



CITY ENGINEER/PUBLIC WORKS DIRECTOR REPORT
JUNE 5, 2023 CITY COUNCIL MEETING

Recreation Report

Adult Sports

- Adult Summer Softball
 - All leagues are in full swing.
 - MS1 – 10 teams
 - MS2 – 11 teams
 - Women’s – 11 teams
 - Coed – 12 teams
 - We are currently waiting until the epoxy flooring is completed to sell concessions.
 - The lights are overheating in the concession stand again/the switches aren’t catching; we were recently told the equipment needed for the replacement has been backordered.
- Brainerd Early Bird – Saturday April 22nd was cancelled due to weather.
- Doubles pickleball – working on schedules.
 - Planning on hosting a practice/team meetings on May 30 and June 1st.



Special Events

- Fishing Clinic - May 20th 9:30 a.m. – 2p.m.
- Ribbon Cutting/Grand Opening event for Lyman P. White Park – June 3, 11 a.m. – 4 p.m.
- 12U/10U Battle of the Lakes Baseball Tournaments June 2-4

Miscellaneous

- Getting Banners hung & reaching out to businesses regarding (old/new/returning) banners. Discovered that several banners were tossed last year due to being in disrepair from the several windstorms that incurred.
- With Cari’s resignation, we have been working non-stop on how this department will function this summer, with our entire busy season ahead of us. It will take a minimum of 1 month to hire but most likely longer. Several other City departments have graciously asked their admin staff to take on some extra duties. We have temporarily assigned our Special Event Assistant the additional duty of Parks Intern to which she will specifically help with scheduling practices and provide some office hours for us.
- We are still waiting for finalized athletic schedules from community education. Concessions schedules/set up have been put on hold.

Parks Maintenance Report

- Turning on water at all parks
- Putting out all pickleball nets and basketball stations
- Repairing leaks
- Uncovering flower beds
- Pumping retaining ponds
- Moving our shop
- Painting picnic tables and repairing
- Opened up campground
- Put up batting cages
- Working on fields
- Put out boat dock, swimming dock and pier

- Picking up branches and garbage
- Checked all scoreboards
- Repaired backstops
- Mulching and mowing
- Benches to all courts
- Tennis nets up
- Picnic tables and garbage cans out
- Pressure washed and painted Gregory fountain
- Flags up
- Hung all pavilion signs
- Fixed sunscreen for softball getting all ballfield supplies out to parks
- Took cab and winter attachments off tractor and put on mower deck and bagger
- Mowing boulevards and water towers
- Working on splash pad (planning to be open by Memorial Day)
- Working on Gregory Park fountain (planning to be on by Memorial Day)

Streets Maintenance Report

Public Works Maintenance Facility Addition

Work has completed on the new addition at the Public Works Maintenance Facility. Parks Maintenance staff has completed moving their operations into the new addition.

Maintenance Tasks Completed Month Prior

- Sewer inspection and cleaning as needed
- Marking utility locates
- Continued pothole patching
- Street sweeping as staff and weather allows
- Haul debris piles from parks from ADA construction
- Assisted with East River Road coring and restoration
- Opened Evergreen Landing gate and graded entrance road and parking area
- Installed downtown flowerpot urns and bike racks
- Installed traffic control for special event closures
- Performed traffic control for College Drive tree planting
- Negotiated with Allstar Construction and LMC Insurance to resolve Jaycees Park storm damage repairs
- Cleanup tasks at the Public Works Maintenance Facility

Engineering Report

Historic Water Tower Project

Hy-Tec will also be cleaning up and removing the fencing in the parking lot area. LHB has also completed their additional investigation for the exterior stucco as part of the Phase II portion of the project. It would be expected that they will provide a report of the findings of that investigation. Staff is intending to prepare plans and specifications for the remaining Phase I tasks, including replacing windows, repainting stairs, and additional electrical work as discussed previously. Once prepared, staff will be requesting Council authorization to bid these items to be funded by the \$200,000 in ARPA funds that was allocated by the City Council.

North Brainerd Reconstruction Project

As of this packet, Phase 1 of the project is wrapping up and Phase 2 will be kicking off. The contractor will be completed with paving and restoration activities on Phase 1. City staff will be inspecting the final product of Phase 1 and compiling a punch list of final items to be completed by the contractor before completion. On Phase 2, the contractor will complete removals during the week of Memorial Day. Shortly after the removals are completed, it is expected that watermain will begin. The contractor is still on pace to complete the project on time, if not earlier than originally expected.

TH 25 Bridge Replacement over BNSF Railway

The contractor has begun most of the pier work on both ends of the bridge. Once pier work is completed, the contractor will begin working on the abutments as the piers are completed. The east side is expected to occur first. The contractor is currently planning for work on 28th Street around August 9th. The detour is currently in place and will remain until the project is completed. Traffic should utilize the signed detour route of Washington Street, S. 6th Street, and Thiesse Road.

Graydon Avenue Outfall Repair Project

Council awarded the repair project to DeChantal Excavating. Staff is completing execution of the contract and bonding requirements. Shortly following the completion of the contract work, staff will be reviewing shop drawings from the storm sewer pipe supplier before fabrication and shipping. It is planned to have this work occur during the summer.

Harrison Elementary Safe Routes to School Project

Council awarded the project to DeChantal Excavating. Staff will be coordinating with the contractor on executing the contract. Staff, WSB, and the contractor had a Pre-Construction meeting on May 24th to discuss timelines, detours and traffic controls, coordination with the school district, and other matters related to the construction project. It is expected that the project will begin in early to mid June. Project is planned to be completed before the resumption of the school year.

Other Activities

- Reviewed RFP responses for Preliminary, Design and Construction Engineering services for the S. 6th/Willow Roundabout Project (HSIP)
 - Reviewed Erosion and Sediment Control plan for proposed developments
 - Performing survey at Lum and Jaycees Parks to assist with ARPA projects
 - Solicited and collected proposals for the Large Patching and Crack Sealing projects
 - Performed review for stop sign request at N 10th St. and Ivy St.
 - Performed review for stop sign request at 16th St. SE and Maple St.
 - Performed investigation into potential voids in East River Road after flooding receded.
 - Reviewed TH 210/Washington Street ICE Report from MnDOT
 - Sent notices out for leaves and grass clippings thrown into the streets
 - Provided infrastructure information to potential developer on Whippoorwill Lane
 - Provided infrastructure information to potential developer at Thrifty White building
 - Met with Mr. Straka regarding the property across from Lum Park in reference to the potential pedestrian bridge.
 - Met with property owners adjacent to Buffalo Hills Gully project to discuss questions regarding easements
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Transit Report

Activities

- The call answered percentages have fallen back below the expected rate of 85% but staff continues to work with the new dispatchers on ways to correct this.
- Phone answering and Maintenance are the top priorities currently for 3PC and the main part of our conversations.
- Daily meetings with 3PC Director, and also quick follow ups daily with their Maintenance Manager.
- Continued additional training being provided to the dispatchers as issues arise and training opportunities are presented. Trainings are also provided to the 3PC Director.
- 3PC is short staffed with drivers and is weekly cutting hours due to not enough drivers to operate buses
- Staff has begun conversations with administrative staff of the cooperative partners to discuss the recommended changes and fare increases. It is expected that staff will present options to the various Boards and Councils for direction on how they would like to proceed.
- May 1st Brainerd Inside City Limits transit fare increased to \$2.25 (was \$1.25). Staff will be presenting an additional recommended increase to the July 3rd Council meeting.
- Staff met with the MnDOT Data & Technology Coordinator to discuss the Transit program's 5-Year Technology Plan. Some revisions have been made to reflect accomplishments and future needs.
- Staff is holding a kick-off meeting with the MnDOT Consultant that will be providing Service Planning, Financial Planning, and Technology Planning services. It is expected that this work will take place until May 2024.
- The Transit program has received a couple positive comments and reviews as well as an opinion piece in the Brainerd Dispatch illustrating the value of the service.