



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, August 15, 2023 @ 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. Miller ___ T. Rushmeyer ___ K. Schaefer
___ A. Shipe ___ K. Yeager

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

4. **New Business**

A. **Discuss Proposed 2024 Capital and Operating Budget Request**

5. **Adjourn**

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MISSION

"Provide high quality, cost effective public services and leadership in creating a sustainable city"



Park Board Agenda Request

MEETING DATE: August 15, 2023

TITLE OF ITEM: Discuss Proposed 2024 Capital and Operating Budget Request

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 30 Minutes

SUMMARY OF ISSUE: This item is to discuss the proposed 2024 Parks Capital and Operating Budget recommendations to be presented to the City Council at the August 21st meeting. The Park Board and City Council held a Joint Workshop on July 31st to discuss capital budget and capital planning moving forward. There were many facets of the discussion including the current asset amount, current capital funding gap, vision and philosophies including the possibility of removing facilities, and funding strategies such as referendum or fundraising. Councilman Johnson mentioned the possibility of around \$675,000, potentially up to \$750,000, for an initial proposed 2024 capital request to be presented to the Council.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: There are several attached documents.

- First, a draft of the proposed operating budget. This budget is not yet finalized as some salary, benefit, and insurance values need to be finalized. The Finance Department will complete this task when these numbers are available.
- Second, a copy of the current capital plan as it specifically relates to equipment and programs. Equipment is generally on a set rotation schedule with only the satellite lifter due for replacement in 2024. The bottom of the spreadsheet shows the annual programs (sign replacement, ADA upgrades, etc.) that are typically included in the capital budget request.
- Third, staff has included several references to consider as the capital budget for facilities is considered. Staff has compiled a list of items that were in the preliminary 2023 but removed for the final 2023 capital budget, the items that were planned for 2024 in last year's version of the capital plan, and a list of items that the Park Board listed as having a 2024 replacement year in the capital asset inventory that was completed this summer.
- Finally, staff has included a potential option for a proposed 2024 Capital budget request for Park Board review. This option considers many of the discussions had to date including previous planned 2024 items, possible demo of various buildings, and a total amount in the vicinity mentioned by Councilmember Johnson.

RECOMMENDED ACTION/MOTION: Recommendation from the Park Board on a proposed 2024 Operating and Capital budget request to be presented to the City Council on August 21st.

FINANCIAL IMPACT: N/A

2024 PROPOSED BUDGET - 7/20/2023

	Park Maintenance			Pond Hockey			Outdoor Rinks			Concessions			Tournaments		
	'22 Actual	'23 Budget	'24 Budget	'22 Actual	'23 Budget	'24 Budget	'22 Actual	'23 Budget	'24 Budget	'22 Actual	'23 Budget	'24 Budget	'22 Actual	'23 Budget	'24 Budget
Total Taxes and Penalties			-	-	-	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	9,419	11,000	9,250	1,961	1,500	1,500	-	-	-	25,435	45,000	30,000	4,787	2,000	2,000
Other Revenue															
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	80,191	70,000	66,000	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	7,433	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	-	1,000	1,000	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	490	1,000	1,000	-	-	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	88,114	72,000	68,000		-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	97,533	83,000	77,250	1,961	1,500	1,500	-	-	-	25,435	45,000	30,000	4,787	2,000	2,000
Total Personal Services	766,419	768,161	799,587	135	451	455	14,287	9,398	9,575	9,943	16,571	17,563	2,745	-	-
Supplies															
Office and Operating Supplies	6,140	5,750	5,750	355	5,500	1,000	121	250	250	20,514	29,915	27,500	-	2,000	2,000
Motor Fuels	21,471	23,000	22,000	-	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	63,698	75,000	80,000	-	-	-	-	-	-	-	-	1,000	-	-	-
Repairs & Maintenance - Mills Field	17,403	7,500	5,000	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools	403	800	1,000	-	-	-	-	-	-	-	-	-	-	-	-
Total Supplies	109,114	112,050	113,750	355	5,500	1,000	121	250	250	20,514	29,915	28,500	-	2,000	2,000
Services															
Professional Services	25,425	28,000	30,735	-	-	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	13,900	6,300	6,500	-	-	-	-	-	-	-	-	-	-	-	-
Telephone	3,013	2,580	2,076	-	-	-	-	-	-	-	-	-	-	-	-
Postage	110	200	200	-	-	-	-	-	-	-	-	-	-	-	-
Professional Development	940	2,100	2,100	-	-	-	-	-	-	-	-	-	-	-	-
Lease Payments	30,834	29,125	29,954	-	-	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,481	1,000	1,500	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	26,964	25,289	29,314	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	89,906	79,300	77,500	-	-	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,710	1,500	1,715	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	876	2,000	2,000	-	-	-	-	-	-	-	-	-	-	-	-
Credit Card Fees	1,287	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	122	1,000	1,010	-	-	-	-	-	-	-	-	-	-	-	-
Total Services	196,568	178,393	184,604	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,072,102	1,058,604	1,097,941	490	5,951	1,455	14,408	9,648	9,825	30,457	46,486	46,063	2,745	2,000	2,000
Other Revenue (Expenses)															
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(974,569)	(975,604)	(1,020,691)	1,471	(4,451)	45	(14,408)	(9,648)	(9,825)	(5,021)	(1,486)	(16,063)	2,042	-	-

2024 PROPOSED BUDGET - 7/20/2023

	Special Events			Kickball			Adult Softball			Campground			GRAND TOTAL			
	'22 Actual	'23 Budget	'24 Budget	'22 Actual	'23 Budget	'24 Budget	'22 Actual	'23 Budget	'24 Budget	'22 Actual	'23 Budget	'24 Budget	'22 Actual	'23 Budget	'24 Budget	Difference
Total Taxes and Penalties	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	1,294	1,000	1,000	3,449	3,000	3,000	46,705	50,000	50,000	52,725	40,000	55,000	145,775	153,500	151,750	(1,750)
Other Revenue																
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	-	-	-	-	-	-	80,191	70,000	66,000	(4,000)
Contributions & Donations	-	-	-	-	-	-	-	-	-	-	-	-	7,433	-	-	-
Misc. Program Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	-	-	-	-	-	490	1,000	1,000	-
Total Charges for Services	-	-	-	-	-	-	-	-	-	-	-	-	88,114	72,000	68,000	(4,000)
TOTAL REVENUES	1,294	1,000	1,000	3,449	3,000	3,000	46,705	50,000	50,000	52,725	40,000	55,000	233,889	225,500	219,750	(5,750)
Total Personal Services	3,675	-	-	2,911	3,019	3,073	25,101	28,913	29,437	-	-	-	825,215	826,512	859,690	33,177
Supplies																
Office and Operating Supplies	5,893	2,000	3,000	259	600	500	10,079	14,000	13,000	926	500	500	44,287	60,515	53,500	(7,015)
Motor Fuels	-	-	-	-	-	-	-	-	-	-	-	-	21,471	23,000	22,000	(1,000)
Repairs & Maintenance	-	-	-	-	-	-	-	3,500	3,500	732	1,500	1,500	64,429	80,000	86,000	6,000
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	-	-	-	-	17,403	7,500	5,000	(2,500)
Small Tools	-	-	-	-	-	-	-	-	-	-	-	-	403	800	1,000	200
Total Supplies	5,893	2,000	3,000	259	600	500	10,079	17,500	16,500	1,658	2,000	2,000	147,993	171,815	167,500	(4,315)
Services																
Professional Services	-	-	-	-	-	-	-	-	-	-	-	-	25,425	28,000	30,735	2,735
Computer Technical Support	-	-	-	-	-	-	-	-	-	-	-	-	13,900	6,300	6,500	200
Telephone	-	-	-	-	-	-	-	-	-	1,353	800	800	4,367	3,380	2,876	(504)
Postage	-	-	-	-	-	-	-	-	-	-	-	-	110	200	200	-
Professional Development	-	-	-	-	-	-	-	-	-	-	-	-	940	2,100	2,100	-
Lease Payments	-	-	-	-	-	-	-	-	-	-	-	-	30,834	29,125	29,954	830
Printing/Legal Publications	-	-	-	-	-	-	-	-	-	-	100	-	1,481	1,100	1,500	400
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	26,964	25,289	29,314	4,025
Utilities	-	-	-	-	-	-	-	-	-	2,928	3,300	3,300	92,834	82,600	80,800	(1,800)
Rent Expense	-	-	-	-	-	-	-	-	-	-	-	-	1,710	1,500	1,715	215
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	876	2,000	2,000	-
Credit Card Fees	-	-	-	-	-	-	-	-	-	-	-	-	1,287	-	-	-
Dues and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-	122	1,000	1,010	10
Total Services	-	-	-	-	-	-	-	-	-	4,282	4,200	4,100	200,850	182,593	188,704	6,111
TOTAL OPERATING EXPENSES	9,568	2,000	3,000	3,171	3,619	3,573	35,179	46,413	45,937	5,939	6,200	6,100	1,174,058	1,180,921	1,215,894	34,973
Other Revenue (Expenses)																
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(8,274)	(1,000)	(2,000)	278	(619)	(573)	11,526	3,587	4,063	46,786	33,800	48,900	(940,169)	(955,421)	(996,144)	(40,723)

Equipment/Item	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Toro Field Groomer (10 yr)				15,000										15,000
Toro Field Groomer (10 yr)					15,000									
Toro Field Groomer (10 yr)					15,000									
14' Aluma Aluminum Trailer 15 (yr)											5,000			
14' Aluma Aluminum Trailer (15 yr)												5,000		
16' Towmaster Skid Steer Trailer (15 yr)													15,000	
Caterpillar 257D w/ Broom Attachment and Snowblower (15 yr)		85,000												
Walk Behind Snow Blower (15 yr)														
Walk Behind Snow Blower (15 yr)				4,000										4,000
Walk Behind Mower/Mulcher (10 yr)									1,000					
Walk Behind Mower/Mulcher (10 yr)				1,000										1,000
Toro 72" Mower (7 yr)							22,000							22,000
Toro 72" Mower (7 yr)					22,000							22,000		
Exmark 96" Mower (7 yr)			27,000							27,000				
John Deere X750 Riding Mower w/ Snowblower, Cab, and Deck (10 yr)						23,000								
18" Sod Cutter (20 yr)														
Kromer Ballfield Groomer (15 yr)														24,000
Welder (25 yr)				3,000										
Perkins Satellite Lifter (10 yr)	30,000										30,000			
Stump Grinder (15 yr)													15,000	
Trees Replacement (Annual)	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Picnic Table/Grilling Station/Trash Can Replacement Program (Annual)	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Park Weed and Feed Program (Annual)	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Bench Installation Program (Annual)	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Park ADA Upgrades (Annual)	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Park Sign Replacements (Annual)	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000						
Parks Security Cameras (Bane/Gregory/Jaycees/Memorial/Kiwanis/Buffalo Hills/Lum) (8 yr rotation)	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Appliances (Buffalo Hills/Bane/Memorial/Jaycees) (10 yr)									10,000					
Totals	136,500	191,500	133,500	129,500	158,500	129,500	128,500	106,500	112,500	128,500	136,500	128,500	131,500	167,500

**Items Included in Preliminary 2023 Capital Budget
Removed in Final 2023 Capital Budget**

Item	Cost
Jaycees Park	
<i>Concession/Warming House/Restroom</i>	\$150,000
Lum Park	
<i>Office/Shop Demo</i>	\$15,000
<i>Pavilion 1</i>	\$30,000
<i>Pavilion 2</i>	\$30,000
Memorial Park	
<i>Concession/Lockers/Restroom</i>	\$150,000
<i>Shelter</i>	\$30,000
Triangle Park	
<i>Shade Structure</i>	\$10,000
Total	\$415,000

Items planned for 2024 Capital Budget in 2023

Item	Cost
Bane Park	
<i>Playground</i>	\$80,000
Buffalo Hills/Lions Park	
<i>Swingset</i>	\$5,000
Memorial Park	
<i>Phase II Completion</i>	\$65,000
Mills Field	
<i>Fencing (Remove and Replace w/ Chain Link)</i>	\$50,000
Total	\$200,000

Items included in Capital Asset Inventory for 2024 Replacement Year

Item	Cost
Bane Park	
<i>Garage</i>	\$25,000
Buffalo Hills/Lions Park	
<i>Park Sign*</i>	\$6,500
Buster Park	
<i>Gazebo**</i>	\$35,000
Gregory Park	
<i>Warming House Gutters</i>	\$5,000
Jaycees Park	
<i>Pavilion Demo</i>	\$3,000
<i>North Playground (Swings/Monkey Bars/Slide)</i>	\$1,000
Kiwanis Park	
<i>Trail Retaining Wall</i>	\$50,000
Lum Park	
<i>Park Sign**</i>	\$6,500
<i>Office/Shop Demo</i>	\$10,000
<i>Beach Restroom Building Demo***</i>	\$15,000
Total	\$157,000

* Annual Capital Budget includes Sign Replacement Program

** Expected to be completed in 2023

*** Planned to be included in ARPA project

2024 Proposed Capital Budget Option

Item	Cost
Equipment	
<i>Perkins Satellite Lifter</i>	\$30,000
Annual Programs	
<i>Trees Replacement</i>	\$25,000
<i>Picnic Table/Grilling Station/Trash Can Replacement Program</i>	\$15,000
<i>Park Weed and Feed Program</i>	\$25,000
<i>Bench Installation Program</i>	\$5,000
<i>Park ADA Upgrades</i>	\$25,000
<i>Park Sign Replacements</i>	\$5,000
<i>Parks Security Cameras</i>	\$6,500
Park Facilities	
Bane Park	
<i>Garage</i>	\$25,000
Buffalo Hills/Lions Park	
<i>Playground</i>	\$90,000
Gustafson Park	
<i>Shed Demo</i>	\$3,000
Jaycees Park	
<i>Concession/Warming House/Restroom</i>	\$150,000
<i>Ice Rink/Pickleball Concrete Pad</i>	\$150,000
<i>North Pavilion/Playground Demo</i>	\$5,000
Lum Park	
<i>Office/Shop Demo</i>	\$15,000
<i>Pavilion 1</i>	\$30,000
<i>Pavilion 2</i>	\$30,000
Memorial Park	
<i>Shed Demo</i>	\$3,000
Mills Field	
<i>Fencing (Remove and Replace w/ Chain Link)</i>	\$50,000
Triangle Park	
<i>Shade Structure</i>	\$10,000
Total	\$697,500