



CITY ENGINEER/PUBLIC WORKS DIRECTOR REPORT
NOVEMBER 7, 2022 CITY COUNCIL MEETING

Recreation Report

Fall Adult Sports

Monday, Adult Kickball Champions 5Rocks Distillery



Tuesday, Lower Men's Softball Champions Shep's Busch Pounders



Thursday, Coed Softball Champions Dunmire's



Awards

Photos are being printed and plaques created for all summer and fall champions and runner-up.

Post Season Survey

Our democratic way of hearing Adult Softball and Kickball participants voices is being coordinated, administered and analyzed within the next month and a half. We can report back with any alarming concerns or new adjustments made by majority suggestion or concern.

Winter Sports

Hoping to have registration open for Youth Pond Hockey and Adult 4 on 4 no later than Mid-November. We do currently have returning volunteer coaches. At a staff level we do believe we have a solid idea for of equipment and jersey purchasing for 2023 and working on that process currently.

Great Pumpkin Festival – October 15, 2022, 1 – 4 p.m.

Had an attendance of around 650 people. Several great new additions such as handing out pumpkin seeds for children to grow then be judged, surprisingly that went very well. An impressive pumpkin was grown 60 inches in circumference! The horses were a hit as expected. Also, to note the weather was not ideal but we still had good turnout. We have new ideas for 2023 that should grow the event even larger.



Job Postings

We are now live for accepting applications for Warming House Attendant and Pond Hockey Official.

Parks Maintenance Report

Master Planning

The Park Board completed Buffalo Hills Park and is scheduled to meet on November 15th to continue Parks Master Planning for Lum Park.

Mississippi Landing Trailhead Park Project

The contractor is continuing progress on construction including concrete walk flatwork and retaining walls and construction of the kayak/canoe launch area. The next month is expected to see continued retaining wall work as materials are provided and completion of the majority of concrete walks. Building construction is expected to continue during the cold weather months with turf establishment expected to take place during spring in 2023.

Kiwanis Park Improvements

The contractor has submitted received all the approvals necessary to begin construction. It is planned to have work occur during the next couple months with new doors to be installed when they arrive in December.

Parks Maintenance Position

Staff is bringing recommendation of ratification of the hire of Samuel Jensen to the Parks Maintenance position at the November 7, 2022 Council meeting.

Public Works Administrative Specialist Position

Staff is bringing recommendation of ratification of the hire of Cari LaRose to the Public Works Administrative Specialist position at the November 7, 2022 Council meeting.

Maintenance Tasks Completed Month Prior

- Assembled, poured slabs, mounted and landscaped memorial benches. Misc. Parks.
- Made concrete base anchors for ball fields.
- Moving picnic tables into pavilions for winter.
- Replaced vandalized sink. GGP
- Secured video for police for misc. incidents in parks.
- Landscaped two areas by river for Rotary Park.
- Repaired drinking fountain. MMP
- Blew down Splash pad and filled with anti-freeze.
- Blew out all irrigation lines and non-insulated structures in all parks.
- Cutting and removing hazard branches.
- Winterized and capped fountain. GGP
- Removed flags from parks for winter.
- Repaired X-Mark mower issues.
- Removed hazard tree.
- Prepped for special event and removed after. GGP
- Removed vandalized drinking fountain. GGP
- Took down volleyball nets.
- Secured Smashed garage door at JCP . Have good footage of the Vandals.
- Conducting interviews.
- MRPA convention.
- Bringing in and washing garbage cans.
- Patched holes in trail. KWP.
- Made cover for irrigation box. BAP
- Closed most restrooms.
- Took down Pickleball nets.
- Removed basketball stanchion. MMP
- Removed broken spring toy. Kwp, Replacement has been ordered.
- Landscaping holes at GGP
- Removed downtown flowers and hanging baskets and city hall beds.
- Garbage runs and Dog park maintenance.
- Repaired vandalized pier guardrail Boom Lake side.
- Closed down dump station for RV LUM.

Streets Maintenance Report

Winter Season Prep

Street staff have completed outfitting the plow trucks ahead of the snow season.

Street & Parks Building Addition

Electrical installation is mainly completed. Pike's has begun installing the heaters with fans a couple weeks out yet. Once these are complete, Holden Electric will complete the final electrical connections. Garage door installation is still dependent on material delivery but is expected for late November. It is anticipated that the building will be ready for occupancy by the end of the year.

Maintenance Tasks Completed Month Prior

Many of the routine maintenance items were deferred from the storm damages seen earlier in the summer. Staff

continues to progress with tasks as able to wrap up everything in preparation for winter prep and operations.

- Continued street sweeping operations
- Continued sanitary sewer jetting
- Sanitary sewer video taping for future construction needs
- Picked up cold patch mix
- Removed refuse materials collected throughout the year from City site to landfill
- Assisted Parks with removal of Kiwanis Fishing Pier
- Removed shrubs and tree from Gregory Park
- Pavement repairs at Maple Lot
- Brushing and additional tree cleanup to take place this fall

Engineering Report

Improvement 19-02 – CLST Project

DeChantel has completed much of the work on this project. Some punch list items remain and SEH is coordinating those items with the contractor.

TH 371B/S. 6th Street Reconstruction Project

Most of the work on Greenwood Street and S. 6th Street has been completed. The intersection at S. 6th Street and Buffalo Hills is open is expected to remain as a 4-way stop until signal poles can be installed.

TH 210/Washington Street Reconstruction Project

Staff and Council members met to discuss thoughts on the current concept of the corridor. Another City PMT meeting with MnDOT is occurring on November 4 to discuss those thoughts and steps moving forward. MnDOT is continuing their aim of obtaining Municipal Consent this fall to move into design in 2023.

Other Activities

- Began advertisement of Engineering Technician position.
- Reviewed proposals, awarded and had a Kick-Off meeting with Widseth for the Lum Park SPRA project.
- Laid out new signage for S. 5th Street adjacent to the High School.
- Prepared DTSS/DTSR assessments for 2021-2022 season and presentations for 2022-2023 season.
- Continued review and discussion of Harrison Elementary SRTS project design.
- Surveys and design development for South Brainerd Reconstruction project.

Transit Report

Title VI Plan

Staff will be providing the Title VI plan to the TAC committee for their review and approval at the upcoming TAC meeting.

Marketing Plan

Staff will be providing the draft Marketing Plan to the TAC committee for their review and approval at the upcoming TAC meeting.

2021 Bus Orders

MnDOT has updated many programs that 2021 bus orders may continue to be delayed until 2023-2024 with potential for cost increases based on new model years and costs.

2019 Audit and Comprehensive Review Program

MnDOT is currently auditing the 2019 Transit operating contract. They will also be performing a Comprehensive Review in 2023 of the Transit program to ensure that the program is meeting all the requirements necessary for funding under the current federal and state framework. Both of these items will require a considerable amount of staff time to complete.

Other Activities

- Continued coordination with Blue Sky staff to discuss system needs, staff concerns and further coordination efforts moving forward.
- Continued transit marketing and increasing social media presence.