



## CITY ENGINEER/PUBLIC WORKS DIRECTOR REPORT MAY 2, 2022 CITY COUNCIL MEETING

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### **Recreation Report**

#### **Adult Softball**

Brainerd Early Bird Tournament 12 teams were registered. We sadly cancelled the tournament due to our fields not being ready, but also the hazardous thunderstorm predictions for Friday night into Saturday.

*Current registration spread is as follows:*

Women's: 10

MS2: 12

MS1: 9

Masters/35+: 0 – Cancelling this year

Coed: 13

At this time, we will be pushing back the Men's leagues, they will start to May 3 and 4. The women's and coed league will start the week of May 16.

#### **Special Events**

The Brainerd Easter Egg Hunt went very well receiving just over 400 children, attracting a minimum of 800 people into our park Saturday April 16. We are very grateful for the volunteerism of the Brainerd Rotary Club, not only do they contribute monetarily but the day of the event they also help stuff all 500 candy bags, distribute eggs all over the park, set up, and tear down of the event. We also want to thank Sullivan Candy Supply, for their matching donation of candy. We work closely with them for our concessions and having their partnership blend into our special events is nice to see. This year was special because the Northern Pacific Center collaborated and were present at the event and gave away 8 bikes, 2 bikes per age group. This was a special touch to the event this year.

The Easter Ball Hunt also went very well, we hid over 150 balls the champion dog collected 24 balls. We had 25 dogs participate and even more owners. We are grateful for the large Tennis Ball donation from the BHS tennis teams as well as the gift cards to pampered pets for participants.

The Earth Day Collaboration took place on April 22 where volunteers collected garbage in Rotary, Buster, Kiwanis, Gregory, Lum, and along the road into the Northland Arboretum.

The Arbor Day event at the Arboretum, I unfortunately cannot attend, however we are collaborating with the Brainerd Garden Club to hand out pumpkin seeds to kick off our pumpkin growing contest. We plan to judge pumpkins and have them on display at the Great Pumpkin Festival this fall.

I am involved with OVOC (One Vegetable One Community) they have agreed to serve pickles and cucumber water at the "Last Dance of Summer" event. (fun!)

Fishing Clinic will occur May 21, 2022, for those unfamiliar with this event we provide a hands on fishing experience for children ages 4- 12 in Lum Park. We start the day with learning stations, segue to lunch, fishing contest then prizes and participant bags. The event roughly lasts from 9:30 a.m. – 2 p.m. weather dependent. We are always looking for more donations and volunteers for the event to help diversify the event a little bit each year.

#### **Banners**

We will start hanging banners on our fences this week.

#### **Concessions**

First round of concession products were ordered last week. This week we will work on organizing and getting signage current with new prices and products.

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## **Parks Maintenance Report**

### **SPRA Grant for Lum Park Road**

The City of Brainerd was awarded funding for its State Park Road Account application for the reconstruction of Lum Park Road in the amount of \$143,000. The next step in the process will be to hire a consultant for the design and engineering work that will go along with the project. Attached to this report is the award letter.

### **Kiwanis Park Improvements**

The approved scope and plans for Kiwanis Park have been sent out to contractors. We will receive pricing over the next month or two and bring back the pricing to the Park Board with a recommendation for award on the improvements to the Kiwanis bathrooms and pavilion.

### **Splash Pad Column and Donor Items**

Staff has been meeting with Hy-Tec to plan the installation of the donor column and plaque, along with organizing the placement of the donor pavers around the column before the grand opening of the splash pad. With the weather not really cooperating, the hope is to get this work done in the first few weeks of May.

### **Maintenance Tasks Completed Month Prior**

- Cleaned snow from the campground host site so camper could be removed.
- Sharpened all mower blades to be ready for summer.
- Fixed valve on the snowblower and summarized for storage.
- Got all security cameras ready for the summer season.
- Re-energized all electricity in the parks.
- Beginning to turn on all the water in the parks.
- Repaired existing fencing at Buster Dog Park.
- Fixed vandalized outlets at Gregory Park warming house.
- Put out picnic tables.
- Put out all garbage receptacles.
- Swept and cleaned entire trail system.
- Removed hazardous and nuisance tree branches.
- Created and installed reservation signs at pavilions.
- Placed out all outdoor tennis and pickleball nets.
- Replaced bad water heater at Buffalo Hills Park.
- Blowing off and cleaning all outdoor courts.
- Prepping baseball and softball fields for summer use.
- Put out batting cages for summer use.
- Assisted in preparation for Easter Egg Hunt.
- Removed vandalized drinking fountain at Memorial Park and working on fixing.
- Fixing softball sunscreens.
- Resupplied all fields with chalk.
- Assembled new bases for baseball and softball fields.
- Ordered miscellaneous signs.
- Bean repairing Rotary Park observation deck.
- Fixed broken and warped boards on piers.
- Moved new freezers to Memorial Park.
- Hiring all summer temporary workers.
- Installed baby changing station at Memorial Park.
- Installed all flags on poles in parks and downtown.
- Made a brace for the drinking fountain at Jaycees Park.
- Made and installed pedestal for Lion Fountain plaque at Memorial Park.
- Replaced seasonal banners in downtown.

- Replaced netting on base protectors.
- Got satellite toilets out to Rotary Park Pavilion.
- Purchased push lawn mower and field groomer as part of capital plan.
- Participated in DOT trailer training and chainsaw training.
- Replaced locks on campground showers.
- Made extra base anchors for baseball fields.
- Placed new license tabs on all park's vehicles.
- Covered graffiti on the College Drive bridge.
- Repaired and painted red picnic tables.

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## Streets Maintenance Report

### Street Sweeping

Street staff should be close to done sweeping the entire city in a day or two. Once that is complete, they typically begin re-sweeping areas that they started with, or areas where many cars were parked so they can clean the streets curb to curb.

### Pothole Patching

Street crews have been busy pothole patching. The spring weather that we have experienced has wreaked havoc on the roads with the freezing and thawing each day. Please call City Hall to report potholes, and we can have the crew stop over and get it taken care of.

### Sand/Salt Streets

It's not often that this needs to be said in April/May, however, some of the weather during the day and freezing overnight has caused slippery conditions in the mornings before the sun rises. Street staff have been applying salt/sand when needed to keep travelers safe.

### MnDOT Inspections on Heavy Vehicles

Annually, each of our plow trucks needs to be inspected and tagged that it meets Department of Transportation Standards. Before the mechanics position was authorized to be refilled, the City would bring our trucks in for these inspections. Our mechanic, Marv Bush, since that time has become certified in inspections and now performs all of them in house, which saves the city time and money.

### Locating and Installing Signposts Damaged throughout the Winter

Snow piles and vehicles damage city street signs through the winter. City staff have been busy performing repairs to all signs damaged through the winter season. Please report any damaged signs to City Hall so that they may get repaired.

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## Engineering Report

### Improvement 21-10

Improvement 21-10 is out for bids, with bids due back on May 6, 2022. This project is for the surfacing of Greenwood Street, with construction to take place along with MnDOT's reconstruction of S 6th Street. This project is being competitively quoted, as it falls under the competitive bid threshold of \$175,000.

### Improvement 21-12

Bids are being solicited for Improvement 21-12, which is the reconstruction project in North Brainerd on N 3<sup>rd</sup> Street, N 6<sup>th</sup> Street, N 7<sup>th</sup> Street, and Juniper Street. After receiving information from many contractors on the availability of materials to construction the project (especially the ductile iron watermain), city staff had to issue an addendum to the project in which extended the completion date out to 2023. Ductile iron watermain is at least 20-24 weeks out for delivery currently, which leaves no time for the construction to take place. This leaves the Council with two options: do two large capital improvement street projects in 2023; or push the whole 5-year capital improvement plan back one year.

Staff is still readying for construction of the project by setting up project stakeout points, getting journals together, and getting item records accounts prepared for the construction project.

### **Improvement 22-02**

Staff is soliciting quotes for the 2022 crack sealing project, with quotes due back on May 6<sup>th</sup>, 2022.

### **MS4 Annual Report**

Upon the conclusion of the Public Hearing on May 2, staff will be able to complete the annual report for the MS4 permit and submit it before the June 30<sup>th</sup> deadline for submission to the MPCA.

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## **Transit Report**

### **Mask Mandate Ended**

Masks mandates on public transportation services have ended, and members of the public can now ride our buses without masks or facial coverings.

### **Tablet Replacement**

Transit staff have been working through pricing, plans, and logistics of replacing all of the bus tablets in 2022. The bus tablets are used for driver routing. With Uber recently purchasing the RouteMatch software platform, staff have been working with them to replace the tablets, as not only the age of them is becoming an issue, but the new owners have different ways of doing things which is causing some issues with the tablets.

### **Prepared and Finalized Cost Allocation Plan**

This is something finance, and transit take care of each year.

### **Other Activities**

- Attended the MnDOT Spring Workshop in St. Cloud.
- Reviewing and analyzing Routematch user groups and developing a plan to change and implement new groups.
- 2020 capital replacement bus is at North Central Bus and working with 2-way radio vendor to install radios.
- Continue training and assisting 3<sup>rd</sup> Party Contractor on Routematch use.
- Preparing transit marketing plan and increasing social media presence. Since our increased presence, we have had over double the hits on the transit webpage compared to this time last year.

Operations Services Division  
1601 Minnesota Drive  
Brainerd, MN 56401

April 19, 2022

Paul G. Sandy, P.E., City Engineer  
City of Brainerd  
501 Laurel Street  
Brainerd, MN 56401

Dear Paul G. Sandy:

This letter serves as notice that \$143,000.00 of State Park Road Account Funding is hereby authorized to Crow Wing County for reconstruction improvements to Lum Park Road (14th Avenue NE) from the intersection of State Highway 210 and 14th Avenue NE to Rice Lake Public Water Access.

State Park Road Account funds are to be used for access road construction/maintenance and necessary supporting infrastructure to state recreational units. This funding cannot be used for improvements to recreational facilities (e.g., parking lots, trails, boat ramps, etc.). County State Aid Highways must be approved by the County State Aid Screening Board.

The following criteria must be met before the authorized projects are let and contracts are awarded:

1. The unit of government (county, township, city) initiating this project must review the project with the DNR Area Hydrologist and Wildlife Manager to determine if the project has any adverse effect on protected waters or lands currently enrolled in the Reinvest in Minnesota (RIM) program.
2. A plan must be developed, signed by a registered engineer, and submitted to the MnDOT District State Aid Engineer through the County Engineer.
3. The Department of Transportation, Office of State Aid, will review the plan, and if acceptable, will notify the county engineer and the local unit of government to proceed with letting, force account or negotiated agreement.
  - A. The County shall administer the contract, force account or negotiated agreement.
  - B. For projects managed by the County, the County Engineer will supervise the construction and budget as the work progresses.
  - C. On all projects, the District State Aid Engineer will monitor the progress of the project according to the specifications and proposals.
4. Payment requests as submitted by the County Engineer and based on estimates or force account agreements, shall be administered in accordance with State Aid rules and payments will be made to the County Treasurer.
5. Overruns are the responsibility of the local unit of government unless approved by the Department of Natural Resources and the State Aid Engineer.

Paul G. Sandy, P.E., City Engineer

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6. Right-of-way costs (payments to land owners) are a reimbursable cost.
7. Engineering costs are the responsibility of the local unit of government.
8. The minimum standards for any improvement must be designed as shown on the attached sheet.

Sincerely,



Digitally signed by  
Dave Sobania, P.E.  
#22844  
Date: 2022.04.19  
15:18:23 -05'00'

Dave Sobania, P.E.

Administrative Engineer

Attachments: Minimum Geometric Design Standards

CC: Mao Yang, MnDOT, State Aid Division, Assistant Operations Engineer  
Steve Hennessy, DNR, Parks and Trails Division, Development Consultant  
Jamie Gangaware, DNR, Fish and Wildlife Division, Wildlife Operations and Development Supervisor  
Gail Levenson, Widseth, Funding Specialist  
Timothy Bray, Crow Wing County Highway Department, County Engineer  
Angie Tomovic, MnDOT, State Aid Division, District 3 State Aid Engineer  
Wade Miller, DNR, Parks and Trails Division, Area Supervisor  
File, SPRA 863