



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers

Tuesday, July 23, 2024 @ 4:00 PM

The Park Board is meeting at Mills Field in Memorial Park to view and discuss the facilities contained within Mills Field prior to the regular meeting.

4:00 p.m. - Memorial Park, 1700 Mill Avenue, Brainerd, MN 56401

The Park Board will reconvene for its regular meeting in the Council Chambers following the visit at Mills Field.

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**

___P. Sandy ___K. Schaefer ___A. Shipe ___J. Miller ___Vacant

3. **Pledge of Allegiance**

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

5. **Consent Calendar**

NOTICE TO PUBLIC - all matters listed are considered routine by the Board and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Board votes on the motion to be ADOPTED BY ROLL CALL

A. **Approval of Minutes**

B. **Approval of Disbursements**

C. **Financial Reports**

6. **Presentations**

7. **Unfinished Business**

A. **Discussion on Rotary Solar Project**

B. **Approve Demolition Bid for Jaycees Park Pavilion and Playground**

- C. **Approve Lum Park Pavilion #1 Proposal**
- 8. **New Business**
 - A. **Approve Event Application - Brainerd Night Out**
 - B. **Approve 2024 ADA Improvement Proposal**
 - C. **Approve Proposed 2025 Operating Budget**
 - D. **Approval for budgeting for Team Sideline software for 2025**
 - E. **Approve Rent.Fun Marketing Plan**
 - F. **Approve Police vs. Fire Department Softball Game and Event**
- 9. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Board - Time limits may be imposed
- 10. **Staff Reports**

(Verbal: Any Updates since Packet)

 - A. **Recreation & Maintenance Report**
- 11. **Board Member Reports**
- 12. **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"

Pursuant to due call and notice thereof, the meeting of the Brainerd Park Board was called to order at 4:00 p.m. by Board Vice-President Shipe.

Upon roll call, the following board members were noted present: Sandy, Schaefer, and Shipe. Board member Rushmeyer and Chair Miller were noted as absent.

Also noted as present, Public Works Director/City Engineer Dehn. Mayor Badeaux arrived at 4:07 p.m.

Board Vice-Chair Shipe opened the meeting with the Pledge of Allegiance to the flag.

Approval of Agenda

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED, TO APPROVE THE AGENDA.

New Business

Approve Event Application – Central Lakes Sport Karate Season

Public Works Director Dehn referenced the Special Event Application for the Central Lakes Sports Karate Season and the three dates the events will be held. Director Dehn mentioned the application indicates Gregory Park as the chosen venue, but with the consideration of possibly 150 participants and families, an agreement was made that Memorial Park would be more accommodating for such a large event.

Member Schaefer referenced the vendors that would be attending the events and questioned where they would be located in the park and also to ensure the vendors would not be driving through the park.

Director Dehn responded that two options were being considered, the smaller ice rink or possibly the softball fields. Director Dehn felt that the park would allow easy access for the vendors.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SANDY, DULY CARRIED, TO APPROVE THE SPECIAL EVENT APPLICATION FROM BLACK BELTS DON'T QUIT.

Award Bid – Parks ARPA PROJECTS

Public Works Director Dehn referenced four bids received for the Parks ARPA projects. The projects include Jaycees Park improvements, Lum Park Beach expansion, and Lum Park Campground expansion. After completion of the tree clearing at Kiwanis, there is approximately \$505,300 in remaining funds for the three projects. Consideration will need to be given to the campground expansion as the existing electrical cabinet that serves the campground will not be able to service the new campsites. Low Bidder for the projects was DeChantal Excavating. Staff is recommending awarding the Parks ARPA project to DeChantal Excavating and utilizing the entire budget amount of \$505,300.

Member Sandy referenced finding out the cost of the electrical service once the contract is awarded.

Director Dehn stated that getting the cost is something needing to be done, but it might not happen before the next board meeting.

Member Schaefer questioned if June would be the timeframe that the work on the Jaycees Park would begin. Member Schaefer expressed concern about the work at the campground and beach being done and how it would affect the beach and campground public use this summer.

Director Dehn explained that the campground work would be in a separate area as the work isn't in the existing campground and the work shouldn't take long to get done. The beach, however, will take longer and it's unclear on the timeframe for the work that is going to be done. Director Dehn believes that the beach work will be done later, possibly August.

Vice Chair Shipe questioned the timeline that has been established for the work to be done.

Director Dehn stated that the money must be expended by the end of this year. The contract end date is November of this year.

Vice Chair Shipe mentioned the possibility of getting some kind of EV charging for the public as this might possibly get more people into the park that would like to stop by the park to charge their car for an hour and they can access the park amenities.

Director Dehn suggested he would do some digging as he is unsure of what the service drop pricing would run at that location. Director Dehn stated that those chargers do take quite a bit of power to service, and he wonders if the service to the park would be sufficient for the chargers.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED, TO AWARD THE ARPA PROJECTS CONTRACT TO DECHANTAL EXCAVATING IN THE AMOUNT OF \$442,963.32 AND REQUEST STAFF WORK ON PRICING FOR ADDITIONAL AMENITIES TO BE PRESENTED AT A FUTURE PARK BOARD MEETING TO EXPEND THE ADDITIONAL FUNDS.

Award Quote – Jaycees Demo

Director Dehn referenced the quote of \$4,900 received from Tretter Excavating for demolition of the pavilion and playground equipment in Jaycees Park. The budget for this work was \$5,000. Staff is recommending approval of the quote from Tretter Excavating.

Mayor Badeaux stated he was asked by members of the Jaycees if the board would be willing to hold off on the work so they can look at the pavilion as there might be rehab potential.

Director Dehn referenced the quote showing the work on the pavilion and playground costs were separated, so if removal of the pavilion is needed, Tretter could accommodate by only doing the work on the playground.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, TO APPROVE THE QUOTE FROM TRETTER EXCAVATION, BUT REMOVING THE AMOUNT OF \$2,600 FOR DEMOLITION OF THE PAVILION.

Board members discussed the cost of mobilization in having Tretter come out to the park twice and the possibility of giving the Jaycees a couple of months to look at their decision on the pavilion demolition.

Member Sandy rescinded his original motion.

May 7, 2024

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED,
TO TABLE THE AWARD OF THE QUOTE UNTIL THE JULY PARK BOARD MEETING.

Information Only – Ski Loons Dates

Director Dehn received the tentative show dates from the Ski Loons and referenced the pre-season meeting that will be held at the American Legion in case a board member would like to attend.

Vice Chair Shipe indicated he would be attending the meeting.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED,
TO ADJOURN THE MEETING.

Vice Chair Shipe adjourned the meeting at 4:21 p.m.

Respectfully Submitted,
Kathy Johansen, Administrative Specialist

Pursuant to due call and notice thereof, the meeting of the Brainerd Park Board was called to order at 4:00 p.m. by Chair Miller.

Upon roll call, the following board members were noted present: Rushmeyer, Sandy, Schaefer, Shipe, and Chair Miller.

Also noted as present Public Works Director/City Engineer Dehn and Administrator Broyles.

Chair Miller opened the meeting with the Pledge of Allegiance to the flag.

Approval of Agenda

MOVED AND SECONDED BY MEMBERS SHIPE AND SCHAEFER, DULY CARRIED, APPROVE THE AGENDA WITH THE ADDITION OF RESIGNATION OF PARK BOARD MEMBER.

Approval of Consent Calendar

MOVED AND SECONDED BY MEMBERS SANDY AND RUSHMEYER TO APPROVE THE CONSENT CALENDAR.

Upon roll call, Members Rushmeyer, Sandy, Schaefer, Shipe and Miller voted "aye". No member voted "nay" in approval of the consent calendar.

Presentations

Presentation by Kiwanis Club- Sign and Playground Information

Brian Ross, President of the Brainerd Kiwanis Club, thanked Park Board for additions to the Kiwanis Park. He presented ideas for a new historical marker sign for the park.

Member Schaefer asked about the location choice.

Mr. Ross stated that there is a sidewalk there from the main parking lot. It would be easily visible on the way down to the parking lot.

Member Shipe stated that he thinks the sign is fantastic.

Chair Miller stated that he just hopes that the design standards are met.

Mr. Ross talked about the possibility of a more inclusive and accessible playground.

Member Sandy stated that due to the price, the Board would have to go out for a bid. Just be cognizant of work that could be done separately. He asked whether the manufacturer would also have the ability to change colors to more closely match the current design standards. He asked what the budget is for new equipment and when it is slated to be replaced. He reminded the Board that ancillary items like borders and mulch would cost more.

City Engineer/Public Works Director Dehn stated that Kiwanis is included in the Capital Budget in 2031 in the amount of \$110,000.

May 28, 2024

Member Rushmeyer was concerned about the cost to repair the material that covers the ground. He asked Mr. Ross to research the cost of replacing and the lifecycle of the ground material.

Member Schaefer asked about the footprint and the duck.

Mr. Ross stated that the Kiwanians are planning on keeping both the footprint and the duck.

The Board was generally supportive of the playground improvements. They encouraged the Kiwanis Club to refine their ideas and continue to work on the concept.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND SHIPE, DULY CARRIED, TO APPROVE THE SIGN AND LOCATION.

New Business

Resignation of Board Member

Member Rushmeyer requested to resign from the Board at the end of the meeting.

Board Members gave appreciation to Member Rushmeyer for his perspective and hard work done for the City in all his years.

MOVED AND SECONDED BY MEMBERS SHIPE AND SCHAEFER, DULY CARRIED, TO APPROVE THE RESIGNATION OF TROY RUSHMEYER.

Approve Event Application - DANGIE 5K

City Engineer/Public Works Director Dehn gave an overview of the event. The 5k starts at Kiwanis, through Rotary Park. They use the pavilion for their electronics. Council approved closing the parking lot.

Member Sandy stated that this has been a very successful event.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND RUSHMEYER, DULY CARRIED, TO APPROVE THE APPLICATION.

Discuss Gregory Park Requests from Northside Residents Association

City Engineer/Public Works Director Dehn stated that the Northside Residents Association has requested leash laws and installation of boulders to protect the historic arch. The City would like to see temporary signage as there is no value to permanent signage. The boulders can be placed, there has not been a history of crashes and a low risk of being hit.

Chair Miller asked about the enforcement of leash laws. If signage is going to be plastered all over the parks, it should be enforced. But does not support signage for no purpose.

Member Shipe stated that there is poop in all places in Gregory. We do not have the resources to enforce leash laws. There is poop under the bag dispenser at Triangle. He doesn't think they are effective.

Member Rushmeyer has a strong opinion against signs in the park. People need to start calling others out.

Member Sandy stated that an insert in BPU newsletter may be more effective. The statement could also connect to stormwater.

Generally, the Park Board was not supportive of placing boulders around the park to prevent damage to the arch. Alternatives to visually deter and beautify the archway would be preferable.

Approve Lum Park Pavilion Proposal

City Engineer/Public Works Director Dehn gave an overview of the pavilion proposal. The City requested proposals, only one was submitted. The proposal \$38,500 to include improvements to Lum Park Pavilion. With the plan design, the total is under the \$60,000 budget.

Member Shipe asked about the additional funds available, roughly \$15,000, and what the Park Board could use those funds on.

Members were supportive of the proposal. They asked City Engineer/Public Works Director Dehn to identify alternatives with the excess budget.

MOVED AND SECONDED BY MEMBERS SANDY AND RUSHMEYER, DULY CARRIED, TO APPROVE THE QUOTE FROM HYTEC IN THE AMOUNT OF \$38,500.

Approve Parks ARPA Construction Staking Proposal

City Engineer/Public Works Director Dehn stated that there is no staff availability to do staking for the parks ARPA projects. Proposals were received from WSB and Widseth, both companies had a good understanding of the project and the timeline.

Member Sandy stated he would abstain from voting or commenting on the item due to his employment.

Member Schaefer questioned how the amounts of the proposal are so different. She also asked why the staff is not able to work on this project.

City Engineer/Public Works Director Dehn stated that the number of project hours, more project management in Widseth's proposal. WSB has an employee at a lower rate who is familiar with City systems. Based on DeChantal's timeline to begin during the summer, City Engineering staff will be working on the reconstruction project in South Brainerd.

Member Rushmeyer and Member Shipe commented on the scope of work, he wants to ensure that there are no change orders.

City Engineer/Public Works Director Dehn stated that accepting proposals like this are a risk due to conditions and contractor timelines. Ultimately, the City will pay for the hours worked. Both companies are capable of working on this project.

MOVED AND SECONDED BY MEMBERS RUSHMEYER AND SCHAEFER, DULY CARRIED, TO AWARD THE PARKS ARPA CONSTRUCTION STAKING PROPOSAL TO WSB IN THE AMOUNT OF \$18,584.

Discuss Parks ARPA Change Orders

City Engineer/Public Works Director Dehn stated that the ARPA projects have been awarded to DeChantal, there is some budget availability even with contingencies built in, to add additional items to the projects.

May 28, 2024

Member Sandy asked about making the sidewalk ADA compliant. As a way to make the sidewalk a longer-term improvement. He encourages the Park Board to prioritize this sidewalk and entrance into the pavilion.

City Engineer/Public Works Director stated that he is looking at the 2025 ADA dollars, there could be a different opportunity for sidewalk up to the pavilion from the beach. Future goals will be to establish an ADA sidewalk.

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE, DULY CARRIED, TO ALLOCATE ADDITIONAL WORK TO BE INCLUDED IN THE ARPA PROJECT PRIORITIZED AS FUNDS ALLOW, AND AS FOLLOWS: SIDEWALK REPLACEMENT FROM BEACH PARKING LOT TO PAVILION #1, ADDITION OF 2" GRAVEL BASE ON EXISTING CAMPGROUND ROADWAY AND REPLACEMENT OF 6" GRAVEL BASE IN EXISTING CAMP SITES, AND ADDITIONAL TREE REPLACEMENT IN LUM PARK.

Approve Special Joint Meeting w/ Public Utilities Commission - Rotary Solar Project

City Engineer/Public Works Director Dehn stated that Dave Winkelman would like to present to both the Park Board and Public Utilities Commission.

Member Shipe asked about changes since the last time this was discussed by the Park Board.

City Engineer/Public Works Director Dehn stated that he is not aware of changes to the plan or funding sources.

Administrator Broyles stated that the meeting has come about due to conversations he has had with Mr. Winkelman.

Chair Miller asked if the questions and concerns from July 2023 have been addressed prior to this meeting. He does not recall that the Park Board has approved the project and had a number of concerns regarding funding and maintenance. He wants to stress that the conversation would continue to be exploratory.

City Engineer/Public Works Director Dehn stated that Rotary was informed of the Park Board's concerns, he has not received any response from them regarding these concerns. He is unaware of the information that the presentation would entail.

Member Schaefer questioned whether the Park Board even needs to be a part of this meeting. She is trying to be aware of valuable time.

City Engineer/Public Works Director Dehn stated that as a noticed meeting, the Board would have the opportunity to ask questions during the presentation. He does not recommend acting during the meeting.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED, TO HOLD A JOINT MEETING ON TUESDAY, JUNE 4TH, AT 4:30 P.M. IN COUNCIL CHAMBERS WITH THE PUBLIC UTILITIES COMMISSION.

Public Forum

Chair Miller opened the Public Forum at 4:45 p.m.

No one came forward.

May 28, 2024

Chair Miller closed Public Forum at 4:45 p.m.

Staff Reports

City Engineer/Public Works Director Dehn gave an overview of the recreation and maintenance updates. The Fishing Clinic will be held on Saturday, June 8th. Surplus equipment was offered to the YMCA and Community Education. There is a lot of equipment that remains, some of it is not considered “safe” anymore. Concessions has started to use the tablets for concessions, it has really helped with inventory and will help in the future to know what should be ordered. Maintenance staff are working on Buster, the Disc Golf Course, and tree plantings for streambank restoration.

Board Reports

Member Sandy stated that the Lyman P. White Park tree contractor is planning on replacing the trees in the next couple of weeks.

Chair Miller thanks to Team Ascension for painting the bridge it is much appreciated. The graffiti has been terrible this year. The streambank restoration is making a huge difference.

Member Shipe stated that he attended the joint meeting of the Rice Lake Association and the Ski Loons. It seemed to be productive. All of the items that were of concern seem to be addressed.

Adjourn

MOVED AND SECONDED BY SANDY AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING.

Chair Miller adjourned the meeting at 6:25 p.m.

Respectfully Submitted,
Toni Gage, Administrative Specialist

Pursuant to due call and notice thereof, the joint meeting of the Park Board and Public Utilities Commission was called to order at 4:30 p.m. by Park Board Chair Miller.

Upon roll call, the following Park Board members were noted present: Sandy, Schaefer, and Miller. Public Utilities Commissioners noted as present were Erickson, Johnson, Matten, and O'Day.

Also noted as present, Public Works Director/City Engineer Dehn, Interim Public Utilities Director Wussow, Public Utilities Operations Manager Hawkinson, Finance Manager Loch, and Electrical Distribution Manager Lachelt, and Administrator Broyles.

Board President Miller opened the meeting with the Pledge of Allegiance to the flag.

Approval of Agenda

MOVED AND SECONDED BY COMMISSIONER MATTEN AND MEMBER SCHAEFER, DULY CARRIED, TO APPROVE THE AGENDA.

Presentations

Peter Nelson, Past President of Rotary Club, gave a history of the Rotary Park and presented their proposal for solar energy at Rotary Park on top of the pavilion. The Brainerd Rotary Club has set aside \$5,000 and requested \$5,000 from the regional Rotary Club. Rebates are available at about \$11,000. There is a funding gap of \$16,000.

Commissioner O'Day asked who the owner of the project would be. He stated that previously BPU was going to install the project and no money would need to be contributed by the City.

Interim Public Utilities Director Wussow stated that two solar projects have been installed since the previous presentation.

Commissioner Matten asked how much power would be generated, whether the scope of the work has changed, whether the solar rebates would be paid back to the City. She is most concerned with size, location, and safety. There is vandalism running rampant in the parks. She stated that the Public Utilities would like to see the site plans.

David Winkelman, Consultant and Rotary Member, stated that 9.36 kWh could be produced. The location is on the roof of the pavilion, none of the hardware would be below the roof line.

John Forrest, Rotary Club, stated that Rotary has discussed security cameras have been considered, but electricity is needed to do that.

Member Sandy stated that funds would need to follow the procurement policy. The cash flow summary does not project the end of the lifespan of the panels what the cost to replace the panels would be. He asked what the cost of the panels would be to replace.

Peter Nelson stated that Rotary Club does have a similar policy regarding bids. The City would need to go out for official bids.

David Winkelman stated that the warranty is 30 years. The actual lifespan is unknown and the cost to replace may increase.

Commissioner Johnson stated that he is on board with the BPU Commission funding the solar panels. It is a ton of leg work. He would like Rotary to work with staff to determine the feasibility and he would like BPU staff to work with the City to determine the ownership of the solar panels. There would be more opportunities for funding.

Operations Manager Hawkinson stated that he has not seen the latest version of the plan. He has had dialect back and forth and there are some issues to address prior to approving. It would cost roughly \$12,000 to extend utilities to Rotary Park.

Commissioner Johnson stated that BPU staff should work to get all in cost to help this project progress and bring it to the Public Utilities Commission at the earliest possible.

Member O'Day asked whether the recs would be able to be sold to AEP.

Operations Manager Hawkinson stated that they could be.

Commissioner Johnson asked staff to get the ball rolling on amending the purchase power agreement.

Adjourn

MOVED AND SECONDED BY COMMISSIONER O'DAY AND MEMBER SANDY, DULY CARRIED, TO ADJOURN THE MEETING.

Chair Miller adjourned the Special Meeting at 5:01 p.m.

Respectfully Submitted,
Toni Gage, Administrative Specialist

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 3572 - AAA EQUIPMENT CENTER:							
113675 83455	AAA EQUIPMENT CENTER MOWER BELTS 230-5200-42220	06/11/2024 pziemer	07/17/2024	365.09	0.00	Paid	Y 07/17/2024
	REPAIR & MAINT			365.09			
	Total for vendor 3572 - AAA EQUIPMENT CENTER:			365.09	0.00		
Vendor 0011 - ACE HARDWARE:							
324857/1 83345	ACE HARDWARE CHAINSAW OIL 230-5200-42220	06/17/2024 pziemer	07/03/2024	30.12	0.00	Paid	Y 07/03/2024
	REPAIR & MAINT			30.12			
325204/1 83450	ACE HARDWARE SPRAY PAINT FOR MOWER REPAIR 235-3100-42220	06/27/2024 pziemer	07/17/2024	7.19	0.00	Paid	Y 07/17/2024
	REPAIR & MAINT			7.19			
325219/1 83459	ACE HARDWARE KWP MERRY GO ROUND VANDALISM REPAIRS 230-5200-42220	06/28/2024 pziemer	07/17/2024	64.68	0.00	Paid	Y 07/17/2024
	REPAIR & MAINT			64.68			
325312/1 83559	ACE HARDWARE KEYS, PAINT 230-5200-42220	07/02/2024 pziemer	07/17/2024	98.17	0.00	Paid	Y 07/17/2024
	REPAIR & MAINT			98.17			
	Total for vendor 0011 - ACE HARDWARE:			200.16	0.00		
Vendor 2740 - AT&T MOBILITY:							
X07032024/PARKS 83520	AT&T MOBILITY ACCT 287292136423 5/26-6/25 PARKS DE 230-5200-43321 230-5204-42210	06/25/2024 pziemer	07/10/2024	246.43	0.00	Paid	Y 07/10/2024
	TELEPHONE			208.20			
	OPERATING SUPPLIES			38.23			
	Total for vendor 2740 - AT&T MOBILITY:			246.43	0.00		
Vendor 0074 - BRAINERD GENERAL RENTAL:							
174623 83656	BRAINERD GENERAL RENTAL FLOOR SCRUBBER RENTAL - PARKS 230-5200-42220	07/10/2024 pziemer	07/17/2024	112.00	0.00	Paid	Y 07/17/2024
	REPAIR & MAINT			112.00			
	Total for vendor 0074 - BRAINERD GENERAL RENTAL:			112.00	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							

07/19/2024 02:38 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/18/2024 - 07/19/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
MAY 24/PARKS							
83390	BRAINERD PUBLIC UTILITIES	06/26/2024	07/03/2024	7,524.82	0.00	Paid	Y
	4/24/24-5/24/24 PARKS UTILITIES	pziemer					07/03/2024
	230-5200-43381 BPU UTILITIES			7,088.37			
	230-5280-43380 UTILITIES			436.45			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			7,524.82	0.00		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/JUN24/PARKS							
83568	CENTERPOINT ENERGY	06/25/2024	07/17/2024	52.96	0.00	Paid	Y
	5/16/24-6/17/24 PARKS UTILITIES	pziemer					07/17/2024
	230-5200-43380 UTILITIES			52.96			
	Total for vendor 0307 - CENTERPOINT ENERGY:			52.96	0.00		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
161							
83690	CENTRAL LAKES FERTILIZING	07/11/2024	07/17/2024	5,835.00	0.00	Paid	Y
	FERTILIZER/WEED SPRAY: BHPX2; BANEX2;pziemer						07/17/2024
	400-9050-45530 CAPITAL - OTHER			5,835.00			
	Total for vendor 4301 - CENTRAL LAKES FERTILIZING:			5,835.00	0.00		
Vendor 0125 - CONSOLIDATED TELEPHONE CO:							
21419496							
83695	CONSOLIDATED TELEPHONE CO	07/12/2024	07/19/2024	209.95	0.00	Paid	Y
	7/12/24-8/11/24 CAMPGROUND INTERNET	pziemer					07/19/2024
	230-5280-43321 TELEPHONE			209.95			
	Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:			209.95	0.00		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2180642							
83395	DAHLHEIMER BEVERAGE	06/01/2024	07/03/2024	114.50	0.00	Paid	Y
	CONCESSIONS - POPCORN	pziemer					07/03/2024
	230-5204-42210 OPERATING SUPPLIES			114.50			
2209889							
83452	DAHLHEIMER BEVERAGE	06/14/2024	07/17/2024	132.80	0.00	Paid	Y
	CONCESSIONS - POPCORN, TOWELS - JANIT	pziemer					07/17/2024
	230-5204-42210 OPERATING SUPPLIES			89.30			
	230-5200-42220 REPAIR & MAINT			43.50			
2202715							
83453	DAHLHEIMER BEVERAGE	06/07/2024	07/17/2024	467.90	0.00	Paid	Y
	SOAP, TP, JANITORIAL SUPPLIES	pziemer					07/17/2024
	230-5200-42220 REPAIR & MAINT			467.90			

07/19/2024 02:38 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/18/2024 - 07/19/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
2222544 83557	DAHLHEIMER BEVERAGE PARKS RESTROOM TP 230-5200-42220	06/28/2024 pziemer	07/17/2024	227.40 227.40	0.00	Paid	Y 07/17/2024
	REPAIR & MAINT						
2218984 83558	DAHLHEIMER BEVERAGE CONCESSIONS - POPCORN, SANI RINSE 230-5204-42210	06/28/2024 pziemer	07/17/2024	73.10 73.10	0.00	Paid	Y 07/17/2024
	OPERATING SUPPLIES						
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			1,015.70	0.00		
Vendor 2804 - DH ATHLETICS LLC:							
MB1043 83595	DH ATHLETICS LLC PORTABLE BASKETBALL HOOPS QTY 2 230-5200-42220	06/01/2024 pziemer	07/17/2024	8,341.00 8,341.00	0.00	Paid	Y 07/17/2024
	REPAIR & MAINT						
	Total for vendor 2804 - DH ATHLETICS LLC:			8,341.00	0.00		
Vendor 1859 - ENTERPRISE FM TRUST:							
FBN5072904/PARKS 83608	ENTERPRISE FM TRUST JUL 24 PARKS VEHICLE LEASES 230-5200-43331	07/03/2024 pziemer	07/17/2024	4,403.80 4,403.80	0.00	Paid	Y 07/17/2024
	LEASE PAYMENTS						
	Total for vendor 1859 - ENTERPRISE FM TRUST:			4,403.80	0.00		
Vendor 4141 - LIND MASONRY AND CONSTRUCTION:							
0000055 83322	LIND MASONRY AND CONSTRUCTION DISC GOLF X18 PADS, X18 TEE BASKETS 400-9050-45530	06/25/2024 pziemer	07/03/2024	8,525.00 8,525.00	0.00	Paid	Y 07/03/2024
	CAPITAL - OTHER						
	Total for vendor 4141 - LIND MASONRY AND CONSTRUCTION:			8,525.00	0.00		
Vendor 0889 - MENARDS - BAXTER:							
22504 83366	MENARDS - BAXTER WEDGE ANCHORS 230-5200-42220	06/07/2024 pziemer	07/03/2024	11.00 11.00	0.00	Paid	Y 07/03/2024
	REPAIR & MAINT						
	Total for vendor 0889 - MENARDS - BAXTER:			11.00	0.00		
Vendor 3394 - MIDWEST MACHINERY CO:							
10121059 83611	MIDWEST MACHINERY CO MOWER BELTS	07/09/2024 pziemer	07/17/2024	96.14	0.00	Paid	Y 07/17/2024

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	230-5200-42220	REPAIR & MAINT		96.14			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			96.14	0.00		
Vendor 4293 - MIKES MILLERS ROOFING AND SIDING:							
42157 83402	MIKES MILLERS ROOFING AND SIDING	06/13/2024	07/03/2024	1,860.00	0.00	Paid	Y 07/03/2024
	INSTALL GUTTERS GREGORY PARK PAVILLI	pziemer					
	400-9050-45530	CAPITAL - OTHER		1,860.00			
	Total for vendor 4293 - MIKES MILLERS ROOFING AND SIDING:			1,860.00	0.00		
Vendor 0798 - MR TIRE:							
37598 83618	MR TIRE	06/24/2024	07/17/2024	30.49	0.00	Paid	Y 07/17/2024
	MOWER REPAIR	pziemer					
	230-5200-42220	REPAIR & MAINT		30.49			
	Total for vendor 0798 - MR TIRE:			30.49	0.00		
Vendor 0291 - PIKE PLUMBING AND HEATING:							
87445 83371	PIKE PLUMBING AND HEATING	06/11/2024	07/03/2024	115.00	0.00	Paid	Y 07/03/2024
	LUM PARK ANNUAL BACKFLOW TESTING	pziemer					
	230-5200-42220	REPAIR & MAINT		115.00			
	Total for vendor 0291 - PIKE PLUMBING AND HEATING:			115.00	0.00		
Vendor 4308 - SWANK MOTION PICTURES:							
2269463 83648	SWANK MOTION PICTURES	07/08/2024	07/17/2024	395.00	0.00	Paid	Y 07/17/2024
	MOVIES IN THE PARK - BACK TO THE FUT	pziemer					
	230-5211-42210	OPERATING SUPPLIES		395.00			
	Total for vendor 4308 - SWANK MOTION PICTURES:			395.00	0.00		
Vendor 0339 - UPPER LAKES FOODS INC:							
473405-00 83307	UPPER LAKES FOODS INC	06/18/2024	07/03/2024	603.25	0.00	Paid	Y 07/03/2024
	CONCESSIONS - BURGERS, CHIPS, CHEESE	pziemer					
	230-5204-42210	OPERATING SUPPLIES		603.25			
	Total for vendor 0339 - UPPER LAKES FOODS INC:			603.25	0.00		
Vendor 2939 - VIKING COCA COLA BOTTLING CO:							
3411921 83398	VIKING COCA COLA BOTTLING CO	06/19/2024	07/03/2024	346.00	0.00	Paid	Y 07/03/2024
	CONCESSIONS - BEVERAGES	pziemer					

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	230-5204-42210	OPERATING SUPPLIES		346.00			
	Total for vendor 2939 - VIKING COCA COLA BOTTLING CO:			346.00	0.00		
Vendor 0344 - WASTE PARTNERS INC:							
46X74402 83546	WASTE PARTNERS INC	06/30/2024	07/17/2024	146.25	0.00	Paid	Y 07/17/2024
	JUN 24 CAMPGROUND WASTE REMOVAL	pziemer					
	230-5280-43380	UTILITIES		146.25			
46X74409 83548	WASTE PARTNERS INC	06/30/2024	07/17/2024	936.00	0.00	Paid	Y 07/17/2024
	JUN 24 PARKS WASTE REMOVAL	pziemer					
	230-5200-43380	UTILITIES		936.00			
	Total for vendor 0344 - WASTE PARTNERS INC:			1,082.25	0.00		
Vendor 3914 - WATSON COMPANY:							
143155 83653	WATSON COMPANY	07/02/2024	07/17/2024	102.15	0.00	Paid	Y 07/17/2024
	CONCESSIONS - CANDY/MEAT STICKS/CHEEZ	pziemer					
	230-5204-42210	OPERATING SUPPLIES		102.15			
141898 83702	WATSON COMPANY	07/01/2024	07/19/2024	404.02	0.00	Paid	Y 07/19/2024
	MMP CONCESSIONS - CANDY/FREEZER	pziemer					
	230-5204-42210	OPERATING SUPPLIES		404.02			
142261 83703	WATSON COMPANY	07/01/2024	07/19/2024	571.65	0.00	Paid	Y 07/19/2024
	MMP CONCESSIONS - CANDY/FREEZER	pziemer					
	230-5204-42210	OPERATING SUPPLIES		571.65			
142558 83704	WATSON COMPANY	07/01/2024	07/19/2024	255.68	0.00	Paid	Y 07/19/2024
	MMP CONCESSIONS - PRETZEL/SPONGEBOB	pziemer					
	230-5204-42210	OPERATING SUPPLIES		255.68			
	Total for vendor 3914 - WATSON COMPANY:			1,333.50	0.00		
Vendor 3199 - WEX BANK:							
98092413/PARKS 83636*	WEX BANK	06/30/2024	07/17/2024	2,198.93	0.00	Paid	Y 07/17/2024
	JUNE 24 PARKS DEPT FUEL	pziemer					
	230-5200-42212	MOTOR FUELS		2,200.84			
	230-5200-42212	MOTOR FUELS		(1.91)			
	Total for vendor 3199 - WEX BANK:			2,198.93	0.00		
Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:							

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I22420 83456	WRUCK SEWER & PORTABLE RENTAL LLC PORTABLE RENTALS -MAY 2024 230-5215-42210 230-5200-43410	06/17/2024 pziemer	07/17/2024	505.00 135.00 370.00	0.00	Paid	Y 07/17/2024
I22421 83457	WRUCK SEWER & PORTABLE RENTAL LLC APR 2024 PORTABLE RENTALS 230-5200-43410 230-5215-42210	06/17/2024 pziemer	07/17/2024	101.25 67.50 33.75	0.00	Paid	Y 07/17/2024
Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:				606.25	0.00		

PCard: 2257 U.S. BANK Card Holder: CITY HALL

Vendor 3698 - AMAZON:

6/7/24 83503	AMAZON PLASTIC PARTS STORAGE CONTAINER 230-5200-42220	06/07/2024 pziemer	07/17/2024	42.17 42.17	0.00	Paid	Y 07/17/2024
6/5/24 83504	AMAZON PICKLEBALLS 230-5231-42210	06/05/2024 pziemer	07/17/2024	49.99 49.99	0.00	Paid	Y 07/17/2024
6/12/24 83507	AMAZON IRRIGATION CONTROL COVERS 230-5200-42220	06/12/2024 pziemer	07/17/2024	205.83 205.83	0.00	Paid	Y 07/17/2024
Total for vendor 3698 - AMAZON:				297.99	0.00		

Total PCard: 2257 U.S. BANK Card Holder: CITY HALL

297.99 0.00

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PCard: 2257 U.S. BANK Card Holder: PARKS

Vendor 3711 - COSTCO:

6/5/24 83489	COSTCO CONCESSIONS - ICE CREAM, HOT DOGS, C pziemer 230-5204-42210	06/05/2024	07/17/2024	101.98	0.00	Paid	Y 07/17/2024
	OPERATING SUPPLIES			101.98			
6/10/24 83490	COSTCO CONCESSIONS - HOT DOGS 230-5204-42210	06/10/2024 pziemer	07/17/2024	125.91	0.00	Paid	Y 07/17/2024
	OPERATING SUPPLIES			125.91			
6/18/24 83491	COSTCO CONCESSIONS - HOT DOGS, CHEESE, BUNS 230-5204-42210	06/18/2024 pziemer	07/17/2024	128.85	0.00	Paid	Y 07/17/2024
	OPERATING SUPPLIES			128.85			
6/7/24 83492	COSTCO FISHING CLINIC - WATER, CHIPS, HOTDO pziemer 230-5211-42210	06/07/2024	07/17/2024	15.87	0.00	Paid	Y 07/17/2024
	OPERATING SUPPLIES			15.87			
	Total for vendor 3711 - COSTCO:			372.61	0.00		

Vendor 0006 - WALMART COMMUNITY/GECRB:

6/7/24 - 2 83488	WALMART COMMUNITY/GECRB FISHING CLINIC SUPPLIES 230-5211-42210	06/07/2024 pziemer	07/17/2024	31.48	0.00	Paid	Y 07/17/2024
	OPERATING SUPPLIES			31.48			
6/4/24 83657	WALMART COMMUNITY/GECRB FISHING CLINIC - BUCKETS/POLES 230-5211-42210	06/04/2024 pziemer	07/17/2024	53.64	0.00	Paid	Y 07/17/2024
	OPERATING SUPPLIES			53.64			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			85.12	0.00		

Total PCard: 2257 U.S. BANK Card Holder: PARKS

457.73 0.00

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

# of Invoices:	45	# Due:	0	Totals:	46,265.44	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					46,265.44	0.00
* 1 Net Invoices have Credits Totalling:					(1.91)	

--- TOTALS BY GL DISTRIBUTION ---

230-5200-42212	MOTOR FUELS	2,198.93
230-5200-42220	REPAIR & MAINT	10,250.49
230-5200-43321	TELEPHONE	208.20
230-5200-43331	LEASE PAYMENTS	4,403.80
230-5200-43380	UTILITIES	988.96
230-5200-43381	BPU UTILITIES	7,088.37
230-5200-43410	RENTAL EXPENSE	437.50
230-5204-42210	OPERATING SUPPLIES	2,954.62
230-5211-42210	OPERATING SUPPLIES	495.99
230-5215-42210	OPERATING SUPPLIES	168.75
230-5231-42210	OPERATING SUPPLIES	49.99
230-5280-43321	TELEPHONE	209.95
230-5280-43380	UTILITIES	582.70
235-3100-42220	REPAIR & MAINT	7.19
400-9050-45530	CAPITAL - OTHER	16,220.00

--- TOTALS BY FUND ---

230 - PARK & RECREATION FUND	30,038.25	0.00
235 - STREET & SEWER FUND	7.19	0.00
400 - CAPITAL PROJECTS FUND	16,220.00	0.00

--- TOTALS BY DEPT/ACTIVITY ---

3100 - S & S MAINTENANCE	7.19	0.00
5200 - PARK MAIN/ADMINISTRATION	25,576.25	0.00
5204 - CONCESSIONS	2,954.62	0.00
5211 - SPECIAL EVENTS PROGRAM	495.99	0.00
5215 - ADULT SOFTBALL	168.75	0.00
5231 - PICKLEBALL	49.99	0.00
5280 - CAMPGROUND	792.65	0.00
9050 - CAPITAL PROJECTS-MISC	16,220.00	0.00

As of June 30, 2024

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	13,178	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	9,250	8,715	1,500	-	-	-	30,000	4,154	2,000	(50)	1,000	3,050
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	66,000	24,207	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	14	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	410	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	68,000	24,631	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	112,250	46,524	1,500	-	-	-	30,000	4,154	2,000	(50)	1,000	3,050
Total Personal Services	792,322	345,701	455	-	9,575	3,644	17,563	2,323	-	1,485	-	-
Supplies												
Office and Operating Supplies	5,750	3,773	1,000	41	250	830	27,500	1,393	2,000	-	3,000	735
Motor Fuels	22,000	6,415	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	17,766	-	-	-	-	1,000	-	-	-	-	-
Repairs & Maintenance - Mills Field	5,000	8,885	-	-	-	-	-	-	-	-	-	-
Small Tools	1,000	896	-	-	-	-	-	-	-	-	-	-
Total Supplies	113,750	37,735	1,000	41	250	830	28,500	1,393	2,000	-	3,000	735
Services												
Professional Services	37,835	19,375	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,500	5,510	-	-	-	-	-	-	-	-	-	-
Telephone	2,076	1,124	-	-	-	-	-	-	-	-	-	-
Postage	200	18	-	-	-	-	-	-	-	-	-	-
Professional Development	2,100	402	-	-	-	-	-	-	-	-	-	-
Lease Payments	32,980	12,596	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,500	31	-	-	-	-	-	-	-	-	-	-
Insurance	29,322	4,659	-	-	-	-	-	-	-	-	-	-
Utilities	77,500	21,904	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,715	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	271	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,010	1,389	-	-	-	-	-	-	-	-	-	-
Total Services	194,738	67,280	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,100,810	450,715	1,455	41	9,825	4,474	46,063	3,716	2,000	1,485	3,000	735
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(988,560)	(404,191)	45	(41)	(9,825)	(4,474)	(16,063)	438	-	(1,535)	(2,000)	2,315

	Kickball		Adult Softball		Pickleball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	-	-	35,000	13,178
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	3,000	-	50,000	33,989	-	1,762	55,000	33,645	151,750	85,264
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	-	-	66,000	24,207
Contributions & Donations	-	-	-	-	-	-	-	-	-	14
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	90	1,000	500
Total Charges for Services	-	-	-	-	-	-	-	90	68,000	24,721
TOTAL REVENUES	3,000	-	50,000	33,989	-	1,762	55,000	33,735	254,750	123,163
Total Personal Services	3,073	-	29,437	6,279	-	-	-	-	852,425	359,432
Supplies										
Office and Operating Supplies	500	92	13,000	6,373	-	5,210	500	300	53,500	18,748
Motor Fuels	-	-	-	-	-	-	-	-	22,000	6,415
Repairs & Maintenance	-	-	3,500	1,538	-	-	1,500	231	86,000	19,535
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	5,000	8,885
Small Tools	-	-	-	-	-	-	-	-	1,000	896
Total Supplies	500	92	16,500	7,911	-	5,210	2,000	531	167,500	54,478
Services										
Professional Services	-	-	-	-	-	-	-	-	37,835	19,375
Computer Technical Support	-	-	-	-	-	-	-	-	6,500	5,510
Telephone	-	-	-	-	-	-	800	569	2,876	1,693
Postage	-	-	-	-	-	-	-	-	200	18
Professional Development	-	-	-	-	-	-	-	-	2,100	402
Lease Payments	-	-	-	-	-	-	-	-	32,980	12,596
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,500	31
Insurance	-	-	-	-	-	-	-	-	29,322	4,659
Utilities	-	-	-	-	-	-	3,300	204	80,800	22,108
Rent Expense	-	-	-	-	-	-	-	-	1,715	-
Miscellaneous	-	-	-	-	-	-	-	-	2,000	271
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,010	1,389
Total Services	-	-	-	-	-	-	4,100	773	198,838	68,053
TOTAL OPERATING EXPENSES	3,573	92	45,937	14,190	-	5,210	6,100	1,304	1,218,763	481,963
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(573)	(92)	4,063	19,799	-	(3,448)	48,900	32,430	(964,013)	(358,800)



Park Board Agenda Request

MEETING DATE: July 23, 2024

TITLE OF ITEM: Discussion on Rotary Solar Project

AGENDA: Approve

ACTION REQUESTED: Discussion Item

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

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 10 Minutes

SUMMARY OF ISSUE: Staff is requesting discussion and direction from the Park Board on how to proceed with the proposed Rotary Park Solar project. As an update to the Park Board, the Public Utilities Commission did not discuss this item at their June meeting and is intended to be on their July 30th meeting agenda. As a reminder, there is planned to be a discussion on whether the PUC would be willing to fund the City's share of the project. The requested portion of investment by the City is \$28,120, not including rebates or cost of power service (estimated around \$12,000).

Staff had reached out to John Forrest and Peter Nelson following the June Park Board meeting requesting additional information regarding any further guidance on how the solar panels would be proposed to be protected from vandalism or prevent vandalism from occurring. No updates have been provided since that was requested. In doing some research into this, there are limited options to prevent vandalism damage. Most recommendations are the inclusion of lighting and security cameras, which do not prevent vandalism but may serve as a deterrent.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: As of currently, staff's general understanding of the project is as follows:

- Solar panels would be mounted to the roof
- No additional protections would be provided
- Goal would be to install cameras to be able to monitor the area
- City's insurance coverage would need to be adjusted to accommodate this installation.
- Should damages occur to the panels, the City would file the claim against our insurance, and replace the panels through the insurance process.
- Following the \$10,000 funding and the installation of the sign with QR code by the Rotary Club, the club would have no involvement with the solar panel project, including should damages occur on the panels. This is not referring to any future discussion on cameras.

Staff is requesting direction on how the Park Board would like to proceed. Some options would be as follows:

1. Deny the solar panel project. Allow for a power supply to the pavilion should the Rotary Club propose.
2. Allow the solar panel project, contingent on PUC approval of funding the City's share of the project and with the following facets to be included in a potential agreement:
 - City would be listed as the owner of the panels and thus carry the insurance coverage.
 - BPU would cover the initial costs of the project for the City's share and would also be entitled to the renewable energy credits gained by the system.
 - Rotary Club would be responsible for funding \$10,000 towards the project and installation of the sign in the pavilion as proposed.
 - Park Board would have full authority to have the solar panels removed at any time, for any reason. If the Park Board decides to have the panels removed, the cost of the removal will be at the City.
3. Table the discussion on the Rotary Solar Project until a future meeting for more information regarding PUC decision on funding and other information potentially provided by the Rotary Club.

RECOMMENDED ACTION/MOTION: Staff is requesting direction from the Park Board on one of the options listed above or another option as directed.

FINANCIAL IMPACT: N/A

Cash Flow Summary

Rotary Prk Solar Installation

Item	Project Cost Cash Flow	Annual Income	Year	Cumulative Profit
Total Cost of Project	38,120			
Rotary Direct Pay of Panels and Racking	10,000			
Balance paid by City	28,120			
solar Rebates to city	11,436			
Net Capital Investment by City	16,684			
	15,383	1301	1	
	14,043	1340	2	
	12,663	1380	3	
	11,242	1421	4	
	9,778	1464	5	
	8,270	1508	6	
	6,717	1553	7	
	5,117	1600	8	
	3,469	1648	9	
	1,772	1697	10	
	24	1748	11	
		1801	12	1,777
		1855	13	3,632
		1910	14	5,542
		1968	15	7,510
		2027	16	9,537
		2087	17	11,624
		2150	18	13,774
		2216	19	15,990
		2281	20	18,271
		2349	21	20,620
		2420	22	23,040
		2492	23	25,532
		2567	24	28,099
		2644	25	30,743
		2724	26	33,467
		2805	27	36,272
		2889	28	39,161
		2976	29	42,137
		3065	30	45,202



0 15 30 60 Feet

Date: 6/13/2024

Rotary Park Solar

This array in red is roughly 40' x 100' for a ground mounted system. Some diseased ash trees to west will need to come down. 40 kW ac.



Legend

- Line Measure
- Rotary Riverside Park
- Rotary Riverside Park



Item Listing Report
Brainerd Public Utilities, MN
 Rotary Park Solar project phase 1

Item	Description	QTY	AVG COST	Discount	COST	TOTAL
01-EB1500	A Ground Rod CU 5/8" Clamp	2	2.16		4.32	
01-EB1510	A Trnsfmr Ground E519 Clamp	2	6.01		12.02	
01-EC0050	A 35KV ALUM UG 1/0 STR 345MIL FULL NEUTRAL	400	6.87		2,748.00	
01-EC0330	A Bares Cnd CU #6 Solid	50	0.5		25.00	
01-EC0380	A ACSR Alum 1/0 Bare RAVEN	300	0.56		168.00	
01-EC0590	A URD Sec 4/0, 4/0, 2/0 Alum Tri SW	25	1.52		38.00	
01-EO0250	A Power Dr 7'-1" Thread	1	35.87		35.87	
01-EO0300	A Arrestor 27KV Class Distr	1	97.81		97.81	
01-EO0780	A Cut Out Bracket 1-Phase 18"	1	49.51		49.51	
01-EO0970	A Deadend shoe AL #4/0-36 NOTE	4	17.66		70.64	
01-EO1080	A Stirrup #4 to 4/0 AL	2	25.62		51.24	
01-EO1146	A Hot Line Clamp AL- #6-4/0	3	9.4		28.20	
01-EO2120	A 5/8" Pad Mount Transformer Spade	3	44.16		132.48	
01-EO4080	A 38 KV 100 Amp Cutout 3P	1	162.06		162.06	
01-EO4220	A Fuse 3 Amp, Bay-o-Net	1	12.91		12.91	
01-EO4420	A Fuselink 3 Amp, Type K	1	4.75		4.75	
01-EO5270	A Ground Rod CU 5/8" X 8"	2	19.44		38.88	
01-EO5450	A Guy Attachment 1.5" X .25"	1	6.71		6.71	
01-EO5470	C Guy Guards 8' Yellow	1	6.44		6.44	
01-EO5520	A Guy Grip 3/8", 35" Long, Dead End	3	2.76		8.28	
01-EO5570	A Guy Wire 3/8" UG CLASS-A A475	45	0.53		23.85	
01-EO5610	A Strandwise 3/8"	1	19.82		19.82	
01-EO5710	A Link Stick 12", Fiberglass	1	35.38		35.38	
01-EO5730	A 36" FIBERGLASS GUY STRAIN INSUL	1	14.98		14.98	
01-EO5780	A Insulator Deadend 34.5 KV	2	30.46		60.92	
01-EO7250	C CABINET FLAGS - NO SPRING	1	13.54		13.54	
01-EP0045	A Wood Pole 45' Class 3	1	1,100		1,100.00	
01-EU0290	A UG 1P TRANS BOX PAD/SLEEVE	1	357.5		357.50	
01-EU0420	A Positioner Cable w/Al Bracket	1	26.25		26.25	
01-EU0660	A 35KV 200A LB ELBOW 1/0	1	176.07		176.07	
01-EU1141	A Termination Kit 35 KV for 1/0 & 4	1	233.93		233.93	
01-EU1155	A COLD SHRINK 6-4/0	1	14.95		14.95	
01-EU2065	A U GUARD 2" X 10' FLANG PVC POLE R	2	12.59		25.18	
01-EU2076	A U Guard 2" X10' Flanged Galv STEE	1	65.82		65.82	
01-M0710	A SP-200A METER PEDESTAL GREEN	1	1,279.00		1,279.00	
	Fiber Optic cable	400	1.25		500.00	
	A HDPE 2" Red Continuous (In Feet) N	400	0.84		300.00	
	A PVC 2" Grey Continuous (In Feet) N	400	1.27		508.00	
Total Material cost					8,007.95	
Inventory / Administrative					-	
\$7 per foot single phase direct bury					2,800.00	
\$60/Hour - 3 personnel					-	
Price as of 6-13-24					Proposed Total cost	10,807.95



Park Board Agenda Request

MEETING DATE: July 23, 2024

TITLE OF ITEM: Approve Demolition Bid for Jaycees Park Pavilion and Playground

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): 2 Minutes

SUMMARY OF ISSUE: This item is returning from the May 7th Park Board meeting. Staff received a quote from Tretter Excavating for demolition of the pavilion and playground equipment in the north end of Jaycees Park. This work was included in the capital budget for 2024. The budget amount for this work was \$5,000. The quote received from Tretter Excavating totals \$4,900. This work includes removals and grading. This does not include topsoil and seeding. For cost savings, staff intends to perform this restoration work with maintenance staff.

At the May 7th meeting, Mayor Badeaux requested that the Park Board have this item return at the July meeting to allow discussion with the Brainerd Jaycees club to determine if the club would prefer to perform rehabilitation of the existing pavilion in lieu of demolition.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Mayor Badeaux will provide an update on discussion with the Brainerd Jaycees regarding the pavilion at Jaycees Park.

Staff has confirmed with Tretter that the quote is still valid and will perform the work as proposed should the Park Board elect to move forward with demolition as per the capital plan.

RECOMMENDED ACTION/MOTION: Staff recommends performing the demolition work as per the 2024 capital plan and award of the proposal to Tretter Excavating in the amount of \$4,900.

FINANCIAL IMPACT: \$4,900

ESTIMATE

4/29/2024

Phone: (218) 821-9833

Jacees Park North Demo

Thank you for your business!

If you have any questions about this estimate, please contact
Tyler Tretter, tyler.trettertrucking@gmail.com, 218-821-9833



Park Amenities :

Summer activity spaces

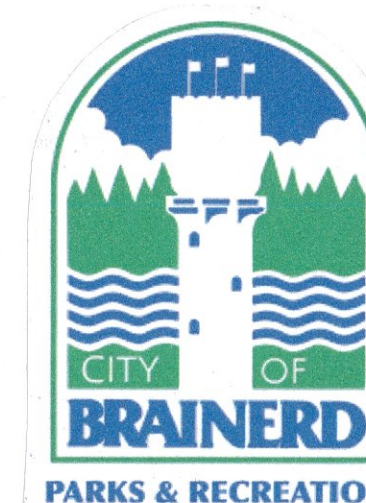
- 1-Jr. Baseball/Softball field with adjustable infield
- 1-Sr. Baseball/Softball field with adjustable infield.
- 2-80x140 flex Fields
- 2-70x100 Flex Fields
- 1-Full Size Soccer/Flex Field 180x300
- 4-8 Table Picnic Area with attached 180x180 greenspace
- 1-Large Playground Equipment Space
- 4 Tournament Sized Horse Shoe Pits

Winter activity spaces

- 1- Olympic Sized Hockey Sheet
- 1- Pleasure Rink 60x120
- 1-3000' Groomed Walking/ Snow Shoe/ Ski Trail

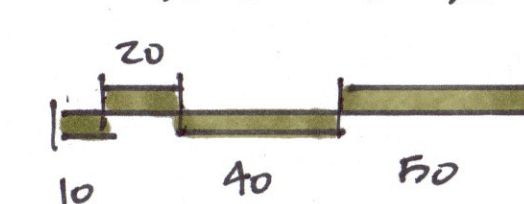
Structures

- 1-Warming/ Bathroom and Concession Building
- Storage Maintenance Building.
- Team Dug outs
- 3- Park Entrance Signs
- 30 -40 Car Gravel Parking Lot



PROPOSED MASTER PLAN JAYCEE'S PARK 3-16-22

SCALE: 1" = 50'





Park Board Agenda Request

MEETING DATE: July 23, 2024

TITLE OF ITEM: Approve Lum Park Pavilion #1 Proposal

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):** 2 Minutes

SUMMARY OF ISSUE: As discussed at the June Park Board meeting, there is approximately \$15,000 remaining in the budget for the Lum Park pavilion capital project. There are a few items at Pavilion #1 at Lum Park that may be potentially completed with this remaining funds. Staff was directed to receive proposals from Hy-Tec for some of the Pavilion #1 rehab scope items and present them to the board for consideration. That proposal is attached.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: For the rehabilitation of Pavilion #1, the items that would likely have the most impact that staff requested proposals for were as follows:

- Removal of the chipped/flaking paint and new paint on concrete block and columns = \$9,500
- Removal of existing gable siding for inspection and addition of framing to apply new sheeting, weather barrier, and new siding per design drawings = \$10,500
- Removal of existing drip edge and 2 x 4 fascia for installation of new 2 x 4 fascia wrapped with new steel fascia and prefinished metal soffit vent = \$12,500

Per the previous meeting, based on the remaining funds, staff would recommend completing both the gable siding/sheeting and new drip edge/fascia together. As both items cannot be completed under the remaining budget funds, staff would recommend that the painting be completed with the remaining funds with the pavilion project budget and \$23,000 be requested from the 2% long-term maintenance fund from the City Council to perform the remaining siding and fascia work.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the proposal to remove and repaint Lum Park Pavilion #1 for \$9,500, and include the siding and fascia work contingent on Council authorization of \$23,000 from the long-term maintenance fund.

FINANCIAL IMPACT: \$9,500 or \$32,500 (contingent on Council approval)

July 18, 2024

Jessie Dehn
City Engineer/Public Works Director
City of Brainerd
501 Laurel street
Brainerd, MN 56401

RE: Lum Park Pavilion #1

Dear Jessie:

We hereby submit our cost proposal to furnish all labor, materials and equipment necessary to complete the work on the Lum Park Pavilion #1 for the sum of please see below:

Included in this proposal are the following:

- General Requirements: supervision, daily cleanup and disposal, general liability and worker's compensation insurance
- Removal of the chipped/flaking paint and new paint on concrete block and columns: \$9,500
- Removal of existing gable siding for inspection and addition of framing to apply new sheeting, weather barrier, and new siding per design drawings: \$10,500
- Removal of existing drip edge and 2 x 4 fascia for installation of new 2 x 4 fascia wrapped with new steel fascia and prefinished metal soffit vent: \$12,500

Not included is any:

- Prevailing wage, Night or weekend work

Thank you for the opportunity to present this cost estimate for your consideration. If you have any questions or concerns, please contact me.

Sincerely,

Jeff Hanson

Jeff Hanson, Project Manager
HY-TEC CONSTRUCTION
OF BRAINERD, INC.

Acceptance: _____ Dated: _____



Park Board Agenda Request

MEETING DATE: July 23, 2024

TITLE OF ITEM: Approve Event Application - Brainerd Night Out

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):** 2 Minutes

SUMMARY OF ISSUE: Attached to this item is an application for the Brainerd Night Out event to be held on Thursday, August 15th, 2024. The event will take place from 5 p.m. until 8 p.m. A change from previous years' events is that the applicant will be closing the block of Juniper Street from N. 6th Street to N. 7th Street for first responder vehicles rather than bringing them into Gregory Park. The event is held in cooperation with Brainerd Police. City Council approved the application at their July 15th meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The event generally consists of music, games, and food within Gregory Park. Power for music and restrooms would be provided from the park. The organizer would ensure that no litter would be left in the park following the event.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached application.

FINANCIAL IMPACT: N/A



SPECIAL EVENT APPLICATION

Date of Application: 7/4/24

Event applications can be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or tgage@ci.brainerd.mn.us. Event applications that include a street closure must be submitted at least 30 calendar days prior to the event and will require City Council approval. All other event applications must be submitted at least 14 calendar days prior to the event.

Type of event: ☐ Event – City Parking Lot ☒ Event – City Park
☒ Event with Street Closure ☐ Other _____

Name of event: Brainerd Night Out

Organizer Information

Organizer's Name: Krista Soukup
Organizer's Address: 606 Bluff Ave Brainerd Mn 56401
Event Contact Person: Kirsta Soukup
Event Contact Daytime Phone: 218-828-4717
Event Contact E-mail Address: bluecottageagency@gmail.com
Contact Name/Number Day of Event: Krista Soukup
For Profit/Nonprofit Status (type): NA

Applicant information (if different from the event organizer):

Applicant Name: Mike Kulzer
Applicant Address: 225 E River Rd Brainerd MN 56401
Applicant Phone: 218-825-3478
Applicant E-mail Address: mike.kulzer@ci.brainerd.mn.us

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
08/15/2024	5pm	8pm	Gregory Park
			500 and 600 block of Juniper

☐ Recurring event (requires only one application submittal per year)

Event locations (all dimensions are parking lot usable space estimates):

- City Hall Parking Lot (130' x 146')
- Laurel Street Parking Lot (92' x 120')
- Front Street Parking Lot (66' x 125')
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

Requesting road closure for the 500 and 600 block of Juniper Street

Event will consist of first responder vehicles, music, games and food.

Site Information

Electrical usage

☒

Yes

☐

No

Describe the type of equipment to be used and how you intent to supply the power:

Music will require power. Run power from Gregory Park using extension cords

Amplified Sound

☒

Yes

☐

No

Describe any recording and sound amplification equipment to be used in your event along with the times:

Speakers or amplifiers will be used for music.

Restrooms provided

☐

Yes

☒

No

If yes, how many _____ (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: **Requesting use of park restrooms**

(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers

☐

Yes

☒

No

Describe the signs, banners, posters, flyers and the locations:

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: Minimal garbage expected, organizer will ensure no litter.

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit for publicly owned spaces ONLY is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure
(e.g. South 7th Street between Maple Street and Front Street):

Requesting closure of 500 and 600 block of Juniper Street

Date and time for beginning of street closures: **8/15/2024 5pm**

Date and time for reopening of streets: **8/15/2024 8pm**

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.

Alternative routes available. Event planned for after business hours.

**It does not appear any residence or business will be blocked
by requested road closure.**

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

 #703
Signature of Applicant
Mike Kulzer

Print Name

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is *not* necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park	X			Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support			X	Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses			X	All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit			X	All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate				May be required before issuing a permit.
Sign/banner Permits			X	Contact the Planning Department for information/procedure.
Parade Permit			X	Issued by the Police Department after complete submission of application.
Alcohol Use Permit			X	Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	No comments
City Administration	_____	No comments
Engineering Department	7/10 JD	See condition below
Fire Department	_____	No comments
Fire Support/EMS	_____	No comments
Parks Department	7/10 JD	See condition below
Planning Department	_____	No comments
Police Department	_____	No comments

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator

Date

Approval Conditions

1. Applicant contact Public Works one week prior to the event to request traffic control at 218-513-4412.
2. Contingent on Park Board approval of the event application for use of the park.

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):



Park Board Agenda Request

MEETING DATE: July 23, 2024

TITLE OF ITEM: Approve 2024 ADA Improvement Proposal

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):** 2 Minutes

SUMMARY OF ISSUE: At the June Park Board meeting, the Park Board elected to request quotes for ADA upgrades at Lum Park and Buster Dog Park, as presented by staff. Staff requested proposals from 3 vendors for this work. As a reminder, there is \$25,000 in the capital budget for this work. Attached are the proposals received from the 3 vendors.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The proposals for the two parks received are as follows:

1. Lind Concrete = \$19,780.00
2. Knife Lake Concrete = \$30,389.00
3. Anderson Brothers = \$38,257.23

RECOMMENDED ACTION/MOTION: Staff recommends award of the 2024 ADA Upgrades work to Lind Concrete in the amount of \$19,780.

FINANCIAL IMPACT: \$19,780



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:	Lum Park ADA	Bid Number:	
Project Location:		Bid Date:	

Item Description	
Mobilization	
Remove Curb	
Sub Grade Prep	
4" Concrete Walk	
Concrete Curb & Gutter Design	
Place Existing Topsoil	
Seeding	
Total Bid Price:	\$22,830.75

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 is a non-union contractor and will not sign a project labor agreement.
- Seeding is throwing seed down once finished that all

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
--	--



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:	Buster Dog Park	Bid Number:	
Project Location:		Bid Date:	

Item Description

Mobilization
Sub Grade Prep
4" Aggregate Base Class 5
4" Concrete Walk

Total Bid Price: \$15,426.48

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 is a non-union contractor and will not sign a project labor agreement.

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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2026 Rowland Road
Mora, MN 55051

Phone: 320-679-4141; Fax: 320-679-3927
knifelakeconcrete@gmail.com

DATE: July 15, 2024

TO: City of Brainerd
ATTN: Jessie Dehn
jdehn@ci.brainerd.mn.us

RE: Lum Park & Buster Dog Park

FROM: Curt Radeke
Cell #612-803-2873

Description	Quantity	Unit Price	Amount
LUM PARK			
6" Concrete Walk	1560 SF	\$10.30	\$16,068.00
Concrete Curb & Gutter Design B618	10 LF	\$38.00	\$380.00
BUSTER DOG PARK			
6" Concrete Walk	270 SF	\$10.30	\$2,781.00
6" Slab 20'x20'	400 SF	\$9.90	\$3,960.00
Remove Topsoil, Grade for New Concrete, Import & Place Class 5 Base	1 LS	\$7,200.00	\$7,200.00
TOTAL			\$30,389.00

Tax and Bond Included
No Black Dirt or Seeding Included
No Permits Included

Lind Masonry And Construction
2523 River Glen Lane SW
Pillager Mn 56473
Ph#218-232-8743

Lic#BC774073

QUOTE

City of Brainerd Parks and Recreation
Lum Park and Buster Dog Park
Brainerd MN

Quote # 5601
Quote Date 07/13/2024

Item	Description	Unit Price	Quantity	Amount
	Lum Park. 108 feet of sidewalk 6' wide from shower to pavilion. 50' of 6' sidewalk from parking lot to pavilion and cut out and replace 10 ft of curb. remove to soil and haul out. No final dirt work for grass.	11640.00	1.00	11,640.00
	Buster dog park. 80 ft of 6' sidewalk and 20x20 pad. Take out wood chips and sand. Put in class 5 base.	8140.00	1.00	8,140.00
<u>NOTES:</u> Thanks. If you guys want to remove top soil and do prep work at both locations and get it close, you can take off \$2,500.				
		Subtotal	19,780.00	
		Total	19,780.00	
		Amount Paid	0.00	
		Quote	\$19,780.00	



Park Board Agenda Request

MEETING DATE: July 23, 2024

TITLE OF ITEM: Approve Proposed 2025 Operating Budget

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):** 10 Minutes

SUMMARY OF ISSUE: This item is to discuss the proposed 2025 Parks Operating Budget recommendations to be presented to the City Council at the August 19th meeting. At the June 25th Park Board meeting, the Park Board approved a proposed 2025 Capital plan and budget request. This capital request was presented to the City Council at their June 26th Capital Budget workshop. The current 2025 Capital budget request for facilities is \$559,234, which includes \$519,234 to the 2% long-term maintenance fund and \$40,000 to the Buffalo Hills Park parking lot project.

There is also \$191,500 in scheduled equipment replacements and annual programs. Those equipment and programs are as follows:

- Snowblower = \$85,000
- Tree Replacement = \$25,000
- Picnic Table/Grilling Station/Trash Can Replacement = \$15,000
- Weed/Feed Program = \$25,000
- Bench Installation Program = \$5,000
- ADA Upgrades = \$25,000
- Sign Replacements = \$5,000
- Security Cameras = \$6,500

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Attached is 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. Some key items to consider as part of this discussion:

- In regard to personnel services
 - Wages will continue to grow at January 1st and July 1st based on negotiated COLA rates
 - Staff is recommending both an increase to temporary seasonal worker wages and quantity. 2024 rates were advertised at \$14-\$16, which was not competitive with other employers causing difficulty with filling positions. Staff is recommending \$18-\$20 for 2025 which is in line with other employers for temporary seasonal workers. In addition,

staff is recommending 2 additional seasonal maintenance staff. With the addition of Lyman P White Park and the Downtown Special Service District, this has put a considerable burden on the existing staff to continue to deliver the same level of service as expected of the Park Board and the Downtown District. Staff feels that 2 additional temporary staff will more effectively perform needed maintenance downtown and other tasks throughout the parks system.

- Staff is including \$600 for the Team Sideline scheduling software for the different recreation programs, an item for discussion by the Park Board at this meeting. This will be removed if not approved by the Park Board.
- Utilities have increased greatly since 2022 (approx. 20%). This is most likely due to the installation of the splash pad at Memorial Park.
- Modest increases have been included in the budget for year 1 of the campground expansion, both revenue and utility expenses.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the proposed 2025 Parks Operating Budget to be presented to the City Council at their August 19th meeting.

FINANCIAL IMPACT: N/A

2025 PROPOSED BUDGET - 7/23/2024

	Park Maintenance			Pond Hockey			Outdoor Rinks			Concessions			Tournaments		
	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget
Total Taxes and Penalties			-	-	-	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	1,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	11,090	9,250	12,250	304	1,500	2,000	-	-	-	18,625	30,000	30,000	2,197	2,000	2,500
Other Revenue															
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	103,259	66,000	105,000	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	307	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	-	1,000	1,000	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	3,609	1,000	1,000	-	-	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	107,175	68,000	107,000		-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	119,264	77,250	119,250	304	1,500	2,000	-	-	-	18,625	30,000	30,000	2,197	2,000	2,500
Total Personal Services	756,320	792,322	892,140	443	455	449	13,621	9,575	9,378	10,955	17,563	16,538	3,250	-	-
Supplies															
Office and Operating Supplies	2,181	5,750	8,350	5,650	1,000	725	1,053	250	400	17,446	27,500	27,500	1,762	2,000	2,500
Motor Fuels	18,474	22,000	22,000	-	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	48,661	80,000	80,000	-	-	-	-	-	-	2,004	1,000	-	-	-	-
Repairs & Maintenance - Mills Field	10,659	5,000	15,000	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools	1,801	1,000	2,000	-	-	-	-	-	-	-	-	-	-	-	-
Total Supplies	81,776	113,750	127,350	5,650	1,000	725	1,053	250	400	19,450	28,500	27,500	1,762	2,000	2,500
Services															
Professional Services	30,174	37,835	40,365	-	-	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	8,745	6,500	6,825	-	-	-	-	-	-	-	-	-	-	-	-
Telephone	3,392	2,076	3,804	-	-	-	-	-	-	-	-	-	-	-	-
Postage	27	200	50	-	-	-	-	-	-	-	-	-	-	-	-
Professional Development	2,084	2,100	3,000	-	-	-	-	-	-	-	-	-	-	-	-
Lease Payments	31,827	32,980	54,199	-	-	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	626	1,500	1,000	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	27,325	29,322	31,668	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	114,685	77,500	117,900	-	-	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,720	1,715	1,785	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	4,276	2,000	2,000	-	-	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	839	1,010	1,389	-	-	-	-	-	-	-	-	-	-	-	-
Total Services	225,720	194,738	263,986	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,063,817	1,100,810	1,283,476	6,093	1,455	1,174	14,674	9,825	9,778	30,404	46,063	44,038	5,012	2,000	2,500
Other Revenue (Expenses)															
Sale of Assets	34,179	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	34,179	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(910,374)	(1,023,560)	(1,164,226)	(5,789)	45	826	(14,674)	(9,825)	(9,778)	(11,779)	(16,063)	(14,038)	(2,815)	-	-

	Special Events			Kickball			Adult Softball			Pickleball			Campground		
	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget
Total Taxes and Penalties	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	1,265	1,000	3,000	2,596	3,000	3,000	45,043	50,000	50,000	-	-	2,000	52,136	55,000	75,000
Other Revenue															
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	1,265	1,000	3,000	2,596	3,000	3,000	45,043	50,000	50,000	-	-	2,000	52,136	55,000	75,000
Total Personal Services	1,396	-	-	1,963	3,073	3,013	23,940	29,437	28,857	-	-	-	-	-	-
Supplies															
Office and Operating Supplies	3,395	3,000	3,000	-	500	575	11,530	13,000	15,400	-	-	1,050	324	500	500
Motor Fuels	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-	690	3,500	5,000	-	-	-	1,102	1,500	1,500
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Supplies	3,395	3,000	3,000	-	500	575	12,220	16,500	20,400	-	-	1,050	1,426	2,000	2,000
Services															
Professional Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-	-	-	-	-	-	1,159	800	1,200
Postage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Professional Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lease Payments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	4,213	3,300	7,000
Rent Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Services	-	-	-	-	-	-	-	-	-	-	-	-	5,373	4,100	8,200
TOTAL OPERATING EXPENSES	4,791	3,000	3,000	1,963	3,573	3,588	36,160	45,937	49,257	-	-	1,050	6,798	6,100	10,200
Other Revenue (Expenses)															
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(3,526)	(2,000)	-	632	(573)	(588)	8,884	4,063	743	-	-	950	45,338	48,900	64,800

2025 PROPOSED BUDGET - 7/23/2024

	GRAND TOTAL			
	'23 Actual	'24 Budget	'25 Budget	Difference
Total Taxes and Penalties	-	-	-	-
Total Rev fr Other Gov'ts	1,000	-	-	-
Charges for Services - User Fees	133,257	151,750	179,750	28,000
Other Revenue				
Interest Income	-	-	-	-
Public Utility Electric Sales	103,259	66,000	105,000	39,000
Contributions & Donations	307	-	-	-
Misc. Program Revenue	-	1,000	1,000	-
Misc. Revenue	3,609	1,000	1,000	-
Total Charges for Services	107,175	68,000	107,000	39,000
TOTAL REVENUES	241,431	219,750	286,750	67,000
Total Personal Services	811,888	852,425	950,375	97,950
Supplies				
Office and Operating Supplies	43,342	53,500	60,000	6,500
Motor Fuels	18,474	22,000	22,000	-
Repairs & Maintenance	52,456	86,000	86,500	500
Repairs & Maintenance - Mills Field	10,659	5,000	15,000	10,000
Small Tools	1,801	1,000	2,000	1,000
Total Supplies	126,732	167,500	185,500	18,000
Services	126,732	167,500	185,500	
Professional Services	30,174	37,835	40,365	2,530
Computer Technical Support	8,745	6,500	6,825	325
Telephone	4,551	2,876	5,004	2,128
Postage	27	200	50	(150)
Professional Development	2,084	2,100	3,000	900
Lease Payments	31,827	32,980	54,199	21,220
Printing/Legal Publications	626	1,500	1,000	(500)
Insurance	27,325	29,322	31,668	2,346
Utilities	118,898	80,800	124,900	44,100
Rent Expense	1,720	1,715	1,785	70
Miscellaneous	4,276	2,000	2,000	-
Dues and Subscriptions	839	1,010	1,389	379
Total Services	231,093	198,838	272,186	73,347
TOTAL OPERATING EXPENSES	1,169,713	1,218,763	1,408,061	189,297
Other Revenue (Expenses)				
Sale of Assets	34,179	-	-	-
Transfers In	-	-	-	-
Transfers Out	-	-	-	-
Capital	-	-	-	-
Total Other Revenue (Expenses)	34,179	-	-	-
TOTAL REVENUE OVER/(UNDER)	(894,103)	(999,013)	(1,121,311)	(122,297)



Park Board Agenda Request

MEETING DATE: July 23, 2024

TITLE OF ITEM: Approval for budgeting for Team Sideline software for 2025

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Haley Blank, Recreation Specialist

DEPARTMENT: Parks

PRESENTER: Haley Blank, Recreation Specialist

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: The current system for managing sports leagues has several significant issues affecting staff efficiency and accuracy. Key problems include scheduling, standings, and scorekeeping.

1. **Scheduling:** Staff currently use CivicRec software to create schedules. However, this software is not well-suited for league scheduling, often resulting in overbooked teams and imbalanced matchups. While manual scheduling is an alternative, it is prone to human error and is time-consuming.
2. **Standings:** After each game, staff must manually update team standings, which involves adjusting wins and losses, updating the website, recalculating winning percentages, and rearranging the standings. This process requires deleting and re-entering team information each week, adding to the workload and increasing the risk of errors.
3. **Scorekeeping:** Scores are recorded manually by umpires and then emailed to staff for manual entry into the city website. This process is labor-intensive, especially given the high volume of games held four nights a week.

These issues highlight the need for a more efficient and accurate system to manage sports leagues.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Based on recommendations from other city park and recreation departments, we have evaluated Team Sideline, a software solution designed to address many of the challenges we've faced in managing our softball and pickleball leagues. After a demo, it's clear that this software offers significant benefits for our operations.

Team Sideline includes the following features:

- Location Management: Easily add and manage locations.
- Scheduling: Automatic game, practice, and playoff scheduler.
- Scoring: Admin scoring of games.
- Team and Roster Management: Import or manually add teams and roster contacts.
- Communication System: Email and texting options for admins (includes 150,000 email credits and 3,000 text credits).
- Website Management: A content management system for the public display of schedules.

- Reporting: Custom report building options.
- Administration: Supports up to 5 administrators.

Benefits:

- Efficiency: Reduce time spent on scheduling, communication, and score management.
- Real-Time Updates: Allows for real-time score and standings updates, eliminating delays.
- Cost-Effectiveness: The software is priced at \$599 per year. This cost can be divided among the teams, amounting to an additional \$4.87 per team based on average registrations over the past two years. The software supports up to 200 teams, providing potential use for pond hockey as well.

Adopting Team Sideline will enhance our administrative efficiency and improve the experience for our participants. This investment will ultimately save time and resources, allowing our staff to focus on other important tasks.

RECOMMENDED ACTION/MOTION: Staff recommends \$599 for Team Sideline to be added to the operating budget for 2025.

FINANCIAL IMPACT: \$599



Park Board Agenda Request

MEETING DATE: July 23, 2024

TITLE OF ITEM: Approve Rent.Fun Marketing Plan

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Haley Blank, Recreation Specialist

DEPARTMENT: Parks

PRESENTER: Haley Blank, Recreation Specialist

ESTIMATED TIME (MIN): 2 Minute

SUMMARY OF ISSUE: The current challenge is increasing engagement with Rent.fun rentals at Lum Park. Our staff has been actively promoting this new activity on Facebook, aiming to raise awareness among Brainerd residents about this exciting recreational opportunity.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff recommends approval to create a photo contest to boost engagement of the Rent.Fun rentals.

Increase engagement and promote the kayak and paddleboard rentals at Lum Park through a photo contest, with the best three photos winning an hour of free rental. This may be repeated to boost engagement of the rentals.

Steps to Implement the Photo Contest

1. Define the Contest Rules and Guidelines
2. Promote the Contest
3. Engage Participants During the Contest
4. Selecting and Announcing Winners
5. Post-Contest Engagement

Benefits of the Photo Contest

1. Increased Engagement
2. User-Generated Content
3. Brand Awareness
4. Enhanced Online Presence
5. Word-of-Mouth Marketing
6. Cost-Effective Marketing
7. Increased Rentals

RECOMMENDED ACTION/MOTION: Staff recommends approval to create a photo contest to boost engagement of the Rent.Fun rentals.

FINANCIAL IMPACT: \$45-90



Park Board Agenda Request

MEETING DATE: July 23, 2024

TITLE OF ITEM: Approve Police vs. Fire Department Softball Game and Event

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Haley Blank, Recreation Specialist

DEPARTMENT: Parks

PRESENTER: Dave Badeaux, Mayor

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Brainerd Public Works and Community Action are partnering to foster community spirit and engagement through exciting and enjoyable events. To achieve this, we propose hosting a Police vs. Fire Department Softball Game, an event designed to bring our community together in a fun and friendly atmosphere. The event will be held on September 22nd at Mills Field. This event aims to mirror the success of the Savanna Banana baseball games, providing a platform for our local heroes from the Police and Fire Departments to engage in a friendly competition. The game will not only serve as entertainment but also as an opportunity to strengthen community ties and show support for our first responders.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Police vs. Fire Department Softball Game will serve as a fundraiser for Brainerd Community Action. Admission is set at \$5 per adult, with all proceeds dedicated to funding further improvements at Mills Field.

Event Highlights:

- **Game Format:** The event will feature a six-inning softball game, complemented by engaging mini-games between each inning to maintain high energy and continuous entertainment.
- **Theme:** The event will embrace a circus and fun theme, ensuring an atmosphere full of laughter and enjoyment for both participants and spectators. Creative and whimsical rules will be incorporated into the game to enhance the festive ambiance.
- **Culinary Offerings:** Two food trucks will be present at Mills Field, providing a variety of delicious options to keep attendees well-fed and satisfied throughout the event.

This event promises to be a day of community spirit and enjoyment, all in support of a worthy cause. By participating, you will be contributing to the enhancement of Mills Field, ensuring it remains a premier venue for future community events and activities.

RECOMMENDED ACTION/MOTION: Staff Recommends approval of the Police vs. Fire Department Softball Game and Event.

FINANCIAL IMPACT: Unknown



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

July 23, 2024; PARK BOARD MEETING

Recreation Report

Special Events

We are excited to announce a partnership with Brainerd Community Action to launch a "Movie in the Park" series. Our inaugural movie, "Back to the Future," will kick off the season on July 20th at 9 PM at Lyman P. White Park. This event is free of charge and aims to provide a fun and engaging experience for the entire community.

Event Details:

- **Movie:** Back to the Future
- **Date:** July 20th, 2024
- **Time:** 9:00 PM
- **Location:** Lyman P. White Park
- **Admission:** Free

Amenities:

- Popcorn and additional food options will be available for purchase from Crabby Dale's food truck.

Marketing and Outreach:

- Staff have promoted this event through Facebook, achieving notable interest and engagement.
 - **As of July 19th, 2024:**
 - **Attendees Confirmed:** 48
 - **Interested:** 1,037

We look forward to a successful kickoff and anticipate strong community participation and enjoyment

Adult Sports

- **Adult Summer Softball**
 - With all the weird weather, Holidays, and lakes jam the seasons seem to have run longer than usual.
- **Summer Pickleball**
 - League play is finishing up, we will be starting playoffs in a few weeks.

Fall Softball - Registration Update as of 7/19/24

Registration Opened 7/15/2024

- MS1: 0 out of 9 Teams
- MS2: 1 out of 9 Teams
- Coed: 1 out of 9 Teams

Fall Pickleball - Registration Update as of 7/19/24

Registration Opens 7/24/2024

Fall Kickball - Registration Update as of 7/19/24

Registration Opened 7/15/2024

0/12 teams

Rent.Fun (Kayak and Paddle Board rental at Lum Park)

We are pleased to announce that our kayak and paddleboard rentals are now available! Here's a summary of our rental activity so far:

Monthly Rentals:

May: 6 rentals

June: 23 rentals

July: 32 rentals

Total: 61 rentals

Rental Details:

Average Duration: 30-60 minutes

Please note that our paddleboard is currently out for maintenance due to a puncture.

To enhance our marketing efforts, staff utilized the kayaks on July 13th, 2024, to capture promotional photos. Below are some of the images that will be featured in our upcoming marketing campaign.



Miscellaneous

Haley Blank, Jessie Dehn, and Troy Harris will be attending the Minnesota recreation and Park Association (MRPA) conference that is taking place on September 25th-27th in Mankato.

Parks Maintenance Report

- Pouring concrete and setting boxes
- Hauling black dirt to tee boxes
- Locates and prepping to plant trees at Lum Park
- Adding agg lime to softball fields
- Fixed toilet at Lyman P White Park
- Setting up new truck, cleaned out old truck for trade-in
- Cleaning sea weed and debris from beach at Lum Park
- Ordered parking signed for campground
- Repair breaker at Kiwanis Park
- Watering flowers and urns downtown
- Brought new mulch to downtown planting bed
- Painted over soccer field at Gustafson
- Watering trees to be planted

- Put decals on truck with new plates
- Shovels, rakes, garbage cans & buckets to Lum for service organization
- Daily mowing
- Garbage runs and restroom maintenance daily
- Planted memorial tree
- Picked up memorial tree for Lum Park
- Prepped for Public Works picnic
- Prepped for GnarBQ event, water, electric, tables and trash cans
- Pressure washing splash pad
- Planted River Birch at Public Works shop
- Leveled area around new gate enclosure at shop
- Planted grass
- Cleaned and added shock to Gregory Park fountain
- Cleaned out and removed stickers from Tahoe for trade-in
- Loaded up equipment to help concrete contractor
- Removed tree that was at brewery site
- Locates for tree planting in Lum
- Hauling black dirt
- Painted a couple tables, moved to BPU
- Trimmed and whipped new disc golf course
- Cut up downed tree at Memorial Park
- Watering new tree plantings
- Refurbishing broken merry-go-round at Kiwanis Park
- Checked lights at Lyman P White Park
- Backflow preventer tested at Lyman P White Park
- Prepped for OSHA/mock inspection
- Removed spring toy at Memorial Park, repairing
- Testing electrical at Lyman P White Park
- Prepped for Karate Tournament
- Trimmed up tree at campground
- Prepped Lyman P White Park for 4th of July event
- Removed graffiti from block wall by high school
- Removed fallen tree and branches from Lum Park
- Picked up after Karate Tournament, moved bleachers, garbage cans, and pickleball nets
- Washed maintenance shop floor
- Cleaned all white tables
- New belt put on X-750
- Picked up fallen tree at Gregory Park
- Cut up tree at Kiwanis Park
- Brought extra garbage cans for Ski Loons show
- Blew off parking lot at maintenance shop
- Assisted Holden Electric with pickleball light timer
- Moved tables and garbage cans from City Hall
- Moved garbage cans and cleaned up after Ski Loons show
- Cut stone for Gregory Park stone wall repair

- Worked on repairing softball lights at Memorial Park
- Staked a couple leaning trees

Projects Report

Parks ARPA Projects

Staff and the contractor, DeChantal Excavating, have met to go over project details and schedule. It is anticipated that the contractor will begin work in Jaycees in late August with Lum Park projects beginning after Labor Day.

Buster Park Pavilion

Foundations have been poured and are ready. Staff will be assembling the pavilion following the installation of the new sidewalk and concrete slab.

Memorial Park Disc Golf Course

The new disc golf course has been installed and opened to the public. Maintenance staff has cleaned up the area including placing final topsoil and seeding.

Building Demolitions

The demo at Jaycees is being discussed at the July Park Board meeting.

Gregory Park Warming House/Pavilion Gutter Replacement

This work is complete.

Memorial Park Rink Lights Automatic Timer

This work is complete.

Lum Park Pavilion Rehabilitations

Pavilion #2 improvement work was awarded to Hy-Tec Construction. Staff will coordinate with the contractor to avoid reservation conflicts for the work to occur. This work is expected to occur in 2024.