



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, March 11, 2025 @ 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 ____ J. Miller ____ P. Sandy ____ K. Schaefer ____ A. Shipe ____

3. **Pledge of Allegiance**

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

5. **Unfinished Business**

- A. **Consider Pickleball Agreement with Lakes Area Pickleball Association**
- B. **Discuss Banner Program**
- C. **Consider Brainerd Baxter Baseball Association Agreement**
- D. **Award Proposal for Buffalo Hills/Lions Park Parking Lot Project**

6. **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"*



Park Board Agenda Request

MEETING DATE: March 11, 2025

TITLE OF ITEM: Consider Pickleball Agreement with Lakes Area Pickleball Association

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 10

SUMMARY OF ISSUE:

1. The City and LAPA mutually seek to repurpose three existing tennis courts at Gregory Park into six to eight pickleball courts to help meet a growing need for pickleball facilities.
2. Funding for modifying the existing tennis courts is to be provided by LAPA.
3. All courts are to be designed and constructed in accordance with national standards.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Approve the agreement with Lakes Area Pickleball Association.

FINANCIAL IMPACT: Unknown

AGREEMENT
BETWEEN THE CITY OF BRAINERD AND
THE LAKES AREA PICKLEBALL ASSOCIATION

This Agreement is entered into effective _____, 2025 by and between the City of Brainerd, through its Park and Recreation Board (hereinafter the “City”), and the Lakes Area Pickleball Association (hereinafter the “LAPA”).

Recitals

- A. The City and LAPA mutually seek to repurpose three existing tennis courts at Gregory Park into six to eight pickleball courts to help meet a growing need for pickleball facilities.
- B. Funding for modifying the existing tennis courts is to be provided by LAPA.
- C. All courts are to be designed and constructed in accordance with national standards.

Agreement

2. LAPA Duties. The LAPA agrees to undertake the following:

- a. **Develop comprehensive court designs:** LAPA will develop detailed plans for the court layout, surfacing, fencing, and amenities. The plans will be provided to City staff for review and approval.
- b. **Fund and the renovation:** LAPA will endeavor to secure 100% of the funding necessary to complete the reconstruction project. All funding must be in place prior to putting the project out to bid.
- c. **Secure competitive bids:** LAPA will assist in obtaining bids from multiple contractors to ensure cost-effective and high-quality construction of the new pickleball courts. The City will review the bids and select the installation contractor. LAPA shall hold the contract for reconstruction.
- d. **Construction:** LAPA will involve the City for the approval of design and scope of work. The City will oversee the renovation process and inspections to ensure the construction of high-quality, durable pickleball courts that meet all safety and accessibility standards. LAPA is responsible for any temporary modifications to the existing fence to allow access to the courts. The fence shall be restored to its original condition following construction. The City reserves the right to inspect the fence modifications.

- e. **Provide ongoing maintenance:** LAPA will partner with the city to support the ongoing maintenance and upkeep of the courts by sweeping the courts and picking up trash daily during the pickleball season
- f. **Promote community engagement:** LAPA will organize leagues, tournaments, and lessons, fostering a vibrant and inclusive pickleball community at Gregory park. LAPA may also assist in broader community engagement efforts to address any concerns from tennis players or local residents regarding the project.
- g. **Establish and help enforce court usage guidelines:** LAPA will develop and implement a standard of conduct and rules for court usage, ensuring fair and equitable play, including rotation procedures when courts are full, and promoting proper etiquette. These guidelines will be provided to the City for review and approval and thereafter posted at the courts on appropriate signage.
- h. **Pay the usage fees for leagues and tournaments:** If the LAPA organizes any type of Pickleball event, other than the approved normal pickleball usage during designated LAPA member play time, on any City of Brainerd courts, usage fees will be applied.

3. City Duties:

- a. **LAPA access to the courts:** The City agrees to reserve the Gregory Park courts for LAPA members daily from 8:00 a.m. to 12 noon (“Reserved Time”). When members of the general public desire to play pickleball during Reserved Time, LAPA will either allow them to rotate into the membership play or give up one court for the public to play pickleball. The City will grant LAPA additional access for league play and tournaments after usage fees are paid and provided the use is consistent with City policy. Outside of the Reserved Time, LAPA’s access is subordinate to the City’s scheduled activities on the courts, if any, and subordinate to access by the general public.
- b. **Collaborate on maintenance:** The City will collaborate with LAPA on the ongoing maintenance and upkeep of the courts, subject to LAPA’s duties set forth in paragraph 2(e). The City will be responsible for resurfacing the court and net replacement of said amenity.
- c. **Signage Rights:** The City grants LAPA the right to sell banner signage on the fence at the pickleball courts in Gregory Park and to retain the revenue to off-set the cost of building the courts. All banner signage is subject to City policy.
- d. **Construction:** The City will approve the design and scope of work. The City will also oversee the renovation process and inspections to ensuring the construction of high-quality, durable pickleball courts that meet all safety and accessibility standards.

4. **Insurance.** LAPA shall secure property and liability insurance in amounts approved by the City and naming the City as an additional insured. This insurance shall cover LAPA play usage during the duration of the agreement.

5. **Participant Releases**. The LAPA shall obtain a written waiver of liability from all participants, signed by a parent, and shall keep the waiver on file for a period of six years. The LAPA shall provide the Recreation Coordinator with a copy of the waiver form if requested. Failure to obtain such waivers may result in termination of this Agreement.

6. **Indemnity**. To the extent allowed by law, the LAPA shall defend and indemnify the City against all claims of loss or damage arising out of the LAPA program operated by the LAPA under this Agreement or arising out of construction of the courts, except to the extent said loss or damage was caused by the negligent or intentional act of omission of the City, its employees or agents.

7. **Term**. This Agreement shall terminate as of January 30, 2030, unless otherwise extended in writing and signed by both parties.

For the City of Brainerd:

Name of Authorized City Official:

Title: _____ Date: _____

Signature: _____

For the Lakes Area Pickleball Association:

Name of Authorized LAPA Official:

Title: _____ Date: _____

Signature: _____



Park Board Agenda Request

MEETING DATE: March 11, 2025

TITLE OF ITEM: Discuss Banner Program

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5

SUMMARY OF ISSUE: Staff will outline the process of the Banner program and ask Park Board for any suggestions for a smooth and effective Banner program season. Attached is our procedures for the Banner Program.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Discussion item

FINANCIAL IMPACT: Unknown

Advertising and Sponsorship Agreement Please
 mail or deliver payment to:
 Brainerd Parks and Recreation
 501 Laurel St.
 Brainerd, MN 56401



Advertiser: _____ Date: _____
 Address: _____
 Contact Person: _____
 Phone: _____ Email: _____

Check box	Number of Fields	Term	Total Cost
	One Field	1 Year	Banner + \$150.00
	Two Fields	1 Year	Banner + \$250.00
	Three Fields	1 Year	Banner + \$325.00

Please indicate which field(s) desired by placing an "X" next to the park/field listed to the right.

Total Amount Enclosed:

 (tax deductible contribution/donation)

I would like a receipt: ☐ Yes ☐ No

Memorial Park Field 1 Adult Softball 4x4		Buffalo Hills Park Field 1 Youth Softball 4x4	
Memorial Park Field 2 Adult Softball 4x4		Buffalo Hills Park Field 2 Youth Softball 4x4	
Memorial Park Field 3 Adult Softball 4x4		Buster Dog Park Fencing 4x4	

Specific Requests/Notes:

Terms & Conditions

Banner space is available on a first come, first served basis. Banners must be 3x3 or 4x4 with 8 grommets depending on which field the banner is placed. Banners are installed and removed during the season of amenity.

The City may, at its discretion, remove any banner the City deems to be in poor condition. The advertiser shall be responsible for the replacement of the damaged sign.

The City will install the banners but is not responsible for repair or replacement of any banner for any reason.

Email your banner design proof for approval to be displayed on city property to Kayla Huether. khuether@ci.brainerd.mn.us

I, _____ agree to the terms and conditions listed above.

Signature: _____

Date: _____

Procedure for Banners on Fields

1. Planning and Approval Process

1.1 Define Banner Purpose

- Determine the banner's purpose (advertisement, sponsor recognition, event promotion, etc.)
- Identify the specific field where the banner will be placed (baseball, softball, pickleball, etc.).

1.2 Obtain Approvals

- Field Authority Approval: Obtain approval from the facility manager or field coordinator to place the banner.
- Design Approval: Have the banner design approved by the relevant authority, whether it's the sponsor, event organizer, or facility.

1.3 Set Banner Specifications

- Size: Determine the appropriate size for the banner (3x3, 4x4, etc.)
Field regulations or aesthetic guidelines may dictate size.
- Material: Choose durable, weather-resistant materials (e.g., vinyl, mesh) that can withstand outdoor conditions.
- Mounting: Decide whether the banner will be attached to a fence, wall, or pole and specify the method of attachment.

1.4 Identify Timeline

- Installation Date: Determine the installation date in advance, factoring in weather conditions and scheduled field use.
- Removal Date: Plan for the removal date after the event or sponsorship period concludes.

2. Banner Design and Production

2.1 Design Banner

- Graphics Software: Organizations/Businesses should use a design software like Adobe Illustrator, Canva, or other programs to create a layout. Get file from the organization/businesses to submit to Digital Ink.
- Logo Placement: Ensure sponsor logos, event names, and relevant contact information are included, and follow any specific branding guidelines.
- Visibility: Ensure text and logos are clear from a distance, with high-contrast colors and appropriate font sizes.

Procedure for Banners on Fields

2.2 Review Design

- **Proof Approval:** Share the design with the sponsor, event coordinator, or other relevant parties for approval.
- **Consideration of Local Rules:** Verify that the design adheres to any local regulations or field-specific rules (e.g., no offensive language, non-sponsor advertising).

2.3 Banner Production

- **Printing:** Work with a Digital Ink that specializes in outdoor signage to complete banner. Ensure that the print quality is high with UV-resistant inks.
- **Finishing:** Ensure that the banner has grommets or other mounting provisions (e.g., reinforced edges) to securely attach to the field structures.

3. Installation Process

3.1 Site Inspection

- **Field Assessment:** Before installation, inspect the field to confirm the location where the banner will be placed. Ensure there are no obstructions and the area is safe.
- **Mounting Points:** Check for secure points where the banner will be affixed, such as fence posts or poles.

3.2 Gather Tools and Materials

- **Tools Needed**
 - 1) Ladder (if required)
 - 2) Zip ties or rope
 - 3) Measuring tape
 - 4) Grommet tool (if needed for re-tightening)
- **Safety Equipment:** Ensure proper safety gear is used, especially when working at heights (e.g., gloves, helmets).

3.3 Installation

- **Measure and Mark:** Measure the placement area and mark the desired location for the banner. Ensure its positioned correctly for visibility (e.g., facing the stands, not obstructing views of the field).

Procedure for Banners on Fields

- Attach the Banner: use zip ties, ropes, or bungee cords to secure the banner tightly to the structure. Ensure there is no sagging, and the banner is straight. Double-check for durability and proper tension.

3.4 Final Check

- Level Alignment: Make sure the banner is aligned properly, both horizontally and vertically.
- Safety Check: Verify that the banner is securely fastened and that there are no safety hazards (e.g., loose ends, sharp edges).

4. Maintenance and Monitoring

4.1 Regular Inspections

- Routine Checks: Schedule regular checks to ensure the banner is in condition throughout its display period. Check for fading, tears, or other damage from weather.
- Immediate Repairs: If any issues are detected (e.g., rip or loose grommet), promptly address them by repairing or replacing the banner.

4.2 Cleaning

- Clean the banner if necessary to remove dirt or debris. For vinyl or mesh banners, gentle cleaning with water and mild soap is recommended. Always allow the banner to dry fully before re-installation.

5. Removal Process

5.1 Plan for Removal

- Coordinate with Stakeholders: Confirm the end date for banner removal with the sponsor or event coordinator.
- Post-Event Considerations: If the banner is tied to an event, ensure it's taken down promptly to avoid interfering with field use.

5.2 Removal Procedure

- Tools Needed: Gather tools for removal (e.g., scissors or cutting tools for zip ties, ladder if necessary).
- Dismantling: Remove the banner from its mounting points. Be careful to avoid damage to the fields structure during removal.

5.3 Disposal or Storage

Procedure for Banners on Fields

- **Storage:** If the banner is reusable (e.g., for multiple events), store it in a dry, safe place. Roll the banner up to prevent creases or tears.
- **Disposal:** If the banner is no longer usable, dispose of it in an environmentally friendly manner (e.g., recycling).

6. Documentation and Reporting

6.1 Record Banner Installations

- Keep records of the banners installed, including design approvals, installation dates, and locations.

6.2 Incident Reporting

- If there are any issues during the banner installation (e.g., damage to property, safety concerns), report them to the facility management and file an incident report as necessary.

7. Additional Tips

- **Weather Considerations:** Always check the weather forecast before installing banners to avoid high winds or storms, which could cause damage.
- **Sponsor Relationship:** Maintain clear communication with sponsors, ensuring they are aware of when their banner is displayed and removed.
- **Compliance:** Ensure all banners comply with local ordinances and field-specific rules (e.g., no obstruction of signage or safety concerns).



Park Board Agenda Request

MEETING DATE: March 11, 2025

TITLE OF ITEM: Consider Brainerd Baxter Baseball Association Agreement

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 10

SUMMARY OF ISSUE:

1. The City and BBBA mutually seek to revitalize Jaycees Park, Bane Park and possibly Mills Field at Memorial Park with new scoreboards. New scoreboards will promote baseball play in the Brainerd Lakes Area and meet growing recreational needs. This Agreement outlines the collaborative intentions and respective responsibilities of the City and the BBBA regarding the purchase and installation of new scoreboards.

2. The scoreboards to be acquired are Daktronics Model BA-618 or higher standard and are to be installed by a licensed contractor approved by the City.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Approve agreement with Brainerd Baxter Baseball Association

FINANCIAL IMPACT: Unknown

AGREEMENT

BETWEEN THE CITY OF BRAINERD AND THE BRAINERD BAXTER BASEBALL ASSOCIATION

This Agreement is entered into effective _____, 2025 by and between the City of Brainerd, through its Park and Recreation Board (hereinafter the “City”), and the Brainerd Baxter Baseball Association (hereinafter the “BBBA”).

Recitals

- A. The City and BBBA mutually seek to revitalize Jaycees Park, Bane Park and possibly Mills Field at Memorial Park with new scoreboards. New scoreboards will promote baseball play in the Brainerd Lakes Area and meet growing recreational needs. This Agreement outlines the collaborative intentions and respective responsibilities of the City and the BBBA regarding the purchase and installation of new scoreboards.
- B. The scoreboards to be acquired are Daktronics Model BA-618 or higher standard and are to be installed by a licensed contractor approved by the City.

1. **BBBA Duties.** The BBBA agrees to undertake the following:

- a. **Raise funds to purchase Scoreboards:** The BBBA will endeavor to raise funds to purchase a new scoreboard for both Jaycees Park and Bane Park and, if funding is available, Mills Field at Memorial Park. If BBBA is not able to raise 100% of the necessary funds for the first two scoreboards by December 31, 2025, this agreement will become null and void.
- b. **Secure competitive bids:** BBBA will obtain bids from multiple contractors to install the scoreboards and review them with the City. The City will select the installation contractor. Prior to seeking bids, BBBA shall determine whether the scoreboards are available through an existing contract held by the Minnesota Cooperative Purchasing Venture and/or Sourcewell or other purchasing cooperative.
- c. **Ongoing maintenance:** The City will be responsible for maintenance after the scoreboards are installed.
- d. **Coordinate tournament and league scheduling:** The BBBA will request field usage from the City when scheduling of any leagues and tournaments. No field use is allowed unless required permits are obtained and/or usage fees are paid.

2. **City Duties:** The City agrees to undertake the following:

- a. **Establish Scoreboard usage guidelines:** The City will develop and implement standards and procedures for using the scoreboards.
 - b. **Grant BBBA access to the fields:** The City will grant BBBA access to available fields after usage fees are paid and provided the use is consistent with City policy. BBBA's access is subordinate to the City's scheduled activities on the fields.
 - c. **Signage Rights:** The City grants BBBA the right to sell banner signage on the outfield fence at Jaycee Park and Bane Park and to retain the revenue to off-set the purchase and installation of the scoreboards. All banner signage is subject to City policy.
3. **Insurance.** The BBBA shall secure property and liability insurance in amounts approved by the City and naming the City as an additional insured.
 4. **Participant Releases.** The BBBA shall obtain a written waiver of liability from all participants, signed by a parent, and shall keep the waiver on file for a period of six years. The BBBA shall provide the Recreation Coordinator with a copy of the waiver form if requested. Failure to obtain such waivers may result in termination of this Agreement.
 5. **Indemnity.** To the extent allowed by law, the BBBA shall defend and indemnify the City against all claims of loss or damage arising out of the programs operated by the BBBA under this Agreement, except to the extent said loss or damage was caused by the negligent or intentional act or omission of the City, its employees or agents. This insurance shall cover BBBA play usage during the duration of the agreement.
 6. **Term.** This Agreement shall terminate as of January 30, 2030, unless otherwise extended in writing and signed by both parties.

City of Brainerd

Name of Authorized City Official:

Title: _____ Date: _____

Signature: _____

Brainerd Baxter Baseball Association

Name of Authorized BBBA Official:

Title: _____ Date: _____
Signature: _____



Park Board Agenda Request

MEETING DATE: March 11, 2025

TITLE OF ITEM: Award Proposal for Buffalo Hills/Lions Park Parking Lot Project

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

The Buffalo Hills/Lions Parking Lot Reconfiguration Project is included in the 2025 Parks Capital Plan. The project consists of removal of the existing gravel road that loops into and out of the park connecting to Buffalo Hills Lane at two locations and replacing it with a single, gravel parking lot to accommodate 40 vehicles per the Buffalo Hills/Lions Park Master Plan, attached to this item.

Staff solicited proposals for this work from several area contractors. We received 4 proposals as listed in alphabetical order: Anderson Brothers, DeChantal Excavating, DeChantal Excavating, Knife River, and Pratt's Affordable Excavating.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The proposals are as follows, listed lowest proposal first:

- Pratt's Affordable Excavating = \$38,985.00
- DeChantal Excavating = \$43,020.45
- Anderson Brothers = \$63,536.00
- Knife River = \$105,900.00

RECOMMENDED ACTION/MOTION: Staff recommends award of the Buffalo Hills/Lions Park Parking Lot Project to Pratt's Affordable Excavating in the amount of \$38,985.00.

FINANCIAL IMPACT: \$38,985.00

BUFFALO HILLS/LIONS PARK - PARKING LOT

SCHEDULE OF ESTIMATED QUANTITIES

ESTIMATED QUANTITIES					
ITEM NO.	NOTE	SPEC. NO.	DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY
1		2021.501	MOBILIZATION	LUMP SUM	1
2	1	2101.501	CLEARING AND GRUBBING	ACRE	0.39
3		2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	82
4	2	2104.503	REMOVE CURB AND GUTTER	LIN FT	40
5		2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	15
6	3	2106.507	COMMON EXCAVATION (CV)	CU YD	1,020
7	4	2118.507	AGGREGATE SURFACING (CV), CLASS 5	CU YD	745
8	5	2531.503	CONCRETE CURB AND GUTTER DESIGN B624	LIN FT	40
9		2574.507	COMMON TOPSOIL BORROW	CU YD	332

CONSTRUCTION NOTES

- CLEARING AND GRUBBING ITEM INCLUDES COMPENSATION FOR TREE REMOVAL AND STUMP GRINDING WITHIN THE INDICATED AREA TO THE DEPTH OF 1.0 FEET TO ACCOMMODATE THE FULL DEPTH OF CLASS 5 AGGREGATE SURFACING.
- CONTRACTOR TO REMOVE A 2-FEET-WIDE BITUMINOUS PAVEMENT AREA ADJACENT TO THE CURB REMOVAL TO ACCOMMODATE FOR INSTALLATION OF NEW CURB. REMOVAL AND DISPOSAL OF BITUMINOUS PAVEMENT IS INCIDENTAL TO REMOVE CURB AND GUTTER ITEM.
- EXCAVATION DEPTH WITHIN THE EXISTING GRAVEL ROADWAY SECTION TO BE AT A DEPTH OF 0.5 FEET FROM EXISTING GRADE. EXCAVATION DEPTH WITHIN THE CLEARING AND GRUBBING AREA (TURF GRASS AREA) TO BE AT A DEPTH OF APPROXIMATELY 1.0 FEET FROM EXISTING GRADE.
- AGGREGATE SURFACING TO BE AT A DEPTH OF 1.0 FEET. SURFACING SHALL BE SHAPED IN A MANNER TO CROWN SUCH THAT THE NORTH HALF SLOPES NORTHWARD AND SOUTH HALF SLOPES SOUTHWARD. SLOPES SHALL BE APPROXIMATELY 2.0% FOR DRAINAGE.
- CONTRACTOR TO PATCH 2-FEET-WIDE BITUMINOUS STREET WITH BITUMINOUS PATCHING MATERIAL. BITUMINOUS PATCHING MATERIAL SHALL BE APPROVED BY ENGINEER PRIOR TO PLACEMENT.

THE FOLLOWING STANDARD PLATES AS APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION SHALL APPLY:

MNDOT STANDARD PLATES	
7100H	CONCRETE CURB AND GUTTER DESIGN B & V

REV. #	DATE	



CITY OF BRAINERD

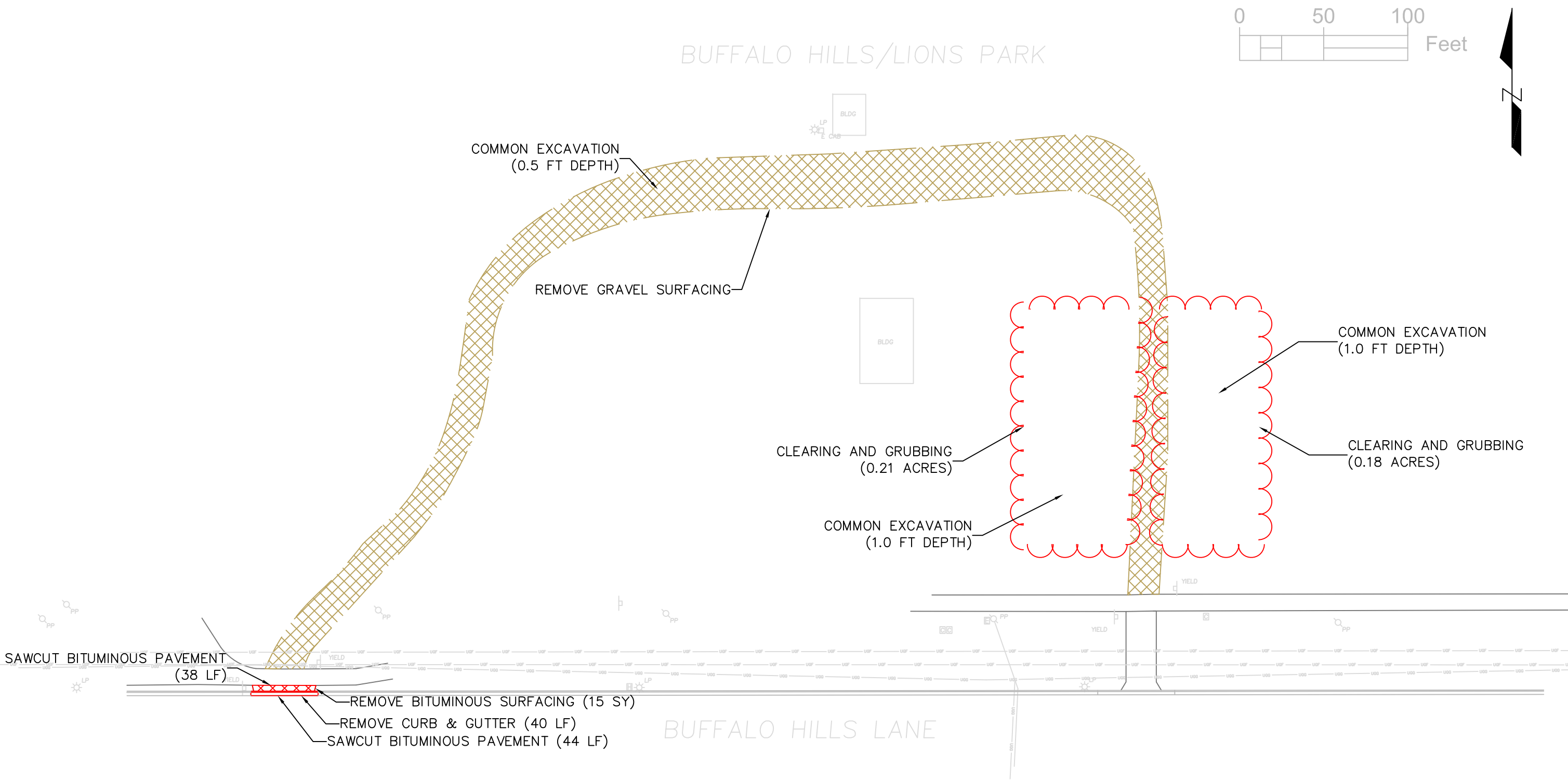
PUBLIC WORKS DEPT
501 LAUREL STREET
BRAINERD, MN 56401

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.

 Date 1/24/2025
JESSIE DEHN, P.E. License No. 57747

BUFFALO HILLS/LIONS PARK	
PARKING LOT PROJECT	
ESTIMATED QUANTITIES SHEET	
SHEET 01 OF 03	

BUFFALO HILLS/LIONS PARK - PARKING LOT

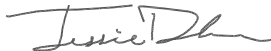


REV. #	DATE	



CITY OF BRAINERD
PUBLIC WORKS DEPT
501 LAUREL STREET
BRAINERD, MN 56401

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.


JESSIE DEHN, P.E.

Date 1/24/2025
License No. 57747

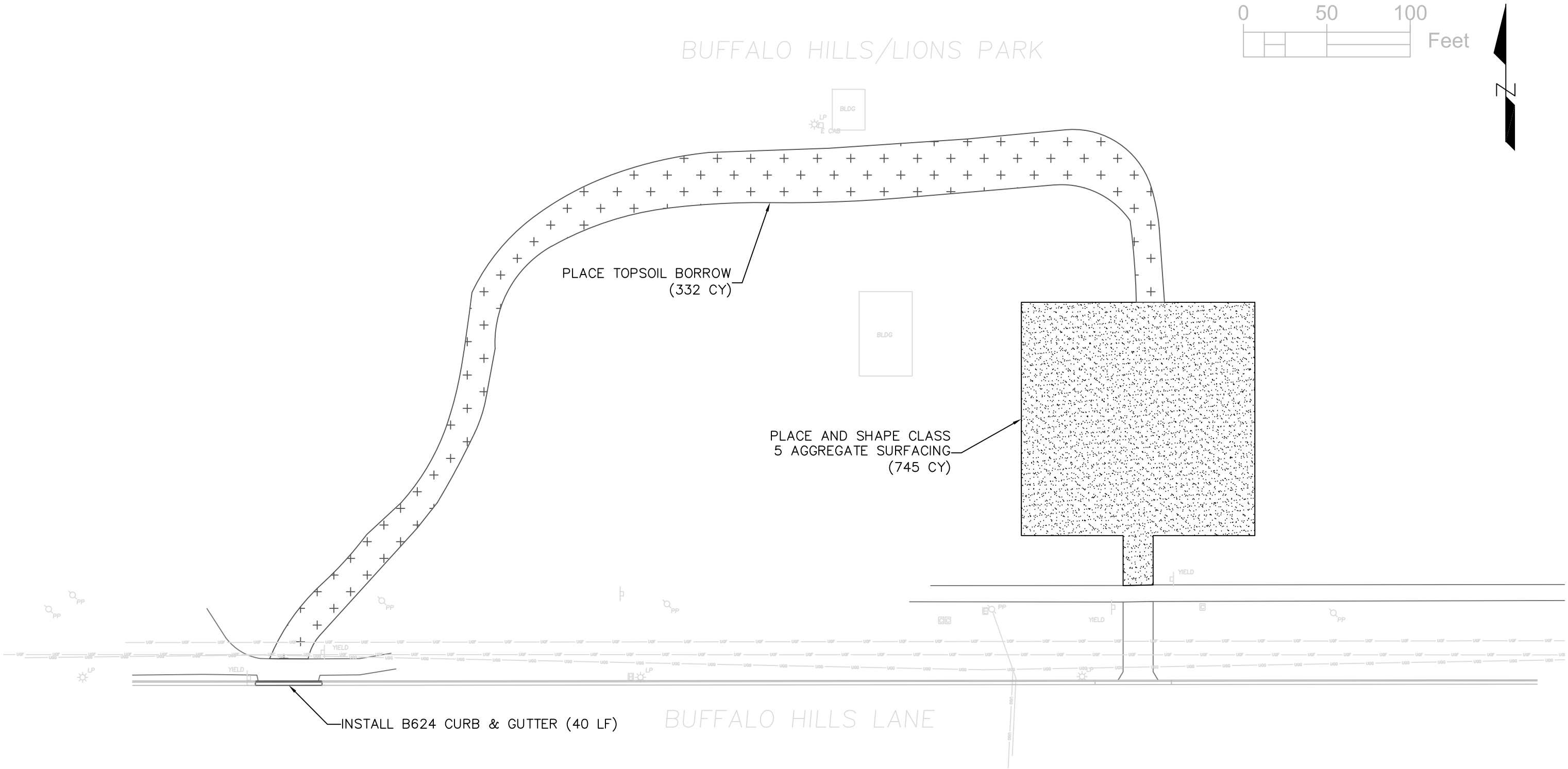
**BUFFALO HILLS/LIONS PARK
PARKING LOT PROJECT**

REMOVALS SHEET

SHEET 02 OF 03

Page 18 of 25

BUFFALO HILLS/LIONS PARK - PARKING LOT



REV. #	DATE	



CITY OF BRAINERD

PUBLIC WORKS DEPT
501 LAUREL STREET
BRAINERD, MN 56401

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.



Date 1/24/2025
License No. 57747

JESSIE DEHN, P.E.

BUFFALO HILLS/LIONS PARK
PARKING LOT PROJECT
CONSTRUCTION PLAN SHEET
SHEET 03 OF 03

Page 10 of 25



Park Amenities :

Summer activity spaces

- 2-Tennis/pickleball courts
- 1- Basketball court
- 2- Youth Softball fields
- 2-Soccer use outfield spaces
- 4- tournament size horseshoe pits
- Walking trail

Structures

- ADA playground area
- Park entrance sign
- Lit flag pole
- Concession/ restroom building
- 40 car parking lot

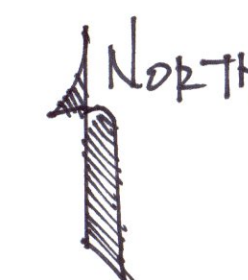
Winter activity spaces

- Groomed ski trail



PROPOSED MASTER PLAN BUFFALO PARK

NOT TO SET SCALE.
CONCEPTUAL IMAGE.



23069 Swan Lane
Merrifield, MN 56465

Date	Estimate #
2/14/2025	654
Phone #	218-765-4244
Fax #	218-765-8324
Shawn cell # 218-838-8227	

Name / Address
City of Brainerd. 501 Laurel Street Brainerd, MN 56401

Terms	Project
Void after 30 days	

Description	Total
Buffalo Hills/Lions Parking Lot Project reconfigured existing gravel loop into a gravel parking lot Baxter Sales Tax	 38,985.00 0.00
	Total \$38,985.00

Signature



**P.O. Box 315
Brainerd, MN 56401**

Quote

Date	Quote #
2/10/2025	1751

Name / Address
Brainerd Buffalo Hills / Lions Park Parking Lot

Description	Quantity	Unit Cost	Unit	Total
1. Mobilization	1	750.00	LS	750.00
2. Clearing and Grubbing	0.39	4,600.00	Acre	1,794.00
3. Sawing Bituminous Pavement (Full Depth)	82	3.10	LF	254.20
4. Remove Curb & Gutter	40	6.50	LF	260.00
5. Remove Bituminous Pavement	15	12.25	SY	183.75
6. Common Excavation (CV)	1,020	10.50	CY	10,710.00
7. Aggregate Surfacing (CV), Class 5	745	24.50	CY	18,252.50
8. Concrete Curb & Gutter, Design B624	40	38.00	LF	1,520.00
9. Common Topsoil Borrow	332	28.00	CY	9,296.00
Total				\$43,020.45

**Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com**



Anderson Brothers Construction Company
11325 State Highway 210
Brainerd, MN 56401
218-829-1768
218-829-7607 Fax

To:	City Of Brainerd	Contact:	Jessie Dehn
Address:	501 LAUREL STREET Brainerd, MN 56401	Phone:	218-828-2309
		Fax:	218-828-2316
Project Name:	Buffalo Hills/lions Parking Lot	Bid Number:	
Project Location:		Bid Date:	
Item Description			

Mobilization
Clearing & Grubbing
Remove Curb
Remove Bituminous Pavement
Saw Bituminous Pavement
Common Excavation (CV)
Topsoil Borrow
Aggregate Base Class 5
Bituminous Patching Mixture
Concrete Curb & Gutter B624
Seed

Total Bid Price: \$63,536.00

Notes:

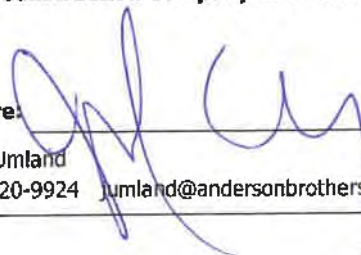
- We are pleased to quote the following on the above-referenced project.
- See Pre-Lien Notice
- All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.
- This proposal may be withdrawn by us if not accepted within 30 days.
- Half the total quote is due prior to construction.
- Anderson Brothers Construction is an Equal Opportunity Employer.
- Anderson Brothers will not sign a project labor agreement.
- No warranty, No maintenance on seed. I quoted to throw seed down when finished. Owner responsible after that.



Anderson Brothers Construction Company
11325 State Highway 210
Brainerd, MN 56401
218-829-1768
218-829-7607 Fax

To: City Of Brainerd	Contact: Jessie Dehn
Address: 501 LAUREL STREET Brainerd, MN 56401	Phone: 218-828-2309
	Fax: 218-828-2316
Project Name: Buffalo Hills/lions Parking Lot	Bid Number:
Project Location:	Bid Date:

PRE-LIEN NOTICE: OWNER UNDERSTANDS THAT CONTRACTOR IS REQUIRED BY LAW TO PROVIDE OWNER WITH THIS NOTICE. (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THE IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTION. (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 THEM 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 WHO GAVE YOU TIMELY NOTICE.

ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: Anderson Brothers Construction Company Of Brainerd, LLC Authorized Signature:  Estimator: Josh Umland 218-820-9924 jumland@andersonbrothers.com
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Quote for Brainerd Buffalo Hills Park Project

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KNIFE RIVER CORPORATION - NC

4787 Shadow Wood Drive NE
Sauk Rapids, MN 56379

Phone: (320) 251-9472
Fax: (320) 258-2940

Bond:
Sales Tax:
Bid Date:

Quote To: Jesse Dehn
City of Brainerd
501 Laurel Street
Brainerd MN 56401

Phone: 218-
Fax:
Email: jdehn@ci.brainerd.mn.us

Quote is valid for 15 days.

Item	Description	Quantity	Unit	Unit Price	Extension
10	Mobilization				
20	Clearing and Grubbing				
30	Sawing Bit Pavement (FD)				
40	Remove Curb and Gutter				
50	Remove Bituminous Pavement				
60	Common Excavation (CV)				
70	Aggregate Surfacing (CV) Class 5				
80	Concrete Curb and Gutter Design B624				
90	Common Topsoil Borrow				

Total Quote: \$ 105,900.00

Inclusions/Exclusions:

NOTES:

1. All items tied, unless approved by Estimator.
2. Quote is valid for 15 days.
3. Seeding / Stabilization of topsoil done by city crews.

PAYMENT TERMS:

1. To accept this proposal, sign and return a copy to Knife River Corp.
2. A valid credit account with Knife River Corp. is required before work will be scheduled.
3. No retainage is provided for in this quotation or per owner as required in plans and spec's. Any deducts due to material deficiencies must be in writing and Knife River Corp. notified prior to the invoice being due.
4. All work becomes due and payable within 30 days of the invoice. Balances beyond 30 days are subject to finance charges in accordance with the credit agreement.

ACCEPTANCE:

All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices.

Your signature indicates you agree to the prices, specifications and conditions as stated. It gives us authorization to do the work specified and payment will be made as outlined above.

Signature: _____

Signature: Adam J. Surma

Printed Name: _____

Printed Name: Adam J. SURMA

Title: _____

Title: Estimator/Project Manager

Firm: _____

Firm: Knife River Corporation - North Central

Date: _____

Date: 2-13-25