED. IT IS THE CONTRACTORS RESPONSIBILITY TO REQUEST A GOPHER STATE ONE CALL PRIOR TO THE START OF ANY CONSTRUCTION AND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

J:\Utility or Brainerd Parks & Recreation Dept\4401\2023\10272\ADD\Civil\C-SP-2023-10272.dwg Plotted by:Ryan Hermes 2/15/2024 5:44:53 PM © 2024 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

Option 2



0 20 40
SCALE (IN FEET)



GENERAL NOTES

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

ITEM NOTES:

- ① AGGREGATE SURFACING - SEE TYPICAL SECTION ON C2.0
- ② BITUMINOUS SIDEWALK - SEE DETAILS ON C2.0
- ③ 4" CONCRETE SIDEWALK - SEE DETAIL ON C2.0
- ④ ACCESSIBLE PARKING SIGN - SEE DETAIL ON C2.0
- ⑤ NO PARKING SIGN - SEE DETAIL ON C2.0

PROPOSED FEATURES LEGEND

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

EXISTING FEATURES LEGEND

	DENOTES EXISTING BITUMINOUS
	DENOTES EXISTING CONCRETE
	DENOTES EXISTING BEACH
	DENOTES EXISTING CENTERLINE
	DENOTES PROPERTY QUARTER LINE
	DENOTES PROPERTY BOUNDARY
	DENOTES PROPERTY RIGHT OF WAY
	DENOTES PROPERTY EASEMENT
	DENOTES PROPERTY PLAT LINE
	DENOTES EXISTING FENCE
☀	DENOTES EXISTING LIGHT POLE
♿	DENOTES EXISTING SIGN POST
🌲	DENOTES EXISTING CONIFEROUS
🌳	DENOTES EXISTING DECIDUOUS TREE



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Park Board Agenda Request

MEETING DATE: November 26, 2024

TITLE OF ITEM: Approve 2025 Park Fee Schedule

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: At the October 22nd Park Board meeting, the Park Board elected to table the discussion on the proposed 2025 facility fee schedule.

Items that the Park Board requested further discussion on the fee schedule included the following:

- Allow time for Mayor Badeaux to arrange for presentation of alternative field banner program proposal.
- Alternative fee for athletic field rental for tournaments with self-maintenance.

Attached is the proposed 2025 fee schedule as presented at the October meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: For the athletic field rental rate for tournaments, staff estimated a rate of \$50 for staff time and \$25 for materials. If the tournament would be self-maintained, staff would anticipate that materials would still be needed for maintenance. Thus, staff would recommend that if the Park Board elects to offer an alternative field rental rate for tournaments that are self-maintained not using City staff, that the fee be established at \$25 per field per hour.

RECOMMENDED ACTION/MOTION: Staff requests direction from the Park Board on the 2025 proposed fee schedule. Direction should include detail on the following:

- Field banner program
- Athletic field rental rate for tournaments (self-maintained)

FINANCIAL IMPACT: N/A

Brainerd Parks and Recreation

2025 Fee Schedule



Advertising/Vendors					
Field Banner Program	- Minimum one banner on one field for one year, discounts for multiple fields - Banners are ordered and provided by the City, advertiser to provide design proof - Standard 4 ft. x 8 ft. vinyl banners		One Field	Two Fields	Three Fields
			\$150	\$250	\$325
			Banner: \$325/each		
			Admin/Install: \$100/each		
Vendor Fee	Seasonal fee for vendors, instructors, or facilitators using a designated park space			\$50	
Food Trucks	Daily Fee if not paid with City annual permit			\$50	
Camping (Lum Park Campground)					
Daily Rate			\$50		
65+/Military/Veteran Rate			\$40		
Off-Season (11/1 – 4/30)		No Water/Restrooms/ Showers/Dump Station	\$25		
Tent Site	Located behind host site, two tents maximum, one night maximum			\$20 per tent	
Campground Firewood			\$5		
Administration fee for cancellations		10+ days in advance	\$20		
		3-9 days in advance	\$50		
Pavilions & Park Facilities					
Pavilions Only	Buffalo Hills-Lions/Gregory/Kiwanis/Memorial/ Rotary Parks (No charge for Kiwanis/Lions/ Rotary Clubs at their respective parks), Lyman P. White Education Center		Mon-Fri: \$50		
			Sat-Sun: \$70		
	Lum Park		Mon-Fri: \$65		
			Sat-Sun: \$85		
Pavilions with Kitchenettes		Gregory and Memorial Parks		Mon-Fri: \$65 + \$50 key and cleaning deposit	
				Sat-Sun: \$85 + \$50 key and cleaning deposit	
Open Space	Gregory Park Bandstand or any park area reserved for exclusive use			General Public: No charge	
				Vendor: \$50	
Amphitheater	Lyman P. White Park: Daily rate, includes electrical usage (requires key)			\$150	
Administration fee for cancellations		30+ days in advance		\$10	
Athletic Fields & Facilities					
Adult Tournaments	Field maintenance fee, per field, per hour			\$75	
Athletic Fields* (excluding Mills Field)	With lights, two-hour block			\$75	
	Without lights, two-hour block			\$50	
	Field drying materials			At cost	
Mills Field*	With lights, two-hour block			\$150	
	Without lights, two-hour block			\$100	
	Field drying materials			At cost	
Miracle League Field	Handicapped and disabled groups can request to use the Miracle League field at no cost. A permit will be issued by the Department. Individuals and other groups will be directed to use alternate fields.			\$0	
Outdoor Ice Rink**	Hourly rate			\$25	

Tennis Court**	Hourly rate	\$25
Pickleball Court**	Hourly rate	\$25
Basketball Court**	Hourly rate	\$25

** Field rental fees are waived for Brainerd youth and travel teams provided all participants are registered in Community Education, YMCA, and Parks and Recreation programs. Fees are also waived for the American Legion, ISD 181, VFW and Brainerd/Baxter Baseball Association teams provided the teams rake out the pitcher's mound, home plate and base lines after each game, plus tarp the plate and pitchers' mound. The City may enter into additional agreements with Community Education, YMCA, the American Legion, ISD 181, VFW, and Brainerd Baxter Baseball Association for additional field maintenance or Parks equipment use if agreeable by both parties. If field maintenance is requested by a different agency than listed above, rental fees are applicable.*

*** Rates are waived for individuals and entities located within the boundaries of the City of Brainerd.*

Miscellaneous Fees

Memorial Benches	Per policy, bench custom engraved, installed by the City	Bench: At cost (will provide quote)
		Concrete Slab/Installation: \$300
Memorial Trees	Per policy, Gregory Park memorial trees may be accompanied by a plaque	Tree: At cost (will provide quote)
		Plaque: \$35
Community Garden	Rate set by Garden Committee, may provide "sweat equity" for waiver of fee	\$20 per plot



Park Board Agenda Request

MEETING DATE: November 26, 2024

TITLE OF ITEM: Approve Change Order #3 - Parks ARPA Project

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Staff is recommending approval of a Change Order #3 for the Parks ARPA projects. The Change Order is attached. The work included in the change order was completed to continue progress to bring the project to completion within the necessary timeframe needed to finish by the end of the construction season.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Change Order includes several items. Items include overages on topsoil and excavation at the beach, campground, and Jaycees as has been mentioned previously. They are included in the change order for reference. The addition of curb removal at the campground and steps at the beach were in the plans but didn't have quantities to pay from. For cost savings to cover the overages as well as the pavement markings being too late in the season, there are some items that are removed that are planned to be performed by Public Works Maintenance staff. For example, the stair handrail at the beach, handicapped signs, and parking stall markings are planned to be installed in spring with maintenance staff.

Overall, the additional change order items with the removals nets a change increase of \$21,491.89. In review of the final measured quantities, including this change order, the overall cost of the project is expected to be \$475,728.66. This would be slightly under the revised contract amount of \$478,861.65, or -\$3,132.99 (-0.7%).

RECOMMENDED ACTION/MOTION: Staff recommends approval of Change Order #3 as presented.

FINANCIAL IMPACT: \$21,491.89

SP/SAP(s)		MN Project No.:	N/A	Change Order No.	3
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Project Location	Jaycees Park and Lum Park, Brainerd, MN		
Local Agency	City of Brainerd	Local Project No.	
Contractor	DeChantal Excavating LLC	Contract No.	24-01
Address/City/State/Zip	P O Box 315 / Brainerd / MN / 56401		
Total Change Order Amount		\$21,491.89	

Issue: The Engineer has determined that there were various quantity adjustments based on necessary quantities required for construction based on construction plans.

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

Project Location	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
Jaycees Park	-	INSTALL HANDICAP SIGN (INCLUDE SIGN POST)	EACH	\$130.00	-3	(\$390.00)
Jaycees Park	2574.525	COMMON TOPSOIL BORROW (LV)	C Y	\$28.50	141.51	\$4,033.04
Lum Park Campground	2104.501	REMOVE CONCRETE CURB & GUTTER	L F	\$4.85	47	\$227.95
Lum Park Campground	2574.525	COMMON TOPSOIL BORROW (LV)	C Y	\$28.50	112	\$3,192.00
Lum Park Beach	-	TYP. WHITE PAVEMENT STRIPING	L F	\$1.00	-100	(\$100.00)
Lum Park Beach	-	PIPE AND TUBE ALUMINUM RAILING	L F	\$344.00	-27	(\$9,288.00)
Lum Park Beach	-	INSTALL HANDICAP SIGN (INCLUDE SIGN POST)	EACH	\$120.00	-4	(\$480.00)
Lum Park Beach	-	TYP. HANDICAP SYMBOL PAVEMENT STRIPING (BLUE)	EACH	\$50.00	-4	(\$200.00)
Lum Park Beach	-	TYP. BLUE PAVEMENT STRIPING	L F	\$1.00	-327	(\$327.00)
Lum Park Beach	2105.507	COMMON EXCAVATION (P)	C Y	\$28.00	711	\$19,908.00
Lum Park Beach	2411.602	INSTALL CONCRETE STEPS	EACH	\$500.00	2	\$1,000.00
Lum Park Beach	2574.525	COMMON TOPSOIL BORROW (LV)	C Y	\$28.50	137.4	\$3,915.90
Net Change this Change Order						\$21,491.89



Park Board Agenda Request

MEETING DATE: November 26, 2024

TITLE OF ITEM: Approve WSB Amendment Request - Parks ARPA Projects

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Staff is recommending approval of an amendment request from WSB for additional staking and construction observation time required necessary during the project to properly inspect the project. Based on some of the quantity overruns and contractor-requested staking, along with some other time needs, WSB had to expend additional hours than originally expected. However, to limit the expense, they provided the additional hours with a lower cost employee to keep costs lower. The attached amendment is in the amount of \$6,480, totaling an overall contract not-to-exceed \$27,254.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff has reviewed the amendment request. Throughout the project, staff had been in close conversation with WSB and the contractor. We have made as much effort as possible to minimize the efforts necessary to keep construction observation and staking costs lower. However, to ensure a quality product, some additional hours were needed to accomplish the tasks appropriately. Thus, WSB is requesting the amendment as presented to cover the additional hours that City staff was aware would be needed.

Including the anticipated final contract payment, design costs, Kiwanis Tree Clearing, and the WSB total (with proposed amendment), the total cost for ARPA would total \$576,189.10. As a reminder, \$575,000 was allocated to the Parks ARPA projects. The remaining \$1,189.10 could be covered by capital fund savings elsewhere.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the proposed WSB amendment in the amount of \$6,480.

FINANCIAL IMPACT: \$6,480

November 18, 2024

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

Re: Fee Amendment 2
Brainerd 2024 ARPA Park Projects
Construction Staking and Construction Observation

Dear Mr. Dehn

WSB appreciates the opportunity to provide continued professional services for the above-referenced projects. This fee amendment proposal discusses the additional scope and time that WSB incurred to deliver the 2024 Brainerd ARPA Parks Projects, which are now substantially completed.

Project Understanding

Throughout the construction of the three park improvement projects at Lum Park (beach and campground) and Jaycees Park (reconfiguration), WSB staff have been actively involved in providing on-site construction observation and staking. These efforts have ensured substantial completion of the original scope of work, with proposed improvements successfully delivered to the City. The remaining tasks, primarily restoration monitoring, are anticipated to be completed in spring 2025.

The 2024 Brainerd Parks ARPA Projects encompass the following enhancements:

- **Lum Park – Campground:** Expansion featuring watermain and power extensions, gravel roadways, and RV parking spaces.
- **Lum Park – Beach:** Reconfigured parking areas, beach expansion, ADA-compliant concrete sidewalks, shade structures, tree plantings, stormwater retention, and related improvements.
- **Jaycees Park:** Parking area reconfiguration, soccer field grading and restoration, pedestrian pathways, stormwater retention/pleasure hockey rink construction, and appurtenant work.

At the outset of the project, WSB and the City agreed to a minimal approach to construction staking and observation, acknowledging the potential need for minor field adjustments. Concurrently, during construction, WSB and the City staff had discussions about overall hours on the WSB contract and how the amount of staking being requested by the contractor on top of the amount of field fitting that was taking place to make improvements work was affecting WSB's budget and planned hours for the project. During construction, numerous discrepancies between the project plans and actual field conditions, along with a multitude of constructability concerns, were identified. These inconsistencies required extensive additional efforts, including:

- **Field fitting and quantity tracking** to adapt improvements to site conditions.
- **Extra staking** (performed by field representative Erik DeSmith at a reduced rate).
- **Increased observation and coordination** due to the contractor's unwillingness to perform field fitting independently, necessitating WSB's on-site presence to guide operations.

Below is a detailed account of site-specific challenges and the adjustments made. These changes do not account for the other minor site project quantity overruns or underruns, but generally encompass the major work item changes and field fitting that was necessary to complete the improvements.

Jaycees Park

- **Topsoil Overrun:** 142 cubic yards of additional topsoil required.
- **Catch Basin Removal:** Addressed via change order to remove the basin and associated improvements.
- **Sidewalk Field Fitting:** Adjustments were necessary to avoid a light pole and tree, as the plans incorrectly positioned the sidewalk near the concession stand. Existing concrete pads not shown in the plans required coordination for removal and replacement to align with the project intent.
- **Trail Constructability:** The trail alignment required modifications, including widening near the concession stand and softening a hard 90-degree bend for better functionality.

Lum Park Campground

- **Access Roadway and Campsites:** Required field fitting and new staking to adjust roadway centerlines and campsites, avoiding significant trees.
- **Hydrant and Electrical Locations:** Field fitting adjustments to optimize service for users.
- **Topsoil Restoration:** Topsoil was not accounted for in the plans, necessitating the addition of this item, quantity tracking, and observation.
- **Curb and Gutter Adjustments:** Coordinated curb cut locations and added removal/replacement quantities via change order.

Lum Park Beach

- **Plan Revisions:** Removed striping, signage, and railing to offset cost overruns across the projects.
- **Excavation Quantity Overrun:** Plans underestimated excavation by over 700 cubic yards, requiring detailed tracking, observation, and verification in AutoCAD.
- **Topsoil for Restoration:** Added as a pay item and tracked.
- **Concrete Steps:** Added via change order and coordinated during construction.
- **Beach Fabric:** Missing from plans, necessitating field measurement and preparation of a change order.
- **Sidewalk Alignments:** Significant effort was dedicated to refining alignments to the restroom and pavilion. This work included slope and grade calculations (not provided in the plans) and field approvals to ensure functionality and user experience.
- **Water Service Investigation:** Collaborated with the contractor to locate the water service for the beach house, which influenced the placement of the proposed foot-washing station.

These additional tasks were critical to meeting the project's goals and required adjustments to the originally scoped time and resources. The contractor's reliance on WSB for staking and field fitting required unanticipated on-site presence and coordination. To maintain the project schedule, WSB staff managed frequent changes, consulted with City staff to get the changes approved, and ensured that field adjustments adhered to the City's expectations.

This fee amendment reflects the additional effort required to address these unforeseen challenges, adapt to field conditions, and successfully complete the project within the revised scope.

Scope of Services

WSB proposes the following additional scope of services

Task 1 – Construction Staking

The original project plans, combined with actual site conditions, required significant additional time and effort for construction staking. Much of this extra staking was necessitated by the need to field-fit the proposed improvements. To minimize costs, the majority of the staking was performed by Erik DeSmith at his lower billing rate, rather than utilizing WSB's one- and two-person survey crews.

WSB surveyors initially provided the planned staking for the project. Subsequently, WSB's field observation staff modified the survey stakes in real-time to accommodate discrepancies between the plans and site conditions, which were not well represented in the original specifications.

Erik DeSmith completed approximately 30 additional hours of office-based survey work and field staking in response to the contractor's requests. These requests often stemmed from inconsistencies in the plans and specifications and were made on an on-call basis during active construction operations. As a result, the contractor's requests frequently bypassed WSB's standard 48–72-hour survey request protocol. To maintain the project schedule, WSB responded promptly to these staking needs, ensuring the improvements were constructed on time and in alignment with project goals.

Task 2 – Construction Observation

In addition to the increased effort required for construction staking, the project also demanded additional time for construction observation, coordination, and administration. Plan and specification inconsistencies, extensive field fitting, and numerous change orders all contributed to the need for more on-site presence and coordination.

Erik DeSmith played a crucial role in managing these challenges, spending approximately 30 extra hours on construction observation and administration. His responsibilities included:

- Tracking additional quantities.
- Field-fitting improvements to address unanticipated site conditions.
- Collaborating with the contractor to refine construction methods and track additional work performed.
- Coordinating field adjustments with City staff to secure timely approvals for necessary changes.
- Assisting with the preparation of change orders to ensure fair compensation for the contractor's added efforts.

These additional efforts were essential to overcoming the challenges posed by plan discrepancies and delivering the project to the City's satisfaction.

Professional Services Fee

Pursuant the contract between WSB and the Brainerd Park Board, executed on May 31, 2024, WSB is requesting a fee amendment for services rendered for the Brainerd Parks ARPA Project Construction Staking and Construction Observation in the total amount of \$6,480, in which represents an additional 60 hours of Erik DeSmith's time at \$108/hour. This would make the new, fee not-to-exceed for services rendered of \$27,254.

If you agree with the scope of services as outlined above, please sign where indicated below and return one copy to our office. This proposal represents our entire understanding of the project scope. By signing, you also agree that these services will be governed by the terms and conditions of the Professional Services Agreement entered between WSB and the City of Brainerd on May 31, 2024.

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

Sincerely,

WSB



Paul G. Sandy, PE
Project Manager



Jupe Hale, PE
Senior Director of Municipal Services

ACCEPTED BY:

City of Brainerd

Name: _____

Title: _____

Date: _____



Park Board Agenda Request

MEETING DATE: November 26, 2024

TITLE OF ITEM: Discuss Jaycees Park Grading Plans

AGENDA: Approve

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Park Board requested an item to discuss the grading at Jaycees Park following completion of the improvements project. The Park Board performed a field visit with Widseth in March 2023, followed by concept space layout at the June meeting, review and comments on 60% plans at the September meeting, and similarly at the 95% stage in December.

Two items were of main discussion at the October 22, 2024 meeting: the pleasure rink and the soccer field.

Pleasure Rink - Prior to the 60% plans, the south portion of the rink had a depth of 10 feet with 4:1 slopes. Staff requested that Widseth adjust those plans to a 2-foot depth with a lessened 10:1 slope, which was the version presented to the Park Board in September 2023. With the sides, it was intended that the rink would be filled several inches, similarly to the other pleasure rinks. The remaining slopes above that level would be natural seating or barrier, along the lines of natural boards. See the attached image for an approximated illustration of what this could appear as.

Soccer Field - As reported at the October meeting, natural topography of the area drains to the wet area to the northwest (west of the playground). Grading the soccer field in this manner to mimic the natural sloping limits the fill needed, and avoids issues with high slopes on the high end of the field (e.g. high end of field vs. low end of adjacent topography). Staff does not have concern with natural sheetflow drainage across the trail as installed. Much of typical rainfall will naturally infiltrate into the ground. During heavier rainfall events or when the ground is fully saturated, sheet flow will flow across the trail through to the northwest. The flow is sheeting rather than channelized, which prevents damages to the trail. It is highly common that trail and sidewalk experience sheet flow rainfall across it. Compare this with sidewalk/trail adjacent to homes. Typically, the grading is such that rainfall sheet flows across the sidewalk or trail towards the street. It is expected that this area would function similarly.

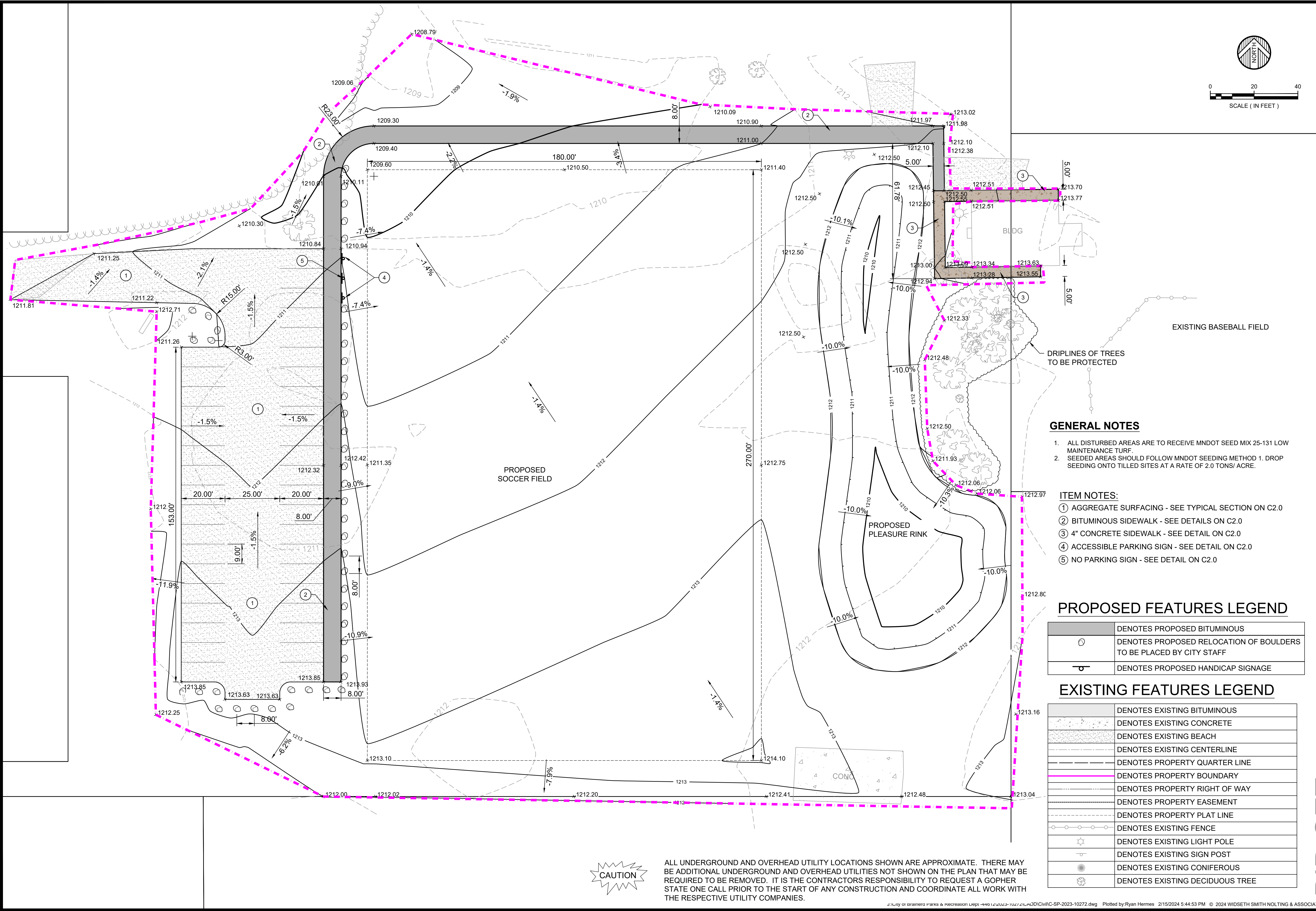
ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: As stated during the previous meeting, additional fill would be required to be brought in from off-site to make adjustments to either the pleasure rink or soccer field.

Pleasure Rink - To raise the bottom up 1 foot (depth of 1 foot) = approximately 250 CY. Assuming the same cost as the project for Topsoil Borrow, cost is \$7,200. To raise the bottom up 1.5 feet (depth of 0.5 feet) = approximately 500 CY = cost of \$14,400. This does not include cost of seeding which staff would estimate to be \$1,500. This assumes that the contractor would perform this work under the same bid costs.

Soccer Field - To "flip" the drainage direction in a manner where the field drains to the south, while still maintaining a separation of grade from the drainage ditch to prevent flooding on the south end of the field, this would require over 5 feet of fill on the north end of the field. Only about 1 foot could be lowered on the south end to keep above the ditch, which would offset some of the fill needed. Over 3,700 CY of material would be needed to accomplish this. However, this creates some issues. With the raised grade on the north side of the field, a slope to tie out the raised grade is needed. Even using a 4:1 slope would require 20 feet of runout space, which is not available. The field would need to be shrunk to accomplish this task. Otherwise, a retaining wall would be needed to avoid sloping. Staff would not recommend grading against natural topography based on these complications, fill needed, and the statement on sheet flow above.

RECOMMENDED ACTION/MOTION: Discussion item.

FINANCIAL IMPACT: Dependent on Park Board action.



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

GENERAL NOTES

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

ITEM NOTES:

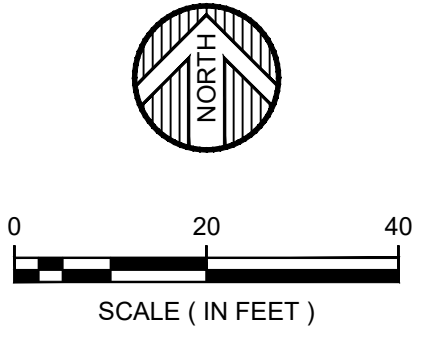
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- ② BITUMINOUS SIDEWALK - SEE DETAILS ON C2.0
- ③ 4" CONCRETE SIDEWALK - SEE DETAIL ON C2.0
- ④ ACCESSIBLE PARKING SIGN - SEE DETAIL ON C2.0
- ⑤ NO PARKING SIGN - SEE DETAIL ON C2.0

PROPOSED FEATURES LEGEND

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

EXISTING FEATURES LEGEND

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



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

JILLIAN E. REINER
DATE: 02/16/2024 LIC. NO. 59038

DATE	REVISION DESCRIPTION	BY
FEBRUARY, 2024	AS SHOWN	RSH
		JER

DATE: FEBRUARY, 2024
SCALE: AS SHOWN
DRAWN BY: RSH
CHECKED BY: JER
JOB NUMBER: 2023-10272

JAYCEES PARK
CITY OF BRAINERD
BRAINERD, MN
SITE & GRADING PLAN





PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

November 26, 2024; PARK BOARD MEETING

Recreation Report

Winter Sports and Activities

- **Adult and Youth Pond Hockey**
 - Registration is opening shortly
 - City staff will administer program as opposed to last year
- **Warming House Attendants**
 - Job posting is up and live

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

Here's a summary of our rental activity so far:

Monthly Rentals:

May: 6 rentals

June: 23 rentals

July: 32 rentals

August: 24 Rentals

September: 15 rentals

Total: 107 rentals

Rental Details:

Average Duration: 30-60 minutes

Total Revenue for 2024: \$985

Parks Maintenance Report

- Hung downtown Christmas banners.
- Removed brush piles from new disc course.
- Cleaning and prepping warming houses.
- Repairing and painting picnic tables.
- Removed and stored all relevant add banners from fields.
- Replaced faulty air hose on shop reel.
- Decorated and tested City Hall Christmas tree.
- Put up barricades, repaired damaged topsoil, and re-seeded soccer field area at JCP.(vandalism)
- Manufactured two new frames and mounting brackets for new park signs. BAP and JCP.
- Reconfigured Traverse with winter flooding hose reel and gear.
- Fixed trap door on GGP. Bandstand.(vandalism)
- Cut and trimmed up misc. trees.
- Fixed broken gates at BAP.
- Moved office desk from P/D to Transit office.
- Garbage pick-up and Buster Park routine maintenance.
- Pressure washed all park garbage receptacles and stored for winter.
- Attended required safety training.
- Replaced faulty ground fault outlet in City Hall parking lot.

- Procured lumber and hardware for horseshoe pits.
- Took delivery of steel picnic tables / will assemble.
- Putting up wreaths and swags for downtown décor.
- Ordered 3 more heavy duty Pickleball net systems for MMP.
- Removed and stored basketball goals for winter.
- Checked all hockey goal nets for upcoming season.
- Readied all blowers and plows for winter.
- Washed and winterized summer equipment.
- Assembled and installed misc. memorial benches.

Projects Report

Parks ARPA Projects

Work has been completed on the projects. The shade structure frames are assembled and installed but the fabric shades are at the maintenance facility for installation in the spring. Items that were removed from the scope of work for cost savings will be installed in the spring by maintenance staff. Maintenance staff will be working over the winter and spring on additional items at Jaycees to complete the improvements such as the horseshoe pits, new sign, warming house, door replacements, and building exterior paint. Staff will monitor the seeding placed by the contractor in spring for final turf establishment before final project acceptance and closeout.

Buster Park Pavilion

This work is complete. Staff will be placing new wood chips in the park when staff time allows.

Memorial Park Disc Golf Course

The new disc golf course has been installed and opened to the public.

Building Demolitions

The demo at Jaycees has been completed. Maintenance staff will be responsible to complete topsoil and seeding of the areas.

Gregory Park Warming House/Pavilion Gutter Replacement

This work is complete.

Memorial Park Rink Lights Automatic Timer

This work is complete.

Lum Park Pavilion Rehabilitations

Work is nearly complete on Pavilions #1 and #2. Painting is mainly all that remains. This will be complete in the spring when temperature and weather allows.