



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, December 17, 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**

7. **Unfinished Business**

A. **Discussion on Pickleball Courts**

8. **New Business**

A. **Approve the Park Board 2025 Meeting Schedule**

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 and Recreation Maintenance Report

11. Board Member Reports

12. Adjourn

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

MISSION

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

Call to Order

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.

Roll Call

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

Also noted as present Public Works Director Habighorst, 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 SCHAEFER, DULY CARRIED, TO APPROVE THE AGENDA.

Approval of Consent Calendar

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

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

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

Unfinished Business

Approve Lighting Layout at Jaycees Park

City Engineer/Public Works Director Dehn stated that staff would like to finalize the lighting layout, the Park Board had asked for estimates prior to approval at the last meeting. There are two options, the Park Board could ask for funding in a lump sum from the long-term capital improvements fund or amortize the cost to the monthly billing over the next twenty-five years as is done with other projects. Staff recommend amortizing the amount.

Member Sandy asked about night use of the pleasure rink.

City Engineer/Public Works Director Dehn stated that the lights would be placed in a manor so that it would cast enough light. The southern end of the rink may need additional string lighting.

Member Schaefer asked why the lights were not included originally in the project.

City Engineer/Public Works Director Dehn stated that the lights were not included in the original scope of the project.

November 26, 2024

Public Works Director Habighorst stated that he is more concerned about the lighting for the soccer field to extend the hours of play. He also stated that the lights in option two could be upgraded at some point for programming.

MOVED AND SECONDED BY MEMBERS SHIPE AND SANDY, DULY CARRIED, TO AMORTIZE THE COST OF THE LIGHTING INTO THE MONTHLY BILLING FOR THE PARK WITH UTILITY COSTS; FURTHER TO PROCEED WITH OPTION 2 OF THE LIGHTING LAYOUT.

Approve 2025 Facility Rental Fee Schedule

City Engineer/Public Works Director Dehn gave an overview of the fee schedule. From a staff perspective, having the flexibility to negotiate a lower rate with groups for self-maintenance and management of the fields would be beneficial. This is the first year that the banner program has been added to the fee schedule, it could be removed, and the fee schedule could be discussed at a future meeting.

Member Shipe stated that the weeklong camping rate is something that he supports. It may encourage groups and being able to give a weekly rate would be helpful for groups trying to provide housing for individuals.

Member Schaefer asked about memorial benches. The fee schedule includes the memorial benches. She thought that the Park Board had discussed with the master planning that the bench program would have wouldn't continue.

Member Miller stated that when the time comes for bench maintenance the City would remove the benches, or the families could pay for the maintenance to replace the bench.

City Engineer/Public Works Director Dehn asked whether the Park Board would want a minimum amount of time where the City is responsible for maintenance. He stated that the benches are included in our insurance, however, the benches would not hit the City's deductible.

Chair Miller stated that a five-year guarantee could be beneficial for the Park Board.

Member Schaefer just wants to make sure that we're cognizant now that they have cement pads that replace them or removing the pad.

Public Works Director Habighorst stated that he could review the memorial bench and tree plaque policy.

MOVED AND SECONDED BY MEMBERS SHIPE AND SANDY, DULY CARRIED, TO APPROVE THE FEE SCHEDULE WITHOUT THE BANNER PROGRAM AND ADD A LINE ITEM FOR REDUCED RATES FOR SELF-MAINTENANCE OF FIELDS.

New Business

Approve Change Order #3- Parks ARPA Projects

City Engineer/Public Works Director Dehn gave an overview of the change order. Items were removed to be cognizant of the budget. The change order was for \$21,492, bringing the total contract amount to \$478,862.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SHIPE, DULY CARRIED, TO APPROVE CHANGE ORDER #3 FOR THE PARKS ARPA PROJECT.

November 26, 2024

Approve WSB Amendment Request- Parks ARPA Projects

Member Sandy stated that he would recuse himself from discussion of the item and abstain from voting due to his employment.

City Engineer/Public Works Director Dehn stated that there was additional time spent by WSB to complete projects. The total contract amount is \$27,254. All of the ARPA projects will result in \$576,190 which is about \$1,200 over the budget. The additional cost can be absorbed by the capital budget.

Member Shipe stated that there is a trend to add more time due to unforeseen factors. He questioned whether this is common.

City Engineer/Public Works Director Dehn stated that WSB is billing for the amount of time actually spent on the project. Generally, a proposal includes a lot of assumptions. Change orders and amendments are a responsible way to progress with a project. Staff was in a lot of close contact with the contractors and WSB about the budget and contract.

MOVED AND SECONDED BY MEMBERS SHIPE AND SCHAEFER TO APPROVE THE PROPOSED WSB AMENDMENT IN THE AMOUNT OF \$6,480.

Members Shipe, Schaefer, and Miller voted "aye". No Member voted "nay". Member Sandy abstained. The Chair declared the motion carried.

Discuss Jaycees Park Grading Plans

City Engineer/Public Works Director Dehn stated that to raise the bottom of the rink up 1 foot, the cost is roughly \$7,000. The seeding would also have to be redone which would need to factor into the cost. The fill of the rink would be only a couple of inches thick, the rest of the height would act as natural barrier. The soccer rink would need to be raised on the north end by a significant amount in order to flip the drainage direction which would create other problems. Staff does not recommend trying to flip the drainage direction.

Member Sandy stated that as far as flipping the field, he agrees with City Engineer Dehn's assessment. To flip the drainage, that has historically gone in this direction, would affect the trail, the cost would be substantial, and it would be a significant amount of work. The City should track the trail for the year and reevaluate in the spring. The amount of rain needed to create runoff would be substantial, due to the soil allowing for significant infiltration.

Member Shipe is skeptical of the slope in the northeast corner, but he is willing to see how the first winter will go next year.

Public Forum

Chair Miller opened public forum at 4:52 p.m.

No one came forward.

Chair Miller closed public forum at 4:53 p.m.

Staff Reports

City Engineer/Public Works Director Dehn stated that the Pond Hockey registrations will be opening. The City will be facilitating both youth and adult. Warming House Attendant positions are open for application. Staff has started flooding rinks, hoping there is something
November 26, 2024

skateable in the coming weeks. Rent.Fun kayaks did not pull in the revenue expected, staff will continue to advertise the program. The beach improvements may be helpful for this amenity. Take the opportunity to explore the completed construction projects.

Public Works Director Habighorst stated that there were three locations in the parks where cameras were added.

Member Shipe asked about the vandalism at Jaycees and the process of hiring a Recreation Specialist.

Public Works Director Habighorst stated that there was vandalism of the hydroseeding at Jaycees. The hiring is in process, there were 30 applicants, and the individual who was selected has accepted the position. The Public Works Admin will start on December 23rd.

Board Reports

Member Sandy stated that North Brainerd was a lot of fun at the Dangerous Decibels event. There were a lot of ghosts and ghouls out and about.

Chair Miller is excited for the cameras being installed. The pickleball conversation has leveled out with the colder months. He is interested in having Gregory Park add courts.

Member Shipe gave a huge shoutout to Dangerous Decibels, it was a blast.

Member Schaefer reminded the Park Board about the beach and weed removal fundraising to do so. She thinks a grand opening for the beach would be something to consider.

Adjourn

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

Chair Miller adjourned the meeting at 5:06 p.m.

Respectfully Submitted,
Toni Gage, Administrative Specialist

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0011 - ACE HARDWARE:							
328707/1 85642	ACE HARDWARE AIR HOSE/BUSHING 230-5200-42220	11/15/2024 pziemer REPAIR & MAINT	12/04/2024	47.68 47.68	0.00	Paid	Y 12/04/2024
328964/1 85824	ACE HARDWARE CORD/CUBE - DOWNTOWN DECORATIONS 401-1003-43430	11/27/2024 pziemer MISCELLANEOUS	12/18/2024	11.68 11.68	11.68	Open	N 12/18/2024
329147/1 86020	ACE HARDWARE QUICKRETE - JCP MAINT 230-5200-42220	12/09/2024 pziemer REPAIR & MAINT	12/18/2024	31.96 31.96	31.96	Open	N 12/18/2024
329166/1 86024	ACE HARDWARE SPRAYPAINT - CAMPGROUND 230-5280-42220	12/09/2024 pziemer REPAIR & MAINT	12/18/2024	75.53 75.53	75.53	Open	N 12/18/2024
Total for vendor 0011 - ACE HARDWARE:				166.85	119.17		
Vendor 2670 - AMERICAN STEEL SUPPLY INC:							
123260 85905	AMERICAN STEEL SUPPLY INC HORSHOE PIT REPAIRS 230-5200-42220	11/21/2024 pziemer REPAIR & MAINT	12/18/2024	69.20 69.20	69.20	Open	N 12/18/2024
123279 85944	AMERICAN STEEL SUPPLY INC CAMPGROUND EXPANSION 229-0000-45530-23:10	11/22/2024 pziemer PYMTS TO CONTRACTORS	12/18/2024	1,706.80 1,706.80	1,706.80	Open	N 12/18/2024
Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:				1,776.00	1,776.00		
Vendor 2740 - AT&T MOBILITY:							
X12032024/PARKS 86016	AT&T MOBILITY ACCT 287292136423 PARKS DEPT PHONES/(pziemer 230-5200-43321 230-5204-42210	11/25/2024 pziemer TELEPHONE OPERATING SUPPLIES	12/13/2024	168.45 148.45 20.00	168.45	Open	N 12/13/2024
Total for vendor 2740 - AT&T MOBILITY:				168.45	168.45		
Vendor 0074 - BRAINERD GENERAL RENTAL:							
179365 85645	BRAINERD GENERAL RENTAL LIFT FOR CITY HALL TREE LIGHTS	11/15/2024 pziemer	12/04/2024	295.00	0.00	Paid	Y 12/04/2024

12/12/2024 01:06 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 2/8

EXP CHECK RUN DATES 11/19/2024 - 12/16/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	101-9200-43430	MISCELLANEOUS		295.00			
	Total for vendor 0074 - BRAINERD GENERAL RENTAL:			295.00	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
OCT 24/PARKS							
85662	BRAINERD PUBLIC UTILITIES	11/01/2024	12/04/2024	5,752.76	0.00	Paid	Y
	9/24/24-10/24/24 PARKS UTILITIES	pziemer					12/04/2024
	230-5200-43381	BPU UTILITIES		5,315.55			
	230-5280-43380	UTILITIES		437.21			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			5,752.76	0.00		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/OCT24/PKS							
85974	CENTERPOINT ENERGY	11/22/2024	12/18/2024	228.30	228.30	Open	N
	10/17/24-11/14/24 PARKS -PW GARAGE	pziemer					12/18/2024
	230-5200-43380	UTILITIES		228.30			
	Total for vendor 0307 - CENTERPOINT ENERGY:			228.30	228.30		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2340846							
85945	DAHLHEIMER BEVERAGE	12/02/2024	12/18/2024	319.50	319.50	Open	N
	JANITORIAL SUPPLIES - PARKS	pziemer					12/18/2024
	230-5200-42220	REPAIR & MAINT		319.50			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			319.50	319.50		
Vendor 1381 - DECHANTAL EXCAVATING LLC:							
ARPA PAY REQ 2							
85769	DECHANTAL EXCAVATING LLC	11/20/2024	12/04/2024	201,853.36	0.00	Paid	Y
	23:08, 23:09, 23:10 ARPA PROJECTS PA	pziemer					12/04/2024
	229-0000-45530-23:08	PYMTS TO CONTRACTORS		167,156.31			
	229-0000-45530-23:09	PYMTS TO CONTRACTORS		14,902.34			
	229-0000-45530-23:10	PYMTS TO CONTRACTORS		19,794.71			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			201,853.36	0.00		
Vendor 2804 - DH ATHLETICS LLC:							
1094							
85573	DH ATHLETICS LLC	11/01/2024	12/04/2024	6,185.67	0.00	Paid	Y
	QTY 3 PORTABLE PICKLEBALL SYSTEMS	pziemer					12/04/2024
	230-5231-42210	OPERATING SUPPLIES		6,185.67			
	Total for vendor 2804 - DH ATHLETICS LLC:			6,185.67	0.00		

12/12/2024 01:06 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/19/2024 - 12/16/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 3/8

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
FBN5204307/PARKS							
86008	ENTERPRISE FM TRUST	12/05/2024	12/18/2024	5,880.79	5,880.79	Open	N
	DEC 24 PARKS DEPT VEHICLE LEASES	pziemer					12/18/2024
	230-5200-43331	LEASE PAYMENTS		5,880.79			
	Total for vendor 1859 - ENTERPRISE FM TRUST:			5,880.79	5,880.79		
Vendor 3480 - FALLS FLAG SOURCE:							
26241	FALLS FLAG SOURCE	11/01/2024	12/18/2024	650.00	650.00	Open	N
86051	QTY 10 FLAGS - DOWNTOWN	pziemer					12/18/2024
	101-1940-42220	REPAIR & MAINT		650.00			
	Total for vendor 3480 - FALLS FLAG SOURCE:			650.00	650.00		
Vendor 0170 - FASTENAL COMPANY:							
MNBAX270858	FASTENAL COMPANY	11/13/2024	12/04/2024	92.89	0.00	Paid	Y
85772	ANCHORS - REPAIRS	pziemer					12/04/2024
	230-5200-42220	REPAIR & MAINT		92.89			
	Total for vendor 0170 - FASTENAL COMPANY:			92.89	0.00		
Vendor 3213 - GRAINGER:							
9338052930	GRAINGER	12/06/2024	12/18/2024	32.94	32.94	Open	N
85965	STEPLADDER SAFETY LABELS	pziemer					12/18/2024
	230-5200-42220	REPAIR & MAINT		32.94			
	Total for vendor 3213 - GRAINGER:			32.94	32.94		
Vendor 0356 - HIRSHFIELD'S DECORATING:							
09344810	HIRSHFIELD'S DECORATING	11/22/2024	12/04/2024	141.94	0.00	Paid	Y
85753	WHITE PAINT - PARKS	pziemer					12/04/2024
	230-5200-42220	REPAIR & MAINT		141.94			
09345672	HIRSHFIELD'S DECORATING	12/11/2024	12/18/2024	41.99	41.99	Open	N
86064	GREEN PAINT - JCP	pziemer					12/18/2024
	230-5200-42220	REPAIR & MAINT		41.99			
	Total for vendor 0356 - HIRSHFIELD'S DECORATING:			183.93	41.99		
Vendor 0769 - HYTEC CONSTRUCTION INC:							
14742	HYTEC CONSTRUCTION INC	11/23/2024	12/04/2024	15,375.00	0.00	Paid	Y
85648	75% PROGRESS BILLING PAVILLION 1 & 2	pziemer					12/04/2024

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/19/2024 - 12/16/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	400-9050-45530	CAPITAL - OTHER		15,375.00			
14823 86058	HYTEC CONSTRUCTION INC JCP WARMING HOUSE - DOOR REPLACEMENT 230-5200-42220	11/30/2024 pziemer REPAIR & MAINT	12/18/2024	5,842.00 5,842.00	5,842.00	Open	N 12/18/2024
	Total for vendor 0769 - HYTEC CONSTRUCTION INC:			21,217.00	5,842.00		
Vendor 0232 - LEAGUE MN CITIES INS TRUS:							
9320 85756	LEAGUE MN CITIES INS TRUS LMC CA 395876 MOWER DEBRIS VS DOOR 280-9700-43470	11/25/2024 pziemer UNINSURED LOSSES	12/04/2024	1,000.00 1,000.00	0.00	Paid	Y 12/04/2024
	Total for vendor 0232 - LEAGUE MN CITIES INS TRUS:			1,000.00	0.00		
Vendor 0889 - MENARDS - BAXTER:							
32835 85647	MENARDS - BAXTER CASTERS, MISC 230-5200-42220	11/13/2024 pziemer REPAIR & MAINT	12/04/2024	117.60 117.60	0.00	Paid	Y 12/04/2024
33206 85730	MENARDS - BAXTER HORSESHOE PITS 230-5200-42220	11/19/2024 pziemer REPAIR & MAINT	12/04/2024	752.82 752.82	0.00	Paid	Y 12/04/2024
34322 85917	MENARDS - BAXTER SLEDs FOR BIG SEV - MAYOR 245-1310-43430	12/05/2024 pziemer MISCELLANEOUS	12/18/2024	119.94 119.94	119.94	Open	N 12/18/2024
	Total for vendor 0889 - MENARDS - BAXTER:			990.36	119.94		
Vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:							
2024627 85646	MINNESOTA/WISCONSIN PLAYGROUND MEMORIAL BENCH 230-5225-42220	11/14/2024 pziemer REPAIR & MAINT	12/04/2024	1,148.00 1,148.00	0.00	Paid	Y 12/04/2024
2024558 85825	MINNESOTA/WISCONSIN PLAYGROUND MEMORIAL BENCH 230-5225-42220	11/01/2024 pziemer REPAIR & MAINT	12/18/2024	1,148.00 1,148.00	1,148.00	Open	N 12/18/2024
	Total for vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:			2,296.00	1,148.00		
Vendor 0264 - MN DEPT LABOR & INDUSTRY:							

12/12/2024 01:06 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/19/2024 - 12/16/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 5/8

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
ABR0342032X 86078	MN DEPT LABOR & INDUSTRY PRESSURE VESSEL 230-5200-42220 REPAIR & MAINT Total for vendor 0264 - MN DEPT LABOR & INDUSTRY:	11/30/2024 pziemer	12/18/2024	10.00 10.00 10.00	10.00 10.00	Open	N 12/18/2024
Vendor 0291 - PIKE PLUMBING AND HEATING:							
88787 85812	PIKE PLUMBING AND HEATING GGP - BACKFLOW PREVENTER TESTING 230-5200-42220 REPAIR & MAINT Total for vendor 0291 - PIKE PLUMBING AND HEATING:	11/14/2024 pziemer	12/18/2024	120.00 120.00 120.00	120.00 120.00	Open	N 12/18/2024
Vendor 0344 - WASTE PARTNERS INC:							
4BX92609 85950	WASTE PARTNERS INC NOV 24 PARKS DEPT 230-5200-43380 UTILITIES Total for vendor 0344 - WASTE PARTNERS INC:	11/30/2024 pziemer	12/18/2024	468.00 468.00 468.00	468.00 468.00	Open	N 12/18/2024
Vendor 3199 - WEX BANK:							
101434103/PARKS 85992	WEX BANK NOV 24 PARKS DEPT FUEL 230-5200-42212 MOTOR FUELS Total for vendor 3199 - WEX BANK:	11/30/2024 pziemer	12/18/2024	599.32 599.32 599.32	599.32 599.32	Open	N 12/18/2024
Vendor 4296 - WHITE CAP L.P.:							
50029217566 85771	WHITE CAP L.P. VANDALISM REPAIR - JAYCEES PARK PARK 230-5200-42220 REPAIR & MAINT Total for vendor 4296 - WHITE CAP L.P.:	11/18/2024 pziemer	12/04/2024	603.96 603.96 603.96	0.00 0.00	Paid	Y 12/04/2024
Vendor 1159 - WINNERS TROPHY:							
13622/PARKS 86069	WINNERS TROPHY SOFTBALL AWARD - SUMMER 2024 230-5215-42210 OPERATING SUPPLIES Total for vendor 1159 - WINNERS TROPHY:	12/11/2024 pziemer	12/18/2024	28.00 28.00 28.00	28.00 28.00	Open	N 12/18/2024
Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:							

12/12/2024 01:06 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/19/2024 - 12/16/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 6/8

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
I25217 85954	WRUCK SEWER & PORTABLE RENTAL LLC OCT 2024 PORTABLE RENTALS 230-5215-42210 230-5200-43410 Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:	11/01/2024 pziemer	12/18/2024	505.00 135.00 370.00 505.00	505.00 505.00	Open	N 12/18/2024

Vendor 1712 - WSB & ASSOCIATES:

R-025844-000-5

85963	WSB & ASSOCIATES ARPA PROJECTS THRU 11/30/24 229-0000-43300-23:08 229-0000-43300-23:09 229-0000-43300-23:10 Total for vendor 1712 - WSB & ASSOCIATES:	12/06/2024 pziemer	12/18/2024	6,737.00 2,245.66 2,245.67 2,245.67 6,737.00	6,737.00 6,737.00	Open	N 12/18/2024
-------	--	-----------------------	------------	--	------------------------------	------	-----------------

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

Vendor 4366 - MYSTIC LAKE CASINO HOTEL:

11/22/24 85892	MYSTIC LAKE CASINO HOTEL HOTEL STAY CONFERENCE M.HABIGHORST 101-1700-43330	11/22/2024 pziemer	12/18/2024	291.58 291.58	291.58	Open	N 12/18/2024
11/22/24 - 2 85893	MYSTIC LAKE CASINO HOTEL HOTEL STAY CONFERENCE -J.DEHN 101-1700-43330 Total for vendor 4366 - MYSTIC LAKE CASINO HOTEL:	11/22/2024 pziemer	12/18/2024	291.58 291.58 583.16	291.58 583.16	Open	N 12/18/2024
Total PCard: 2257 U.S. BANK Card Holder: PARKS				583.16	583.16		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
# of Invoices:	37	# Due:	24	Totals:	258,744.24	25,377.56	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				258,744.24	25,377.56		

--- TOTALS BY GL DISTRIBUTION ---

101-1700-43330	PROFESSIONAL DEVELOPMENT	583.16
101-1940-42220	REPAIR & MAINT	650.00
101-9200-43430	MISCELLANEOUS	295.00
229-0000-43300-23:08	PROFESSIONAL SERVICES	2,245.66
229-0000-43300-23:09	PROFESSIONAL SERVICES	2,245.67
229-0000-43300-23:10	PROFESSIONAL SERVICES	2,245.67
229-0000-45530-23:08	PYMTS TO CONTRACTORS	167,156.31
229-0000-45530-23:09	PYMTS TO CONTRACTORS	14,902.34
229-0000-45530-23:10	PYMTS TO CONTRACTORS	21,501.51
230-5200-42212	MOTOR FUELS	599.32
230-5200-42220	REPAIR & MAINT	8,224.48
230-5200-43321	TELEPHONE	148.45
230-5200-43331	LEASE PAYMENTS	5,880.79
230-5200-43380	UTILITIES	696.30
230-5200-43381	BPU UTILITIES	5,315.55
230-5200-43410	RENTAL EXPENSE	370.00
230-5204-42210	OPERATING SUPPLIES	20.00
230-5215-42210	OPERATING SUPPLIES	163.00
230-5225-42220	REPAIR & MAINT	2,296.00
230-5231-42210	OPERATING SUPPLIES	6,185.67
230-5280-42220	REPAIR & MAINT	75.53
230-5280-43380	UTILITIES	437.21
245-1310-43430	MISCELLANEOUS	119.94
280-9700-43470	UNINSURED LOSSES	1,000.00
400-9050-45530	CAPITAL - OTHER	15,375.00
401-1003-43430	MISCELLANEOUS	11.68

12/12/2024 01:06 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/19/2024 - 12/16/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 8/8

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
101	- GENERAL FUND			1,528.16	1,233.16		
229	- PANDEMIC GRANTS			210,297.16	8,443.80		
230	- PARK & RECREATION FUND			30,412.30	15,568.98		
245	- CONTINGENCY FUND			119.94	119.94		
280	- PACKAGE INSURANCE FUND			1,000.00	0.00		
400	- CAPITAL PROJECTS FUND			15,375.00	0.00		
401	- CONSTRUCTION FUND			11.68	11.68		
--- TOTALS BY DEPT/ACTIVITY ---							
0000	-			210,297.16	8,443.80		
1003	- 10:03 DWNTWN MAIN CNTRACT			11.68	11.68		
1310	- CONTINGENCY FUND			119.94	119.94		
1700	- ENGINEERING			583.16	583.16		
1940	- CITY HALL			650.00	650.00		
5200	- PARK MAIN/ADMINISTRATION			21,234.89	14,162.45		
5204	- CONCESSIONS			20.00	20.00		
5215	- ADULT SOFTBALL			163.00	163.00		
5225	- MEMORIAL BENCHES & TREE PROGRAM			2,296.00	1,148.00		
5231	- PICKLEBALL			6,185.67	0.00		
5280	- CAMPGROUND			512.74	75.53		
9050	- CAPITAL PROJECTS-MISC			15,375.00	0.00		
9200	- CITY-WIDE			295.00	0.00		
9700	- PACKAGE INSURANCE			1,000.00	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	12,593	1,500	-	-	-	30,000	12,531	2,000	1,330	1,000	3,100
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	66,000	75,305	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	10,531	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	410	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	68,000	86,245	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	112,250	118,779	1,500	-	-	-	30,000	12,531	2,000	1,330	1,000	3,100
Total Personal Services	792,322	683,362	455	-	9,575	3,644	17,563	9,229	-	3,242	-	-
Supplies												
Office and Operating Supplies	5,750	4,459	1,000	404	250	830	27,500	6,433	2,000	-	3,000	3,392
Motor Fuels	22,000	16,522	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	53,133	-	-	-	-	1,000	14	-	-	-	-
Repairs & Maintenance - Mills Field	5,000	9,597	-	-	-	-	-	-	-	-	-	-
Small Tools	1,000	1,512	-	-	-	-	-	-	-	-	-	-
Total Supplies	113,750	85,224	1,000	404	250	830	28,500	6,447	2,000	-	3,000	3,392
Services												
Professional Services	37,835	37,934	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,500	5,805	-	-	-	-	-	-	-	-	-	-
Telephone	2,076	2,643	-	-	-	-	-	-	-	-	-	-
Postage	200	35	-	-	-	-	-	-	-	-	-	-
Professional Development	2,100	2,144	-	-	-	-	-	-	-	-	-	-
Lease Payments	32,980	59,389	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,500	1,084	-	-	-	-	-	-	-	-	-	-
Insurance	29,322	27,584	-	-	-	-	-	-	-	-	-	-
Utilities	77,500	85,912	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,715	1,918	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	967	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,010	1,389	-	-	-	-	-	-	-	-	-	-
Total Services	194,738	226,804	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,100,810	995,391	1,455	404	9,825	4,474	46,063	15,676	2,000	3,242	3,000	3,392
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(988,560)	(876,612)	45	(404)	(9,825)	(4,474)	(16,063)	(3,146)	-	(1,912)	(2,000)	(292)

	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	38,856	-	2,281	55,000	51,102	151,750	124,063
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	-	-	66,000	75,305
Contributions & Donations	-	-	-	-	-	-	-	-	-	10,531
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	340	1,000	750
Total Charges for Services	-	-	-	-	-	-	-	340	68,000	86,585
TOTAL REVENUES	3,000	2,271	50,000	38,856	-	2,281	55,000	51,442	254,750	230,589
Total Personal Services	3,073	-	29,437	22,758	-	-	-	-	852,425	722,235
Supplies										
Office and Operating Supplies	500	184	13,000	8,146	-	5,628	500	394	53,500	29,869
Motor Fuels	-	-	-	-	-	-	-	-	22,000	16,522
Repairs & Maintenance	-	-	3,500	1,538	-	-	1,500	3,950	86,000	58,635
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	5,000	9,597
Small Tools	-	-	-	-	-	-	-	-	1,000	1,512
Total Supplies	500	184	16,500	9,683	-	5,628	2,000	4,344	167,500	116,136
Services										
Professional Services	-	-	-	-	-	-	-	-	37,835	37,934
Computer Technical Support	-	-	-	-	-	-	-	-	6,500	5,805
Telephone	-	-	-	-	-	-	800	1,506	2,876	4,149
Postage	-	-	-	-	-	-	-	-	200	35
Professional Development	-	-	-	-	-	-	-	-	2,100	2,144
Lease Payments	-	-	-	-	-	-	-	-	32,980	59,389
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,500	1,084
Insurance	-	-	-	-	-	-	-	-	29,322	27,584
Utilities	-	-	-	-	-	-	3,300	4,532	80,800	90,444
Rent Expense	-	-	-	-	-	-	-	-	1,715	1,918
Miscellaneous	-	-	-	-	-	-	-	-	2,000	967
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,010	1,389
Total Services	-	-	-	-	-	-	4,100	6,037	198,838	232,842
TOTAL OPERATING EXPENSES	3,573	184	45,937	32,442	-	5,628	6,100	10,381	1,218,763	1,071,213
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(573)	2,087	4,063	6,414	-	(3,347)	48,900	41,061	(964,013)	(840,624)



Park Board Agenda Request

MEETING DATE: December 17, 2024

TITLE OF ITEM: Discussion on Pickleball Courts

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Lakes Area Pickleball Association is proposing to fund resurfacing and nets at 3 existing tennis courts at Gregory park for Pickleball.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Before the project is approved, staff recommends discussion with the Tennis association. As funds have not been raised to date, staff also recommend holding off on the project until funds are presented to the City of Brainerd.

RECOMMENDED ACTION/MOTION: Staff requests direction regarding next steps.

FINANCIAL IMPACT: None



Park Board Agenda Request

MEETING DATE: December 17, 2024

TITLE OF ITEM: Approve the Park Board 2025 Meeting Schedule

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Approve the attached 2025 Park Board schedule.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Note the May and December meeting dates are affected by Holidays.

RECOMMENDED ACTION/MOTION: Approve 2025 Park Board schedule.

FINANCIAL IMPACT: None

2025 Park Board Meeting Schedule

Brainerd Parks and Recreation Department

**All meetings are scheduled at 4:00 p.m. in
City Hall Council Chambers unless otherwise notified.**

Tuesday, **January 28**, 2025

Tuesday, **February 25**, 2025

Tuesday, **March 25**, 2025

Tuesday, **April 22**, 2025

Tuesday, **May 20**, 2025

Tuesday, **June 24**, 2025

Tuesday, **July 22**, 2025

Tuesday, **August 26**, 2025

Tuesday, **September 23**, 2025

Tuesday, **October 28**, 2025

Tuesday, **November 25**, 2025

Tuesday, **December 16**, 2025