



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, September 24, 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. **Roll Call**

___ J. Berns ___ P. Sandy ___ K. Schaefer ___ A. Shipe ___ J. Miller

3. **Pledge of Allegiance**

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

5. **Consent Calendar**

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

A. **Approval of Minutes**

B. **Approval of Disbursements**

C. **Financial Reports**

6. **Presentations**

A. **Presentation by YMCA - 2024 Youth Recreation Program**

B. **Presentation by Community Education - 2024 Youth Recreation Programs**

7. **Unfinished Business**

8. **New Business**

A. **Approve Event Application - Dangerously Thrilling Decibels**

B. **Approve Recreation Specialist Job Description and Recommend Council Authorize Advertisement**

C. **Approve 2025 Campground Host Agreement**

- D. **Approve Change Order #1 - Parks ARPA Project**
- E. **Discuss 2025 Parks Operating Budget Request**
- F. **Information on Rice Lake Weed Treatment**
- G. **Information on Memorial Park Softball Utility Costs**
- 9. **Public Forum**
Time allocated for citizens to bring matters not on the agenda to the attention of the Board - Time limits may be imposed
- 10. **Staff Reports**
(Verbal: Any Updates since Packet)
 - A. **Parks Recreation & Maintenance Report**
 - B. **Parks Complaint Form Report**
- 11. **Board Member Reports**
- 12. **Adjourn**

Visit the Parks and Recreation Website at www.ci.brainerd.mn.us/parks

MISSION

"To serve Brainerd residents and visitors by offering high-quality, affordable recreational opportunities and by providing a clean, well-maintained park system"

August 27, 2024

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 in the City Council Chambers.

Oath of Office

JD Berns took the Oath of Office.

Roll Call

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

Also noted as present Mayor Badeaux and Public Works Director/City Engineer Dehn.

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

Approval of Agenda

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE, 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 Berns, 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 update, the Public Utilities Commission elected to approve \$32,000 of funds to the Rotary Solar Project. It will take approximately 39 years for a return on investment for this project. Rotary will provide \$10,000 and Brainerd Public Utilities will fund the rest of the project, the City will be the owner of the solar installation, Park Board will be the authority.

Mayor Badeaux asked about "the City" in reference to the removal.

City Engineer/Public Works Director Dehn stated that if the Park Board wanted the panels removed, it would be at the Park Board's expense. However, direction can be given to define who would incur the cost. He stated that the warranty is guarantee of a certain level of output, not that they will not work in 15 years.

Member Shipe stated that if BPU is one board, he is fine with the installation. Removal wouldn't happen unless it became unsafe. The Park Board needs to determine what situations would the panels need to be removed and who would pay for the removal.

Member Sandy stated that as a rate payer and taxpayer he is having a hard time justifying 39-year payback period.

Discussion was held regarding the payback period, reasons that the panels may be removed, and who would be responsible for the cost of removal if removed.

Member Shipe stated that if the panels become a hazard or blight, BPU would pay for the removal. If within the first 15 years that the Park Board wants to get rid of them the Park Board would be responsible for the removal and payback based on the table minus the rebates received from the original cost. If after 15 years, BPU would be responsible for the cost of removal.

New Business

Discuss Adult Softball Program

City Engineer/Public Works Director Dehn gave an overview of the situation. There was a post-season meeting held for the team captains for all of the softball teams from the Summer league. Information distributed to Captains is included in the packet. The petition was addressed as well as potential policy and rule changes. Staff notes were also provided to the Park Board including feedback by the teams. There was good direction for moving forward for 2025.

Chair Miller asked whether Staff was confident about a way forward.

City Engineer/Public Works Director Dehn stated that communication and scheduling were major concerns that have already been addressed moving into the fall softball season. The lights and maintenance were also addressed at the meeting.

Member Berns asked about the presence at the field by the Recreation Specialist. The umps, concessions workers, and intern are all important parts of the team, but the specialist and Park Board Members could be present to make a difference.

Member Sandy asked what the softball players duty is to self-regulate. He stated that there is a lot of discussion wanting City Hall staff more present in City Hall. The previous coordinator was spending a lot of time outside of the office, which wears on people. Our current specialist has been dealing with the need to be in the office due to the Public Works Administrative Specialist position being vacant, so she also needed to contribute to other functions. What is the expectation for softball players as these are adult leagues.

Mayor Badeaux stated that the Park Board was clear that our specialist should spend more time in the office when the previous coordinator left. He thinks the Park Board could invest time to be present. As far as staff being present there it just needs to be consistent, the group did develop a path moving forward regarding this.

Administrator Broyles stated that the meeting was valuable. So often in government people want to be heard and people like predictability and structure. He heard that they would like more staff representation at the fields, but he made the comment that Haley, Jessie, and himself all have responsibilities at City Hall. As a staff, they took action to determine when staff could be present at the fields. He agrees with Member Sandy that there is a tremendous amount of value in softball associations. As adults, it is hard to legislate character. There has to be responsibility with the members to self-regulate and self-police.

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Mayor Badeaux stated that the City is not without fault, this year has been a year of learning. People just need to speak and be heard, the more interactions the Park Board can provide is how a better program can be achieved. We want our softball programs to be successful.

Member Schaefer stated that communication is vital. She did not know that things were happening even as a Board member.

Member Shipe stated that this sounds promising, comments at the meeting should be made into a handbook and guide for rules and policy. He is happy that the City is out of the negativity that surrounds Facebook.

Administrator Broyles stated that social media can be very helpful and very destructive. Communication, policy, and process are key to moving forward.

Discuss Pickleball Court Resurfacing Cost

City Engineer/Public Works Director Dehn stated that the Park Board requests costs for repurposing a tennis court into pickleball courts. He provided a cost analysis comparison from a project in Willmar. It would cost approximately \$36,850 for the South Courts at Gregory Park to be converted into 6 courts including nets.

Chair Miller stated that he likes that there is a solid cost comparison. There is a lot of local interest for pickleball.

Member Sandy stated that Pickleball is a hot topic across all municipalities. He asked whether there needs to be more facilities in general instead of resurfacing a tennis court. He thinks the community is energized and could raise funds to develop more facilities. One of the issues in other communities is that the underlying surface is prohibitive to resurfacing.

Member Berns stated that if a facility was added it would draw people to the area. He does not think eliminating tennis courts is a good use of facilities.

Member Schaefer stated that the Board would have to change the budget to accommodate pickleball.

Chair Miller asked to have a good expectation for the stakeholders to anticipate before a decision was made to discuss the pickleball courts further.

Mayor Badeaux stated that there are a lot of courts in the area for tennis. He is surprised by the numbers provided. They are much lower than he anticipated.

Member Shipe stated a good next step is to investigate the surface of the southern courts.

Update on Memorial Park and Lyman P. White Park Utility Costs

City Engineer/Public Works Director Dehn stated that he provided the utility costs for the Pavilion and Splash Pad at Memorial Park and Lyman P. White Park. In the last twelve months utilities cost roughly \$33,000 for water and electricity.

Member Sandy asked about reducing the amount of water each time the button is pushed. There is a way to dial it back, without taking away the experience.

Approve Pickleball Court Rental Fee Waiver

City Engineer/Public Works Director Dehn stated that he received a request for a waiver of the cost for the Memorial Pickleball Courts for eight Wednesday nights for a private pickleball league. Staff is recommending waiving the fees.

Chair Miller stated that a league rate could be beneficial. He does not mind a private league one bit, however, there are costs associated with use. He will support this request. However, he would like to see a fixed rate in the future.

Mayor Badeaux stated it could be similar to the baseball league agreements.

Member Berns is concerned about precedent considering that there is now only one league for the City programs. Is there a reason the league wants to have a private league.

City Engineer/Public Works Director Dehn stated that he can bring forward the league rates during the discussion of fee schedules for 2025. Staff has not engaged with the league asking specific questions, but the league does use a different set of rules.

Member Schaefer stated that she does not think the entire fee should be waived, especially if the Park Board is trying to raise money for a pickleball court.

Member Shipe stated that this would be exclusive use. He doesn't like that the whole facility would be in use privately 3 hours a week at no cost. He is concerned about subsidizing a business.

Member Sandy stated that it would be justifiable to charge the league \$50 per person if the City's league costs \$50 per person.

Mayor Badeaux reminded the Park Board that their policy is not to waive fees.

MOVED AND SECONDED BY MEMBERS SHIPE AND SCHAEFER, DULY CARRIED, TO APPROVE RENTAL OF THE PICKLEBALL COURTS AT MEMORIAL ON EIGHT WEDNESDAYS FOR A COST OF \$1,000.

Discussion of Trespassing at Gregory Park (added item)

City Engineer/Public Works Director Dehn stated that the Police Chief asked to have this item added to the agenda. There are individuals who have been occupying Gregory Park consistently, and it is beginning to affect the rentals of the Gregory Park Pavilion. Repairs have also had to be done to the pavilion due to the trespassing. The Police Chief is requesting that the Park Board trespass the individuals.

Member Schaefer asked about the status of these individuals and whether this has been done previously.

Member Berns stated that we have already spoken about adults self-regulating themselves, and now it is affecting other people.

Member Shipe asked about other charges. He feels it seems extra to tell these individuals that they can never go to the parks again having never heard of these individuals previously.

City Engineer/Public Works Director Dehn stated that "trespassing" the individuals would allow them to be removed legally.

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Member Schaefer does not feel comfortable making this decision. If they have mental health issues, she doesn't want this to affect them.

Member Shipe asked that they see a draft of the trespass at the next meeting and to talk with the Police Chief.

Chair Miller does not feel an indefinite time period is necessary and does not feel comfortable making this decision.

Member Berns asked how to change their actions in the short term in order to not continue costing the taxpayers.

Member Sandy stated that since this has only come up one other time, there has to be a pretty serious reason that the Police Chief is requesting a trespass.

Police Chief Davis gave an overview of the incident and stated that the Police Department has been monitoring their actions in the parks. The individuals are spending a significant amount of time in the park. They have received reports from park goers. He stated that a criminal trespass is limited to 1 year by statute. He stated that a trespass from Gregory Park would be a great place to start.

MOVED AND SECONDED BY MEMBERS SANDY AND BERNs TO TRESPASS THE THREE INDIVIDUALS FROM THE PARK SYSTEM FOR A DURATION OF ONE YEAR.

Approve Event Application- Concert in the Park

City Engineer/Public Works Director Dehn gave an overview of the event. Jackpine will be serving beverages and there will be a concert in the park.

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE, DULY CARRIED, TO APPROVE THE EVENT APPLICATION WITH THE OUTLINED CONDITIONS.

Post-Season Letter from Ski Loons

City Engineer/Public Works Director Dehn gave an overview of the letter sent by the Ski Loons. The Ski Loons will be scheduling a post season meeting with the neighborhood association.

Mayor Badeaux had a great conversation with Chris Dens. He would like to include language for makeup dates.

Public Forum

Chair Miller opened public forum at 5:39 p.m.

Kevin Ruen, 2017 Crestview Ln, Pickleball is a highly popular sport. There is a group meeting to form an association for pickleball. The group would like to get expectations of the players for fundraising. The citizens of Brainerd want to enjoy the parks.

Member Sandy stated that the Park Board needs to discuss more seriously what they would like to see for the future of pickleball.

Mayor Badeaux stated he would meet with the group to talk about forming an association in his capacity with Brainerd Community Action.

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Kevin Hall, 5652 Rush Lake Ct, stated that there are many grants that could be utilized for these types of projects.

Chair Miller closed public forum at 5:49 p.m.

Staff Reports

City Engineer/Public Works Director Dehn stated that the Movie in the Park was held there were 75-80 people in attendance. Adults sports are wrapping up this week due to rain delay. Maintenance staff has moved trash cans have been moved to the outside perimeter to cut down the vehicle traffic in the park. Memorial Park Field lights they believe that they were struck by lightning getting that many bulbs and an electrician and a lift to replace the bulbs. CTC completed new fiber borers for security cameras in Kiwanis and under the bridge. Light lenses at Lyman P. White are incredibly expensive. The bike repair station was also recently fixed. The ARPA projects will begin after Labor Day. He gave updates to the plans.

Board Reports

Chair Miller stated that the movie was awesome! The experience was great. The complaint form is there to open communication with the public.

Member Schaefer welcomed JD.

Adjourn

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

Chair Miller adjourned the meeting at 6:07 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

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

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
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

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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

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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						
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 Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
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 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 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		

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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 MO\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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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)

--- 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

	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	11,863	1,500	-	-	-	30,000	10,423	2,000	(50)	1,000	3,050
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	66,000	50,397	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	6,187	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	410	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	68,000	56,994	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	112,250	88,797	1,500	-	-	-	30,000	10,423	2,000	(50)	1,000	3,050
Total Personal Services	792,322	525,707	455	-	9,575	3,644	17,563	6,744	-	3,024	-	-
Supplies												
Office and Operating Supplies	5,750	4,103	1,000	41	250	830	27,500	5,442	2,000	-	3,000	1,641
Motor Fuels	22,000	11,037	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	41,916	-	-	-	-	1,000	5	-	-	-	-
Repairs & Maintenance - Mills Field	5,000	8,901	-	-	-	-	-	-	-	-	-	-
Small Tools	1,000	1,161	-	-	-	-	-	-	-	-	-	-
Total Supplies	113,750	67,118	1,000	41	250	830	28,500	5,447	2,000	-	3,000	1,641
Services												
Professional Services	37,835	19,861	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,500	5,510	-	-	-	-	-	-	-	-	-	-
Telephone	2,076	1,538	-	-	-	-	-	-	-	-	-	-
Postage	200	21	-	-	-	-	-	-	-	-	-	-
Professional Development	2,100	402	-	-	-	-	-	-	-	-	-	-
Lease Payments	32,980	30,437	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,500	631	-	-	-	-	-	-	-	-	-	-
Insurance	29,322	18,414	-	-	-	-	-	-	-	-	-	-
Utilities	77,500	43,571	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,715	438	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	708	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,010	1,389	-	-	-	-	-	-	-	-	-	-
Total Services	194,738	122,921	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,100,810	715,745	1,455	41	9,825	4,474	46,063	12,191	2,000	3,024	3,000	1,641
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(988,560)	(626,948)	45	(41)	(9,825)	(4,474)	(16,063)	(1,768)	-	(3,074)	(2,000)	1,409

As of August 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	2,271	50,000	39,505	-	2,281	55,000	44,576	151,750	113,918
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	-	-	66,000	50,397
Contributions & Donations	-	-	-	-	-	-	-	-	-	6,187
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	290	1,000	700
Total Charges for Services	-	-	-	-	-	-	-	290	68,000	57,284
TOTAL REVENUES	3,000	2,271	50,000	39,505	-	2,281	55,000	44,866	254,750	191,143
Total Personal Services	3,073	-	29,437	17,622	-	-	-	-	852,425	556,741
Supplies										
Office and Operating Supplies	500	92	13,000	6,542	-	5,260	500	391	53,500	24,342
Motor Fuels	-	-	-	-	-	-	-	-	22,000	11,037
Repairs & Maintenance	-	-	3,500	1,538	-	-	1,500	3,347	86,000	46,805
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	5,000	8,901
Small Tools	-	-	-	-	-	-	-	-	1,000	1,161
Total Supplies	500	92	16,500	8,079	-	5,260	2,000	3,737	167,500	92,246
Services										
Professional Services	-	-	-	-	-	-	-	-	37,835	19,861
Computer Technical Support	-	-	-	-	-	-	-	-	6,500	5,510
Telephone	-	-	-	-	-	-	800	1,046	2,876	2,584
Postage	-	-	-	-	-	-	-	-	200	21
Professional Development	-	-	-	-	-	-	-	-	2,100	402
Lease Payments	-	-	-	-	-	-	-	-	32,980	30,437
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,500	631
Insurance	-	-	-	-	-	-	-	-	29,322	18,414
Utilities	-	-	-	-	-	-	3,300	1,716	80,800	45,286
Rent Expense	-	-	-	-	-	-	-	-	1,715	438
Miscellaneous	-	-	-	-	-	-	-	-	2,000	708
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,010	1,389
Total Services	-	-	-	-	-	-	4,100	2,762	198,838	125,682
TOTAL OPERATING EXPENSES	3,573	92	45,937	25,702	-	5,260	6,100	6,499	1,218,763	774,669
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(573)	2,179	4,063	13,803	-	(2,979)	48,900	38,367	(964,013)	(583,526)



Park Board Agenda Request

MEETING DATE: September 24, 2024

TITLE OF ITEM: Presentation by YMCA - 2024 Youth Recreation Program

AGENDA: Approve

ACTION REQUESTED: Information Only

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

PRESENTER: Shane Riffle, YMCA

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Attached to this item is the report from the YMCA for the 2024 summer youth recreational program. YMCA staff will be at the meeting to present to the Park Board.

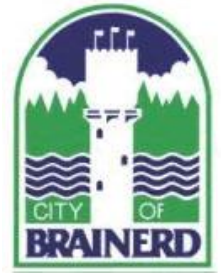
ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Information Only

RECOMMENDED ACTION/MOTION: Information Only

FINANCIAL IMPACT: N/A



City of Brainerd- YMCA Youth Recreational Sports Program Report- Summer 2024



MARKETING

WJYY Community Focus- 1/11, 2/8, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8

Brainerd Dispatch (TV Week Book) ads

- Print & Online - Wednesday & Saturday
- Online Only - Monday, Tuesday, Thursday & Friday
- Print circulation 6,000
- Online Only Subscribers 3,100
- Total Readership = 22,500

BRAINERDDISPATCH.COM

- Average monthly page views 900,000
- 60% mobile, 40% desktop
- Average monthly users 200,000
- 55% male, 45% female



SUMMER REC SPORTS LEAGUES



SCAN ME

*data provided by Brainerd Dispatch

Community Ed Guide- full page, summer 2024

Website content- <https://www.brainerdlakesymca.org/programs/sports-rec/youth-sports-leagues>

YMCA internal digital display ads- March 2024-August 2024

YMCA Facebook posts

- 7/31- 845 impressions
- 7/25- 1,587 impressions
- 7/23- 1,474 impressions
- 6/20- 2,364 impressions
- 6/4- 1,239 impressions
- 5/6- 1,675 impressions
- 4/29- 903 impressions
- 3/29- 1,594 impressions

PARTICIPATION

4th year of programming:

- Flag Football- 78 participants
- T-Ball- 125 participants
- Soccer- 198 participants
- Basketball- 53 participants
- Daytime Volleyball- 25 participants
- Daytime Flag Football- 31 participants
- Daytime Lacrosse- 20 participants
- Daytime Soccer- 40 participants
-

2024 Total- 570
 2023 Total- 475
 2022 Total- 474
 2021 Total- 342



EXPERIENCE SURVEY

Near the end of the program, we sent participants a survey.

Key results as compared to national averages

	2024	Nat. Avg.
Parents reporting 'excellent/good'		
• Overall quality of staff	95%	83%
• The program was a fun and enjoyable experience	88%	90%
• Value for the money	83%	77%
• Provides positive adult/staff role models	99%	83%
Parents reporting 'strongly agree/agree'		
• Demonstrates caring, honesty, respect, and responsibility	100%	89%
• Make new friends	87%	92%
• Improve sport skills	87%	93%
• Build confidence	100%	87%
• <i>Sports is making a real positive impact in my child's life</i>		
Parents report 'actively believe'	82%	42%

New for 2024

Intro to Fast Pitch Softball

6-10 y/o (girls)

Fall- mid Aug-Sept

Buffalo Hills park

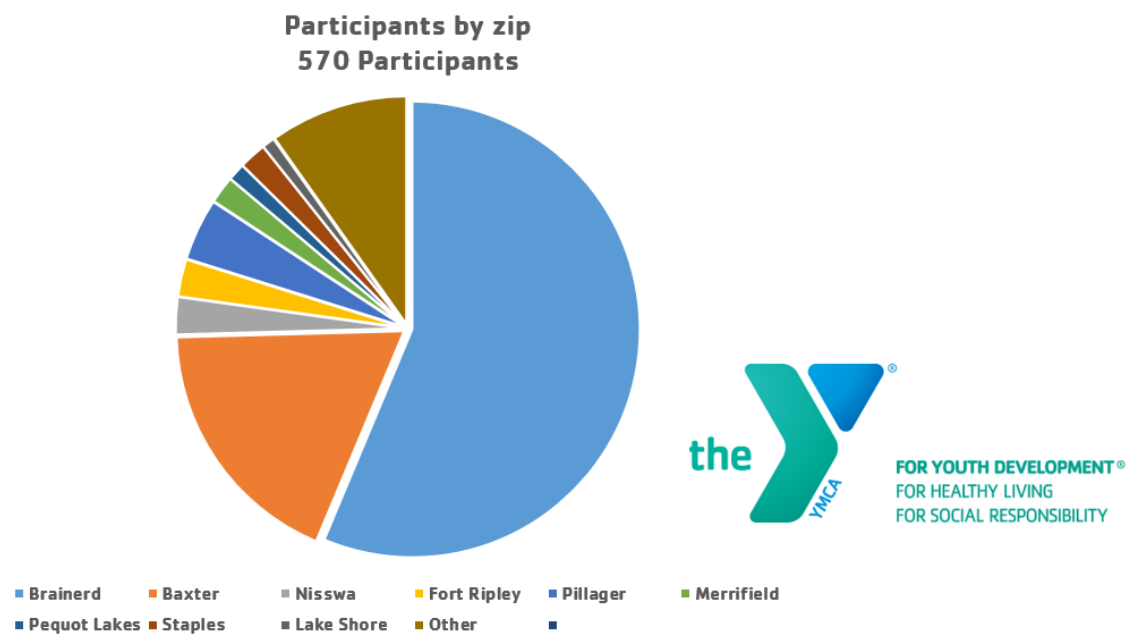
2025 Request

\$20,000

2023 base + \$2,500 wages increase + \$2,500 new program start-up

PARTICIPATION BY ZIP

YMCA | Brainerd Parks & Recreation Sports Program- 2024
T-Ball, Basketball, Flag Football, Soccer, Volleyball, Lacrosse



2024 BUDGET INFORMATION

wages & benefits- coordinator and PT coaches	17,233
marketing	1500
sports program expenses	7,017
Total	25,750

Thank you for the opportunity to partner with Brainerd Parks & Recreation to support the healthy development of all youth in our community through organized sports.



Park Board Agenda Request

MEETING DATE: September 24, 2024

TITLE OF ITEM: Presentation by Community Education - 2024 Youth Recreation Programs

AGENDA: Approve

ACTION REQUESTED: Information Only

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

PRESENTER: AnnMarie Lacher, Community
Education

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Attached to this item is the report from the Community Education for the 2024 summer youth recreational program. Community Education staff will be at the meeting to present to the Park Board.

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

RECOMMENDED ACTION/MOTION: Information Only

FINANCIAL IMPACT: N/A

Parks & Recreation Report - 2024 Programs

Note from coordinator:

Summer ball participation numbers remained steady in all areas but upper levels of baseball. Details on in the included reports. We have many Brainerd youth participating in all of our Parks & Rec programs. This year, we were able to arrange games with Pillager, Crosby and Aitkin teams for our Pony level (as we only had two Brainerd/Baxter teams).

We had lots of changes with the baseball program this year. We had a new Coordinator this summer, Kyle Crocker. It was also Tim Sayrch's first full year as Parks & Rec Coordinator for Community Education.

Participation numbers:

See attached detailed report.

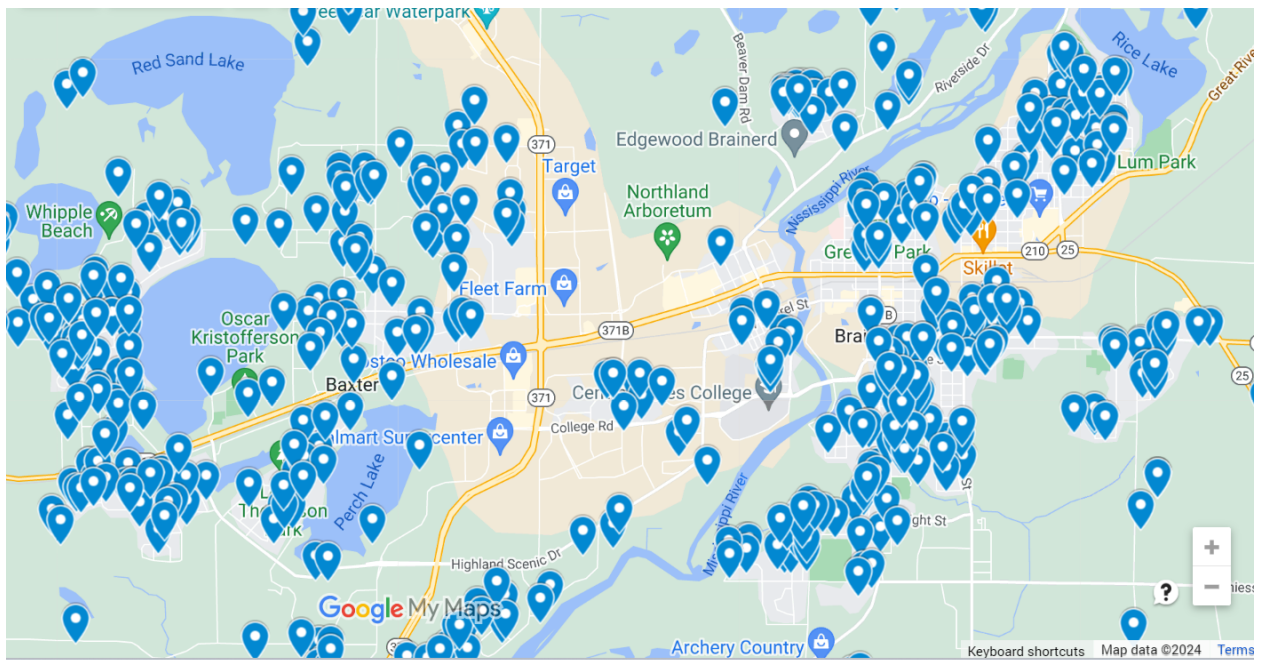
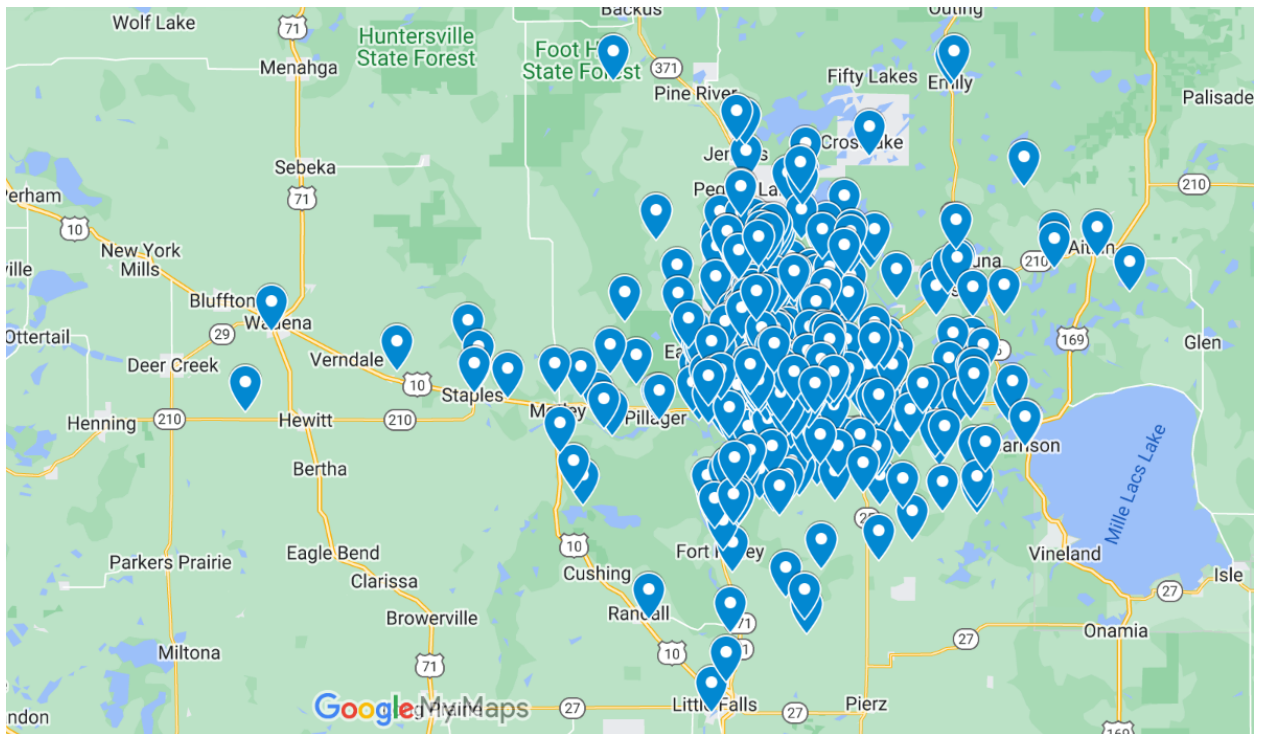
Budget:

Attached you'll find our financial report that shows the approved budget for the district. Budget revisions may be made in December (the school district's fiscal year end is June 30).

I've also included a breakdown of revenue and expenses per activity within our Parks & Rec programs. Please note that on that report, expenses total include direct program expenses for equipment and supplies, staff and officials, etc. It does not include any administrative percentages that are calculated into the total budget shown in the Financial Report. The revenue shown is by participation fees only and does not include additional revenue sources of sponsorships and contributions from the cities of Brainerd and Baxter.

Parks & Rec Participation (Calendar years)												
Sport	Age	24	23	22	21	20	19	18	17	16	15	14
Fall Soccer	4 & 5	109	94	91	99	41	65	64	50	57	71	57
Fall Soccer	6 & 7	117	110	100	109	52	76	46	71	53	67	56
Fall Soccer	8 to 10	80	85	72	75	24	46	34	39	41	32	29
Fall Soccer	Grades 5-6	62	44	64	47	42						
Flag Football	Grades 2-3	95	79	70	54	28	47	26	35	38	35	38
FALL TOTAL		463	412	397	384	187	234	170	195	189	205	180
Spring Soccer	4 & 5	137	110	132	144	COVID	97	70	98	106	74	78
Spring Soccer	6 & 7	122	132	149	120	COVID	65	81	87	95	66	40
Spring Soccer	8 to 10	108	102	104	81	COVID	57	76	57	45	42	24
Spring Tennis	Grades 3-4	22	23	24	courts gone from OK Park	COVID	9	23	12	16	21	16
SPRING TOTAL		389	367	409	345	0	228	250	254	262	203	158
Fastpitch Softball	12U Girls	0	13	13	12	COVID	8	25	13	14	13	0
Softball	10U Girls	49	43	37	22	COVID	36	46	42	24	35	28
Softball	8U Girls	45	50	30	12	COVID	13	25	24	31	25	27
Slowpitch Senior	14-16	43	35	31	35	COVID	0	0	0	0	0	0
Slowpitch Junior	11-13	52	48	59	46	COVID	0	0	0	0	0	0
Bronco Baseball	11 & 12	55	74	60	87	COVID	90	83	81	84	72	84
Major League Baseball	7 & 8	91	83	72	68	COVID	62	50	67	83	68	62
Minor League Baseball	6 & 7	55	72	51	48	COVID	57	61	21	25	27	41
Miracle League	Youth/Adult	50	35	33	26	COVID	-	-	-	-	-	-
Mustang Baseball	9 & 10	126	109	125	111	COVID	109	110	100	92	104	94
Pony Baseball	13 to 15	25	32	42	59	COVID	40	41	45	38	48	53
Tee-Ball	4 to 6	126	144	143	142	COVID	113	87	108	90	106	99
SUMMER TOTAL		717	738	696	668	0	528	528	488	467	485	488
CALENDAR YEAR TOTAL		1569	1517	1502	1397	187	990	948	937	918	893	826

Parks and Rec Breakdown by City/Sport - 2024 (as of 9/17/24)								
Summer sport	Baxter	Brainerd	Other	Total Participants	Baxter %	Brainerd %	Other %	Fee
Minor League (6-7)	8	31	16	55	15%	56%	29%	64/54
Major League (7-8)	23	50	18	91	25%	55%	20%	64/54
Mustang Baseball (9-10)	34	62	30	126	27%	49%	24%	84/74
Bronco Baseball (11-12)	13	28	14	55	24%	51%	25%	84/74
Pony Baseball (13-15)	10	14	1	25	40%	56%	4%	84/74
Fastpitch 8U (6-8)	13	20	12	45	29%	44%	27%	74/64
Fastpitch 10U (8-10)	15	23	11	49	31%	47%	22%	74/64
Fastpitch 12U (11-12)	-	-	-	-	-	-	-	74/64
Slowpitch Petite (8-10) didn't offer	-	-	-	-	-	-	-	74/64
Slowpitch Junior (11-13)	9	40	3	52	17%	77%	6%	74/64
Slowpitch Senior (14-17)	2	39	2	43	5%	90%	5%	74/64
T-Ball (4-6)	39	73	14	126	31%	58%	11%	64/54
Miracle League	12	15	23	50	24%	30%	46%	\$32
TOTALS	178	395	144	717	25%	55%	20%	
Fall Sport	Baxter	Brainerd	Other	Total Participants	Baxter %	Brainerd %	Other %	Fee
Soccer - Fall 4/5 M/Sat	13	27	11	51	25%	53%	22%	\$64
Soccer - Fall 4/5 Th/Sat	18	28	12	58	31%	48%	21%	\$64
Soccer - Fall 6/7 M/Sat	19	24	8	51	37%	47%	16%	\$64
Soccer - Fall 6/7 Th/Sat	18	30	18	66	27%	46%	27%	\$64
Soccer - Fall 8-10	18	46	16	80	22%	58%	20%	\$64
Flag Football Gr 2-3	25	49	21	95	26%	52%	22%	\$36
Fall Soccer Gr 5-6	8	36	18	62	13%	58%	29%	100/110
TOTALS	119	240	104	463	26%	52%	22%	
Spring Sport								
Soccer - Spring 4/5 M/Sat	14	34	18	66	21%	51%	28%	\$64
Soccer - Spring 4/5 Th/Sat	21	32	18	71	30%	45%	25%	\$64
Soccer - Spring 6/7 M/Sat	10	17	15	42	24%	40%	36%	\$64
Soccer - Spring 6/7 Th/Sat	25	42	13	80	31%	53%	16%	\$64
Soccer - Spring 8-10	23	63	22	108	21%	58%	21%	\$64
Spring Tennis Gr 3-4	5	14	3	22	23%	63%	14%	\$45
TOTALS	98	202	89	389				
OVERALL Grand Totals	395	837	337	1569	25%	53%	22%	
					Baxter	Brainerd	Other	



Park and Rec Financial Summary											
	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Revised Budget	2024-25 Preliminary Budget
Fees	47,239.05	50,539.00	51,065.00	52,342.50	48,822.00	18,811.00	48,721.26	72,886.36	76,475.57	80,000	70,000
Donations	7,175.00	7,600.12	6,948.66	7,875.00	7,218.00	6,450.00	3,650.00	0.00	0.00	0	0
Contribution (City of Baxter)	31,000.00	31,000.00	32,000.00	34,000.00	35,000.00	35,000.00	32,700.00	20,000.00	20,000.00	20,000	23,000
Contribution (City of Brainerd)	0.00	0.00	0.00	0.00	0.00	0.00	1,875.00	9,125.00	13,000.00	13,000	15,000
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,838.00	11,575.00	15,000	10,000
Total Revenues	\$85,414.05	\$89,139.12	\$90,013.66	\$94,217.50	\$91,040.00	\$60,261.00	\$86,946.26	\$121,849.36	\$121,050.57	\$128,000	\$118,000
Program Salaries and Benefits	44,076.48	44,379.95	51,966.31	36,584.41	39,002.97	21,158.35	26,827.34	62,924.91	46,628.58	51,627	60,000
Non-program Salary and Benefits	18,415.33	18,409.13	18,855.41	19,034.48	20,589.59	21,046.62	22,207.02	29,301.02	31,809.77	47,829	30,000
Purchased Services	2,623.68	2,850.53	7,266.15	5,384.77	5,493.96	5,220.74	6,901.74	11,934.37	10,984.64	6,500	10,500
Supplies and Materials	20,122.62	28,404.18	19,416.00	26,205.25	18,341.91	5,348.04	13,790.18	32,079.21	39,516.13	26,000	26,000
Due, Membership and License Fees	0.00	0.00	0.00	0.00	335.00	410.00	520.00	640.00	700.00	0	500
Total Expenses	\$85,238.11	\$94,043.79	\$97,503.87	\$87,208.91	\$83,763.43	\$53,183.75	\$70,246.28	\$136,879.51	\$129,639.12	\$131,956	\$127,000
Excess (Deficit)	\$175.94	-\$4,904.67	-\$7,490.21	\$7,008.59	\$7,276.57	\$7,077.25	\$16,699.98	-\$15,030.15	-\$8,589	-\$3,956	-\$9,000

Parks & Rec by Program - fall 2024				
	Revenue from Fees**	Expenses*		Notes
Flag Football	\$3,429	\$1,779	\$1,650	
Fall Soccer	\$23,210	\$6,338	\$16,872	
Baseball	\$31,314	\$33,315	-\$2,001.00	Some baseball and softball payroll expenses not separated
Miracle League	\$1,568	\$2,329	-\$761.00	
Softball	\$12,494	\$12,159	\$335.00	
Spring Soccer	\$20,241	\$6,225	\$14,016.00	
Tennis	\$990	\$450	\$540.00	
*Expenses totaled here include direct program expenses for equipment and supplies, staff and officials, etc. It does not include any administrative percentages that are calculated into our total P&R budget.				
**Additional revenue sources are sponsorships and contributions from the cities of Brainerd and Baxter.				

2024 Parks and Rec Sponsors	
1st Western Bank & Trust	
American Family Insurance	
Baxter Lions	
Baxter Snomobile Club	
Brainerd Ace Hardware	
Brainerd Eagles #287	
Brainerd Elks #615	
Brainerd General Rental	
Brainerd Glass	
Brainerd Public Schools Foundation	
CLA	
Clark Lake Homes	
Deerwood Bank	
EcoWater Systems	
Edgewood Dental	
Erickson's Greenhouse	
Greenheck Auto Glass	
Gull Lake Glass	
Hwy 18 Collision	
Mattson Lumber	
McDermott Orthodontics	
McDonalds	
Mickey's Pizza and Subs	
Mid MN Federal Credit Union	
Mike's Tree Company	
Mill Ave Holiday	
Paul Bunyan Land	
Positive Realty	
Reichert Enterprises	
Select Therapy	
Select Urgent Care	
Upland Advertising	
VFW Auxiliary #1647	
Vision Electrical Services, Inc	
Waste Partners	
Widseth	



Thank You!

to these area businesses and organizations for
helping to sponsor our Parks & Recreation programs:

- Mill Ave Holiday
- American Family Insurance
- McDermott Orthodontics
- Vision Electrical Services, Inc
- Clark Lake Homes
- Brainerd Elks #615
- Select Therapy
- Widseth
- Deerwood Bank
- Edgewood Dental
- Gull Lake Glass
- Reichert Enterprises
- Mattson Lumber
- Greenheck Auto Glass
- Mike's Tree Company
- Upland Advertising
- Hwy 18 Collision
- Erickson's Greenhouse
- Mickey's Pizza & Subs
- McDonalds
- Brainerd Eagles #287
- 1st Western Bank & Trust
- VFW Auxiliary #1647
- Baxter Lions
- CLA
- Select Urgent Care
- Waste Partners
- Paul Bunyan Land
- Positive Realty
- Brainerd Glass
- Mid MN Federal Credit Union
- Brainerd Ace Hardware
- Brainerd Public Schools Foundation
- EcoWater Systems
- Brainerd General Rental
- Baxter Snowmobile Club



A City & School Partnership



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MINNAPOLIS
A City for All Seasons



Park Board Agenda Request

MEETING DATE: September 24, 2024

TITLE OF ITEM: Approve Event Application - Dangerously Thrilling Decibels

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: Attached is an event application for Dangerous Thrilling Decibels to be held on Halloween (Thursday), October 31st, in Gregory Park. The event is planned to take place from 3:00 p.m. until 8:00 p.m. in the pavilion and bandstand.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The event consists of Halloween decorations, Halloween-themed music, and handing out candy goodie bags. The organizer is requesting access to power inside the kitchenette, warming house, and bottom of the bandstand. The power sources are required for several speakers, subwoofers and high-powered fog machines. The event organizer is requesting the following concessions:

- Organizer intends to begin setting up decorations at 5 a.m. (which is prior to the normal park hours per City Code of 6:00 a.m. without prior approval by the Board)
- Organizer requests vehicle access to the park to park their vehicle next to the pavilion due to the time to set up the decorations and sound equipment.
- Organizer requests that facility rental fees be waived for the event. (Rental fees for pavilion and kitchenette is \$75 per day)

RECOMMENDED ACTION/MOTION: Staff recommends approval of the event application with the following conditions:

- Approval of the 5 a.m. start time for set up.
- No vehicle access, carts would be provided.
- Rental fees are not waived.

FINANCIAL IMPACT: Dependent on Park Board action.



SPECIAL EVENT APPLICATION

Date of Application: _____

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: _____

Organizer Information

Organizer's Name: _____

Organizer's Address: _____

Event Contact Person: _____

Event Contact Daytime Phone: _____

Event Contact E-mail Address: _____

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): _____

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

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:

Site Information

Electrical usage	Yes	No

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

Amplified Sound	Yes	No
-----------------	-----	----

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

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:

Trash Receptacle Disposal	Yes	No
---------------------------	-----	----

Company contracted for trash receptacle disposal: _____

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

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				May be required before issuing a permit.
Sign/banner Permits				Contact the Planning Department for information/procedure.
Parade Permit				Issued by the Police Department after complete submission of application.
Alcohol Use Permit				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	_____	_____
City Administration	_____	_____
Engineering Department	_____	_____
Fire Department	_____	_____
Fire Support/EMS	_____	_____
Parks Department	_____	_____
Planning Department	_____	_____
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

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: September 24, 2024

TITLE OF ITEM: Approve Recreation Specialist Job Description and Recommend Council Authorize Advertisement

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director, **DEPARTMENT:** Public Works
Kris Schubert, Human Resources Director

PRESENTER: Jessie Dehn, Public Works Director, **ESTIMATED TIME (MIN):** 5 minutes
Kris Schubert, Human Resources Director

SUMMARY OF ISSUE: Recreation Specialist Haley Blank resigned effective September 16, 2024. Before we hired Haley last year, the City Council asked that Park Board review the Recreation Specialist job description and give recommendations to the Council for consideration. With that request in mind, attached is the current job description for the Recreation Specialist position. Please note that Staff is not recommending any changes at this time.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: In 2023, the Park Board recommended hiring a Recreation Specialist instead of a Recreation Coordinator. The Recreation Coordinator job descriptions is attached for reference.

RECOMMENDED ACTION/MOTION: Motion to ratify the current Recreation Specialist job description as presented or with updates as recommended by the Park Board; further, to recommend that the City Council authorize Staff to begin the hiring process to fill the position.

FINANCIAL IMPACT: The Recreation Specialist position is included in the 2024 budget. The current wage range for the Recreation Specialist position is:

Rec Specialist	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
7/1/2024	\$31.04	\$32.22	\$33.41	\$34.59	\$35.77	\$36.95	\$39.91	\$41.39

From: [Haley Blank](#)
To: [Jessie Dehn](#)
Cc: [Kris Schubert](#)
Subject: Immediate Resignation Notice
Date: Monday, September 16, 2024 10:45:02 PM

Haley Blank


09/16/2024

Jessie Dehn
City of Brainerd
501 Laurel Street
Brainerd, MN, 56401

Dear Jessie,

I am writing to formally resign from my position as Recreation Specialist for the City of Brainerd, effective immediately.

I appreciate the opportunity you gave me to use my vacation time and take a week off to try and cope with feeling unsafe at work. During this time, I have concluded that I no longer feel safe within the workplace. One of the reasons for this is learning about the circumstances surrounding Katie's resignation, which has contributed to my sense of insecurity. Even with no direct contact with Katie via email, I still encounter her at the fields and courts, which exacerbates these feelings. Additionally, after working with my therapist, I have realized that the work culture surrounding the players of adult sports, particularly the ongoing harassment from some of the softball players, has created a toxic environment that has significantly impacted my mental health.

I will return my work computer, phone, keys, and badge tomorrow at 5 PM by leaving them on my desk. If a different time is more convenient, please let me know; otherwise, I will proceed as planned. At that time, I will also collect my personal belongings. Additionally, I will input my time card and approve the time for my current hours for this pay period.

I apologize for the short notice and any inconvenience this may cause.

Thank you for the opportunities I've had working with the City of Brainerd. While I regret having to leave under these circumstances, I wish the department and the city continued success.

Sincerely,
Haley Blank
Get [Outlook for iOS](#)



Recreation Specialist

Department: Public Works

FLSA Status: Exempt

General Definition of Work

Performs entry level administrative and supervisory responsibilities for planning, organizing, coordinating, implementing and supervising a variety of recreation programs such as: tournaments, youth sports, adult sports, concession stands, leisure activities, warming houses, special events and securing program staff and volunteers, preparing and maintaining appropriate records, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director. Continuous supervision is exercised over seasonal employees, program instructors and volunteers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Essential Functions

- Plans, organizes, publicizes, implements and manages a variety of community recreation programs, special events and activities for all age groups based on the interests of the community.
- Recruits, interviews and hires applicable program staff; conducts performance evaluations for future hiring consideration. Recruits and selects volunteers and business partners/service clubs for special events and programs.
- Supervises, trains, assigns, and schedules program staff and volunteers. Provides coaching and imposes disciplinary action up to and including dismissal for seasonal staff and volunteers.
- Resolves problems and disputes among participants; enforces rules and regulations; maintains order and discipline; ensures compliance with established policies and procedures.
- Designs promotional materials and advertises programs; Monitors/edits department social media/website platforms.
- Evaluates program effectiveness, activities and community needs; facilitates meetings; recommends and implements recreation program changes through polls, surveys and research.
- Collects and organizes data about participation and engagement with recreation programs, activities, and special events. Uses data to identify high level trends and share as appropriate.
- Maintains and orders concession stand supplies and equipment; ensures staff are following Minnesota Department of Health guidelines; maintains inventory and necessary records or reports.
- Observes facilities and grounds for cleanliness and hazardous conditions and provides information to appropriate staff; prepares and maintains department incident and accident reports and provides follow-up if necessary.
- May perform duties of Public Works Department Administrative Specialist when needed or as directed including general office tasks such as assisting in processing registrations and facility rentals; receives and responds to inquiries and complaints; answering the telephone; and sending and receiving email correspondence.
- Plans for and schedules practices and games maximizing use of department and community resources and facilities via software and personal contact.
- Provides input for standard operating procedures, department policies, and emergency action plans.
- Organizes purchase of team uniforms, supplies, equipment and awards; solicits team sponsorships for corresponding teams and oversees proper billing procedures; Schedules and coordinates photographer for youth program team photos.
- Arranges and coordinates tournaments, exhibitions, fundraising, sponsorships, advertisements and special events for all activities to coincide with local or community wide programs.
- Serves as tournament liaison and split site director as needed on weekends and evenings.
- Monitors effective and efficient use of budgeted funds, personnel, materials, facilities, and time; Makes recommendations for future programming needs.
- Assists Public Works Director as assigned.

Recreation Specialist

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Essential Functions Cont.

- Represents the City's interests in developing and maintaining cooperative and ongoing relationships with the Parks and Recreation Board, parents, volunteers, local business community, local schools, mutual interest organizations and other agencies to support and enhance the Department.
- Oversees, supervises and manages playgrounds and athletic complexes.
- Assists in the preparation of grant applications and all other fundraising initiatives.
- Attends training sessions and conferences to keep informed of industry trends and practices.
- Perform related tasks as assigned or needed.

Knowledge, Skills and Abilities

- General knowledge of the principles and practices of the administration of parks and recreation facilities and programs.
- Ability to communicate effectively utilizing interpersonal communications skills, both orally and in writing, with a wide range of individuals.
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public.
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors, coworkers, supervisors, other city departments and the public.
- A team builder with the ability to coach, mentor, and develop staff and volunteers; maintain effective public relations and to speak before public groups.
- Internal/external customer-driven attitude.
- Possess working knowledge of computer hardware and software including Microsoft Office products, GIS, website/social media content maintenance and other applicable department required software programs.
- Supervise staff and delegate work.
- Leadership including problem solving and decision making.
- Ability to work outdoors and in a variety of weather conditions; Ability to work irregular hours.

Education, Experience and Special Requirements

- College courses with major studies in recreation and leisure, parks, sports management, or related field; minimum of three (3) years of experience in the recreation programming field; or equivalent combination of education and experience as determined by the Public Works Director.
- Valid driver's license.
- Possess the following certifications upon date of hire:
 - Department required concussion training.
 - CPR/AED/First Aid certification.
- Within six months of hire, possess the following licenses/certifications:
 - State of MN Food Handler's license
- Graduation from an accredited four-year college or university with major course work in recreation, leisure, physical education, sports management or related field is a highly desired qualification.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: October 31, 2023



Recreation Coordinator

Department: Public Works

FLSA Status: Exempt

General Definition of Work

Performs administrative and supervisory responsibilities for planning, organizing, coordinating, implementing, and supervising a variety of recreation programs and community services such as adult sports, youth sports, tournaments, concession stands, warming houses, and special events. Serves as liaison to local entities/associations to bridge the community's youth programming, tournament, and special event facility coordination. Secures program staff and volunteers, prepares, and maintains appropriate records, and performs related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director. Continuous supervision is exercised over seasonal employees, program officials and volunteers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Essential Functions

- Plans, organizes, publicizes, implements, and manages a variety of community recreation programs, special events and activities for all age groups based on the interests of the community.
- Recruits, interviews, and hires applicable program staff; conducts performance evaluations for future hiring consideration. Recruits and selects volunteers and business partners/service clubs for special events and programs.
- Supervises, trains, assigns, and schedules program staff and volunteers. Provides coaching and imposes disciplinary action up to and including dismissal for seasonal staff and volunteers.
- Resolves problems and disputes among participants; enforces rules and regulations; maintains order and discipline; ensures compliance with established policies and procedures.
- Develops strategic marketing plan; designs promotional materials and advertises programs; monitors/edits department social media/website platforms.
- Evaluates program effectiveness, activities, and community needs; facilitates meetings; recommends and implements recreation program changes through polls, surveys, and research.
- Maintains and orders concession stand supplies and equipment; ensures staff are following Minnesota Department of Health guidelines; maintains and oversees inventory and necessary records or reports.
- Observes facilities and grounds for cleanliness and hazardous conditions and provides information to appropriate staff; prepares and maintains department incident and accident reports and provides follow-up if necessary.
- May perform duties of Parks Department Administrative Specialist when needed or as directed including general office tasks such as assisting in processing registrations and facility rentals, receives and responds to inquiries and complaints, answering the telephone, and sending and receiving email correspondence.
- Plans for and schedules practices and games maximizing use of department and community resources and facilities via software and personal contact.
- Provides input for standard operating procedures, department policies, and emergency action plans.
- Arranges and coordinates applicable tournaments, exhibitions, fundraising, sponsorships, advertisements, and special events for all activities to coincide with local or community wide programs.
- Serves as tournament liaison and split site director as needed on weekends and evenings.
- Monitors effective and efficient use of budgeted funds, personnel, materials, facilities, and time; makes recommendations for future programming needs; prepares applicable program financial analysis and reports.
- Assists the Public Works Director as needed.
- Oversees, supervises, and manages parks and athletic complexes as required for recreation programs and special events.

Recreation Coordinator

Page 2

- Represents the City's interests in developing and maintaining cooperative and ongoing relationships with the Parks and Recreation Board, parents, volunteers, local business community, local schools, mutual interest organizations and other agencies to support and enhance the Department.
- Assists in the preparation of grant applications and all other fundraising initiatives; monitors expenditures and submits appropriate reports.
- Attends training sessions and conferences to keep informed of industry trends and practices.
- Attends and participates in monthly Park Board Meetings; produces a monthly recreation report.
- Performs related tasks as assigned or needed.

Knowledge, Skills and Abilities

- Intermediate knowledge of the principles and practices of the administration of parks and recreation facilities and programs.
- Ability to communicate effectively and respectfully utilizing strong interpersonal communications skills, both orally and in writing, with a wide range of individuals including employees and the public.
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public.
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors, coworkers, supervisors, other city departments and the public.
- A team builder with the ability to coach, mentor, and develop staff and volunteers; maintain effective public relations and to speak before public groups.
- Internal/external customer-driven attitude.
- Possess working knowledge of computer hardware and software including Microsoft Office products, GIS, website/social media content maintenance and other applicable department required software programs.
- Supervise staff and delegate work.
- Leadership including problem solving and decision making.
- Ability to work outdoors and in a variety of weather conditions.
- Ability to work irregular/flexible hours.

Education, Experience and Special Requirements

- Graduation from an accredited four-year college or university with major course work in recreation or leisure studies, physical education, sports management, or related field.
- Three (3) years of experience in the recreation programming field.
- An equivalent combination of education and experience may be considered as determined by the Public Works Director.
- Valid driver's license.
- Possess the following certifications upon date of hire:
 - Department required concussion training.
 - CPR/AED/First Aid certification.
- Within six months of hire, possess the following licenses/certifications:
 - State of MN Food Handler's license

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: October 13, 2023



Park Board Agenda Request

MEETING DATE: September 24, 2024

TITLE OF ITEM: Approve 2025 Campground Host Agreement

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: Attached to this request is the campground host agreement for 2025 at Lum Park.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: William and Teresa were the campground hosts during the 2024 season. They requested that they would be able to return as campground hosts in 2025. Staff feels that they continue to do well as campground hosts and is recommending that we continue forward with them in 2025. At this time, staff recommends continuing to utilize a campground host to help facilitate the operations and reservations at the campground.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the 2025 campground host agreement with William and Teresa as presented.

FINANCIAL IMPACT: N/A

2024 Lum Park Campground Host Agreement

This Agreement is made by and between the City of Brainerd, Minnesota

and _____ William and Teresa Kelm _____ (Host).

Recitals

- A. The City owns and operates Lum Park, which includes the Lum Park Campground with 18 RV campsites.
- B. The City desires to have an on-site campground host during the summer to monitor the campground, handle site payments and perform other related duties.
- C. The Host desires to undertake the campground host duties for the 2024 season, as provided herein.

Agreement

- 1. Term. This Agreement covers the summer camping season, from April 26, 2024, through October 6, 2024. The City reserves the right to modify the season opening or fall closing dates due to weather conditions or other unforeseen events.
- 2. Host Duties. The Host shall undertake the following:
 - a. Empty payment drop box each day. Conduct rounds of the campground each morning and attempt collection of any unpaid fees. Communicate any unpaid fees to the Public Works Administrative Specialist. Check campsites after campers depart to ensure that sites are clean and ready for the next campers.
 - b. Handle firewood sales. Remit camping, sanitation station and firewood revenue to the Administrative Specialist on a weekly basis.
 - c. Tag all reserved campground sites and issue payment envelopes and shower keys. Monitor return of shower keys.
 - d. Assign sites for drive-up customers and collect fees. Advise campers to call the office during regular business hours if they request to pay with a card. Notify the Administrative Specialist as soon as possible of any sites rented or changes to existing reservations.
 - e. Report all maintenance issues to the Public Works Department in a timely manner.
 - f. Explain the campground rules as needed.

- g. Enforce campground regulations and report unruly or unlawful behavior to the Public Works Department or the Police Department.
 - h. Perform all duties in a professional and courteous manner and maintain good public relations.
 - i. Notify the Public Works Department any time the Host is expected to be away from the campground for more than eight hours.
- 3. Compensation. The Host shall be provided a campsite with electrical, water and sewer hook-ups, cable television, and internet service at no cost. The Host shall keep the site in which is designated for use clean, orderly, and visually pleasing at the discretion and direction of the City Engineer/Public Works Director. The Host must provide his or her own camper. This position does not receive monetary compensation.
- 4. Relationship. The intent of this Agreement is to retain the Host as an independent contractor, not as an employee. The Host shall not be entitled to unemployment compensation, worker's compensation, health insurance or other fringe benefits. Nothing in this Agreement shall be deemed to constitute a partnership, joint venture, or agency relationship between the parties.
- 5. Indemnity. The Host agrees to defend and indemnify the City against all claims, actions, damages, losses and expenses, including reasonable attorney's fees, arising out of the Host's negligence or intentional misconduct.
- 6. Breach. In the event the Host breaches this Agreement, the City may terminate the Agreement if, after providing seven days' written notice of the breach to the Host, the Host fails to remedy the breach within seven days following receipt of the notice. If the Host abandons the Host position or engages in misconduct or negligence that endangers the public, the City may terminate this Agreement without notice.
- 7. Notice.
 - a. All communications shall be directed to the City at:

Public Works Administrative Specialist
501 Laurel Street
Brainerd, MN 56401
(218) 828-2320
 - b. All written communications during the term of this Agreement shall be directed to the Host at the Host's campsite.

The hosts permanent phone number is: _____

The hosts permanent address is: _____

8. Assignment. The Host shall not assign the Host's rights or obligations under this Agreement.
9. Merger and Amendment. This Agreement contains all the terms and conditions between the parties and supersedes any prior communications or agreements with respect to the subject matter of this Agreement. This Agreement may only be amended by a written document signed by both parties.

CITY OF BRAINERD

Dated: _____, 2023

Jessie Dehn, City Engineer / Public Works Director

CAMPGROUND HOST

Dated: _____, 2023

William Kelm

Dated: _____, 2023

Teresa Kelm



Park Board Agenda Request

MEETING DATE: September 24, 2024

TITLE OF ITEM: Approve Change Order #1 - Parks ARPA Project

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):** 5 Minutes

SUMMARY OF ISSUE: Staff is requesting approval for a Change Order for changes to be included with the Parks ARPA projects as discussed at previous Park Board meetings. The addition of sidewalk replacement from the beach parking lot to Pavilion #1 was discussed and prioritized at the 5/28/24 Park Board meeting. Staff was unable to get final price proposals for the changes to the watermain sizes and hydrants in the campground to include for discussion at the August Park Board meeting. Staff requested a price proposal to upsize the watermain and fittings in the campground from 1 1/4" (uncommon size) to 1 1/2" due to significant lead times, 10-12 weeks. This would have made completion very difficult this fall, when funds must be spent in 2024. Similarly, the hydrants (spigots) needed to be clarified as the original plans did not specify well enough. The proposal includes a sanitary hydrant designed for campground use with backflow prevention and the cost is multiplied as there are 12 that need to be changed.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The attached proposal includes a total of \$10,069.36 of additional work. \$1,415 is attributed to removal of the block wall and concrete slab outside of Pavilion #1. Including the replacement of the remaining approximate 360 square feet of sidewalk not currently in the project at bid prices, the overall cost of this addition would total \$4,493. Staff estimated this work to be approximately \$3,634 in May, an additional \$859.

\$8,654.36 of Change Order is attributed to the changes in the campground project. \$2,178.80 to the upsized watermain, \$6,475.56 to the changes to the hydrants (spigots).

Using the estimated 5% contingency as discussed at the May meeting, the amount that should be set aside for unforeseen expenses should be \$22,148.17. There was also an estimated \$6,605 for additional enhancements. Both changes would be accommodated within these amounts, still leaving over \$18,000 to accommodate other expenses as needed.

RECOMMENDED ACTION/MOTION: Staff recommends approval of Change Order #1 as presented in the amount of \$10,069.36.

FINANCIAL IMPACT: \$10,069.36



**P.O. Box 315
Brainerd, MN 56401**

Quote

Date	Quote #
9/9/2024	1723

Name / Address

City of Brainerd
City Engineers office
501 Laurel St
Brainerd, MN 56401

Description	Quantity	Unit Cost	Unit	Total
* Brainerd Parks Project				
* Lum Park Campground Improvements				
12. Water Main - Upgrading 1 1/4" Copper to 1 1/2" Copper - Cost Difference Add.	1	2,178.80	LS	2,178.80
15. Water Spiggot RV Fixture - Upgrading to Woodford Model S4H - Cost Difference Add.	12	539.63	Each	6,475.56
* Lum Park Beach Improvements				
1. Remove Concrete Ramp at Pavillion and concrete prep work.	1	1,415.00	LS	1,415.00
Total				\$10,069.36

**Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com**



Park Board Agenda Request

MEETING DATE: September 24, 2024

TITLE OF ITEM: Discuss 2025 Parks Operating Budget Request

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: At the September 16th Council meeting, the City Council requested that staff bring an item to the Park Board to review the 2025 Operating Budget request to see if there are opportunities to find reductions in the request. The current request shows an over 18% increase in operating budget request over 2024.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Personnel Services is the largest increase (approx. \$133,000) over 2024. Most of this cost increase is attributed to full-time employee wage increases. One mention was the discussion whether the addition of temporary seasonal maintenance employees would be necessary. Each seasonal maintenance employee using the \$18-\$20 pay range would be approximately \$9,000 in cost. As mentioned in the previous discussions, of the two proposed seasonal maintenance positions, half of the cost of one position was planned to be allocated to the downtown district assessment to better address needs in that area.

In Supplies, the main increase was attributed to Mills Field costs. Due to increased costs for ag lime, striping and other materials, previous years' trend has shown this number to be closer to \$15,000 rather than \$5,000. Staff could reduce this amount and limit the work done in Mills Field throughout the season in 2025 to stay within the budget.

Services was the other main increase in operating budget expenses over 2024. The two largest increased expenses in this section are in Lease Payments and Utilities. As mentioned, Utilities increases are mainly attributed to the new splash pad and Lyman P White Park. However, revenues are also increased proportionally with the expenses with Utilities. The increase in Lease Payments are due to the continued movement of City-owned vehicles onto the Enterprise lease program. Two vehicles were transitioned in 2024 and another is planned in 2025. Smaller increases in this section of budget include a couple thousand to assumed increases to the YMCA and Community Ed recreation contracts and increases to monthly internet costs for security cameras at Kiwanis, Memorial, and Lyman P White Parks.

Other areas that could be considered as well include costs for temporary seasonal employees for Warming House Attendants and Concessions. Things like locations and hours to staff can be options.

RECOMMENDED ACTION/MOTION: Staff is requesting direction from the Park Board on the 2025 Operating Budget request.

FINANCIAL IMPACT: Dependent on Park Board action.

2025 Parks Department Budget
As of 9/10/2024

	Actual 2023	Adopted Budget 2024	Requested Budget 2025	Difference in Budgets	% Difference
TOTAL OPERATING EXPENDITURES					
Personnel Services	756,320	792,322	926,238	133,916	16.90%
Supplies	81,776	113,750	127,350	13,600	11.96%
Services	225,720	194,738	290,432	95,694	49.14%
Program Operations	105,896	117,953	132,011	14,057	11.92%
Transfers Out	-	-	-	-	0.00%
Total Expenditures	1,169,713	1,218,763	1,476,031	257,267	21.11%
TOTAL REVENUE - NON PROPERTY TAX					
Revenue from Other Gov'ts	(1,000)	-	-	-	0.00%
Charges for Services	(11,090)	(9,250)	(12,250)	3,000	32.43%
Other Revenues	(107,175)	(68,000)	(107,000)	39,000	57.35%
Program Revenues	(122,167)	(142,500)	(167,500)	25,000	17.54%
Transfers In/Sale of Assets	(34,179)	-	(9,000)	9,000	0.00%
Total Revenues	(275,610)	(219,750)	(295,750)	76,000	34.58%
NET OPERATING	894,103	999,013	1,180,281	181,267	18.14%
TOTAL CAPITAL - Budget	217,500	397,500	202,500	(195,000)	-49.06%
Future Capital	-	349,000	519,234	170,234	48.78%
ARPA Capital	575,000		-		
ARPA Funding	(575,000)		-		
TOTAL CAPITAL (net)	217,500	746,500	721,734	(24,766)	-3.32%
Actual/Budget/Requested	1,111,603	1,745,513	1,902,015	156,502	
% Increase		57.03%	8.97%		

**Park Board Capital Budget:
As of September 10, 2024**

	Current Plan	Initial Request
Equipment		
Snow Blower	\$ -	\$ 85,000
Tress Replacement	25,000	25,000
Picnic Table/Grilling Station/Trash Can Replacement Program	15,000	15,000
Park Weed and Feed Program	25,000	25,000
Bench Installation Program	5,000	5,000
Park ADA Upgrades	25,000	25,000
Park Sign Replacements	5,000	5,000
Parks Security Cameras	8,000	6,500
Skid Steer	75,000	-
Skid Steer Attachments (50% of Cost here)	20,500	-
Buffalo Hills Lions Park		
Parking Lot Reconfiguration	40,000	40,000
Long Term Capital Planning	519,234	519,234
	\$ 762,734	\$ 750,734
Sale of Assets	\$ 41,000	\$ 15,000
Net Capital	\$ 721,734	\$ 735,734

2025 PROPOSED BUDGET - 9/19/2024

	Park Maintenance			Pond Hockey			Outdoor Rinks			Concessions		
	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget
Total Taxes and Penalties			-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	1,000	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	11,090	9,250	12,250	304	1,500	2,000	-	-	-	18,625	30,000	30,000
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	103,259	66,000	105,000	-	-	-	-	-	-	-	-	-
Contributions & Donations	307	-	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	-	1,000	1,000	-	-	-	-	-	-	-	-	-
Misc. Revenue	3,609	1,000	1,000	-	-	-	-	-	-	-	-	-
Total Charges for Services	107,175	68,000	107,000		-	-	-	-	-	-	-	-
TOTAL REVENUES	119,264	77,250	119,250	304	1,500	2,000	-	-	-	18,625	30,000	30,000
Total Personal Services	756,320	792,322	926,238	443	455	453	13,621	9,575	11,977	10,955	17,563	21,113
Supplies												
Office and Operating Supplies	2,181	5,750	8,350	5,650	1,000	725	1,053	250	400	17,446	27,500	27,500
Motor Fuels	18,474	22,000	22,000	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	48,661	80,000	80,000	-	-	-	-	-	-	2,004	1,000	-
Repairs & Maintenance - Mills Field	10,659	5,000	15,000	-	-	-	-	-	-	-	-	-
Small Tools	1,801	1,000	2,000	-	-	-	-	-	-	-	-	-
Total Supplies	81,776	113,750	127,350	5,650	1,000	725	1,053	250	400	19,450	28,500	27,500
Services												
Professional Services	30,174	37,835	41,375	-	-	-	-	-	-	-	-	-
Computer Technical Support	8,745	6,500	6,825	-	-	-	-	-	-	-	-	-
Telephone	3,392	2,076	3,804	-	-	-	-	-	-	-	-	-
Postage	27	200	50	-	-	-	-	-	-	-	-	-
Professional Development	2,084	2,100	3,000	-	-	-	-	-	-	-	-	-
Lease Payments	31,827	32,980	80,186	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	626	1,500	1,000	-	-	-	-	-	-	-	-	-
Insurance	27,325	29,322	31,117	-	-	-	-	-	-	-	-	-
Utilities	114,685	77,500	117,900	-	-	-	-	-	-	-	-	-
Rent Expense	1,720	1,715	1,785	-	-	-	-	-	-	-	-	-
Miscellaneous	4,276	2,000	2,000	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	839	1,010	1,389	-	-	-	-	-	-	-	-	-
Total Services	225,720	194,738	290,431	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,063,817	1,100,810	1,344,019	6,093	1,455	1,178	14,674	9,825	12,377	30,404	46,063	48,613
Other Revenue (Expenses)												
Sale of Assets	34,179	-	9,000	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	34,179	-	9,000	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(910,374)	(1,023,560)	(1,215,769)	(5,789)	45	822	(14,674)	(9,825)	(12,377)	(11,779)	(16,063)	(18,613)

2025 PROPOSED BUDGET - 9/19/2024

	Tournaments			Special Events			Kickball			Adult Softball		
	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget
Total Taxes and Penalties	-	-	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	2,197	2,000	2,500	1,265	1,000	3,000	2,596	3,000	3,000	45,043	50,000	50,000
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	2,197	2,000	2,500	1,265	1,000	3,000	2,596	3,000	3,000	45,043	50,000	50,000
Total Personal Services	3,250	-	-	1,396	-	-	1,963	3,073	3,036	23,940	29,437	29,083
Supplies												
Office and Operating Supplies	1,762	2,000	2,500	3,395	3,000	3,000	-	500	575	11,530	13,000	15,400
Motor Fuels	-	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-	-	-	-	690	3,500	5,000
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools	-	-	-	-	-	-	-	-	-	-	-	-
Total Supplies	1,762	2,000	2,500	3,395	3,000	3,000	-	500	575	12,220	16,500	20,400
Services												
Professional Services	-	-	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	-	-	-	-	-	-	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-	-	-	-	-	-
Postage	-	-	-	-	-	-	-	-	-	-	-	-
Professional Development	-	-	-	-	-	-	-	-	-	-	-	-
Lease Payments	-	-	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Rent Expense	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Total Services	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	5,012	2,000	2,500	4,791	3,000	3,000	1,963	3,573	3,611	36,160	45,937	49,483
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(2,815)	-	-	(3,526)	(2,000)	-	632	(573)	(611)	8,884	4,063	517

	Pickleball			Campground			GRAND TOTAL			
	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget	'23 Actual	'24 Budget	'25 Budget	Difference
Total Taxes and Penalties	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	1,000	-	-	-
Charges for Services - User Fees	-	-	2,000	52,136	55,000	75,000	133,257	151,750	179,750	28,000
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	103,259	66,000	105,000	39,000
Contributions & Donations	-	-	-	-	-	-	307	-	-	-
Misc. Program Revenue	-	-	-	-	-	-	-	1,000	1,000	-
Misc. Revenue	-	-	-	-	-	-	3,609	1,000	1,000	-
Total Charges for Services	-	-	-	-	-	-	107,175	68,000	107,000	39,000
TOTAL REVENUES	-	-	2,000	52,136	55,000	75,000	241,431	219,750	286,750	67,000
Total Personal Services	-	-	-	-	-	-	811,888	852,425	991,899	139,474
Supplies										
Office and Operating Supplies	-	-	1,050	324	500	500	43,342	53,500	60,000	6,500
Motor Fuels	-	-	-	-	-	-	18,474	22,000	22,000	-
Repairs & Maintenance	-	-	-	1,102	1,500	1,500	52,456	86,000	86,500	500
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	10,659	5,000	15,000	10,000
Small Tools	-	-	-	-	-	-	1,801	1,000	2,000	1,000
Total Supplies	-	-	1,050	1,426	2,000	2,000	126,732	167,500	185,500	18,000
Services							126,732	167,500	185,500	
Professional Services	-	-	-	-	-	-	30,174	37,835	41,375	3,540
Computer Technical Support	-	-	-	-	-	-	8,745	6,500	6,825	325
Telephone	-	-	-	1,159	800	1,200	4,551	2,876	5,004	2,128
Postage	-	-	-	-	-	-	27	200	50	(150)
Professional Development	-	-	-	-	-	-	2,084	2,100	3,000	900
Lease Payments	-	-	-	-	-	-	31,827	32,980	80,186	47,206
Printing/Legal Publications	-	-	-	-	-	-	626	1,500	1,000	(500)
Insurance	-	-	-	-	-	-	27,325	29,322	31,117	1,795
Utilities	-	-	-	4,213	3,300	7,000	118,898	80,800	124,900	44,100
Rent Expense	-	-	-	-	-	-	1,720	1,715	1,785	70
Miscellaneous	-	-	-	-	-	-	4,276	2,000	2,000	-
Dues and Subscriptions	-	-	-	-	-	-	839	1,010	1,389	379
Total Services	-	-	-	5,373	4,100	8,200	231,093	198,838	298,631	99,793
TOTAL OPERATING EXPENSES	-	-	1,050	6,798	6,100	10,200	1,169,713	1,218,763	1,476,031	257,267
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	34,179	-	9,000	9,000
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	34,179	-	9,000	9,000
TOTAL REVENUE OVER/(UNDER)	-	-	950	45,338	48,900	64,800	(894,103)	(999,013)	(1,180,281)	(181,267)



Park Board Agenda Request

MEETING DATE: September 24, 2024

TITLE OF ITEM: Information on Rice Lake Weed Treatment

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):** 10 Minutes

SUMMARY OF ISSUE: At the July Park Board meeting, Troy Rushmeyer presented to the Park Board during Public Forum concerns regarding the lake weeds in Rice Lake adjacent to the beach, especially with consideration of the new kayak rental and the upcoming beach expansion project. Based on the comments received, staff reached out to two aquatic vegetation management vendors to review the area and provide recommendations for treatment, scope for work, and a budgetary proposal for the Park Board to review. For the initial discussion, staff requested treatment of an area consisting of the boundaries between the fishing pier to the east end of the beach and waterward no further than the end of the fishing pier. Attached are the proposals received by the vendors, Dive Guys and Waterfront Restoration.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Both vendors were similar in that there are a couple options on how to address the lake weed issue. One option would be to perform a single one-time treatment. This would improve the area compared to what is out there currently. However, the one-time cleanup would not address regrowth that occurs during the season. Both vendors recommend 3 visits per year to best address the vegetation. The initial treatment would address the majority of the weeds, while subsequent treatments would address any growth that occurs during the season and would be less time and effort than the initial cleanup.

RECOMMENDED ACTION/MOTION: Information only.

FINANCIAL IMPACT: N/A

Jessie Dehn

From: Gabrial Rudolph <gabe@diveguysmn.com>
Sent: Thursday, September 12, 2024 9:48 AM
To: Jessie Dehn
Subject: Lum Park Lake Weed Removal Project

You don't often get email from gabe@diveguysmn.com. [Learn why this is important](#)

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

Good morning Jesse,
I apologize for the delay in sending this over.

I took some time to measure the area and get an accurate estimate, here are the results of my assessment.

From the North side of the fishing pier to the Northern most end of the beach measures out to about 275 ft, the pier is 100 ft long from shore to the end of the dock. That measures up to **27,500** sq. ft

Typically we recommend 3 visits per year, however with the abundance of foot and water traffic in the park I'm fairly confident that at least 2 visits per year would suffice.

Option 1: (June)		
Number of Visits	Cost Per Sq Ft	Total Cost
1	\$0.70 x 27,500 sqft	\$19,250

Option 2: (June & July)		
Number of Visits	Cost Per Sq Ft	Total Cost
2	\$0.80 x 27,500 sqft	\$22,000

Option 3: (June, July, & August)		
Number of Visits	Cost Per Sq Ft	Total Cost
3	\$0.90 x 27,500 sqft	\$24,750

I think servicing the area the first time in late May or early June when families are starting venture out of their homes makes the most sense. This would remove the cold water weeds that make their way to the surface once the ice thaws.

I believe the second service would be beneficial during early to mid July when the lilies have bloomed and the warm water weeds have started to grow.

The initial visit will be the most labor intensive and time consuming. Each additional visit of the year will have significantly less growth. Less weed growth = less time, less work, less to haul away.

We remove everything by the root, though you'll typically see re-growth in the area around 2-3 weeks after each removal. This is due to the current constantly moving seeds from the surrounding area and replanting them.

Each body of water is different in its weed growth and each body of water has a different current. Nonetheless, we've noticed that the level of weed thickness as well as the amount of re-growth does drop year to year, so long as we remove everything within the area.

Having said that, if we only pull the area North of the pier, I'm confident that each year we're likely to see similar effects in weed growth along with the immense algae we see now.

I strongly suggest removing any aquatic vegetation around the entirety of the pier and stretching South, 160 feet, to the boat launch. Removing this area will be beneficial to the park in many ways.

- 1) It will remove the small patch of cattails I noticed roughly 15 feet south of the pier near shore. Removing these cattails will remove them permanently (as there are no cattails in the surrounding area)
- 2) It will get rid of the lilies, not just on that side of the pier but also helping prevent any seedlings from floating over to the beach and settling there.
- 3) Servicing this area will finally allow shore fisherman to enjoy their time. The thickness of the weeds make it nearly impossible to reel your catch in.
- 4) The abundance of algae growth along the whole shore. All of that algae has no where to go being hung up in the tall weeds. Pulling those weeds will allow circulation to the area, breaking up the algae and moving it with the current.

The algae sitting how it is makes it a perfect environment for toxic bacterias (toxic to swimmers) and more algae!

- 6) Most importantly, removing this area is most beneficial to keeping the beach area clear. By removing the West and South side of the Pier, this brings down the chances of the current dragging more seeds into the swim area.

Cattails and lilies are an aggressive growing lake weed. Cattails create bog and grows at a rapid rate. In a few years that entire side will be cattails.

Lilies also grow rapidly and have a vast root system, somewhat resembling a pineapple at first glance. These roots can stretch upwards of 30 feet producing hundreds of lilies. Just one foot of this root can produce multiple dozens of seeds.

Removing both of these before they're out of control will save the area from suffocation.

Expanding the area from the Northern most part of the beach all the way to the boat launch adds **20,400 sqft** to the area. Bringing the grand total up to **47,900 sqft**.

This is how the bill would look for the first year of service:

2 visits- 47,900 sqft @ \$0.80/ sqft = **\$38,320**

1st visit- 47,900 sqft @ \$0.70/ sqft = \$33,530

Additional visits- 47,900 sqft @ \$0.10/ sqft = \$4,790

The next years of service will be significantly less expensive, as the thickness level should be going down from year to year. Moving forward after the first year we would likely be looking at an hourly rate rather than by the square foot.

Our hourly rates to service the entire recommended area during the first visit would be \$750/ hour for a team of 6 individuals for 18-22 hours. Roughly **\$13,500-\$16,500**

The second visit would have significantly less weeds each year, bringing the time to remove down.

Estimated time to remove during second visit each year is 8-12 hours.

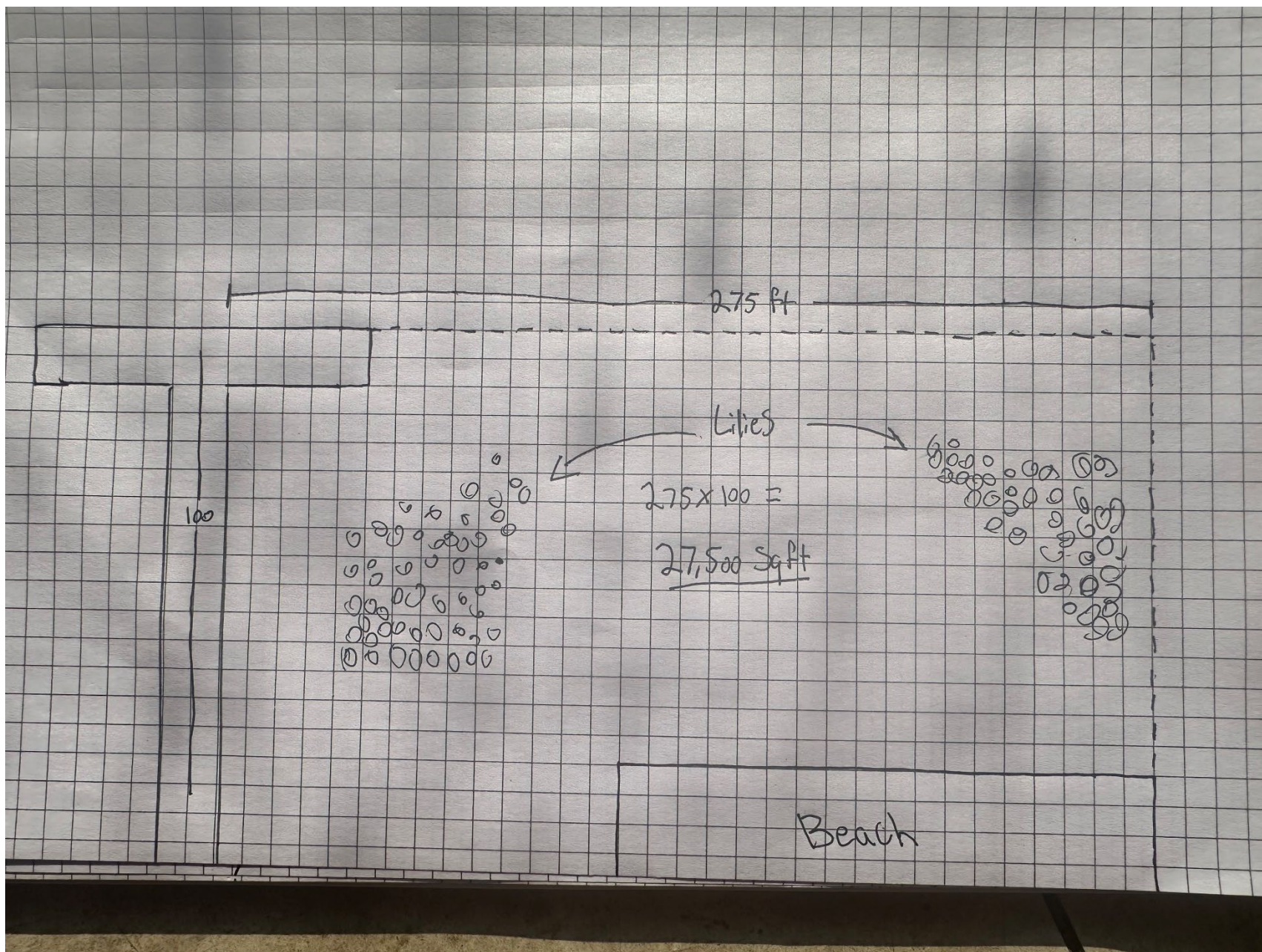
8-12 hours @ \$750/hr = **\$6,000-\$9,000**

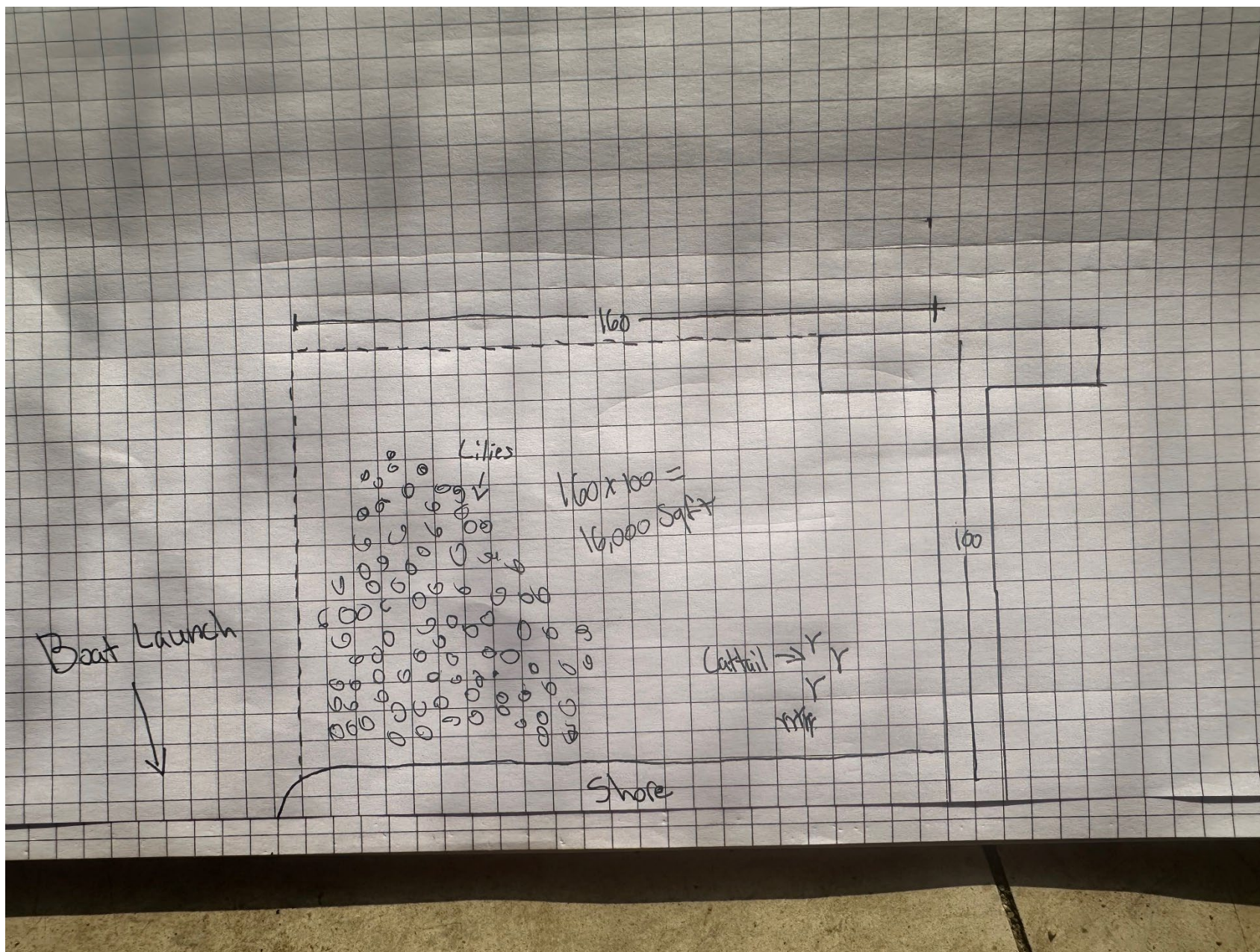
Estimate for each year after the first is roughly **\$13,506-\$25,500**.

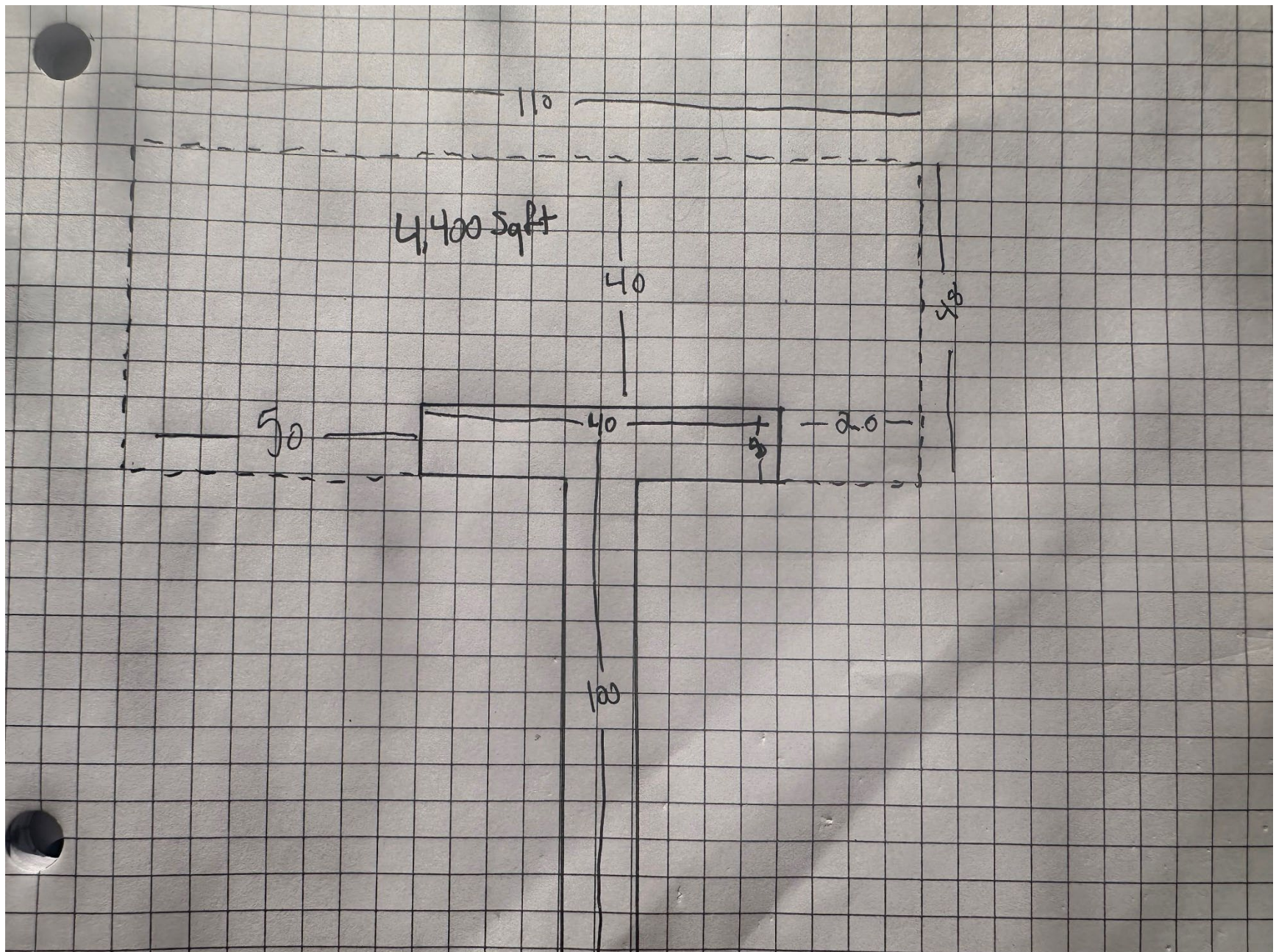
Myself and one of our crew leads would love to attend your next meeting. We would be there to answer any questions and describe better as to how our services will benefit the park.

Thank you for your time and consideration, I look forward to speaking with you soon.
If you have any questions feel free to ask and I'll answer to the best of my capabilities.

I'll add a few sketches of the area below.







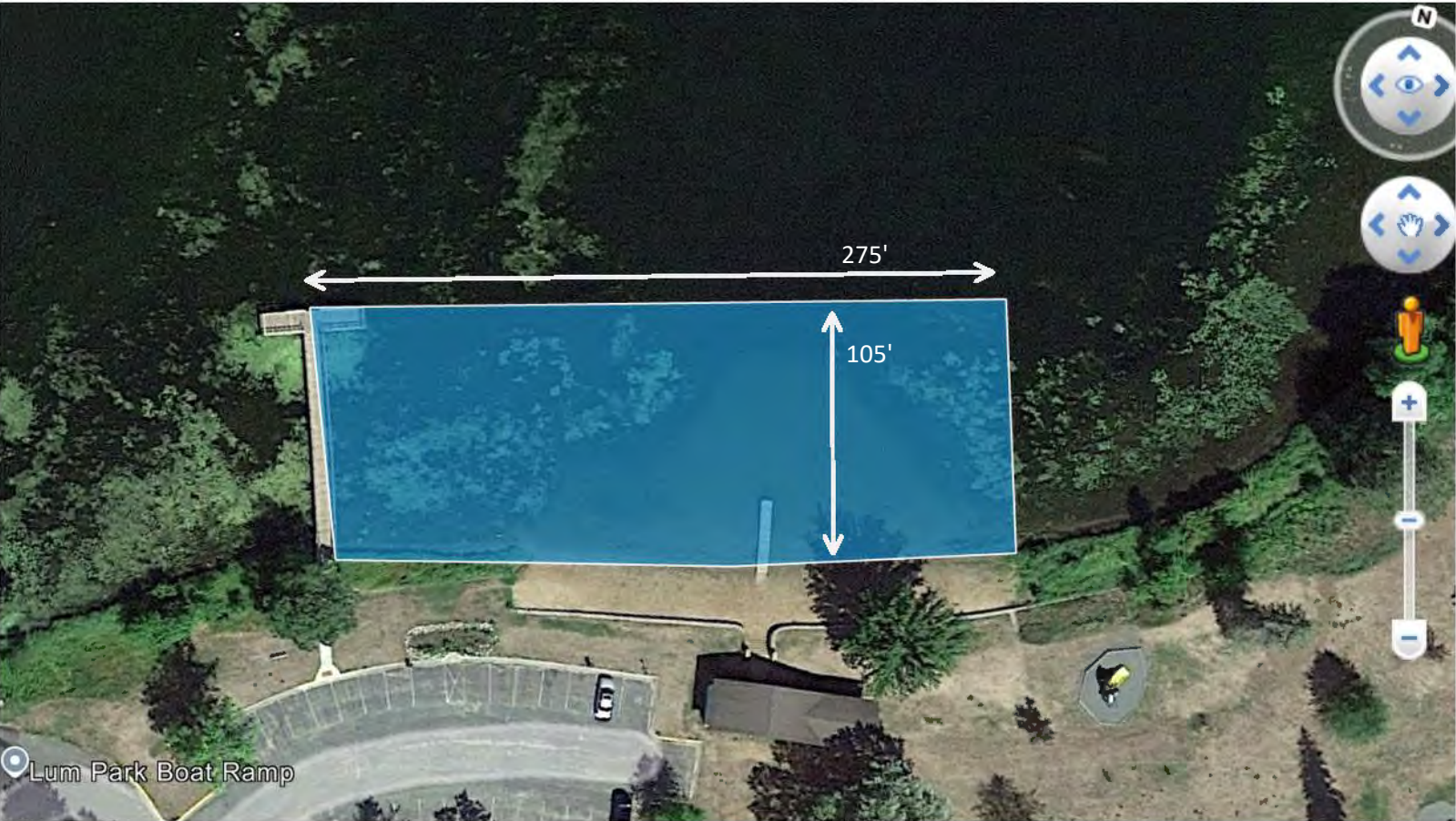
--

Gabe Rudolph, Brainerd Regional Manager

Dive Guys, LLC.

218-251-0925

diveguysmn.com



IF YOU DON'T CONTROL YOUR WEEDS AT ALL



Weeds decompose in the fall and sink to the bottom.



Decaying vegetation creates a muck layer, roots intact, debris remains.



HOW DO YOU WANT YOUR LAKE BOTTOM TO LOOK?

Don't let dead lake weeds create more muck buildup on your lakeshore.

The weeds have been growing all summer and they will continue to grow as water temperatures are at their peak!

Now is the time to remove them.

LIKE THIS?



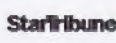
OR LIKE THIS?



 ★★★★★ 5-Star Rating on Google

Minnesota's #1-rated, largest invasive lake weed removal company for over 20 years. Locally owned, licensed, and fully insured. We have cleaned hundreds of lake homes and cabins, generating hundreds of testimonials and 5-star Google reviews.

WATERFRONT RESTORATION, LLC as featured in:

SCUBA By-The-Root Cleanup Plans

ENJOY
YOUR
WATERFRONT



5-STAR RATING
ON GOOGLE!



952-356-0614
-OR-
218-210-2003



26.675

Multi-Year Plan



Combined

1 Cleanup in 2024

3 Cleanups in 2025

TRY our service out worry free! Next years Payment is 100% refundable up to 1 week before next years first cleanup.

BEST DEAL

Save \$405

on a multi-year package!

Date Ranges in 2024

Cleanup 1

9/2-9/8

Date Ranges- 2025

Cleanup 1

6/9-6/15

Cleanup 2

7/7-7/13

Cleanup 3

8/4-8/10

***Total Cost = \$22651**

Boaters Bliss



3 Cleanups in 2025

For those who will primarily use their lakeshore for boating and swimming in 2024.

- ✓ SCUBA cleanup
- ✓ Haul away of weeds
- ✓ Guaranteed satisfaction
- ✓ Sticks, cans, and glass removal

Date Ranges- 2025

Cleanup 1

6/9-6/15

Cleanup 2

7/7-7/13

Cleanup 3

8/4-8/10

***Total Cost = \$13715**

Starters Solution



1 Cleanup in 2024

For those who are testing the waters on lake weed removal options.

- ✓ SCUBA cleanup
- ✓ Haul away of weeds
- ✓ Guaranteed satisfaction
- ✓ Sticks, cans, and glass removal
- ✓ Prevent muck buildup by removing the weeds instead of having them sit and decay all Fall, Winter, and Spring

Date Ranges- 2024

Cleanup 1

9/2-9/8

***Total Cost = \$9341**

*The majority of the work/cost is on the early - mid summer cleanups when the weed density is highest. The other cleanups throughout the summer are to maintain a clean lakefront all season.

A La Carte Options

Spring cleanup of dead weeds and leaves	\$1,250 Total
Fall cleanup of dead weeds and leaves	\$1,250 Total
Shoreline Cleanup	\$252 per visit

Payment due date for securing cleanup dates is:

Monday, September 23

The total for all cleanups is due in advance.

If anything comes up, payment is always 100% refundable up to 1 week before your first cleanup.

Thank You!

WHAT SORT OF RESULTS CAN I EXPECT?

- Our goal is to achieve 95% by-the-root removal.
- You might see a couple of root or stalk structures remaining every 20 feet or so when walking down your dock, along the shoreline, or swimming.
- Sometimes stirred up sediment can hide plants which is often times why weeds are missed.
- We offer a warranty period after each visit.

Initial Visit
(AFTER SCUBA)



What it may look like
(2 WEEKS AFTER)



15% risk of seeing or feeling weeds

What it may look like
(4 WEEKS AFTER)



60% risk of seeing or feeling weeds

Initial Visit
(BEFORE SCUBA)



What it may look like
(1 WEEK AFTER)



5% risk of seeing or feeling weeds

What it may look like
(3 WEEKS AFTER)



30% risk of seeing or feeling weeds

WATERFRONT RESTORATION



WHAT MAKES OUR COMPANY DIFFERENT?



The lake weed removal choice you make now will reflect the enjoyment of your family all summer long and for years to come.

WATERFRONT RESTORATION, LLC BY-THE-ROOT, DEEP-CLEANING METHOD

SCUBA divers remove 95% of invasive weeds by the root, selectively leaving native plants

95% of weeds, roots, floating weeds, and dangerous objects are thoroughly removed. Low lying native weeds that remain- protect the area from invasive weeds taking over.



BEFORE



DURING



AFTER

~DON'T OPT FOR AN UNSATISFACTORY OPTION~

OTHER HAND REMOVAL COMPANIES

Minimally-equipped diving staff remove some roots, missing spots.

Dangerous objects are missed, floating fragments are left behind on the surface, and most weed stalks are just cut off- instead of thoroughly derooted.



CHEMICALS

Applicator sprays chemicals into water or chemical pellets are tossed in.

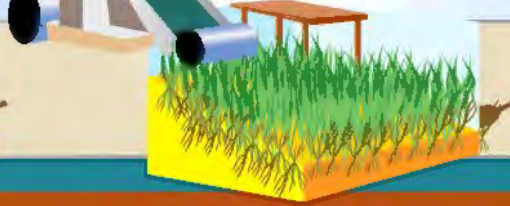
Dead weeds with missed spots, decaying weeds create muck buildup, dangerous debris remains. Health restrictions.



HARVESTING

A cutting boat trims the top 3' of lake weeds.

Minimally cut stalks, dangerous objects remain, floating fragments are left behind - which can spread the weeds and populate areas quickly with invasive weeds.



IF YOU DON'T CONTROL YOUR WEEDS AT ALL

Weeds decompose in the fall and sink to the bottom.

Decaying vegetation creates a muck layer, roots intact, debris remains.



WHAT MAKES US UNIQUE?



No Invasive Weeds Leftover



You won't feel or see any invasive weeds. You will always be able to clearly tell the difference between a Waterfront Restoration cleaned lake bottom and the neighbor who used a guy-with-a-truck alternative.



Instead of combing over the area just one time and missing roots, each visit to your property consists of 3 sweeps through the cleanup area. We get to the root and remove the roots.



We carry out a 15-point inspection checklist before the completion of each job and follow up with an email after each visit to let you know the details of the completed job.

Safety for Children and Family



1
2
3

We take extra precautions to remove cans, glass and sticks within the area that could cut feet or hands.

We perform a criminal background check on all our employees. It is important for you, the homeowner, to know that the company you hired is not hiring individuals convicted of crimes such as theft, vandalism, or assault.

Fully insured. In the unlikely occurrence that something were to go wrong such as an employee getting injured on the job, or if damage is caused to you or your property, you/we are protected.

Peace of Mind Solution

1 We are the largest aquatic weed removal firm with hundreds of delighted clients and testimonials to back our services. We earn a majority of our business from referrals and repeat customers who have been delighted with our performance. Don't just take our word for it, check out our google reviews.

📞 952-356-0614
✉️ sales@waterfrontrestoration.com

2 Instead of quoting a low price and looking for ways to shortcut the process, we provide exceptional attention to detail, extra touches on each cleanup, and do not compromise on quality at any service.

3 We provide a *Love Your Lakefront* guarantee meaning if you don't absolutely love the results after any of our cleanups we'll come back within 48 hours of your call/email and make it right.

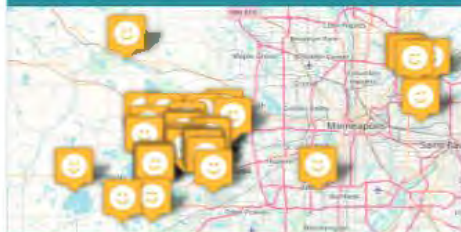
GUARANTEE



**WE STAND
BEHIND
OUR
WORK**
and our
promise to
make this
a positive
experience
starting with
the first
phone call!



The most trusted company for
lake weed removal in Minnesota.



Use our interactive map to see who
is loving our services near you at:
www.waterfrontrestoration.com



NO HEADACHES OR HASSLES

*Just friendly, trustworthy lakeshore cleaning
that you can always count on. Backed by a
seven day, 100% satisfaction guarantee.*

WATERFRONT RESTORATION LLC

Creating a worry-free, weed-free lakeshore for you and your family:

Whether you use your waterfront
for swimming, boating,
entertaining, or viewing
-Waterfront Restoration provides
you summer long peace of mind.

Our by the root removal services
are backed by our Love Your
Lakefront Guarantee. If the results
up to 1 week after any visit weren't
performed to your complete
satisfaction, we'll come back the
same day or next day and ensure it
gets done right. We are confident in
our results and stand fully behind
our work.

For 18 years Waterfront Restoration
LLC has been the preferred full-
service provider of ecologically
conscious, non-chemical control of
AIS and nuisance plants on nearly
every metro lake.

We have earned the title as "The
most referred lake weed removal
company" by hundreds upon
hundreds of delighted clients

including residential homeowners,
Park and Recreation Boards, Lake
Associations, Watershed Districts,
Municipality Boards, and HOAs
throughout Minnesota, by utilizing
the most thorough and specialized
SCUBA by-the-root deep cleaning
process in the lake weed removal
industry. This service provides
instant results that extract 95% of
the entire root structure, stalks, and
biomass of invasive and nuisance
weeds.

We are truly honored to have
earned such trust. If you have
never used our service we are very
grateful for the opportunity to work
with you, and are happy to provide
testimonials from neighbors nearby
you for you to speak with.

No other control options live
up to the quality of Waterfront
Restoration's 22-step deep
cleaning finish, which is why 98% of
our customers would recommend
us to friends, family and neighbors.



**ENJOY YOUR
LAKE SHORE
AGAIN**

WATERFRONT RESTORATION



MEET YOUR LAKESHORE PROPERTY ACCOUNT REPRESENTATIVE

NICK LEE

Account Executive

Direct: (952) 222-1922

Office: (952) 356-0614

Email: nick@waterfrontrestoration.com

waterfrontrestoration.com

P.O. Box 783, Long Lake, MN 55356



Thank you so much for considering our lake weed removal services! My name is Nick Lee, and I am the Account Executive at Waterfront Restoration. Much of my time revolves around working with clients to create their customized lakeweed removal plans as well as maintaining strong and healthy relationships to enhance customer satisfaction. My passion for lakes, the outdoors, and helping others made working for Waterfront Restoration a natural fit.

I was raised in Burnsville Minnesota but currently live in Plymouth with my girlfriend Olivia. I grew up spending as much time as possible at my Lakeside cabin on Middle Eau Claire Lake in Barnes, Wisconsin. My cabin has been in my family for over 60 years! It is the foundation of countless memories and is one of the most important places in the world to me. I always look forward to my next trip up so I can continue to make long-lasting memories and enjoy more time with my family.

When I am not working, I enjoy spending time with family & friends, playing the guitar, cooking, and being outdoors (especially up north). I enjoy outdoor skating in the winter and golf during the summer since I played both sports in High School for Burnsville. I am the oldest of two, my younger sister is currently a nurse at Alina and makes her big brother very proud! Our dog Kona, is also an important part of the family.

I graduated from the University of Wisconsin-La Crosse in 2020 with a Bachelor's in Marketing. While in La Crosse I had the opportunity to be a part of the American Marketing Association and Study Abroad clubs. After college, I spent my first few years as Regional Manager of 5 Bike and Boat rental locations in the Chicago & Milwaukee areas for a company called Wheel Fun Rentals. Since moving back to the Twin Cities, I have now started my career with Waterfront Restoration. I am excited to use my experiences to create a strong, positive impression on the company and on our clients.

If you ever have any questions or concerns about your lakeshore, please don't hesitate to call or text me personally at (952) 222-1922.

Additionally, feel free to let me know if you want me to stop by and meet with you. I always look forward to the opportunity to meet with my clients.

You have invested heavily in your lakeshore home and property, and I promise to provide you with a lakeshore that reflects that image.

- Nick Lee



WATERFRONT RESTORATION



Park Board Agenda Request

MEETING DATE: September 24, 2024

TITLE OF ITEM: Information on Memorial Park Softball 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: At the August Park Board meeting, the Park Board requested utility cost information in regard to the Memorial Park Softball Fields.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

	Softball/Concessions/Restroom	Softball (Water Only)	Memorial Park (Electric Only)	Total
August 2024	\$ 1,607.76	\$ 1,264.13	\$ 30.88	\$ 2,902.77
July 2024	\$ 1,346.65	\$ 1,027.59	\$ 31.10	\$ 2,405.34
June 2024	\$ 1,331.67	\$ 382.24	\$ 36.51	\$ 1,750.42
May 2024	\$ 1,394.69	\$ 507.66	\$ 34.54	\$ 1,936.89
April 2024	\$ 76.76	\$ 44.69	\$ 10.72	\$ 132.17
March 2024				\$ -
February 2024				\$ -
January 2024				\$ -
December 2023				\$ -
November 2023	\$ 77.51		\$ 39.46	\$ 116.97
October 2023	\$ 1,271.16		\$ 33.05	\$ 1,304.21
September 2023	\$ 1,366.51	\$ 2,397.12	\$ 35.33	\$ 3,798.96
Total Trailing 12 Months =				\$ 14,347.73

RECOMMENDED ACTION/MOTION: Information Only

FINANCIAL IMPACT: N/A



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

September 24, 2024; PARK BOARD MEETING

Recreation Report

Special Events

Great Pumpkin Festival

We'll be holding the Great Pumpkin Festival again in Memorial Park in 2024. Details are below (activities and vendors are subject to change).

Event Details:

- **Date:** Saturday, October 12th, 2024
- **Time:** 1:00 – 4:00 p.m.
- **Location:** Memorial Park Softball Fields
- **Admission:** Free

Activities:

- Coloring Contest
- Pumpkin Weight Guessing Game
- Pumpkin Painting (\$5)
- Craft (\$5)
- Pumpkin Ring Toss
- Tic-Tac-Toe
- Costume Contest
- Three-Legged Race
- Wheelbarrow Race
- Egg and Spoon Race
- Pie-Eating Contest

Amenities:

- Concessions by Brainerd Lakes Area Women of Today
- Hot Chocolate by Salvation Army

Vendors:

- Demonstrations and Participations by Team Ascension Martial Arts
- Face Painting by the Painted Turtle

Adult Sports

- **Adult Fall Softball**
 - MS1: League canceled due to not enough teams.
 - MS2 (Tuesdays): Started on 9/17/2024 – 7 Teams
 - Tournament begins 10/15/24 – 3 Weeks
 - Co-Ed (Thursdays): Started on 8/29/2024 - 8 Teams
 - Tournament begins 9/26/24 – 3 Weeks
- **Adult Fall Kickball**
 - Mondays: Started on 8/19/2024 – 7 Teams
 - Playoffs Begin 9/30/2024 (2 Weeks)
- **Adult Fall Pickleball**
 - Competitive
 - Tuesdays: Started on 9/3/2024 – 6 Teams
 - "Just for Fun"

- Thursdays: Started on 8/29/2024 – 8 Teams

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

Here's a summary of our rental activity so far:

Monthly Rentals:

May: 6 rentals

June: 23 rentals

July: 32 rentals

August: 24 Rentals

Total: 98 rentals

Rental Details:

Average Duration: 30-60 minutes

Parks Maintenance Report

- Daily mowing
- Garbage runs and restroom maintenance daily
- Watering trees and downtown baskets & urns
- Grinding stumps at Lum Park
- Removing graffiti in bathroom at Kiwanis Park
- Repairing vandalism at spindle in Rotary Park overlook
- Brought and spread black dirt to Lum Park
- Landscaping adjacent to sidewalks
- Filling stump holes with black dirt
- Planting new grass seed at Lum Park
- Prepping Mills Field for Police vs. Firefighters Softball Game
- Weed whipping at parks
- Moved trash can and bench to Memorial Disc Golf course
- Removed large branch at Gregory Park
- Whipped and sprayed on trail
- Cleaned Gregory Park fountain
- Fixing underground leak at dump station
- Repaired water line leak damage at Lum Park
- Picked up antifreeze for winterization
- Cleaned plugged drain pipe
- Placed polyurethane on shelter boards for Buster Park
- Painted over graffiti at Kiwanis Park
- Installed pickleball light timer at Memorial Park
- Removed batting cages and backstop nets
- Finished fall work on south side fields
- Ordered signs for Jaycees Park and Bane Park
- Removed satellite from Gustafson Park
- Spraying for weeds at various parks
- Repairing X mark mower
- Relocating tree in Jaycees Park before construction
- Assembling new pavilion frame in Buster Park
- Had fire extinguishers serviced

- Removed backstop net from Mills Field
- Set up Public Works Maintenance Facility for Employee Appreciation Event

Projects Report

Parks ARPA Projects

The contractor has begun work in Jaycees Park with initial grading work and is expected to continue over the next couple weeks. It is expected that work will continue on the remaining projects through October.

Buster Park Pavilion

Staff has been assembling the pavilion following the installation of the new sidewalk and concrete slab. The frame was assembled, and the tongue-and-groove ceiling was stained and installed. Work should be complete shortly.

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

Work has begun on Pavilions #1 and #2. This work is expected be complete within the next couple weeks.

Jessie Dehn

From: Chad Rasset [REDACTED]
Sent: Thursday, September 12, 2024 7:09 PM
To: Jessie Dehn
Subject: Re: Online Form Submittal: Parks Complaint Form

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

Thanks for answering most of the questions asked. I'm left to assume no, nobody asked any of the patrons for input. We have many regular disabled patrons whom use wheelchairs and such and hold the same opinions as the rest of us. I really hope you rethink expecting anybody to stand/sit in a "pavilion" the coming winters with no respite from the ice block of concrete or brutal winds. And perhaps also get input from patrons in the future. WE would appreciate the forethought!

On Thursday, September 12, 2024 at 04:20:42 PM CDT, Jessie Dehn <jdehn@ci.brainerd.mn.us> wrote:

Chad,

Good afternoon. Thank you for your submission. Each year, we budget for completing ADA-accessible improvements in our Parks system. With the replacement of the pavilion, staff recommended the concrete pad and sidewalk to provide an ADA-accessible pathway for those patrons with mobility limitations to be able to access the new pavilion. This recommendation was presented and approved by our Park Board this summer.

Public Works Maintenance staff will be completing assembly of the roof of the new pavilion within a day or two. However, no screening is planned with the new pavilion understanding that the previous gazebo that was in disrepair did have screening. Public Works Maintenance does routinely add wood chips to this park as well as we "gather" them from other tree projects. We do have additional trees in Lum Park that are planned for removal and have already discussed placement of additional wood chips here at Buster Park this fall after completing that tree removal work. Please let us know if you have additional questions regarding the work at the park. 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

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Thursday, September 12, 2024 7:24 AM
To: Parks Dept <parks@ci.brainerd.mn.us>
Subject: Online Form Submittal: Parks Complaint Form

Parks Complaint Form

Parks Complaint Form

First Name	Chad
Last Name	Rasset
Email Address	[REDACTED]
Phone Number	[REDACTED]
Type	Facility
Complaint	I was wondering whom is making the decisions on Buster Dog Park. More specifically whose idea it was to humanize it instead of making it more dog friendly. A big concrete path right through the middle of a dog park? Never have I seen that at any other dog park. I hope we will be able to shelter off the concrete and have a wind block this winter. Does whomever made these decisions even regularly use this park? Did they get input from any regular patrons? Every patron I've spoke to thinks these are horribly implemented ideas. Perhaps make arrangements for local arborist to drop way more woodchips here. They dump full loads for me for free and thank me for taking them. Let's not humanize a space meant for dogs beyond giving us a minimal shelter.

Jessie Dehn

From: Jessie Dehn
Sent: Monday, September 16, 2024 1:16 PM
To: Chad Rasset
Subject: FW: Online Form Submittal: Parks Complaint Form

Chad,

Good afternoon. Our maintenance foreman has been notified of the issue per your message below. We will get this addressed. 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

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

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Sunday, September 15, 2024 6:58 AM
To: Parks Dept <parks@ci.brainerd.mn.us>
Subject: Online Form Submittal: Parks Complaint Form

Parks Complaint Form

Parks Complaint Form

First Name	Chad
Last Name	Rasset
Email Address	
Phone Number	
Type	Other
Complaint	Buster Park again. I appreciate the mowing that's been done, other than they mowed down most of the wildflowers. But they left huge patches of Setaria in and around the park that are now abundantly producing foxtails. In case parks and rec isn't

aware, these are not only extremely dangerous for dogs, they can kill them. PLEASE have them removed ASAP!

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