



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, August 27, 2024 @ 4:00 PM

The public is invited to attend these meetings in person

Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV

1. **Call To Order**

2. **Oath of Office**

A. **Joshua "JD" Berns**

3. **Roll Call**

___J. Berns___P. Sandy___K. Schaefer___A. Shipe___J. Miller

4. **Pledge of Allegiance**

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

6. **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**

7. **Presentations**

8. **Unfinished Business**

A. **Discuss Rotary Solar Project**

9. **New Business**

A. **Discuss Adult Softball Program**

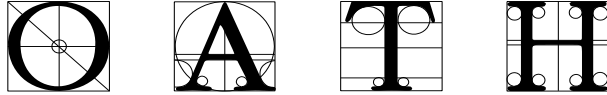
B. **Discuss Pickleball Court Resurfacing Cost**

- C. **Update on Memorial Park and Lyman P. White Park Utility Costs**
- D. **Approve Pickleball Court Rental Fee Waiver**
- E. **Approve Event Application - Concert in the Park**
- F. **Post-Season Letter from Ski Loons**
- 10. **Public Forum**
Time allocated for citizens to bring matters not on the agenda to the attention of the Board - Time limits may be imposed
- 11. **Staff Reports**
(Verbal: Any Updates since Packet)
 - A. **Recreation & Maintenance Report**
 - B. **Complaint/Comment Form Report**
- 12. **Board Member Reports**
- 13. **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"



STATE OF MINNESOTA)
CITY OF BRAINERD) ss.
COUNTY OF CROW WING)

I, Joshua Berns, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of Brainerd Parks & Recreation of the City of Brainerd, Minnesota, to the best of my judgment and ability, so help me God.

Joshua Berns

Subscribed and sworn to before me this 27th day of August 2024.

Jessie Dehn
Public Works Director

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 President Miller at Mills Field, Memorial Park.

The Board discussed the future of the field.

The Chair adjourned the meeting at Mills Field to the regular Park Board meeting in the Council Chambers.

The Chair reconvened the meeting at 4:45 p.m. in the City Council Chambers.

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

Also noted as present Mayor Badeaux, Public Works Director/City Engineer Dehn, and Recreation Specialist Blank.

Board President Miller 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.

Approval of Consent Calendar

- A. Approval of Minutes**
- B. Approval of Disbursements**
- C. Financial Reports**

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

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

Unfinished Business

Discussion on Rotary Solar Project

City Engineer/Public Works Director Dehn gave an overview of the stages since the last meeting. An alternative has been developed with the staff of BPU for the array as a ground array. The ground array would produce 40 MWh per day. The ground array would allow for fencing. The estimate for the fencing would be an estimated \$20,000 in addition to lighting and security cameras proposed. BPU staff stated that there would be more cost on the front end to do a ground system, due to this, they request that the agreement include a reimbursement if the array were to be removed within the first few years.

Member Shipe stated that he is in favor of this project. He would like to hear what happens with the PUC prior to approving the project.

Member Sandy stated that he does not feel a park is the place for a ground mounted array. They are unsightly and he does not feel that a ground system is right for a park. He would only be in favor of the project if they were to maintain the roof mounted system.

Member Schaefer agreed that a park is not the right place for a ground system.

Mayor Badeaux clarified the reimbursement if the array were to be removed.

Chair Miller stated that the Park Board does not want to spend anything on the project. The compensation back to BPU if the array is removed will need to be clarified in an agreement.

Approve Demolition Bid for Jaycees Park Pavilion and Playground

City Engineer/Public Works Director Dehn stated that Tretter Excavating would honor the quote from the spring.

Mayor Badeaux stated he did not hear anything back from the Jaycees.

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE, DULY CARRIED, TO AWARD THE PROPSAL TO TRETTER EXCAVATING IN THE AMOUNT OF \$4,900 AS PER THE 2024 CAPITAL PLAN.

Approve Lum Park Pavilion #1 Proposal

City Engineer/Public Works Director Dehn stated that Hytec has quoted the work for the pavilion that the Park Board requested at its June 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.

Member Schaefer clarified whether the request would be for work to be completed this year.

Member Shipe is concerned that only \$3,900 is allocated to pavilions each year in the 2%.

MOVED AND SECONDED BY MEMBERS SHIPE AND SCHAEFER, DULY CARRIED, TO ACCEPT THE PROPOSAL TO REMOVE AND REPAINT LUM PARK PAVILION #1 FOR \$9,500 AND REQUEST FUNDING FOR THE SIDING AND FASCIA WORK CONTINGENT ON COUNCIL AUTHORIZATION OF \$23,000 FROM THE LONG-TERM MAINTENANCE FUND.

New Business

Approve Event Application - Brainerd Night Out

City Engineer/Public Works Director Dehn stated that the Juniper Block from N 6th Street to N 7th Street will be closed to traffic for Emergency Response vehicles.

Member Shipe stated that he wants to make sure that the event staff is aware of no cars in the park at all.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED, TO APPROVE THE EVENT APPLICATION FOR BRAINERD NIGHT OUT.

Approve 2024 ADA Improvement Proposal

City Engineer/Public Works Director Dehn stated that 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. There is \$25,000 in the capital budget for this work.

Member Shipe asked about the leftover budget.

City Engineer/Public Works Director Dehn stated that there isn't enough in the budget to make an impact anywhere else.

MOVED AND SECONDED BY MEMBERS SHIPE AND SANDY, DULY CARRIED, TO AWARD THE 2024 ADA UPDATES WORK TO LIND CONCRETE IN THE AMOUNT OF \$19,780.

Approve Proposed 2025 Operating Budget

City Engineer/Public Works Director Dehn stated that the Park Board needs to present their budget to the City Council prior to September 1st. He recommends that the board present it at the August 19th City Council meeting. There are a number of changes that staff are requesting to the operations budget including increased temporary worker wages, hiring 2 additional seasonal staff, inclusion of scheduling software, and increase in cost to the utilities.

Mayor Badeaux asked about Park Staff doing downtown maintenance and how that is paid through the assessment. He would like to see specific numbers from the splash pad.

Member Sandy asked about the lease payments. He asked what the overall goal of the additional seasonal staff is. He asked whether the seasonal staff would be able to relieve full-time staff from the daily maintenance so that full-time staff could be dedicated to skilled work. There is value in hiring more temporary staff if our skilled workers are able to work on skilled work.

Member Schaefer asked about concessions and the projected shortfall.

Recreation Specialist Blank stated that she has been monitoring the concessions closely. Her goal for the year for concessions is to at least break even. At the end of the season, she is going to do a deeper dive into the analytics.

City Engineer/Public Works Director Dehn stated that the downtown maintenance is coded on time sheets to be paid through the assessment, but the Parks Department does the hiring. The lease payment increase is due to some of the vehicles that the City owned being sold and the new vehicles now being leased. He stated that the temporary seasonal staff would be full-time for 10-12 weeks, up to 67 days. If there are more temporary staff, this will free up full-time staff for skilled work. As far as concessions, concessions have been using tablets exclusively. By the end of the summer, there will be a much better idea of adjustments that need to be made for the future. The total request between capital and operating budgets is \$1.87 million.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE THE PROPOSED OPERATING BUDGET FOR 2025 INCLUDING 2 ADDITIONAL TEMPORARY MAINTENANCE STAFF AT A WAGE OF \$18-20 PER HOUR.

Approval for Budgeting for Team Sideline Software for 2025

Recreation Specialist Blank stated that staff have been researching software. Current CivicRec software is not effective for Brainerd's needs. Manually doing the scheduling leaves room for error. The fee for team sideline per year could be included in team registrations.

Member Schaefer asked about the communication features and whether the communication credits would be enough.

Recreation Specialist Blank stated that if just the managers are communicated with, it should be enough credits.

Mayor Badeaux stated that he wants to continue to be open and honest with the players on the costs of leagues.

Recreation Specialist Blank stated that at the end of the season she intends to break down the costs of the leagues. The financial and registration will continue go through CivicRec.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED, TO ADD \$599 TO THE PARKS OPERATING BUDGET FOR 2025; FURTHER TO MAKE ADJUSTMENTS TO REGISTRATION FEES TO COVER THE COST OF THE SOFTWARE.

Approve Rent.Fun Marketing Plan

Recreation Specialist Blank stated that she has been doing research on how to market kayak rentals. She is recommending a photo contest for the rentals.

Chair Miller stated that the award is minimal and will promote the use of the kayaks.

MOVED AND SECONDED BY MEMBERS SHIPE AND SANDY, DULY CARRIED, TO APPROVE THE PHOTO CONTEST TO BOOST ENGAGEMENTS OF THE RENT.FUN RENTALS.

Approve Police vs. Fire Department Softball Game and Event

Dave Badeaux, Executive Director, Brainerd Community Action, stated that Brainerd Community Action would like to partner with Parks and Recreation to host the event to promote Mills Field. The game would start at 6:00 p.m. It will be a crowd involved game similar to the Savannah Bananas. The game will take place on Thursday, August 22nd. Kids 18 and under are free. There are little projects to work on that could benefit from an event like this. One request would be banner placement if there are sizeable donors. No alcohol will be served at the event.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER, DULY CARRIED, TO APPROVE THE POLICE VS. FIRE DEPARTMENT SOFTBALL GAME AND EVENT.

Public Forum

Chair Miller opened public forum at 5:44 p.m.

Aly Nystad, Lakes Area Music Festival, gave information about a pickleball tournament for the Lakes Area Music Festival on August 15th. She is requesting that the fees be waived for the pickleball court.

Member Sandy stated that he is comfortable with waiving the fees for a first-time event for non-profits in order for organizations to get awareness of the event out to the community. In subsequent years, it would be an expectation for the event to pay the fee.

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE, DULY CARRIED, TO APPROVE THE WAIVING OF THE FEES FOR THIS EVENT IN 2024.

Troy Rushmeyer, 2818 Blair St, stated that Lum Park's water quality on the beach and pier is poor. If renovations are done to the beach, he recommends that the invasive species be maintained. If you want kayakers and campers to use the facilities, it is critical to clean up.

Chair Miller closed public forum at 6:00 p.m.

Staff Reports

Recreation Specialist Blank stated that the movie in the park was postponed due to rain. The event will be rescheduled. She believes that the event is promising based upon the interest on social media on the event page. Summer sports are wrapping up, there were a number of rain days so softball will continue for a couple more weeks. Registrations for fall sports are open. There have been 61 rentals since the install.

City Engineer/Public Works Director Dehn gave an overview of the parks maintenance report. The merry-go-round from Kiwanis has been refurbished by the parks maintenance staff. Staff has been setting up for various events. The ARPA projects are a little delayed due to the reconstruction in South Brainerd. The stonewall at Gregory was missing a rock, the maintenance staff shaped a rock to fit in the empty space.

Board Reports

Chair Miller stated that he met with people who are interested in using fields for a rock concert in late September. Mills Field field trip was helpful to see the conditions of the field and projects that have already been done.

Member Shipe stated that he would implore the bands for the Thursday night concerts to use the carts in the park and not drive into the park. The park board can provide more carts if needed. The garbage cans in Gregory have seemed to disappear.

Member Schaefer asked whether Parks and Recreation could do pints for a purpose or Chamber After Hours as fundraising and awareness opportunities.

Mayor Badeaux stated that he appreciates the budgeting process and the effort that has gone into it. A big thank you to staff for the movie night prep work, it will be a hit. It was the correct decision to cancel the event. Arts in the Park was fantastic, there were a couple of hiccups to deal with. The sidewalks in Gregory Park need to be addressed.

Adjourn

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

Chair Miller adjourned the meeting at 6:13 p.m.

Respectfully Submitted,
Toni Gage, Administrative Specialist

08/21/2024 02:39 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/20/2024 - 08/21/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 3572 - AAA EQUIPMENT CENTER:							
115117							
83759	AAA EQUIPMENT CENTER	07/10/2024	08/07/2024	117.59	0.00	Paid	Y
	MOWER BELT REPAIR	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			117.59			
Total for vendor 3572 - AAA EQUIPMENT CENTER:				117.59	0.00		
Vendor 0011 - ACE HARDWARE:							
325639/1							
83761	ACE HARDWARE	07/16/2024	08/07/2024	15.98	0.00	Paid	Y
	MILLS FIELD GATE REPAIR - CONCRETE	pziemer					08/07/2024
230-5200-42221	R&M- MILLS FIELD			15.98			
325695/1							
83777	ACE HARDWARE	07/17/2024	08/07/2024	3.20	0.00	Paid	Y
	LPW - FASTENERS	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			3.20			
326023/1							
83983	ACE HARDWARE	07/30/2024	08/07/2024	5.38	0.00	Paid	Y
	MOUSE TRAPS - MMP CONCESSIONS	pziemer					08/07/2024
230-5204-42220	REPAIR & MAINT			5.38			
325995/1							
84002	ACE HARDWARE	07/29/2024	08/07/2024	19.79	0.00	Paid	Y
	PLASTIC ANCHORS	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			19.79			
326222/1							
84062	ACE HARDWARE	08/06/2024	08/21/2024	21.56	0.00	Paid	Y
	KWP - GRAY SPRAYPAINT PRIMER	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			21.56			
326106/1							
84066	ACE HARDWARE	08/01/2024	08/21/2024	33.16	0.00	Paid	Y
	FASTENERS	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			33.16			
326141/1							
84075	ACE HARDWARE	08/02/2024	08/21/2024	7.99	0.00	Paid	Y
	FILLER CAP	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			7.99			
326268/1							
84081	ACE HARDWARE	08/08/2024	08/21/2024	28.75	0.00	Paid	Y
	KWP - SPRAYPAINT	pziemer					08/21/2024

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
230-5200-42220	REPAIR & MAINT			28.75			
326314/1							
84117	ACE HARDWARE	08/09/2024	08/21/2024	4.99	0.00	Paid	Y
	FASTENERS	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			4.99			
326295/1							
84131	ACE HARDWARE	08/09/2024	08/21/2024	18.15	0.00	Paid	Y
	FASTENERS	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			18.15			
326407/1							
84167	ACE HARDWARE	08/14/2024	08/21/2024	264.99	0.00	Paid	Y
	HANDHELD BLOWER	pziemer					08/21/2024
230-5200-42240	SMALL TOOLS			264.99			
	Total for vendor 0011 - ACE HARDWARE:			423.94	0.00		
Vendor 2902 - ADVANCE AUTO PARTS:							
6574422286920							
84140	ADVANCE AUTO PARTS	08/09/2024	08/21/2024	25.09	0.00	Paid	Y
	NEW GARBAGE TRUCK BUILDOUT	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			25.09			
	Total for vendor 2902 - ADVANCE AUTO PARTS:			25.09	0.00		
Vendor 2670 - AMERICAN STEEL SUPPLY INC:							
121628							
83779	AMERICAN STEEL SUPPLY INC	07/18/2024	08/07/2024	130.98	0.00	Paid	Y
	KWP PLAYGROUND - REPAIRS	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			130.98			
121780							
83999	AMERICAN STEEL SUPPLY INC	07/29/2024	08/07/2024	212.96	0.00	Paid	Y
	MMP SHEET METAL - REPAIRS	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			212.96			
121883							
84132	AMERICAN STEEL SUPPLY INC	08/05/2024	08/21/2024	175.50	0.00	Paid	Y
	KWP MERRY-GO-ROUND REPAIRS	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			175.50			
121950							
84138	AMERICAN STEEL SUPPLY INC	08/08/2024	08/21/2024	166.17	0.00	Paid	Y
	NEW GARBAGE TRUCK BUILDOUT	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			166.17			

08/21/2024 02:39 PM

User: pziemer

DB: Brainerd

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
121832							
84139	AMERICAN STEEL SUPPLY INC	07/31/2024	08/21/2024	296.60	0.00	Paid	Y
	NEW GARBAGE TRUCK BUILDOUT	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			296.60			
	Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:			982.21	0.00		

Vendor 2740 - AT&T MOBILITY:

X08032024/PARKS

84024	AT&T MOBILITY	07/25/2024	08/09/2024	243.91	0.00	Paid	Y
	ACCT 287292136423 PARKS 6/26-7/25	pziemer					08/09/2024
230-5200-43321	TELEPHONE			205.68			
230-5204-42210	OPERATING SUPPLIES			38.23			
	Total for vendor 2740 - AT&T MOBILITY:			243.91	0.00		

Vendor 0748 - BJERGA FEED STORES:

1430961

83760	BJERGA FEED STORES	07/09/2024	08/07/2024	125.08	0.00	Paid	Y
	HERBICIDE SPRAY	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			125.08			
	Total for vendor 0748 - BJERGA FEED STORES:			125.08	0.00		

Vendor 0077 - BRAINERD HYDRAULICS/AIR:

31865

84056	BRAINERD HYDRAULICS/AIR	07/01/2024	08/21/2024	592.64	0.00	Paid	Y
	MOTOR AND PARTS	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			592.64			
	Total for vendor 0077 - BRAINERD HYDRAULICS/AIR:			592.64	0.00		

Vendor 0296 - BRAINERD PUBLIC UTILITIES:

JUN 14/PARKS

83707	BRAINERD PUBLIC UTILITIES	07/01/2024	07/25/2024	11,949.10	0.00	Paid	Y
	5/24/24-6/24/24 PARKS UTILITIES	pziemer					07/25/2024
230-5200-43381	BPU UTILITIES			11,166.32			
230-5280-43380	UTILITIES			782.78			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			11,949.10	0.00		

Vendor 0307 - CENTERPOINT ENERGY:

08/21/2024 02:39 PM

User: pziemer

DB: Brainerd

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
92166-0/JUL24/PARKS							
83942	CENTERPOINT ENERGY	07/16/2024	08/07/2024	39.64	0.00	Paid	Y
	6/18/24-7/16/24 PARKS DEPT UTILITIES	pziemer					08/07/2024
230-5200-43380	UTILITIES			39.64			
	Total for vendor 0307 - CENTERPOINT ENERGY:			39.64	0.00		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
194							
83839	CENTRAL LAKES FERTILIZING	07/25/2024	08/07/2024	1,674.00	0.00	Paid	Y
	SUMMER FERTILIZER, WEED PULLING, MOS	pziemer					08/07/2024
400-9050-45530	CAPITAL - OTHER			979.00			
230-5200-42220	REPAIR & MAINT			295.00			
230-5211-42210	OPERATING SUPPLIES			400.00			
203							
84051	CENTRAL LAKES FERTILIZING	08/04/2024	08/21/2024	3,400.00	0.00	Paid	Y
	SUMMER FERTILIZER APPLICATIONS	pziemer					08/21/2024
400-9050-45530	CAPITAL - OTHER			3,400.00			
	Total for vendor 4301 - CENTRAL LAKES FERTILIZING:			5,074.00	0.00		
Vendor 0125 - CONSOLIDATED TELEPHONE CO:							
21437595							
84137	CONSOLIDATED TELEPHONE CO	08/12/2024	08/21/2024	209.95	0.00	Paid	Y
	8/12-9/11 CAMPGROUND	pziemer					08/21/2024
230-5280-43321	TELEPHONE			209.95			
	Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:			209.95	0.00		
Vendor 0900 - CUB FOODS - BRAINERD:							
TRX:078737 PARKS							
83758	CUB FOODS - BRAINERD	07/16/2024	08/07/2024	9.98	0.00	Paid	Y
	ICE - SAFETY	pziemer					08/07/2024
230-5200-43430	MISCELLANEOUS			9.98			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			9.98	0.00		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2236564							
83778	DAHLHEIMER BEVERAGE	07/19/2024	08/07/2024	330.10	0.00	Paid	Y
	PARKS - SOAP, LINERS, TP	pziemer					08/07/2024
230-5200-42210	OPERATING SUPPLIES			330.10			

08/21/2024 02:39 PM

User: pziemer

DB: Brainerd

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
2239246							
83780	DAHLHEIMER BEVERAGE	07/19/2024	08/07/2024	40.15	0.00	Paid	Y
	CONCESSIONS - POPCORN	pziemer					08/07/2024
230-5204-42210	OPERATING SUPPLIES			40.15			
2240750							
83997	DAHLHEIMER BEVERAGE	07/26/2024	08/07/2024	391.90	0.00	Paid	Y
	JAITORIAL SUPPLIES - PARKS	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			391.90			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			762.15	0.00		
Vendor 1859 - ENTERPRISE FM TRUST:							
FBN5096294/PARKS							
84031	ENTERPRISE FM TRUST	08/03/2024	08/09/2024	13,437.39	0.00	Paid	Y
	AUG 24 PARKS VEHICLE LEASES	pziemer					08/09/2024
230-5200-43331	LEASE PAYMENTS			13,437.39			
	Total for vendor 1859 - ENTERPRISE FM TRUST:			13,437.39	0.00		
Vendor 0193 - GOODIN COMPANY:							
6664605-00							
84058	GOODIN COMPANY	07/30/2024	08/21/2024	6.15	0.00	Paid	Y
	IRRIGATION REPAIR	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			6.15			
	Total for vendor 0193 - GOODIN COMPANY:			6.15	0.00		
Vendor 0203 - HOLDEN ELECTRIC:							
76615							
83741	HOLDEN ELECTRIC	07/15/2024	08/07/2024	536.70	0.00	Paid	Y
	LPW - REPLACE VANDALIZED LIGHTS	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			536.70			
76655							
83742	HOLDEN ELECTRIC	07/15/2024	08/07/2024	126.75	0.00	Paid	Y
	LPW - ELECTRICAL REPAIRS	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			126.75			
76849							
83946	HOLDEN ELECTRIC	07/25/2024	08/07/2024	149.55	0.00	Paid	Y
	JOB 65941 - LUM PARK SITE 13 REPAIRS	pziemer					08/07/2024
230-5280-42220	REPAIR & MAINT			149.55			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
76967							
84112	HOLDEN ELECTRIC	08/08/2024	08/21/2024	3,804.13	0.00	Paid	Y
	REPLACE LAMPS FIELD 1,2,&3	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			3,804.13			
Total for vendor 0203 - HOLDEN ELECTRIC:				4,617.13	0.00		

Vendor 0889 - MENARDS - BAXTER:

25042 - 2024

83919	MENARDS - BAXTER	07/16/2024	08/07/2024	97.85	0.00	Paid	Y
	DOWNTOWN SPRAYER, WEED KILLER	pziemer					08/07/2024
401-1003-43430	MISCELLANEOUS			45.98			
230-5200-42220	REPAIR & MAINT			51.87			
25605							
83992	MENARDS - BAXTER	07/24/2024	08/07/2024	115.96	0.00	Paid	Y
	TRIBALL MOUNT - RECEIVER TUBE	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			115.96			
25616							
83993	MENARDS - BAXTER	07/24/2024	08/07/2024	(45.98)	0.00	Paid	Y
	CREDIT - RETURN RECEIVER TUBE	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			(45.98)			
26788							
84151	MENARDS - BAXTER	08/12/2024	08/21/2024	56.72	0.00	Paid	Y
	QTY 8 BREAKERS - CAMPGROUND	pziemer					08/21/2024
230-5280-42220	REPAIR & MAINT			56.72			
26787							
84152	MENARDS - BAXTER	08/12/2024	08/21/2024	64.44	0.00	Paid	Y
	GGP FOUNTAIN, BANE SENSORS	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			64.44			
Total for vendor 0889 - MENARDS - BAXTER:				288.99	0.00		

Vendor 3394 - MIDWEST MACHINERY CO:

10148521

84001	MIDWEST MACHINERY CO	07/30/2024	08/07/2024	161.46	0.00	Paid	Y
	MOWER TIRE X2	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			161.46			
Total for vendor 3394 - MIDWEST MACHINERY CO:				161.46	0.00		

Vendor 3355 - MILLER TESTING & CONSULTING LLC:

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
202437							
84174	MILLER TESTING & CONSULTING LLC	08/09/2024	08/21/2024	480.00	0.00	Paid	Y
	LEAD TESTING 1507 NORWOOD	pziemer					08/21/2024
202-6323-45510	SE BRD - CAPITAL - RESIDENTIAL			480.00			
	Total for vendor 3355 - MILLER TESTING & CONSULTING LLC:			480.00	0.00		
Vendor 1449 - M-R SIGN CO., INC.:							
224956							
84064	M-R SIGN CO., INC.	07/30/2024	08/21/2024	90.70	0.00	Paid	Y
	CAMPGROUND SIGNS X2	pziemer					08/21/2024
230-5280-42210	OPERATING SUPPLIES			90.70			
	Total for vendor 1449 - M-R SIGN CO., INC.:			90.70	0.00		
Vendor 0798 - MR TIRE:							
38002							
84000	MR TIRE	07/30/2024	08/07/2024	31.48	0.00	Paid	Y
	MOWER TIRE REPAIR	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			31.48			
	Total for vendor 0798 - MR TIRE:			31.48	0.00		
Vendor 0469 - MUSCO SPORTS LIGHTING:							
427542							
83769	MUSCO SPORTS LIGHTING	07/18/2024	08/07/2024	3,178.76	0.00	Paid	Y
	SOFTBALL FIELDS LIGHTING	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			3,178.76			
	Total for vendor 0469 - MUSCO SPORTS LIGHTING:			3,178.76	0.00		
Vendor 0273 - NAPA AUTO PARTS:							
729029							
84133	NAPA AUTO PARTS	08/02/2024	08/21/2024	13.67	0.00	Paid	Y
	FUEL CAP	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			13.67			
729009							
84134	NAPA AUTO PARTS	08/02/2024	08/21/2024	128.27	0.00	Paid	Y
	COUPLERS - FUEL FILLER	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			128.27			
729549							
84135	NAPA AUTO PARTS	08/05/2024	08/21/2024	290.46	0.00	Paid	Y
	TAIL LIGHTS - CHEVY 3500	pziemer					08/21/2024

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
230-5200-42220	REPAIR & MAINT			290.46			
17363277							
84148	NAPA AUTO PARTS	08/02/2024	08/21/2024	33.98	0.00	Paid	Y
	PKS GARBAGE TRUCK BUILDOUT	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			33.98			
17363221							
84149	NAPA AUTO PARTS	08/01/2024	08/21/2024	50.99	0.00	Paid	Y
	PKS GARBAGE TRUCK BUILDOUT	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			50.99			
Total for vendor 0273 - NAPA AUTO PARTS:				517.37	0.00		
Vendor 0736 - NORTHLAND FIRE PROTECTION:							
58874							
83743	NORTHLAND FIRE PROTECTION	07/12/2024	08/07/2024	875.45	0.00	Paid	Y
	ANNUAL RECHARGE PARKS EXTINGUISHERS	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			875.45			
Total for vendor 0736 - NORTHLAND FIRE PROTECTION:				875.45	0.00		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							
1647-287546							
83998	O'REILLY AUTOMOTIVE STORES INC.	07/18/2024	08/07/2024	119.00	0.00	Paid	Y
	BEARINGS FOR KWP MERRY GO ROUND	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			119.00			
Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:				119.00	0.00		
Vendor 0291 - PIKE PLUMBING AND HEATING:							
87684							
83767	PIKE PLUMBING AND HEATING	07/17/2024	08/07/2024	120.00	0.00	Paid	Y
	LPW - ANNUAL BACKFLOW PREVENTER TEST	pziemer					08/07/2024
230-5200-43300	PROFESSIONAL SERVICES			120.00			
Total for vendor 0291 - PIKE PLUMBING AND HEATING:				120.00	0.00		
Vendor 1438 - TIM THOMPSON PLUMBING LLC:							
2597							
83739	TIM THOMPSON PLUMBING LLC	07/11/2024	08/07/2024	2,909.00	0.00	Paid	Y
	REPLACE 2 WATER HEATERS -LUM PARK	pziemer					08/07/2024
230-5280-42220	REPAIR & MAINT			2,909.00			
Total for vendor 1438 - TIM THOMPSON PLUMBING LLC:				2,909.00	0.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 2939 - VIKING COCA COLA BOTTLING CO:							
3437429							
83776	VIKING COCA COLA BOTTLING CO	07/17/2024	08/07/2024	346.00	0.00	Paid	Y
	CONCESSIONS - BEVERAGES	pziemer					08/07/2024
230-5204-42210	OPERATING SUPPLIES			346.00			
	Total for vendor 2939 - VIKING COCA COLA BOTTLING CO:			346.00	0.00		
Vendor 1095 - VIKING ELECTRIC SUPPLY:							
S008234524.001							
83916	VIKING ELECTRIC SUPPLY	07/25/2024	08/07/2024	339.90	0.00	Paid	Y
	MMP - LIGHTS	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			339.90			
S008271231.001							
83917	VIKING ELECTRIC SUPPLY	07/25/2024	08/07/2024	12.46	0.00	Paid	Y
	GREGORY PARK - BULBS	pziemer					08/07/2024
230-5200-42220	REPAIR & MAINT			12.46			
S008319354.001							
84163	VIKING ELECTRIC SUPPLY	08/12/2024	08/21/2024	1,359.60	0.00	Paid	Y
	MMP FIELD LIGHTS	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			1,359.60			
	Total for vendor 1095 - VIKING ELECTRIC SUPPLY:			1,711.96	0.00		
Vendor 0349 - W.W. THOMPSON CONCRETE:							
2407-716773							
84055	W.W. THOMPSON CONCRETE	07/15/2024	08/21/2024	11.50	0.00	Paid	Y
	CONCRETE - GGP REPAIRS	pziemer					08/21/2024
230-5200-42220	REPAIR & MAINT			11.50			
	Total for vendor 0349 - W.W. THOMPSON CONCRETE:			11.50	0.00		
Vendor 0344 - WASTE PARTNERS INC:							
47X77382							
84067	WASTE PARTNERS INC	07/31/2024	08/21/2024	146.25	0.00	Paid	Y
	JULY 24 CAMPGROUND WASTE REMOVAL	pziemer					08/21/2024
230-5280-43380	UTILITIES			146.25			
47X77389							
84074	WASTE PARTNERS INC	07/31/2024	08/21/2024	936.00	0.00	Paid	Y
	JUL 24 PARKS WASTE REMOVAL	pziemer					08/21/2024
230-5200-43380	UTILITIES			936.00			
	Total for vendor 0344 - WASTE PARTNERS INC:			1,082.25	0.00		

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 3914 - WATSON COMPANY:							
143845							
83994	WATSON COMPANY	07/30/2024	08/07/2024	372.74	0.00	Paid	Y
	CONCESSIONS - CANDY, SNACKS	pziemer					08/07/2024
230-5204-42210	OPERATING SUPPLIES			372.74			
	Total for vendor 3914 - WATSON COMPANY:			372.74	0.00		
Vendor 3199 - WEX BANK:							
98867301/PARKS							
84096*	WEX BANK	07/31/2024	08/21/2024	2,423.28	0.00	Paid	Y
	JULY 2024 PARKS DEPT FUEL	pziemer					08/21/2024
230-5200-42212	MOTOR FUELS			2,424.64			
230-5200-42212	MOTOR FUELS			(1.36)			
	Total for vendor 3199 - WEX BANK:			2,423.28	0.00		
Vendor 1159 - WINNERS TROPHY:							
13388							
83749	WINNERS TROPHY	07/13/2024	08/07/2024	40.00	0.00	Paid	Y
	MEMORIAL TREE PLAQUE - K.KREMER	pziemer					08/07/2024
230-5225-42220	REPAIR & MAINT			40.00			
	Total for vendor 1159 - WINNERS TROPHY:			40.00	0.00		
PCard: 2257 U.S. BANK Card Holder: PARKS							
Vendor 3711 - COSTCO:							
7/22/24							
83852	COSTCO	07/22/2024	08/07/2024	66.92	0.00	Paid	Y
	CONCESSIONS - CHIPS, BUNS	pziemer					08/07/2024
230-5204-42210	OPERATING SUPPLIES			66.92			
6/26/24							
83854	COSTCO	07/01/2024	08/07/2024	161.68	0.00	Paid	Y
	CONCESSIONS - HOTDOG, CONDIMENTS, GAF	pziemer					08/07/2024
230-5204-42210	OPERATING SUPPLIES			161.68			
7/9/24							
83855	COSTCO	07/09/2024	08/07/2024	29.43	0.00	Paid	Y
	CONCESSIONS - WATER, BUNS	pziemer					08/07/2024
230-5204-42210	OPERATING SUPPLIES			29.43			
	Total for vendor 3711 - COSTCO:			258.03	0.00		

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Inv Ref#	Description	Entered By					Post Date
GL Distribution GRANT							
PCard: 2257 U.S. BANK Card Holder: PARKS							
Vendor MISC - JOANN FABRICS:							
7/17/24							
83856	JOANN FABRICS	07/17/2024	08/07/2024	10.58	0.00	Paid	Y
	NEEDLE/THREAD - REPAIR SCREEN FOR MOV	pziemer					08/07/2024
230-5211-42210	OPERATING SUPPLIES			10.58			
Total for vendor MISC - JOANN FABRICS:				10.58	0.00		
Vendor 0006 - WALMART COMMUNITY/GECRB:							
7/9/24							
83853	WALMART COMMUNITY/GECRB	07/09/2024	08/07/2024	12.40	0.00	Paid	Y
	CONCESSIONS - FUNPOPS	pziemer					08/07/2024
230-5204-42210	OPERATING SUPPLIES			12.40			
Total for vendor 0006 - WALMART COMMUNITY/GECRB:				12.40	0.00		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				281.01	0.00		

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						

# of Invoices:	69	# Due:	0	Totals:	53,702.88	0.00
# of Credit Memos:	1	# Due:	0	Totals:	(45.98)	0.00
Net of Invoices and Credit Memos:					53,656.90	0.00

* 1 Net Invoices have Credits Totalling:	(1.36)
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--- TOTALS BY GL DISTRIBUTION ---

202-6323-45510	CAPITAL - RESIDENTIAL	480.00
230-5200-42210	OPERATING SUPPLIES	330.10
230-5200-42212	MOTOR FUELS	2,423.28
230-5200-42220	REPAIR & MAINT	13,934.10
230-5200-42221	R&M- MILLS FIELD	15.98
230-5200-42240	SMALL TOOLS	264.99
230-5200-43300	PROFESSIONAL SERVICES	120.00
230-5200-43321	TELEPHONE	205.68
230-5200-43331	LEASE PAYMENTS	13,437.39
230-5200-43380	UTILITIES	975.64
230-5200-43381	BPU UTILITIES	11,166.32
230-5200-43430	MISCELLANEOUS	9.98
230-5204-42210	OPERATING SUPPLIES	1,067.55
230-5204-42220	REPAIR & MAINT	5.38
230-5211-42210	OPERATING SUPPLIES	410.58
230-5225-42220	REPAIR & MAINT	40.00
230-5280-42210	OPERATING SUPPLIES	90.70
230-5280-42220	REPAIR & MAINT	3,115.27
230-5280-43321	TELEPHONE	209.95
230-5280-43380	UTILITIES	929.03
400-9050-45530	CAPITAL - OTHER	4,379.00
401-1003-43430	MISCELLANEOUS	45.98

--- TOTALS BY FUND ---

202 - SCDP GRANTS	480.00	0.00
230 - PARK & RECREATION FUND	48,751.92	0.00
400 - CAPITAL PROJECTS FUND	4,379.00	0.00
401 - CONSTRUCTION FUND	45.98	0.00

--- TOTALS BY DEPT/ACTIVITY ---

1003 - 10:03 DWNTWN MAIN CNTRACT	45.98	0.00
5200 - PARK MAIN/ADMINISTRATION	42,883.46	0.00
5204 - CONCESSIONS	1,072.93	0.00
5211 - SPECIAL EVENTS PROGRAM	410.58	0.00
5225 - MEMORIAL BENCHES & TREE PROGRAM	40.00	0.00
5280 - CAMPGROUND	4,344.95	0.00
6323 - SE BRAINERD SCDP GRANT	480.00	0.00
9050 - CAPITAL PROJECTS-MISC	4,379.00	0.00

As of July 31, 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	19,941	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	9,250	10,916	1,500	-	-	-	30,000	8,495	2,000	(50)	1,000	3,050
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	66,000	36,035	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	5,857	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	410	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	68,000	42,301	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	112,250	73,158	1,500	-	-	-	30,000	8,495	2,000	(50)	1,000	3,050
Total Personal Services	792,322	425,306	455	-	9,575	3,644	17,563	4,041	-	1,485	-	-
Supplies												
Office and Operating Supplies	5,750	3,773	1,000	41	250	830	27,500	4,352	2,000	-	3,000	1,231
Motor Fuels	22,000	8,614	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	28,016	-	-	-	-	1,000	-	-	-	-	-
Repairs & Maintenance - Mills Field	5,000	8,885	-	-	-	-	-	-	-	-	-	-
Small Tools	1,000	896	-	-	-	-	-	-	-	-	-	-
Total Supplies	113,750	50,184	1,000	41	250	830	28,500	4,352	2,000	-	3,000	1,231
Services												
Professional Services	37,835	19,550	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,500	5,510	-	-	-	-	-	-	-	-	-	-
Telephone	2,076	1,332	-	-	-	-	-	-	-	-	-	-
Postage	200	21	-	-	-	-	-	-	-	-	-	-
Professional Development	2,100	402	-	-	-	-	-	-	-	-	-	-
Lease Payments	32,980	17,000	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,500	631	-	-	-	-	-	-	-	-	-	-
Insurance	29,322	18,414	-	-	-	-	-	-	-	-	-	-
Utilities	77,500	42,536	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,715	438	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	478	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,010	1,389	-	-	-	-	-	-	-	-	-	-
Total Services	194,738	107,702	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,100,810	583,192	1,455	41	9,825	4,474	46,063	8,393	2,000	1,485	3,000	1,231
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(988,560)	(510,034)	45	(41)	(9,825)	(4,474)	(16,063)	102	-	(1,535)	(2,000)	1,819

As of July 31, 2024

	Kickball		Adult Softball		Pickleball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	-	-	35,000	19,941
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	3,000	973	50,000	38,531	-	1,836	55,000	40,336	151,750	104,087
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	-	-	66,000	36,035
Contributions & Donations	-	-	-	-	-	-	-	-	-	5,857
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	190	1,000	600
Total Charges for Services	-	-	-	-	-	-	-	190	68,000	42,491
TOTAL REVENUES	3,000	973	50,000	38,531	-	1,836	55,000	40,526	254,750	166,520
Total Personal Services	3,073	-	29,437	10,898	-	-	-	-	852,425	445,374
Supplies										
Office and Operating Supplies	500	92	13,000	6,542	-	5,260	500	300	53,500	22,421
Motor Fuels	-	-	-	-	-	-	-	-	22,000	8,614
Repairs & Maintenance	-	-	3,500	1,538	-	-	1,500	231	86,000	29,785
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	5,000	8,885
Small Tools	-	-	-	-	-	-	-	-	1,000	896
Total Supplies	500	92	16,500	8,079	-	5,260	2,000	531	167,500	70,601
Services										
Professional Services	-	-	-	-	-	-	-	-	37,835	19,550
Computer Technical Support	-	-	-	-	-	-	-	-	6,500	5,510
Telephone	-	-	-	-	-	-	800	822	2,876	2,154
Postage	-	-	-	-	-	-	-	-	200	21
Professional Development	-	-	-	-	-	-	-	-	2,100	402
Lease Payments	-	-	-	-	-	-	-	-	32,980	17,000
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,500	631
Insurance	-	-	-	-	-	-	-	-	29,322	18,414
Utilities	-	-	-	-	-	-	3,300	1,570	80,800	44,106
Rent Expense	-	-	-	-	-	-	-	-	1,715	438
Miscellaneous	-	-	-	-	-	-	-	-	2,000	478
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,010	1,389
Total Services	-	-	-	-	-	-	4,100	2,392	198,838	110,094
TOTAL OPERATING EXPENSES	3,573	92	45,937	18,978	-	5,260	6,100	2,923	1,218,763	626,069
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(573)	881	4,063	19,554	-	(3,424)	48,900	37,603	(964,013)	(459,550)



Park Board Agenda Request

MEETING DATE: August 27, 2024

TITLE OF ITEM: Discuss Rotary Solar Project

AGENDA: Approve

ACTION REQUESTED: Direction Requested

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

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 5 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 brought this item for discussion at their July 30th meeting and determine whether to fund the City's portion of the project. Attached is the cost schedule that BPU staff presented to the Commission. Based on their estimates including costs of the solar panels, electrical service, and security camera, the overall cost to the City would be nearly \$32,000. Based on BPU staff calculations for a rooftop mounted solar system, it would take 39 years to achieve a return of the initial investment. The Commission voted unanimously to approve the City's cost of the project. Attached is the concept from Rotary Club showing their intention to also install lights, outlets, as well as the sign with a QR code with solar information.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Should the Park Board approve the project to move forward, staff would return to a future meeting with a draft agreement to discuss facets of the project. Some of those considerations would include previously discussed items such as the following:

- Rotary Club provide \$10,000 in funds as previously committed.
- City would cover remaining funds for the project, per agreed upon by the Public Utilities Commission.
- City would receive energy credits and revenue of energy sales from the solar installation.
- Rotary would provide all documentation required (i.e. multiple required bids) before contractors are selected.
- City would be the owner of the solar installation and would cover the panels under the City's liability insurance. Damages to the panels would be addressed through insurance claims processes.
- Any generated electricity would be used to power security cameras, lighting, outlets, etc. along with any other expenses the City would have for administering.
- If at any time, the Park Board would like to have the panels removed, they will be done at the City's expense.

Discussion should be had regarding "early" removal of the panels in a draft agreement. It was

mentioned at the last meeting that there was concern about a significant investment in the panels for them to potentially be removed after a couple years. One option could include a 15-year phaseout payback period (e.g. 100% in year 1, 93.3% in year 2, 86.6% in year 3, etc.) for the life of the warranty period of the solar panels. Staff would like direction on how this should be addressed, and any other considerations not covered above that should be reflected in a draft agreement.

RECOMMENDED ACTION/MOTION: Staff is requesting direction from the Park Board on how to proceed with the Rotary Solar project.

FINANCIAL IMPACT: N/A

Year	Rotary Solar		Kwh Rate	0.08598 Rev Calc	
	BPU Cost	31,872.00	Est kWh	10,500	902.79
	Annual Rev	ROI			
1	902.79	30,969.21			
2	898.28	30,070.93			
3	893.78	29,177.15			
4	889.32	28,287.83			
5	884.87	27,402.96			
6	880.44	26,522.52			
7	876.04	25,646.48			
8	871.66	24,774.81			
9	867.30	23,907.51			
10	862.97	23,044.54			
11	858.65	22,185.89			
12	854.36	21,331.53			
13	850.09	20,481.44			
14	845.84	19,635.61			
15	841.61	18,794.00			
16	837.40	17,956.60			
17	833.21	17,123.38			
18	829.05	16,294.34			
19	824.90	15,469.44			
20	820.78	14,648.66			
21	816.67	13,831.99			
22	812.59	13,019.40			
23	808.53	12,210.87			
24	804.48	11,406.38			
25	800.46	10,605.92			
26	796.46	9,809.46			
27	792.48	9,016.99			
28	788.51	8,228.47			
29	784.57	7,443.90			
30	780.65	6,663.25			
31	776.75	5,886.50			
32	772.86	5,113.64			
33	769.00	4,344.64			
34	765.15	3,579.49			
35	761.33	2,818.16			
36	757.52	2,060.64			
37	753.73	1,306.91			
38	749.96	556.94			
39	746.21	(189.27)			
40	742.48	(931.76)			

Roatary Park Cost	
Project Cost - Panels	38,120.00
BPU Labor & Materials	15,000.00
Security/Camera	10,000.00
Esitmated Project Cost -	63,120.00
Rotary Funds	(10,000.00)
Solar Rebates	(21,248.00)
BPU Cost	31,872.00





Park Board Agenda Request

MEETING DATE: August 27, 2024

TITLE OF ITEM: Discuss Adult Softball Program

AGENDA: Approve

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Jessie Dehn, Public Works Director, **DEPARTMENT:** Public Works
Haley Blank, Recreation Specialist

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

SUMMARY OF ISSUE: This item was requested for discussion by the Park Board regarding Adult Softball. Attached to this item are several documents for Park Board reference. E-mails in reference to adult sports and the BLAST Facebook page that were sent to the Park Board are included. Staff was also able to meet with members of the softball teams last week on Wednesday, 8/21, to discuss the summer softball season to present additional information regarding some concerns on fees as well as gather feedback. Attached is the agenda that was sent to the team captains and provided at the meeting that includes the information that was presented and discussed at that meeting. Staff in attendance included Haley Blank, Jessie Dehn, Nick Broyles, and Mayor Badeaux. A copy of the notes that were taken are also attached. Regular text is generally comments and questions from the players and text in bold are responses from one of the staff.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff intends to schedule an additional post-season recap meeting with fall softball teams after their season to collect feedback. The comments received from that meeting will be presented at a future Park Board meeting. Once staff has received all of the comments, there will likely be some items that staff will request Park Board clarification regarding. Such as some of the comments/requests as would the Park Board waive the field rental/maintenance fees or allow make-up games to begin after 10 p.m. (City Code 815.03 states that parks are closed at 10 p.m.).

RECOMMENDED ACTION/MOTION: Discussion item.

FINANCIAL IMPACT: N/A

**Post-Season Softball Meeting
August 21st 6pm Mills Stadium**

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2024 Adult League Fee Calculation Using 2023 Data

LEAGUE	NUMBER OF TEAMS	NUMBER OF GAMES	NONTAXABLE TANGIBLES	COST	EXTENDED	COST PER TEAM	NONTAXABLE FEES	TAXABLE FEES	TEAM FEES 2024	Notes
MS1	10	141	Umpires	32.00	4,512.00	451.20				
			Softballs-2 dz	132.00	1,320.00	132.00				
			Team sanction fee	25.00	250.00	25.00				
			Umpire sanction fees	70.00	630.00	9.26				
			Trophies	828.00	828.00	12.18				
			SUBTOTAL			629.64				
			Admin fees 10%			62.96				
			TOTAL NONTAXABLE			692.61	695.00	420.00	1,115.00	
						2023 fee breakout:	640.00	410.00	1,050.00	
						2024 Rates	630.00	420.00	1,050.00	
MS2	11	153	Umpires	32.00	4,896.00	445.09				
			Softballs-2 dz	132.00	1,452.00	132.00				
			Team sanction fee	25.00	275.00	25.00				
			Umpire sanction fees	70.00	630.00	9.26				
			Trophies	828.00	828.00	12.18				
			SUBTOTAL			623.53				
			Admin fees 10%			62.35				
			TOTAL NONTAXABLE			685.89	705.00	405.00	1,110.00	
						2023 fee breakout:	705.00	345.00	1,050.00	
						2024 Rates	645.00	405.00	1,050.00	
WOMENS	11	109	Umpires	32.00	3,488.00	317.09				
			Softballs-2 dz	132.00	1,452.00	132.00				
			Team sanction fee	25.00	275.00	25.00				
			Umpire sanction fees	70.00	630.00	9.26				
			Trophies	828.00	828.00	12.18				
			SUBTOTAL			495.53				
			Admin fees 10%			49.55				
			TOTAL NONTAXABLE			545.09	545.00	300.00	845.00	
						2023 fee breakout:	540.00	170.00	710.00	
						2024 Rates	410.00	300.00	710.00	
CO-ED	12	118	Umpires	32.00	3,776.00	314.67				
			Softballs-2 dz	132.00	1,584.00	132.00				
			Team sanction fee	25.00	300.00	25.00				
			Umpire sanction fees	70.00	630.00	9.26				
			Trophies	828.00	828.00	12.18				
			SUBTOTAL			493.11				
			Admin fees 10%			49.31				
			TOTAL NONTAXABLE			542.42	545.00	320.00	865.00	
						2023 fee breakout:	645.00	65.00	710.00	
						2024 Rates	390.00	320.00	710.00	

Coed 2024 Taxable Softball Fees

12 Teams

96 Games

22 Games (3 Day Tournament)

Total 118 Games

Regular Season Games Field Rental

2-hour rental with no lights \$25 2-hour rental with lights \$50

Regular season Game Day \$75 (non-lit field) \$150 (lit field)

$75 + 150 = 225 = \text{Regular season Game Day}$

$8 * 225 = \text{\$1800}$

Playoff Tournament Field Rental

2-hour rental with no lights \$25 2-hour rental with lights \$50

Day 1 \$175

Day 2 \$175

Day 3 \$150

Total **\\$500**

Tournament Maintenance Fee \$50 Per Team

Day 1 12 Teams $50 * 12 =$ \$600

Day 2 12 Teams $50 * 12 =$ \$600

Day 3 –6 Teams $50 * 6 =$ \$300

Total **\\$1,500**

Regular Season Games Field Rental + Playoff Tournament Field Rental+ Tournament Maintenance Fee

$1800 + 500 + 1500 = 3800$

$\$3800 / \text{Number of Teams (12)} = 316.67$

Taxable Per Team **\\$316.67**

MS1 2024 Taxable Softball Fees

10 Teams

141 Games (12 Regular Games and 3 Playoff Games)

Regular Season Games Field Rental

2-hour rental with no lights \$25 2-hour rental with lights \$50

Regular season Game Day \$75 (non-lit field) \$150 (lit field)

75+150= 225 = Regular season Game Day

12 games * 225 = **\$2700**

Playoff Tournament Field Rental

2-hour rental with no lights \$25 2-hour rental with lights \$50

Day 1 \$225

Day 2 \$150

Day 3 \$50

Total **\$425**

Tournament Maintenance Fee \$50 Per Team

Day 1 – 10 Teams 50 * 10 = \$500

Day 2 – 8 Teams 50*8= \$400

Day 3 – 3 Teams 50*3= \$150

Total **\$1,050**

Regular Season Games Field Rental + Playoff Tournament Field Rental+ Tournament Maintenance Fee

\$2700+425+1050= **4175**

\$4175 / Number of Teams (10) = 417.50

Taxable Per Team **\$417.50**

MS2 2024 Taxable Softball Fees

11 Teams

132 Games (12 Regular Gamedays *11 Games per day)

21 Games (3 Day Tournament)

Total 153 Games

Regular Season Games Field Rental

2-hour rental with no lights \$25 2-hour rental with lights \$50

Regular season Game Day \$75 (non-lit field) \$150 (lit field)

75+150= 225 = Regular season Game Day

12 games * 225 = **\$2700**

Playoff Tournament Field Rental

2-hour rental with no lights \$25 2-hour rental with lights \$50

Day 1 \$175

Day 2 \$175

Day 3 \$75

Total **\$425**

Tournament Maintenance Fee \$50 Per Team

Day 1 – 11 Teams 50 * 11 = \$550

Day 2 – 9 Teams 50*9= \$450

Day 3 – 6 Teams 50*6= \$300

Total **\$1,300**

Regular Season Games Field Rental + Playoff Tournament Field Rental+ Tournament Maintenance Fee

\$2700+425+1300= **4429**

\$4429 / Number of Teams (11) = 402.30

Taxable Per Team **\$402.30**

Women's 2024 Taxable Softball Fees

11 Teams

88 Games (8 Regular Gamedays *11 Games per day)

21 Games (4 Day Tournament)

Total 109 Games

Regular Season Games Field Rental

2-hour rental with no lights \$25 2-hour rental with lights \$50

Regular season Game Day \$75 (non-lit field) \$150 (lit field)

75+150= 225 = Regular season Game Day

8 games * 225 = **\$1,800**

Playoff Tournament Field Rental

2-hour rental with no lights \$25 2-hour rental with lights \$50

Day 1 Gold \$50

Day 2 Silver \$125

Day 3 Gold \$75

Day4 Silver \$100

Total **\$350**

Tournament Maintenance Fee \$50 Per Team

Day 1 Gold 5 Teams 50 * 5 = \$250

Day 2 Silver 5 Teams 50*5= \$250

Day 3 –Gold 6 Teams 50*6= \$300

Day 4 –Silver 6 Teams 50*6= \$300

Total **\$1,100**

Regular Season Games Field Rental + Playoff Tournament Field Rental+ Tournament Maintenance Fee

1800+350+1100=3250

\$3250 / Number of Teams (11) = 295.45

Taxable Per Team **\$295.45**

Changes To 2025 fees:

Team Sideline

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

How to Potentially Reduce Costs:

Please note: Costs depend on the number of teams from the previous year. The 2025 costs will be based on the numbers from 2024, which in turn were based on 2023.

1. Only Use Umpires for Playoff Games:

This could lead to the estimated savings per team:

MS1: \$451

MS2: \$445

Coed: \$314

Women's: \$317

2. Softball Purchasing Options:

Currently, teams buy two dozen leather balls at \$66 per dozen, totaling \$132. Consider these alternatives:

One dozen leather balls per team for \$66

Two dozen synthetic balls at \$56 per dozen, totaling \$112

One dozen synthetic balls for \$56

These adjustments could provide cost-effective solutions while maintaining the quality of the game.

Team Sideline

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.

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.

Petition

Gross Mismanagement and Neglect of Adult Athletic Leagues

We, the undersigned members of the Brainerd adult softball and pickleball leagues, submit this formal complaint to express our profound dissatisfaction and concern regarding the egregious mismanagement and neglect we have experienced throughout the 2024 season. The Parks and Recreation Department's handling of these leagues has been wholly inadequate, resulting in a season marred by frustration, disappointment, and safety hazards.

Specific Grievances:

- **Scheduling Errors:** The scheduling of games has been riddled with errors, leading to confusion, cancellations, and forfeited games. This demonstrates a lack of basic organizational competence and a disregard for the time and commitment of league participants.
- **Lack of Communication and Support:** The Parks and Recreation Department has been unresponsive to inquiries, concerns, and complaints from league members. This lack of communication and support has left us feeling ignored and undervalued.
- **Safety Concerns:** Inadequate lighting on playing fields has created dangerous conditions for evening games, putting the safety and well-being of players at risk. This disregard for player safety is unacceptable and inexcusable.
- **Lack of On-Site Presence:** The Recreation Coordinator and their intern are rarely seen at the playing fields, choosing to remain in their office rather than interfacing with the public and addressing concerns in person. This lack of visibility and engagement further exacerbates the feeling of neglect and disregard for league participants.
- **Mismanagement of Umpires:** The scheduling and assignment of umpires to games has been chaotic and disorganized, resulting in frequent no-shows, late arrivals, and understaffing. This not only disrupts games but also demonstrates a lack of respect for the umpires themselves, who are essential to the fair and orderly conduct of league play.
- **Overall Mismanagement:** The cumulative effect of these issues is a clear indication of gross mismanagement and a failure to uphold the Parks and Recreation Department's responsibility to provide well-organized, safe, and enjoyable recreational opportunities for the community.

Impact:

The mismanagement of these leagues has had a detrimental impact on the morale, enjoyment, and participation of league members. It has also tarnished the reputation of the Brainerd Parks and Recreation Department and eroded public trust in its ability to effectively serve the community.

Demands:

We demand that the Brainerd Parks and Recreation Department take immediate and decisive action to address these issues. Specifically, we call for:

- A thorough investigation into the causes of these failures and the implementation of corrective measures to prevent their recurrence.
- The development and implementation of a comprehensive plan to improve the management and operation of adult athletic leagues, including better communication, scheduling, and safety protocols.
- Improved communication, scheduling, and support for umpires.
- Increased on-site presence and engagement from the Recreation Coordinator and their intern.
- **No increase in league fees until these issues are resolved.** Should any future fee increases be proposed, they must be accompanied by a clear and transparent justification detailing the reasons for the increase and how the additional funds will be used to directly benefit league participants.

Conclusion:

We urge the city of Brainerd to take this complaint seriously and to act swiftly to rectify the situation. The Brainerd community deserves a Parks and Recreation Department that is responsive to its needs, committed to excellence, and dedicated to providing safe and enjoyable recreational opportunities for all.

Staff Response to Petition:

- **Scheduling Errors:** Scheduling will improve with the introduction of new software, Team Sideline. Cancellations have been due to weather, which is beyond staff control. To minimize confusion, policies will be implemented regarding scheduling and rainout days.
Lack of Communication and Support: Communication is currently provided via email, but starting in 2025, Team Sideline will enhance this process. Errors have occurred from the error of staff and when players did not communicate issues with staff. Please be aware that vulgar and condescending messages will not receive a response. Since the league has so many players staff will communicate to team managers, and it is the manager's responsibility to communicate it with their team players. Comments and corners can be submitted by players or managers. Concerns can be submitted through the complaint form on the city website under Parks and Recreation in the "Quick Links" section. The form is titled "Parks Complaint Form." [Form Center • Parks Complaint Form \(brainerd.mn.us\)](https://brainerd.mn.us).
- **Safety Concerns:** The lighting issues on the pickleball courts have been resolved. For the softball fields, light outages should be reported promptly so repairs can be scheduled, as the city must rent a lift to replace bulbs, which takes time. Timely notification is crucial for addressing these issues.
- **Lack of On-Site Presence:** There are always at least two concession workers at the softball fields on game days, along with umpires who are City of Brainerd staff. Additionally, Intern Jack was present every day except three. You can always communicate with on-site staff or email Haley directly to address any concerns.
- **Mismanagement of Umpires:** Umpires are scheduled in advance, but if one calls out, staff make every effort to find a replacement. However, it's not always possible to cover every game. If you're interested in addressing the umpire shortage, please consider applying for the 2025 season!
- **Overall Mismanagement:** As this is my (Haley) first year running the league, there have been challenges, and I am addressing issues as they arise. However, it's difficult to resolve problems without timely communication from players. I am committed to learning and improving the leagues.

Staff Response to Demands:

- **Investigation and Corrective Measures:** This decision is beyond the authority of the Recreation Specialist.
- **Comprehensive Improvement Plan:** The implementation of Team Sideline will enhance league management. Creating new policies will also contribute to a better experience. For more details, refer to page 8 of the provided materials.
- **Improved Communication, Scheduling, and Umpire Support:** Team Sideline will improve communication and scheduling. For further information, see page 8. Staff will also do a better job communicating in advance although sometime late notices may happen due to weather or unforeseen circumstances.
- **Increased On-Site Presence:** There are always at least two staff members on the field. During the summer season, there were often three umpires, two concession workers, and the Parks and Recreation intern.
- **League Fees:** League fees are determined by various factors. For more information, refer to pages 2-6.

Policy Changes:

Below are the items we will address. After discussion, new policies may be established to improve the softball season for all players.

- **Lights:** Procedures for addressing and replacing lights.
- **Umpires:** Scheduling, handling call-outs, and providing additional information.
- **Weather:** Establishing a weather and rain policy, including the number of rainout days per season and the timing and method of weather-related decisions.
- **Communication:** Expectations for team communication, how and when updates will be released, particularly regarding weather-related decisions.
- **Rule Change Process/ Complaints:** How teams can request rule changes for the next season and what the process entails. Standard procedures for handling complaints
- **Protested Games:** Guidelines for postponing or canceling games.
- **Voting:** Consideration of a voting process for changes, including the required percentage for decision-making.
- **Code of Conduct:** Defining unacceptable behaviors in the league and outlining consequences for violations.
- **Scheduling:** Deadlines for team registration, advance scheduling timelines, and procedures for making schedule changes.
- **Other Policy Change Suggestions:** Additional suggestions for improving policies.

Rules:

The following rules have been challenged for the 2024 season: Rules may slightly be different based on league

- Whether to play by USA rules or league-specific rules.
- Consequences for breaking league rules.

- Roster / Substitution Rules. (Coed) Current League rule

Rosters/Subbing

- a. Rosters are handed out in your manager packets. Printed Rosters still need to have signatures next to the names to make players legal. We keep rosters in the concession stand in a binder. Players must sign a roster before they step foot onto the field.
 - i. **A player can only be on one roster within the entire coed league.**
 - i. If you are a CR2 team that is pulling players from CR1 as an inner league sub, please be sure you only have 1 A or B player, or 2 C players total on your roster/playing, you may have as many D or lower rated players as you want. Player ratings can be found on gosoftball.com if a player is not rated do not worry about this technicality.
 - b. If a player is not on any other roster within the league and they are “subbing” on your team; they must sign your roster before they play; “Sub” wisely. Once you sign the roster you cannot join any other team.
 - c. Players must have their name written in the manuscript and then a signature next to their name.
 - d. Rosters will be finalized on the last night of “League” play before the End of Season Tournament. You will not be able to have someone sign the roster right before the 6 p.m. game of playoffs.
 - e. ***NO FORGING SIGNATURES.***

- Criteria for determining a returning team.
- Roster Check

Other Comments/Concerns from players:

- Changing the date of the Early Bird tournament.
- Holding the end-of-season tournament on a Saturday, completing it in one day instead of over two to three weeks.
- Clarifying the payment process: full registration vs. deposit.
- Defining what constitutes a returning team.
- Determining how many weeks in advance the schedule should be released.
- Establishing procedures for conduct, including warnings and potential disqualifications.
- Play by all ASA/USA League rules, with additional league-specific guidelines to be developed for areas such as weather, lighting, umpiring, communication, voting, code of conduct, scheduling, and more.
- Playing Games Past 10PM
- **MS1 League:**
 - Will the top two teams from MS2 be promoted to MS1?
 - Will the bottom team in MS1 have the option to move down to MS2?
 - How will teams be held accountable?
- **Coed League:**
 - Suggestion to combine the upper and lower coed leagues into one, with a similar structure to the women's league, splitting for playoffs.

Other Comments/Concerns from Players Continued:

Post-Season Summer Softball Meeting Notes – 8/21/24 – 6 p.m.

Staff in attendance: Haley Blank, Recreation Specialist – Jessie Dehn, City Engineer/Public Works Director – Nick Broyles, City Administrator – Dave Badeaux, Mayor (Park Board Liaison)

Breakdown of fees

- Questions
 - o What is the sanction fee? – **Cost to sanction the league/umpires**
 - o Plans for leveling out the outfields? Field 1 just a couple years ago, Field 2 worst, Field 3 has low spot behind 2nd base – **Staff was recently notified about the issue behind 2nd base on Field 3, will likely be an after-fall season project and hope we have an advantageous spring to re-establish turf grass before summer season.**
- Changes to fees
 - o Approved to add Team Sideline
 - o Additional \$4.87 per team
 - Is this getting shared with all the leagues? – **Yes, cost is split between all leagues that the City administers, softball, pickleball, pond hockey**
- Initial schedules for summer were generated using CivicRec, same software that is used for team registrations and City's other park facilities
 - o Found that scheduling software has issues with any leagues over 4 teams, errors with double booking fields, unbalanced scheduling
 - o Schedules still need human element to double check before going out
- For cost savings, could explore using synthetic softballs rather than leather.
 - o Any specific brand for the synthetic softballs vs. the leather?
 - A couple years ago, went to synthetic, voted to go back to leather.
 - Cut down to one dozen and make an option to buy additional from concessions
 - For Co-Ed, keep to 2 dozen, one for men, one for women
- Cost of the field rental? Is this the right number? – **The number was established before staff was part of the City. However, it is reviewed each year and likely appropriate. The cost of full-time employee labor is about \$45 per hour including benefits. To maintain and prepare a field for use for the evening, it takes a couple hours of time. Add in costs for fuel, wear and tear on equipment as well as ag lime and striping which have seen significant increases in pricing in the last couple years, it doesn't take long to reach the numbers shown in the fee schedule.**

- Would more money bring more qualified umpiring?
- Biggest gripe for fees was less games scheduled initially this year from last year
- How much is the maintenance of the fields should be included in the fees or covered by the City?
- No objections to the Team Sideline software or the \$4.87 fee to cover, “no big deal”

Petition

- Sending out messages for cancellations for games for each day, lot to put on the manager with only 90 minutes before the games. – **Staff will look into other options, possibly text/e-mail alert system that we currently use for things like snow emergencies and if this is something that we could utilize. Need to discuss with IT to determine if this would be feasible.**
- What was the deal with the rakes not being out and available this season? - **Staff explained the issue with folks pushing wet ag lime and mud into the turf grass following rain. This can damage the turf and be difficult to repair the fields. The rakes will be available again for fall softball leagues at the concession stand with the expectation that mud and wet ag lime is not pushed around to clear puddles. If the field is wet, those are the field conditions. The rakes are there for grooming.**
- Why isn't Haley out in the fields?
 - o If someone can be out in person, nice to talk to address those concerns
 - o Concessions or intern may not be able to address issues
 - o No one expects her to be out here for every game, every night
 - o Who is this Jack guy on the phone all the time?
 - o **Mayor - How often would you like to see someone out here?**
 - Maybe once a week would be nice.
 - o Issue with having a player being disciplined but no one had told me
 - Unwritten rule that 99% everyone follows that umpire tells team captain
 - o **Nick – Communication is key and need to have the policies in place to get all this stuff down so its all agreed upon going into it**
 - o Heard a lot from people about who is Haley and want to meet her, communicate her.
 - o Facebook post was a result of a lot of pent up frustration
- Sportsman's Committee? – Did that get formed this year? – **The Department had lost our PW Admin this year and had to take on a lot of responsibilities, did not have the capacity to work on forming this committee.**
 - o Desire to re-form the committee to address issues that come up.

- Possibly would one person from each league have a representative?
- We don't want Haley to fail, want her to succeed, want to help. Didn't get responses to questions/concerns.
- Had post-season meetings pre-COVID, but that just turned into surveys
 - Who gets invited to those meetings, just team captains?

New Policies/Rules

- What was the issue with the USA rule vs. League rule?
 - Challenging a rule related to subs
 - Which set of rules should be followed? USA rules E, D, C, B, A? ASA? Different for different leagues?
 - Staff/Team Managers going to the umpires to enforce the correct rules
- Consequences for breaking rules
 - Depending on what and when the rule was broken/caught
- Rosters/Subbing
 - A lot of teams tired of getting run up on scores from "super teams"
 - I get shit on by MS1 teams in the MS2 leagues
 - MS1 players playing on MS2 team
 - Can't completely remove them, Wednesday and Tuesday haven't been filled since the rule changed
 - One team says 0 MS1 players should be allowed on MS2 teams, another says 3 on the roster 2 can play
 - Concern about people throwing games because they have to break up to avoid going to Wednesday (MS1 league)
 - There was a rule that 4 or more players was considered a "returning team" in the past (2022)
 - People change, people get hurt, rosters have to change because that happens
 - Comments have been that MS2 team was "batting practice" from higher class team
 - Originally was supposed to be split by competitive, is not the case
 - Two teams were supposed to move to MS1 this year but didn't happen
 - Same kind of issues for fall ball too but focus needs to be on summer leagues
 - Purposefully throwing game or plays
 - **Nick - We can't legislate morality and good character**
 - **Staff - MS2 teams can only have 2 playing, 3 on the rosters?**
 - **Staff - 4 or more for returning teams?**

- **Staff - Top two get bumped to MS2, option for bottom MS1 to MS2?**
 - Roster checks aren't enforced unless requested, hasn't been except playoffs
 - Women's league comments about splitting for the whole season rather than just playoffs?
- Early Bird Tournament
 - Does it have to be the last weekend of April or before beginning of season?
 - No complaints, good to have this later if no conflicts with others
- End-of-season tournament not on Saturday
- Payments
 - Sponsors don't like the full fee prior
 - Returning teams deposit and new teams full in front?
- Fall ball end registration day cut off on same day, may want to stagger it out
- How are umpires are held accountable?
 - Used to have a head umpire that would take the complains to City staff
 - No major complaints with the umpires this year, a lot of new ones this year
 - Would be nice if the umpires had more communications together to talk about being consistent? Issue seen this year that the umpires didn't talk to each other.
 - **Mayor - Like to see something in the policy if there isn't umps available.**
 - Something for recurring complaints
- 10 P.M. games
 - Have done in the past
 - One comment is that if asked, most wouldn't want to play a 10 p.m. game
 - One comment is that would rather play a 10 p.m. game than extend a week
 - **Staff is not able to bypass City Code unilaterally without previous Board approval**
- Is softball fees covering concessions staff wages? – **No, fees are only for softball**
- Biggest complaint was we are paying \$70k to softball but why are the outfielders wavy? – **Likely a simplistic calculation of X teams times X dollars, without considering the expenses. Have to consider the costs for the league as well.**
- What is the status for the Projects that were told were coming up?
 - Netting in the outfield between Field 1 and the splash pad? – **Mayor, likely \$50,000, high expense and low likelihood of issues. With**

considering the depreciation of roughly \$1,000 per year for fields, adding these nets make it difficult to run the costs through.

- Netting between Fields 1 and 2 to protect from foul balls? – **Park Board has said they are hesitant on the netting. Very pro-trees in this area.**
- Netting/screen to parking lot for glare from vehicles?
 - Send a message to fall ball to try angle parking
 - **Mayor – parking lot will end up going to gravel so won't need striping long-term**
 - **Parking lot project still TBD with potential skatepark project**

Jessie Dehn

From: Paul Sandy <psandy@wsbeng.com>
Sent: Thursday, July 25, 2024 9:44 AM
To: Jessie Dehn
Subject: FW: Brainerd Softball

*** **Warning:** External sender, use extreme caution with attachments and links ***

Hi Jessie,

I received this email from a member of the Brainerd softball leagues.

Just an FYI, I don't plan on responding. If you want to send this out to all Park Board members, I would welcome that and maybe we can discuss in more detail at the next PB meeting?

It sounds like you worked on addressing these once already.

Paul

Paul Sandy, PE
Senior Professional Engineer I



320.630.4657 (o)
-
14275 Golf Course Drive, Suite 210
Baxter, MN 56425
wsbeng.com

For a list of WSB employee licenses and certifications visit [here](#).

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From: Erin T <erin_thiesse@hotmail.com>
Sent: Thursday, July 25, 2024 8:06 AM
To: Paul Sandy <psandy@wsbeng.com>
Subject: Brainerd Softball

EXTERNAL EMAIL

Good Morning Paul,

I hope this email finds you well!

I heard you were still part of the Parks & Rec board, so I figured I would pass along some issues we've been having this year.

As a veteran softball player of the Brainerd Parks and Rec for over 35 years, my worry is that because of these issues, we are going to lose players and umpires for next year.

1. Communication for leagues has been the worst it's ever been.

2. Scores are missing or not updated in a timely manner. How do scores go missing when umps fill out score cards?
3. Lights have been out on field 1 for over a month and haven't been fixed. This is a safety issue as there's only 1 light on one of the banks of lights in left field on field 1.
4. Our current Rec Specialist doesn't come down to see how things are going. Majority of the people don't even know who she is as she is not around.
5. The bathrooms are still disgusting and have been since the bathrooms were built. Doesn't take much to clean cement walls.
6. We were to have a plan in place to help reduce the glares from cars in the parking lot and we haven't seen anything on that.

These are just a few things happening. I can definitely get a group of managers together if you or anyone else would like to hear our concerns.

I sent a pretty lengthy email to Jessie Dehn as well and the response back that I got was it was all due to being short staffed.

I'm really hoping this doesn't hurt the leagues, but I have a feeling you are going to see a decline due to this year, which is sad.

Any question, please let me know.

Thank you for your time,
Erin Thiesse

Jessie Dehn

From: Johnathan Miller <johnathan.miller2008@gmail.com>
Sent: Tuesday, August 6, 2024 11:19 PM
To: Kara Schaefer
Cc: Jessie Dehn
Subject: Re: Concern about Adult sports

Thanks for sending this over Kara, I setup sometime with Jessie tomorrow to discuss these items after this petition:

<https://www.facebook.com/share/RuAo6Yiv2o9Qip1X/?mibextid=ox5AEW> was sent to me today.

And Jessie when you get rolling tomorrow if you want to send this over to the other board members as well that would be awesome.

On Tue, Aug 6, 2024 at 10:59 PM Kara Schaefer <kara.schaefer@hotmail.com> wrote:

Hi

Katie Kaufmann texted me today with concerns about the adult sports. She texted me and gave me permission to share this.

Katie-"Um, hate to message you again. But... the new Rec Coordinator... there are serious issues in adult sports. And we are continuously met with "short staffed" as reasoning. I apologize. But these mistakes are not the result of short staffed, these are the results of someone who struggles to organize, coordinate, and communicate, pillars to the position. I guarantee you, there will be a petition to get her fired based on a list a mile long of poor performance and lack of competency. This is a forewarning on everything that has transpired this summer this far. As a park board member, this individual has single handedly managed to suck the fun out of adult sports because of her mistakes and inability to even appropriately level with the community that she serves with reasoning."

Kara-Thanks for the feedback Katie. Other players have also shared things with other board members so we are aware.

Can I share this?

Katie-

Please do. And you can state I am a pickleball player and have experienced this first hand.

Between schedules not making sense, and intern who is confused as us, the invisible presence of a coordinator at the fields, and inability to get answers unless Jessie Dehn is copied on emails, the zero reasoning to decisions made, and then decisions that should be hers to make she's casting votes day of. Honesty it's just been a FULL time job just try to figure out what she is doing with her 40 hours at the office?

It's Tuesday still don't know if it's a rain date or tourney play on Thursday, standings haven't been updated from last week... idk it's a mess

Katie continued-Tonight our competitive team randomly plays the last seed in the lower just for fun league in pickleball?? And when we tell her it's wrong she doesn't change it?? Or we hear nothing? Nothing makes sense. And like I said, competency is very much so questionable, if you were to tell me she super wrapped up in the end of summer big tournament day maybe, but she isn't doing any of that this year... so what is she doing?? Fall registration isn't over. And many people are unsure about even signing up for fall because of how much of a headache summer has been

Katie-We didn't get the lights turned on till last week, I asked about lights mid June and was told yes. For pickleball.

Katie-Her intern didn't even bring our pickleballs to play for league till 30 minutes after our first game was supposed to take place. At this point there is a ton of talk about running ourselves and what that would look like"

That's where the texts ended.

I am not sure how to address the Haley situation, if it's a park board or HR thing but it seems that we have an issue. Especially as this is the second communication we have received as a park board. Can you share this with the rest of the board if appropriate?

Thank you
Kara

Get [Outlook for iOS](#)

Jessie Dehn

From: Jessie Dehn
Sent: Tuesday, August 13, 2024 10:45 AM
Cc: Dave Badeaux; Nick Broyles; Kris Schubert
Subject: BLAST Facebook Page

Park Board,

Good morning. There were some recent comments posted on the BLAST Facebook page that prompted staff to confer with HR, CWC Public Information, and the City Attorney. After discussion, we had put a pause on the Facebook page so that further posts and comments would not be allowed. Staff placed a post on that page as well as a direct e-mail to teams that communications would be sent via e-mail moving forward. Staff further conferred with the City Attorney on a response regarding requests from users to turn over administrative rights to the BLAST Facebook page. Per the City Attorney, below is the response that is being sent to anyone requesting those administrative rights.

The BLAST Facebook page operated by the City was paused because of the posting of inappropriate comments. Upon review of the City Parks and Recreation's needs, it was determined that City communications with softball teams will be handled through the City's website and that the BLAST Facebook page will be discontinued. If members of the softball community wish to create their own Facebook group to recruit players, discuss tournaments, find substitute players, buy and sell gear, etc., they are welcome to do so without involvement by the City.

I wanted you to be aware should you receive concerns from players regarding this approach or response. If you have further questions, please reach out. Thank you!



Jessie Dehn, P.E.

City Engineer/Public Works Director
City of Brainerd
501 Laurel Street, Brainerd, MN 56401

Phone (218) 454-3411 | **Mobile** (218) 513-0172

Web www.ci.brainerd.mn.us | **Email** JDehn@ci.brainerd.mn.us





Park Board Agenda Request

MEETING DATE: August 27, 2024

TITLE OF ITEM: Discuss Pickleball Court Resurfacing Cost

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):** 5 Minutes

SUMMARY OF ISSUE: Park Board requested that staff provide information regarding costs associated with resurfacing of a tennis court to convert into a pickleball court. Staff has done research into recent pickleball court projects (within 2023-2024). The most recent and comparable project was a resurfacing project bid in spring 2024 for Sperry Park in Willmar. This project was a resurfacing of a poor condition tennis court and placing a new pickleball surface in its place. The court area measured approximately 1,545 square yards. Total cost of the project was \$25,695, or \$16.63/SY. This did not include the new nets.

For a second reference, staff was able to find an alternative recent project in Minneapolis where two new pickleball courts were constructed. The project included two new courts, sidewalk, bench seating, bike rack and stormwater treatment. Overall, the cost was \$215,000 for this project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: For reference, the north courts in Gregory Park measure approximately 107 ft. x 114 ft. (1,355 SY). Using an standardized area of 30 ft x 60 ft area per court and the cost of the Willmar resurfacing, the north courts could be resurfaced into about 4 pickleball courts for an estimated cost of \$22,535. Please note this cost doesn't include permanent nets. Anchored net systems run approximately \$1,000 per net. So including nets, total cost would be approximately \$28,500.

The south courts at Gregory Park measure approximately 115 ft. x 145 ft. (1,855 SY). Using the same assumptions, the south court could be converted into 6 courts for a total estimated cost including nets of approximately \$36,850.

Staff would not recommend any resurfacing of the existing pickleball courts in Memorial Park. Currently, the rink has challenges with making ice during the winter months, even during normal winters. New surfacing (and coloring) may absorb additional sunlight/heat exacerbating this issue which would make the rink difficult to maintain ice during winter seasons.

RECOMMENDED ACTION/MOTION: Staff is requesting discussion and direction from the Park Board on pickleball court surfacing.

FINANCIAL IMPACT: Dependent on Park Board action.



City Council Action Request

Council Meeting Date:	March 4, 2024	Agenda Item Number:	5.F.
Agenda Section:	Consent Items	Originating Department:	Recreation
Resolution:	Yes	Prepared By:	Rob Baumgarn, Recreation Director
Ordinance:	No	Presented By:	Rob Baumgarn, Recreation Director
Item:	Enter into an agreement with C and H Sports Surfaces, Inc. to resurface Sperry Pickleball courts.		

RECOMMENDED ACTION:

Adopt the resolution to enter into an agreement with C and H Sport Surface, Inc for the amount of \$25,695 to resurface the pickleball courts at Sperry Park.

OVERVIEW:

Sperry Pickleball Courts were established in the fall of 2019. The park initially had two tennis courts, and it was the staff's recommendation to re-purpose the courts into 6 pickleball courts. The courts are heavily used daily from April to October. The paint on the courts is deteriorating, and it is time to resurface the courts. C and H Sports Surface will fill crack/seal the areas concerned; we will use the same color scheme, have approximately 7 days of downtime, and a 1-year product warranty. Staff received two quotes for the project and C and H Sport Surface was the lowest quote.

BUDGETARY/FISCAL ISSUES:

The cost to resurface the Sperry pickleball courts will be \$25,695. The 2024 capital improvement plan approved budget included \$28,000 for this project.

ALTERNATIVES TO CONSIDER:

Reject the proposal and rebid.

ATTACHMENTS:

1. Resolution for C and H Sports Surfaces, Inc
2. C and H Sports Surface LLC Quote
3. Surface Pro LLC Quote
4. Sperry Park 1
5. Sperry Park 2
6. Sperry Park 3
7. Sperry Park 4

RESOLUTION NO. ____

**RESOLUTION APPROVING ENTERING INTO AN AGREEMENT WITH C AND H SPORT SURFACE, INC FOR
THE AMOUNT OF \$25,695 TO RESURFACE THE PICKLEBALL COURTS AT SPERRY PARK**

Motion By:_____ Second By:_____

BE IT RESOLVED by the City Council of the City of Willmar to approve entering into an agreement with C and H Sport Surface, Inc for the amount of \$25,695 to resurface the pickleball courts at Sperry Park.

Dated this 4th day of March 2024

Douglas E. Reese, Mayor

Attest:

CITY CLERK

TIM CARLSON
2312 SEURER ST.
NEW MARKET, MN 55054
PHONE: 952-461-5678
FAX: 952-461-5679



Quality and Dependability

January 15, 2024

Rob Baumgarn, Parks and Recreation Director
City of Willmar
2707 Arena Drive
Willmar, MN 56201
Email: rbaumgarn@willmarmn.gov

RE: ACRYLIC REPAIR/RESURFACING OF 6 PICKLEBALL COURTS AT SPERRY PARK

Rob,
Thank you for contacting C & H Sport Surfaces, Inc. regarding your Pickleball Court facilities. We have been in the Tennis, Basketball and Pickleball Court surfacing industry for over 50 years and we pride ourselves on quality workmanship and dependable service. We use the highest quality, 100% Acrylic surfacing products for longer lasting and stronger playing surfaces. C & H Sport Surfaces, Inc. is a member of the BBB, USTA and MASMS.

4 COAT ACRYLIC REPAIR/RESURFACE PROCESS TO INCLUDE (APPROX. 1765 SY):

- Power spray/hydro wash entire asphalt playing area to remove loose materials, dirt and foreign materials that may have accumulated over the years.
- Scrape and high pressure blow surface of remaining loose materials down to a solid substrate.
- Prime necessary areas to enhance bonding of the new surface application. Bare concrete footing tops.
- Clean, fill and blend cracks to surface using an acrylic crack filler, mixed according to the manufacture specifications. Includes blending of the tops of the concrete footings.
- Patch and blend low areas of depth, > 1/8", after 1 hour of sun, using Acrylic Patch, mixed according to the manufacturer's specifications.
- Apply 2, black sand fortified, 100% Acrylic Resurfacer filler coats over the entire court surface according to the manufacturer specifications.
- Apply 2, each, textured, acrylic color coats over the entire court surface according to the manufacturer's specifications. Colors to be the same as the existing colors: light blue kitchen areas, blue back court areas and light green out of bounds areas and walkway.
- Upon curing, apply 2", regulation, white, Pickleball playing lines according to USAPA layout specifications.
- Apply line primer, prior to the line paint application, for crisper playing lines.

Total cost to complete this project.....\$ 25,695.00

*A pressured water source will be needed near project location.

*1 year manufacturer product warranty.

*Approx. 7 day down time.

*Sprinkler system near project location must be turned off.

*Use of SportMaster products.

C & H Sport Surfaces, Inc. is fully insured for your project, and will issue a certificate of insurance upon request
If you have any questions, please contact Tim at 952-461-5678.

Thank you,

Tim S. Carlson

C & H Sport Surfaces, Inc.

Acceptance of Proposal: The above prices and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified above. Payment is to be made within 30 days of project completion date. An interest rate of 15% will be added to all accounts that exceed the 30 day project completion date. Any collection fees due to nonpayment are to be paid by the customer. Cracks are not a warranty item. Upon acceptance, the surface may be played on.

Date: ____/____/____ Authorized Signature: _____

A signed contract or PO# is required to schedule this project. I have read and understand the Terms and Conditions on page 2 of this contract.

NOTE: We reserve the right to withdraw this proposal if not accepted within 15 days.

• TENNIS COURTS • PICKLE BALL COURTS • RUNNING TRACKS • BASKETBALL COURTS • SNOWPLOWING • 10 U LINES •

• email: chsportsurfaces@mchsi.com • www.chsportsurfaces.com •

C & H SPORT SURFACES, INC.

TERMS AND CONDITIONS: (upon acceptance of the proposal become binding to the contract, PLEASE INITIAL BELOW.)

- 1) **PRICING:** The prices set forth herein are based upon current prices and may be subject to change.
- 2) **CHANGE ORDERS:** An additional charge may be made to purchases for any material or labor additional to that specified herein necessary to make a complete installation in a workmanlike manner.
- 3) **SITE CONDITIONS:** Obstructions of any form that may interfere with the installation shall be moved by Purchaser/Owner prior to commencing work. This contract does not contemplate the encountering of rock, swampy conditions, boulders, concrete, wood, etc. Should any of these conditions be encountered, Purchaser/Owner shall pay the actual cost of the additional work caused thereby, unless stated in this proposal.
- 4) **JOB DELAYS:** When work is started by C & H Sport Surfaces, Inc. under this contract, work may be continued to completion without interruption, including, without limitations, interruptions caused by other contractors or changes in the plans of the Purchaser. In the event that C & H Sport Surfaces, Inc. is required to withdraw from work after starting, Purchaser/Owner agrees to pay charges covering the actual expenses incurred. It is understood that when C & H Sport Surfaces, Inc.'s crew reports to the job site, this constitutes starting work.
C & H Sport Surfaces, Inc. shall not be responsible for delays, defaults or damages occasioned by any causes beyond C & H Sport Surfaces, Inc.'s control, including, without limitations, governmental actions or orders, embargoes, strikes, lock-outs, fires and weather.
- 5) **UNDERGROUND OBSTRUCTIONS:** Before work is started, Purchaser/Owner is required to furnish C & H Sport Surfaces, Inc. with the location and character of any underground wire, pipes, sewers, conduits, obstructions, conditions, or restrictions of any nature which might interfere with or be damaged by C & H Sport Surfaces, Inc. in the course of the work or which might be the cause of injuries, or other damages. If the Purchaser/Owner fails to do so, or if any of the aforesaid are omitted from the information furnished to C & H Sport Surfaces, Inc., the Purchaser/Owner agrees to release, indemnify, hold harmless and defend C & H Sport Surfaces, Inc. from and against any and all liability, loss damages, fines and expenses caused thereby or from any claims, demands, or suits based thereon.
- 6) **WARRANTY:** (If included in proposal) All materials used hereunder are guaranteed for a period of one year from manufacturer's defects and in the event of any material failure, it will be repaired at labor costs only. The products used are guaranteed with respect to uniformity and quality. This warranty does not cover any form of surface cracking or re-cracking. In no event shall C & H Sport Surfaces, Inc. be liable for any consequential damages. There are no warranties which extend beyond the description of the face hereof, unless stated in the proposal.
- 7) **PATCHING:** of low areas may not completely eliminate the ponding of water when resurfacing of old tennis courts since acceptable original drainage specifications no longer exist.
- 8) **MEASUREMENTS:** refer to surface coatings and are based on flat asphalt playing surface dimensions inside from fence to fence. Additional asphalt on the outside the fence is not included and may be colored at additional costs.
- 9) **BUILDING PERMITS:** Permits if needed, including the payment of fees therefore shall be the sole responsibility of Purchaser/Owner.
- 10) **BONDS, ADDITIONAL INSURED AND CERTIFICATES OF INSURANCE:** may be issued upon request. For additional coverages or amounts of coverages, additional charges will be added to the contract if necessary.
- 11) **WATER SOURCE:** Access to a pressured water source is required at or near project location at no cost to C & H Sport Surfaces Inc.
- 12) **PREVAILING WAGES:** This contract does not include prevailing wages unless "noted" on page 1 of contract.
- 13) **PAYMENT:** Payment shall be net cash upon receipt of invoice with 18% annual interest charges on accounts past 30 days. All accounts are payable in United States funds, free of exchange, collection or other charges. C & H Sport Surfaces, Inc. reserves the right to lien the owner of the property if timely payment is not received. Should the buyer default in its obligation herein, the buyer shall, in addition to other obligations herein, be liable to C & H Sport Surfaces, Inc. for all costs of collection including reasonable attorney's fees.
- 14) **THE PURCHASER/OWNER:** shall provide and maintain necessary fences, temporary enclosures and barricades to adequately protect the project from persons and animals not involved with the contracted work, unless stated in the proposal.
- 15) **SALE TERMS:** The above and foregoing terms and conditions are the final expression of the terms and conditions of this contract, and are intended as a complete and exhaustive statement of the agreement. Modifications or change shall only be permitted by a signed writing between the Purchaser and C & H Sport Surfaces, Inc. This contract shall not be assigned by Purchaser, in whole or in part, without the written consent of C & H Sport Surfaces, Inc. and shall be binding upon the successors, administrators, executors or assigns of the parties hereto. Waiver of any default shall not be considered as a waiver of any subsequent default. No conditions, terms, agreements, or stipulations other than those stated herein shall be binding on C & H Sport Surfaces, Inc. C & H Sport Surfaces, Inc. can terminate this contract at any time for any reason.
- 16) **LAW:** This contract is subject to all applicable laws, regulations and ordinances of any federal, state or local governmental authority or agency.
- 17) **SURFACE INSPECTION:** During the physical inspection, it may be difficult to determine how a surface will respond to power spraying. While power spraying, bubbling or peeling may occur. If bubbling or peeling occurs, scraping of the surface, down to a solid substrate may be necessary. If extensive or excessive surface peeling and/or a solid substrate cannot be found, other options will need to be explored, most likely adding significant additional costs and time to complete the project.

____ INITIAL AND RETURN COPY WITH SIGNED CONTRACT

PROPOSAL



**3731 Thurston Ave
Suite 103
Anoka MN 55303
612-245-0750**

www.surfacepromn.com

**Proposal
Date: 2/6/2024**

Proposal Submitted To:

**City of Willmar
Sperry Park
320-235-1454
Attn: Rob Baumgard
rbaumgard@willmarmn.gov**

RE: Resurface 6 outdoor pickleball courts as per the following:

1. Preparation:

- Remove all objects and debris from the court surface.
- Power wash the existing surface with commercial grade 4000 psi units to remove any dirt, grime, or loose paint.
- Repair any cracks, divots, or other damage to the surface using a USTA approved repair compound and a trowel and V squeegee, Allow the repairs to dry completely.
- *Court Inspection:*
 - Chips, Cracks, Dings- These areas will be repaired with portland and binder filler, applying pressure with a tool, such as a putty knife or trowel. This is done to insure that material comes in contact with all surfaces of the crack or void. The filler will be allowed to set a minimum of one hour. If material shrinks below grade level, material will be reapplied in the same manner and allowed to set.

2. Resurfacing application: 2 coats

- Mix the acrylic resurfacing material (we are a authorized Sport Master Products installer) according to the manufacturer's instructions.
- Begin spreading coats of the material onto the surface using a proprietary sport squeegee, starting from the back of the court and working towards the net.
- Allow the resurfacing material to dry according to the manufacturer's instructions.
- If needed and applicable in written bid apply multiple coats of surfacer with this method

3. Acrylic paint application: 2 coats

- Mix the acrylic paint material (we are a authorized Sport Master Products installer) according to the manufacturer's instructions.
- Begin spreading the material onto the surface using a proprietary sport squeegee, starting from the back of the court and working towards the net.
- Allow the material to dry according to the manufacturer's instructions.

4. Line painting:

- Measure and mark the court lines using a chalk line.
- Using a proprietary tape machine mask out the court to be painted.
- Paint the court lines using a high-quality, water-resistant paint that is specifically designed for tennis courts and manufactured by Sport Master.
- Allow the paint to dry completely.

5. Clean up and final inspection:

- Remove any remaining debris or materials from the court.
- Inspect the court to ensure that the resurfacing, line painting, applications have been completed.

Court colors and other information:

Court to be light green wrap, blue service area, and light blue kitchen

Colors will need to be confirmed before starting.

Total for resurfacing 6 asphalt pickleball courts , price includes all materials and labor for this project. \$28,500.00

Water must be provided on site by the customer.

Payment information

Payment of 50% at start project this will be invoiced do not send payment until you receive an invoice, thanks (To be received by Surface Pro LLC before starting project)
Final payment of 50% upon completion.

WARRANTY AND NOTES:

All workmanship is warrantied for 2 years, this includes and is limited to issues of peeling or de-lamination due to improper installation. De-lamination can occur due to water penetration and sitting water in puddles or low corners of the court, this is not covered in the 2 year warranty.

CRACKS:

1. Crack-filling does not imply crack elimination. Cracks can and often will reappear. This is normal, it is called reflection.
2. Surface Pro LLC is Not responsible for existing grades and drainage or compacting existing base.
3. Cracks if not patched will continue to expand over a period of time and conventional repair methods may become unavailable.
4. Surface Pro LLC is not responsible for cracks returning after repair.
5. A monthly finance charge of 3% will be added to any payments past due.

*This estimate is based solely on the contractor's observations at the time of entering into this contract. If additional concealed conditions are discovered once the work has commenced, which were not visible at the time of entering into this contract, Contractor will identify the unforeseen conditions and notify the Customer of any additional costs, if any.

*Customer agrees to pay for all unexpected or unanticipated extra costs, including but not limited to, soil corrections, protection of the project from weather conditions and all other similar costs. Customer will be responsible for all additional costs and time for work due to concealed conditions. Such conditions may also extend the time for completion of the work under this contract.

*Estimate does not include any allowance for hazardous waste removal. All hazardous waste removal will be treated as an unforeseen condition.

*The construction site will be a dangerous area. Customer waives all claims against builder for injuries or damages that customer or any member of customers family, friends, or guests may suffer while on or around the property during construction due to these and other hazards.

*All unforeseen conditions will be treated on a time and materials basis at the rate of \$65.00/ hour plus materials.

- We will remove all waste generated from our work.

- Contractor is not responsible for pets not properly restrained leaving the property.

-Direct contact with your job supervisor will be available to you at all times should you have any questions or concerns.

All material is guaranteed to be as specified, and the above work to be performed in a substantial workmanlike manner with payments made as follows.

Pre -Lien Notice

- a. Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- 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 material for the improvement and who gave you timely notice.

Respectfully submitted

Mike Langmade
Surface Pro LLC

This proposal may be withdrawn by us if not accepted within 10 days. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order (minimum change order cost is \$100.00), and will become an extra charge over and above the proposal price. All agreements are contingent upon accidents, or delays beyond our control.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

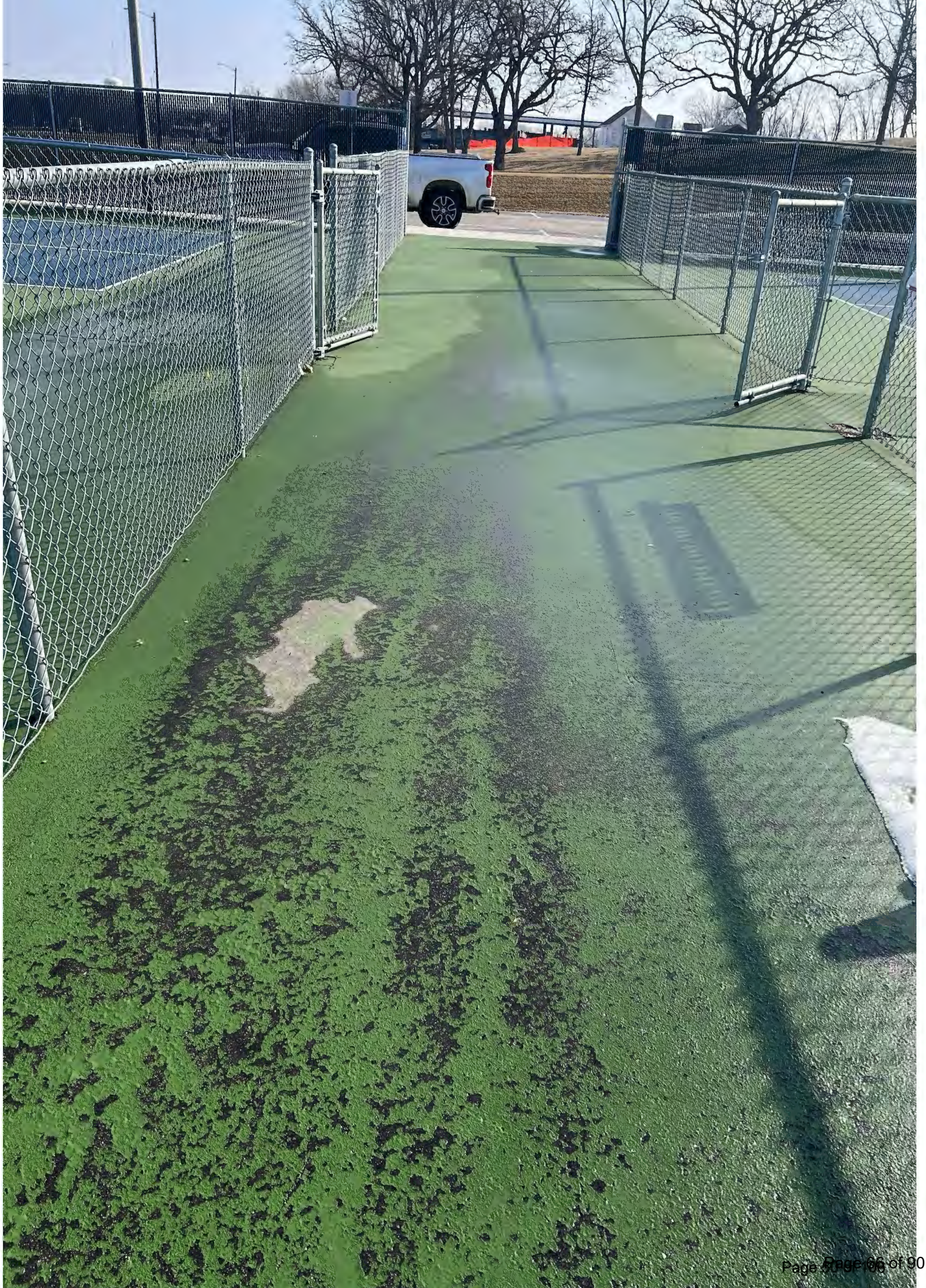
Signature_____ Date Accepted_____

PO#_____ (If applicable)











Park Board Agenda Request

MEETING DATE: August 27, 2024

TITLE OF ITEM: Update on Memorial Park and Lyman P. White Park Utility Costs

AGENDA: Approve

ACTION REQUESTED: Information Only

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

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 2 Minutes

SUMMARY OF ISSUE: Park Board requested that staff provide an update on utility costs for the new splash pad. As staff was recently requested to provide a similar update for Council but to also include the new Lyman P. White Park, staff has included both in the summary. Below is a breakdown of the last 12 months of utility billing for Lyman P. White Park and Memorial Park (specifically only the warming house and splash pad).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Lyman P. White Park			Memorial Park Warming House/Splash Pad	
July 2023	\$1,877.13		July 2023	\$5,306.56
Aug 2023	\$2,584.75		Aug 2023	\$4,567.13
Sept 2023	\$2,064.08		Sept 2023	\$2,627.34
Oct 2023	\$315.21		Oct 2023	\$315.63
Nov 2023	\$329.57		Nov 2023	\$466.69
Dec 2023	\$345.83		Dec 2023	\$551.04
Jan 2024	\$387.98		Jan 2024	\$734.93
Feb 2024	\$343.20		Feb 2024	\$645.02
Mar 2024	\$335.62		Mar 2024	\$597.65
Apr 2024	\$399.38		Apr 2024	\$501.44
May 2024	\$1,244.73		May 2024	\$1,101.40
June 2024	\$1,333.90		June 2024	\$4,358.45

Total	\$11,561.38		Total	\$21,773.28
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RECOMMENDED ACTION/MOTION: Information Only

FINANCIAL IMPACT: N/A



Park Board Agenda Request

MEETING DATE: August 27, 2024

TITLE OF ITEM: Approve Pickleball Court Rental Fee Waiver

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: Staff has received a request from Mr. McGregor to waive pickleball court rental fees at Memorial Park this fall. He and a group of 20+ participants are looking to establish a private league on Wednesday nights.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: His proposal is to reserve 4 courts, each Wednesday evening, for 3 hours through October (8 weeks). Using the current established court rental rate, this equates to a total cost of \$2,400 for the proposed league's season. One concern that has been raised is this rate is comparable to other pickleball courts but is a "pro-grade pickleball court" and not what is at Memorial Park.

City's current pickleball leagues take place on Tuesdays (Competitive) and Thursdays (Just for Fun). This private league would not conflict with that schedule.

RECOMMENDED ACTION/MOTION: Staff recommends that the court rental fees be waived for this request.

FINANCIAL IMPACT: \$2,400 in potential revenue.



Park Board Agenda Request

MEETING DATE: August 27, 2024

TITLE OF ITEM: Approve Event Application - Concert in the Park

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director, **DEPARTMENT:** Public Works
Dave Badeaux, Mayor

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 2 Minutes

SUMMARY OF ISSUE: Attached to this item is an event application for a Concert in the Park on Thursday, September 26th from 5-9 p.m. in Lyman P. White Park. The event consists of a concert at the amphitheater, sound equipment, and the organizer will be providing trash receptacles if needed. The event will include partnering with Jack Pine for serving beverages during the event.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The applicant will be required to provide a Certificate of Insurance, obtain a temporary liquor license, and meet the requirements set forth in City Code Section 1200.17. As has been an issue in the past, staff is also reminding performers at Lyman P. White Park to consider their power loading as they utilize the power banks at the amphitheater. This event application will also be on the City Council agenda on 9/3 for approval as well.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached event application with the included conditions.

FINANCIAL IMPACT: N/A



SPECIAL EVENT APPLICATION

Date of Application: 8/23/24

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: Concert in the Park

Organizer Information

Organizer's Name: Brainerd Community Action
Organizer's Address: 321 S. 7th St Suite 105
Event Contact Person: Bill Satre
Event Contact Daytime Phone: 218-820-4558
Event Contact E-mail Address: Info@BrainerdCommunityAction.org
Contact Name/Number Day of Event: _____
For Profit/Nonprofit Status (type): Nonprofit

Applicant information (If different from the event organizer):

Applicant Name: _____
Applicant Address: _____
Applicant Phone: _____
Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
9/26/24	5:00	9:00	Lyman P. White Park

☐ 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:

Concert at Amphitheater presented by Jackpine Brewery

Featuring local artist Seth Doud.

Site Information

Electrical usage

☒

Yes

☐

No

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

Sound Equipment using Amphitheater power supply

Amplified Sound

☒

Yes

☐

No

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

Standard sound system from 5:00-9:00

Restrooms provided

☐

Yes

☒

No

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

Company contracted for 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:

Flyers will be posted at local businesses

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: **Waste Partners if needed**

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):

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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.

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.



Signature of Applicant

Bill Satre

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				Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support				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				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				All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate	x			May be required before issuing a permit.
Sign/banner Permits	X			Contact the Planning Department for information/procedure.
Parade Permit				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	8/23 JD	See conditions below
Engineering Department	8/23 JD	No comments
Fire Department	_____	No comments
Fire Support/EMS	_____	No comments
Parks Department	8/23 JD	See conditions below
Planning Department	_____	No comments
Police Department	_____	_____

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 ensure that Certificate of Insurance is provided to City Hall prior to event.
- 2. Serving of alcoholic beverages is contingent upon temp. liquor license approval and meet requirements of City Code Section 1200.17.
- 3. Music performers should consider power loads at amphitheater to prevent overloading.

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: August 27, 2024

TITLE OF ITEM: Post-Season Letter from Ski Loons

AGENDA: Approve

ACTION REQUESTED: Information Only

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

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 1 Minute

SUMMARY OF ISSUE: Attached is a letter from the Ski Loons following the completion of the 2024 show season. For reference, staff has not received any comments regarding practices or shows this season. A post-season meeting between Ski Loons and the Rice Lake Association will be scheduled. When that date has been determined, it will be shared with the Park Board.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Information Only.

RECOMMENDED ACTION/MOTION: Information Only.

FINANCIAL IMPACT: N/A

Brainerd Ski Loons



brainerdskiloons@gmail.com

218-831-3290

August 19, 2024

End of Season Summary for the Brainerd Ski Loons Water Ski Team

To the City of Brainerd Parks Board,

As we wrap up another exciting season, we are thrilled to share the successes and milestones achieved by the Brainerd Ski Loons this year. It has been a season of growth, community engagement, and most importantly, building stronger ties within the Brainerd community.

Athletic Achievements: Our team members have shown incredible dedication, with many athletes achieving personal bests throughout the season. These accomplishments are a testament to their hard work and the supportive environment fostered by our team and the community.

Learn to Waterski Program: One of our standout successes this year was the launch of our "Learn to Waterski" program, in partnership with the YMCA. Hosted at the Gull Lake Sailing School, this program introduced dozens of new participants to the joys of water skiing, helping them build confidence and develop new skills. The overwhelming positive feedback from participants and their families highlights the program's success and its potential for growth in future seasons.

Lum Park Shows: Our performances at Lum Park were another major highlight, drawing thousands of spectators who left with smiles on their faces. The park's ideal setting and the support from the City have helped us create a memorable experience for both our team and the community. The large, enthusiastic crowds are a clear indicator of the value these events bring to Brainerd, showcasing the city's commitment to high-quality, family-friendly entertainment.

Community Relations: Perhaps our most significant achievement this season has been the establishment of a long-term and sustainable communication strategy with our neighbors on the lake. We recognized the importance of addressing past concerns, and through proactive dialogue and mutual respect, we have built a foundation of trust and cooperation. This strategy not only resolved previous challenges but also set the stage for continued positive relations in the years to come.

As we reflect on this successful season, we are filled with pride and gratitude for the support we've received from the City of Brainerd Parks Board, our partners, and the entire community. We look forward to building on this momentum in the seasons ahead, continuing to deliver outstanding performances, and contributing to the vibrancy of Brainerd.

Thank you for your ongoing support, and we are excited to see what the future holds for the Brainerd Ski Loons and our community.

Sincerely,
Andy Rangen
Brainerd Ski Loons Water Ski Team



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

August 27, 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:** August 24th, 2024
- **Time:** 8:30 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.

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

Adult Sports

- **Adult Summer Softball**
 - Women's- Finished – 8/12/24
 - Gold
 - Champion- 9th St Social
 - Runner Up- Dunmires
 - Silver
 - Champion-Bat Intentions
 - Runner Up-Pit Stop Lock & Drop It
 - MS2-Playoff start 8/27/24
 - MS1- -Finished 8/21/24
 - Champion – Lakes Hockey Academy
 - Runner Up- Dunmires
 - Coed- Finished 8/1/24
 - Lower
 - Champion- Criollos
 - Runner Up- Se'z/Range Printing
 - Upper
 - Champion- Harpo's
 - Runner Up- The Killer Bees

- **Summer Pickleball**

Thursday Just for Fun and Thursday Registration Closed

- Competitive finished on 8/15
 - Just for fun
 - Champion- Dinkers
 - Runner Up-Pickled Pair
 - Competitive
 - Champion- Balls of Fury
 - Runner Up-G-Unit
- Tuesday Just for Fun and Thursday Competitive will finish on 8/27

Fall Softball - Registration Update as of 8/23/24

- MS1: 2 out of 9 Teams – Registration closes 8/23/24. The league may be canceled due to not enough teams. The final decision will be made on 8/26/2024
- MS2: 7 out of 9 Teams
- Coed: 7 out of 9 Teams

Fall Pickleball - Registration Closed- Update as of 8/23/24

Registration Closed

Tuesday Just for Fun- canceled due to not enough teams

Tuesday Competitive- 6/10

Thursday Just for Fun-8/10

Thursday Competitive- canceled due to not enough teams

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

Kickball starts 8/19/24

7/12 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

August: 15 Rentals

Total: 66 rentals

Rental Details:

Average Duration: 30-60 minutes

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

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.

Post Season meeting held on 8/21/24

Parks Maintenance Report

- Daily mowing
- Garbage runs and restroom maintenance daily
- Checked broken electrical wires
- New outlet in pavilion at Gregory
- Put wall guards under hand dryers in Memorial bathrooms
- Made keys for IT Department
- CTC completing new fiber bores for security cameras at Kiwanis, Memorial, and Lyman
- Reviewed cost proposal for electrical work for new security cameras at Kiwanis
- Fixing faucet at Lum men's room
- Watering trees and downtown baskets & urns
- Leveled campground host site parking pad and added Class 5 gravel
- Moved picnic tables and removed 2 grills from Jaycees north pavilion
- Fixed soap dispenser
- Hung parking sign for campground
- Removed pergola from Gregory

- Fixed faucet at Memorial
- Welded up handrails for playground equipment
- Picked up fenders
- Helped police with grill and battery change in cameras
- Welded up and painted last pieces of merry-go-round for Kiwanis
- Refurbished and installed used running boards for new truck
- Installed refurbished merry-go-round at Kiwanis
- Painted bench
- Repaired mutt mitt dispenser
- Replaced two light switches at Bane restrooms
- Repaired water leak and spigot standpipe in campground
- Whipped and cut suckers at Gregory
- Brought extra garbage cans to Gregory
- Added mulch to downtown mulch beds
- Prepping for National Night Out event including tables, grills, garbages, and verifying electrical
- Cleaning bearing on playground part
- Fixed drinking fountain at Memorial
- Replaced downtown watering wands
- Put 2" receiver on new truck
- Watering new trees
- Mudding in new stones at Gregory
- Cleared out soaped up fountain (vandalism)
- Hung plaques at Gregory for memorial trees
- Fixed light lenses at Lyman P White Park
- Helped with movies in the park project
- Picked up parts for merry-go-round
- Fixed wheel on X-750 JD mower
- Prepping Lyman P White Park for movie night
- Picked up new trucks
- Moved concessions back to Memorial
- Trained in new part-time seasonal employee
- Washed walls in Kiwanis restrooms
- Moved brush pile from disc golf course
- Put in sign and posts for disc golf course
- Weeding roundabout on NW 4th Street
- Ordered and picked up decals for new trucks
- Ordered parts for lights at softball fields
- Filled in hole in trail at Lum
- Bulbs replaced at Memorial softball fields
- Took box out of truck
- Took delivery of dump box and paint
- Moved mouse traps to Memorial
- Assisted mechanic with outfitting new truck with new garbage lifter
- Tested lights on Field #1
- Repaired bike repair station air pump for Lyman P White Park

- Took down 2 leaning trees in campground
- Got kickballs ready for season
- Checked breakers at concession stand
- Cleaned press box
- Repaired concession building at Bane
- Replaced vent in restroom at Kiwanis
- Repaired bike station
- Preparing for softball exhibition game
- Repaired damage and replaced stolen light fixture by homeless in Gregory
- Cleaned up pavilions following events
- Cleared backed up toilet at Memorial due to vandalism
- Cleaned up picnic benches due to wasp nests at Mills Field
- Placed field rakes at Memorial concessions
- Reviewed turf divot behind 2nd base on Field #2
- Replaced motor and hoses in old garbage truck lifter
- Ash tree injections at Kiwanis and Bane completed, cable installed on tree at Bane based on recommendation of Carr's and Tree Inspector

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. Contractor has completed pouring of the new sidewalk and concrete slab. 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 will be coordinated with the contractor to be completed in fall 2024. Picnic tables and grills have been removed from the area.

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

Staff is coordinating with the contractor to avoid reservation conflicts for the work on Pavilions #1 and #2. This work is expected to occur in fall 2024.

Jessie Dehn

From: Parks Dept
Sent: Monday, August 12, 2024 8:38 AM
To: Jessie Dehn; Kris Schubert
Subject: FW: Online Form Submittal: Parks Complaint Form



Haley Blank | Recreation Specialist
City of Brainerd | 501 Laurel St Brainerd MN 56401
Cell (218) 821-4635 | Office (218) 454 -3427
hblank@ci.brainerd.mn.us

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Friday, August 9, 2024 9:31 PM
To: Parks Dept <parks@ci.brainerd.mn.us>
Subject: Online Form Submittal: Parks Complaint Form

Parks Complaint Form

Parks Complaint Form

First Name	matthew
Last Name	jendro
Email Address	
Phone Number	
Type	Other
Complaint	The BLAST page wasn't just for Parks and Rec to communicate with the players. It was also used for teams, tournament organizers, lost and found. By shutting it down now have to set up another page and hope everyone can find it efficiently.

Email not displaying correctly? [View it in your browser.](#)

Jessie Dehn

From: Jessie Dehn
Sent: Tuesday, August 13, 2024 10:46 AM
To: [REDACTED]
Subject: Parks Complaint Form

Matthew,

Good morning. Thank you for submission of your online form. The BLAST Facebook page operated by the City was paused because of the posting of inappropriate comments. Upon review of the City Parks and Recreation's needs, it was determined that City communications with softball teams will be handled through the City's website and that the BLAST Facebook page will be discontinued. If members of the softball community wish to create their own Facebook group to recruit players, discuss tournaments, find substitute players, buy and sell gear, etc., they are welcome to do so without involvement by the City.



Jessie Dehn, P.E.

City Engineer/Public Works Director
City of Brainerd
501 Laurel Street, Brainerd, MN 56401

Phone (218) 454-3411 | **Mobile** (218) 513-0172

Web www.ci.brainerd.mn.us | **Email** JDehn@ci.brainerd.mn.us



From: noreply@civicplus.com
Sent: Friday, August 9, 2024 7:12 PM
To: Parks Dept
Subject: Online Form Submittal: Parks Complaint Form

Parks Complaint Form

Parks Complaint Form

First Name	Brandon
Last Name	Tuil
Email Address	
Phone Number	
Type	Adult Recreation
Complaint	My only question or concern about the new way of communication is what about the new teams?

Email not displaying correctly? [View it in your browser.](#)

Jessie Dehn

From: Brandon T [REDACTED]
Sent: Tuesday, August 13, 2024 4:42 PM
To: Jessie Dehn
Subject: Re: Worried about new form of communication

*** **Warning:** External sender, use extreme caution with attachments and links ***

Of course thank you, as a player I apologize for the inappropriate comments from some within the league just expressing concern for others especially for one trying to look out and expand the leak as far as new people being interested in trying to make teams or figure out how to start a team
Sent from my iPhone

On Aug 13, 2024, at 11:52 AM, Jessie Dehn <jdehn@ci.brainerd.mn.us> wrote:

Brandon,

Good morning. Thank you for reaching out. The BLAST Facebook page operated by the City was paused because of the posting of inappropriate comments. Upon review of the City Parks and Recreation's needs, it was determined that City communications with softball teams will be handled through the City's website and that the BLAST Facebook page will be discontinued. If members of the softball community wish to create their own Facebook group to recruit players, discuss tournaments, find substitute players, buy and sell gear, etc., they are welcome to do so without involvement by the City.

<image002.png> **Jessie Dehn, P.E.**
City Engineer/Public Works Director
City of Brainerd
501 Laurel Street, Brainerd, MN 56401
Phone (218) 454-3411 | **Mobile** (218) 513-0172
Web www.ci.brainerd.mn.us | **Email** JDehn@ci.brainerd.mn.us
<image003.png> <image004.png> <image005.png> <image006.png>

From: Haley Blank <hblank@ci.brainerd.mn.us>
Sent: Tuesday, August 13, 2024 8:59 AM
To: Brandon T [REDACTED]
Subject: RE: Worried about new form of communication

I will make sure to forward your concerns to upper management.

<image001.png> **Haley Blank** | Recreation Specialist
City of Brainerd | 501 Laurel St Brainerd MN 56401
Cell (218) 821-4635 | Office (218) 454 -3427

From: Brandon T [REDACTED]
Sent: Monday, August 12, 2024 11:32 AM
To: Haley Blank <hblank@ci.brainerd.mn.us>
Subject: Re: Worried about new form of communication

Lost and found, and sharing tournaments are also important
Sent from my iPhone

On Aug 12, 2024, at 8:39 AM, Brandon T [REDACTED] wrote:

Like new teams just starting out or new people trying to find or get on a team?
Sent from my iPhone

On Aug 12, 2024, at 8:19 AM, Haley Blank
<hblank@ci.brainerd.mn.us> wrote:

I will get the new teams contact information through Civic Rec(
the platform you register a team on)

Get [Outlook for iOS](#)

From: Brandon T [REDACTED]
Sent: Saturday, August 10, 2024 4:19:51 PM
To: Haley Blank <hblank@ci.brainerd.mn.us>
Subject: Worried about new form of communication

What about new teams?
Sent from my iPhone

Jessie Dehn

From: Jessie Dehn
Sent: Monday, August 19, 2024 3:47 PM
To: Erin T
Subject: RE: Online Form Submittal: Parks Complaint Form

Erin,

Good afternoon. Team captains were sent schedules for both Kickball and Coed Softball leagues last week. The website will be updated with schedules but in the meantime, please discuss with your team captain regarding your schedules as communications are sent to them directly.

As for the schedule with the upcoming Police vs. Firefighter softball game this week, staff has reached out to our team captains to discuss pushing the start of the season back one week to accommodate folks to attend. We have heard from about half. We'll be communicating that decision out to team captains tomorrow. Thank you for reaching out!



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[f](#) [in](#) [t](#) [v](#)

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Monday, August 19, 2024 1:43 PM
To: Parks Dept <parks@ci.brainerd.mn.us>
Subject: Online Form Submittal: Parks Complaint Form

Parks Complaint Form

Parks Complaint Form

First Name	Erin
Last Name	Thiesse
Email Address	
Phone Number	Field not completed.
Type	Adult Recreation

Complaint

It's supposed to be the first night of kickball and the website has nothing posted about the schedule. I know managers are to tell their players game times, but why hasn't the website been updated?

Where are the fall coed softball schedules?? When is this starting? I'm hoping not this week due to the Cops Vs Firefighter's softball game.

NOTHING has been said of posted about any of the fall leagues!

Communication is still a BIG issue going on!!

Email not displaying correctly? [View it in your browser.](#)