



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, January 28, 2025 @ 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. **Election of President and Vice President**

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

6. **Consent Calendar**

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

A. **Approval of Minutes**

B. **Approval of Disbursements**

C. **Financial Reports**

D. **Facility Rental- Lyman P. White Park on August 23, 2025**

7. **Unfinished Business**

A. **Discussion on Pickleball and Tennis Courts**

8. **New Business**

A. **Ice Skating Party at Memorial Park**

B. **Discuss Future Fee 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. **Complaint Form Submissions**

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, and Chair Miller. Members Berns and Shipe were noted as absent.

Also noted as present Public Works Director Hagibhorst and Mayor Badeaux.

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 ADDING PRESENTATION REGARDING BRAINERD COMMUNITY ACTION BANNER PROGRAM.

Approval of Consent Calendar

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

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

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

Unfinished Business

Discussion on Pickleball Courts

Public Works Director Hagibhorst discussed meetings that were held about either converting a couple of tennis courts to pickleball courts or configuring the tennis courts to a dual-purpose court at Gregory Park to accommodate both amenities.

Member Miller wants to gather information about the tennis courts for usage. Member Miller would like Public Works Director Hagibhorst to gather more information on consensus with the Tennis Association before making the final decision.

The board agreed to talk about the consensus of the tennis courts’ next meeting for final decision.

Discussion on Banner Program

Mayor Badeaux was approached about the banner program and what it could look like for the Parks Department. Potentially looking at moving in a different direction with the Brainerd/Baxter Baseball Association and looking to making an offer to the city for banners on
December 17, 2024

the four baseball fields. They would like to purchase and install four new score boards for the youth baseball fields for usage and availability of usage. Talked about score boards not working and not having access to the score boards. The association would like to purchase score boards they can access through apps or other devices so they can be controlled easily so there is more usage of the score boards for baseball. The estimated cost for score boards would be roughly \$25,000 and installation where the association would cover the cost. The association asks that they will take over the banner program for the four baseball fields and all proceeds would go to the association to cover future costs. Another thought would be to discuss community action look at individual amenities and individual programs that could be utilized and do and advertising that would get funded back to that amenity. Create a system for funds for all different associations and manage by that association for future costs for future projects and having consistency. Having something set in place for all future associations.

Member Sandy asked for clarification about the banner program funds that would be funneled back into that amenity and a cookie cutter program that could be applied to any other amenity. Would like to investigate this program with regulations and procedures that are the same across the board.

Member Miller suggested that having the associations with a new banner process and giving their vision and utilizing the money for things that they need and anything that would need to be updated then the association could be able to assist with cost.

Public Works Director Hagibhorst likes the approach of the banner program with the funds going back into programs/associations.

Mayor Badeaux brought forth that this would be amenity specific, with the same process across the board for any association for anyone that donated for one amenity will go to that amenity.

Member Sandy stated that the first step would be an identification process and bring the list forward to the Park Board as a starting point.

Member Miller suggested establishing a work group for the banner program with Public Works Director Hagibhorst, Recreation Specialist, Community Action, and Park Board Member to move forward to get the fundamentals in place.

Mayor Badeaux stated that the Baseball Association is ready to move forward.

Member Sandy asked if the Park Board needs to have these meetings before they pull the Baseball Association in.

Member Miller stated that they needed the fundamental side of everything and then come back to Park Board with those findings and liaison will be discussed and decided for the Park Board for the banner program.

The Park Board agreed to move forward with possible new processes.

New Business

Approve the Park Board 2025 Meeting Schedule

MOVED AND SECONDED BY MEMBERS MILLER, SCHAEFER, AND SANDY, DULY CARRIED, TO APPROVE 2025 PARK BOARD SCHEDULE.

Public Forum

December 17, 2024

Chair Miller opened public forum at 4:40 p.m.

No one came forward.

Chair Miller closed public forum at 4:40 p.m.

Staff Reports

Public Works Director Habighorst stated that the Transit Department will be providing two rides to tour the Winter Wonderland Lights. Brainerd community Action will be covering the cost of admission, the riders will pay for the ride.

Public Works Director Habighorst also talked about the new Recreational Specialist starting in January and how we will start incorporating downtown events. Cultivating special events downtown Brainerd.

Board Reports

Member Sandy stated that the YMCA started up a daycare facility and how that is a great amenity to the community.

Chair Miller stated that he is very excited about pickleball and wanting Brainerd to be the central place for it and that we have a great opportunity to create courts and to continue the conversation with getting the amenity for the community.

Kara Schaefer wanted to bring up Lum Park beach again and to get the beach nice and clean and to have a plan for this summer.

Public Works Director Hagibhorst informed board members that he has discussed this with the streets department and will be working with the DNR to make sure we are following compliance and to make sure the beach is in great shape for the summer.

Adjourn

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

Chair Miller adjourned the meeting at 4:45 p.m.

Respectfully Submitted,
Lisa Asbach, Administrative Specialist

01/23/2025 11:15 AM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 12/17/2024 - 01/22/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 1/6

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:							
329793/1 86487	ACE HARDWARE TAPE - CITY HALL 101-1940-42220	01/13/2025 pziemer	01/22/2025	7.18	0.00	Paid	Y 01/22/2025
	REPAIR & MAINT			7.18			
329815/1 86536	ACE HARDWARE TAPE 230-5200-42210	01/14/2025 pziemer	01/22/2025	26.97	0.00	Paid	Y 01/22/2025
	OPERATING SUPPLIES			26.97			
	Total for vendor 0011 - ACE HARDWARE:			34.15	0.00		
Vendor 2902 - ADVANCE AUTO PARTS:							
6574500780930 86399	ADVANCE AUTO PARTS BATTERY - FOR PARKS TRUCK TO BE 230-5200-42220	01/07/2025 pziemer	01/22/2025	150.34	0.00	Paid	Y 01/22/2025
	REPAIR & MAINT			150.34			
	Total for vendor 2902 - ADVANCE AUTO PARTS:			150.34	0.00		
Vendor 2683 - ASCAP:							
500821295/2025 86446	ASCAP 2025 ANNUAL LICENSE 230-5200-43430	12/20/2024 pziemer	01/22/2025	445.00	0.00	Paid	Y 01/22/2025
	MISCELLANEOUS			445.00			
	Total for vendor 2683 - ASCAP:			445.00	0.00		
Vendor 2740 - AT&T MOBILITY:							
X01032025/PKS 86389	AT&T MOBILITY ACCT 287292136423 PARKS DEPT PHONES 230-5200-43321	12/25/2024 pziemer	01/10/2025	187.61	0.00	Paid	Y 12/31/2024
	TELEPHONE			167.61			
	OPERATING SUPPLIES			20.00			
	Total for vendor 2740 - AT&T MOBILITY:			187.61	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
NOV 24/PARKS 86158	BRAINERD PUBLIC UTILITIES 10/24/24-11/24/24 PARKS UTILITIES 230-5200-43381	12/01/2024 pziemer	12/30/2024	2,548.77	0.00	Paid	Y 12/30/2024
	BPU UTILITIES			2,520.04			
	UTILITIES			28.73			
DEC 24/PARKS 86492	BRAINERD PUBLIC UTILITIES 11/24/24-12/24/24 PARKS DEPT	12/24/2024 pziemer	01/22/2025	3,316.83	0.00	Paid	Y 12/31/2024

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Page: 2/6

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	230-5200-43381	BPU UTILITIES		3,288.47			
	230-5280-43380	UTILITIES		28.36			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			5,865.60	0.00		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/NOV24/PKS							
86270	CENTERPOINT ENERGY	12/23/2024	01/06/2025	840.97	0.00	Paid	Y
	11/15/24-12/13/24 PARKS DEPT	pziemer					12/31/2024
	230-5200-43380	UTILITIES		840.97			
	Total for vendor 0307 - CENTERPOINT ENERGY:			840.97	0.00		
Vendor 0125 - CONSOLIDATED TELEPHONE CO:							
21491110/PARKS							
86103	CONSOLIDATED TELEPHONE CO	12/12/2024	12/20/2024	245.81	0.00	Paid	Y
	12/12/24-01/11/25 PARKS	pziemer					12/20/2024
	230-5200-43321	TELEPHONE		245.81			
21521345/PKS							
86513	CONSOLIDATED TELEPHONE CO	01/12/2025	01/17/2025	245.81	0.00	Paid	Y
	1/12/25-2/11/25 PARKS DEPT	pziemer					01/17/2025
	230-5200-43321	TELEPHONE		245.81			
	Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:			491.62	0.00		
Vendor 1859 - ENTERPRISE FM TRUST:							
FBN5230713/PARKS							
86436	ENTERPRISE FM TRUST	01/05/2025	01/22/2025	5,880.79	0.00	Paid	Y
	JAN 25 PARKS DEPT VEHICLE LEASES	pziemer					01/22/2025
	230-5200-43331	LEASE PAYMENTS		5,880.79			
	Total for vendor 1859 - ENTERPRISE FM TRUST:			5,880.79	0.00		
Vendor 0170 - FASTENAL COMPANY:							
MNBAX269794							
86198	FASTENAL COMPANY	12/01/2024	12/30/2024	(82.78)	0.00	Paid	Y
	CREDIT - BUSTER PAVILLION BUILD	pziemer					12/30/2024
	400-9050-45530	CAPITAL - OTHER		(82.78)			
	Total for vendor 0170 - FASTENAL COMPANY:			(82.78)	0.00		
Vendor 1388 - HEIMAN INC.:							
0937458-IN							
86109	HEIMAN INC.	12/09/2024	12/30/2024	281.10	0.00	Paid	Y
	QTY 2 FIRE HOSE - ICE RINK FILLERS	pziemer					12/30/2024
	230-5200-42220	REPAIR & MAINT		281.10			
	Total for vendor 1388 - HEIMAN INC.:			281.10	0.00		

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Page: 3/6

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 3220 - IMPERIAL DADE:							
4323112/PARKS 86195	IMPERIAL DADE	12/23/2024	12/30/2024	28.48	0.00	Paid	Y
	JANITORIAL SUPPLIES - PARKS DEPT	pziemer					12/30/2024
	230-5200-42220	REPAIR & MAINT		28.48			
	Total for vendor 3220 - IMPERIAL DADE:			28.48	0.00		
Vendor 0227 - LAKES PRINTING:							
00224848 86403	LAKES PRINTING	12/11/2024	01/22/2025	53.50	0.00	Paid	Y
	BRAINERD MAPS/SIGNS	pziemer					12/31/2024
	101-1940-42200	OFFICE SUPPLIES		53.50			
	Total for vendor 0227 - LAKES PRINTING:			53.50	0.00		
Vendor 3394 - MIDWEST MACHINERY CO:							
10339033 86467	MIDWEST MACHINERY CO	01/09/2025	01/22/2025	2,496.00	0.00	Paid	Y
	TRACKS - PARKS SKID STEER	pziemer					01/22/2025
	230-5200-42220	REPAIR & MAINT		2,496.00			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			2,496.00	0.00		
Vendor 0535 - MN DEPT OF HEALTH:							
FBL-13733-15436/2025 86447	MN DEPT OF HEALTH	01/01/2025	01/22/2025	450.00	0.00	Paid	Y
	2025 BANE PARK CONCESSIONS	pziemer					01/22/2025
	230-5204-42210	OPERATING SUPPLIES		450.00			
FBL-32213-45021/2025 86448	MN DEPT OF HEALTH	01/01/2025	01/22/2025	450.00	0.00	Paid	Y
	2025 BUFFALO HILLS CONCESSION STAND	pziemer					01/22/2025
	230-5204-42210	OPERATING SUPPLIES		450.00			
FBL-13337-15436/2025 86449	MN DEPT OF HEALTH	01/01/2025	01/22/2025	450.00	0.00	Paid	Y
	2025 MEMORIAL SOFTBALL CONCESSION	pziemer					01/22/2025
	230-5204-42210	OPERATING SUPPLIES		450.00			
20217 - ADDTL SITES 86450	MN DEPT OF HEALTH	01/01/2025	01/22/2025	55.00	0.00	Paid	Y
	ADD 11 SITES TO LUM PARK CAMPGROUND	pziemer					01/22/2025
	230-5280-42210	OPERATING SUPPLIES		55.00			
MHP-20217-15436/2025 86451	MN DEPT OF HEALTH	01/01/2025	01/22/2025	150.00	0.00	Paid	Y
	2025 LUM PARK CAMPGROUND RENEWAL	pziemer					01/22/2025
	230-5280-42210	OPERATING SUPPLIES		150.00			

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Page: 4/6

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
FBL-34072-45021/2025							
86452	MN DEPT OF HEALTH	01/01/2025	01/22/2025	95.00	0.00	Paid	Y
	2025 JAYCEES PARK CONCESSION -SEFS	pziemer					01/22/2025
	230-5204-42210	OPERATING SUPPLIES		95.00			
	Total for vendor 0535 - MN DEPT OF HEALTH:			1,650.00	0.00		

Vendor 2688 - MN SECRETARY OF STATE - NOTARY:

1/16/2025							
86542	MN SECRETARY OF STATE - NOTARY	01/16/2025	01/22/2025	120.00	0.00	Paid	Y
	L. ASBACH NOTARY APPLICATION - NEW	pziemer					01/22/2025
	101-1700-43433	DUES & SUBSCRIPTIONS		48.00			
	230-5200-43433	DUES & SUBSCRIPTIONS		60.00			
	235-3100-43330	PROFESSIONAL DEVELOPMENT		12.00			
	Total for vendor 2688 - MN SECRETARY OF STATE - NOTARY:			120.00	0.00		

Vendor 0273 - NAPA AUTO PARTS:

773000							
86528	NAPA AUTO PARTS	01/10/2025	01/22/2025	499.00	0.00	Paid	Y
	IMPACT WRENCH	pziemer					01/22/2025
	230-5200-42240	SMALL TOOLS		499.00			
	Total for vendor 0273 - NAPA AUTO PARTS:			499.00	0.00		

Vendor 0284 - OFFICE SHOP:

1149892-0							
86406	OFFICE SHOP	01/02/2025	01/22/2025	70.81	0.00	Paid	Y
	EASEL POST-ITS - PW	pziemer					01/22/2025
	101-1940-42200	OFFICE SUPPLIES		70.81			
1149892-1							
86407	OFFICE SHOP	01/03/2025	01/22/2025	23.23	0.00	Paid	Y
	MARKERS, DESKPADS - PW	pziemer					01/22/2025
	101-1940-42200	OFFICE SUPPLIES		23.23			
1150528-0							
86540	OFFICE SHOP	01/15/2025	01/22/2025	8.09	0.00	Paid	Y
	POSTER BOARD - PW	pziemer					01/22/2025
	101-1940-42200	OFFICE SUPPLIES		8.09			
	Total for vendor 0284 - OFFICE SHOP:			102.13	0.00		

Vendor 0344 - WASTE PARTNERS INC:

4CX94423							
86360	WASTE PARTNERS INC	12/31/2024	01/22/2025	468.00	0.00	Paid	Y
	DEC 24 PARKS WASTE REMOVAL	pziemer					12/31/2024
	230-5200-43380	UTILITIES		468.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Total for vendor 0344 - WASTE PARTNERS INC:				468.00	0.00		
Vendor 3199 - WEX BANK:							
101880514/PKS							
86443	WEX BANK	12/31/2024	01/22/2025	717.85	0.00	Paid	Y
	DEC 24 PARKS DEPT FUEL	pziemer					12/31/2024
	230-5200-42212	MOTOR FUELS		717.85			
Total for vendor 3199 - WEX BANK:				717.85	0.00		
Vendor 1159 - WINNERS TROPHY:							
13656							
86535	WINNERS TROPHY	01/14/2025	01/22/2025	92.00	0.00	Paid	Y
	2 ADDTL 2024 SOFTBALL TROPHIES	pziemer					01/22/2025
	230-5215-42210	OPERATING SUPPLIES		92.00			
Total for vendor 1159 - WINNERS TROPHY:				92.00	0.00		
# of Invoices:	29	# Due:	0	Totals:	20,404.14	0.00	
# of Credit Memos:	1	# Due:	0	Totals:	(82.78)	0.00	
Net of Invoices and Credit Memos:				20,321.36	0.00		

--- TOTALS BY GL DISTRIBUTION ---

101-1700-43433	DUES & SUBSCRIPTIONS	48.00
101-1940-42200	OFFICE SUPPLIES	155.63
101-1940-42220	REPAIR & MAINT	7.18
230-5200-42210	OPERATING SUPPLIES	26.97
230-5200-42212	MOTOR FUELS	717.85
230-5200-42220	REPAIR & MAINT	2,955.92
230-5200-42240	SMALL TOOLS	499.00
230-5200-43321	TELEPHONE	659.23
230-5200-43331	LEASE PAYMENTS	5,880.79
230-5200-43380	UTILITIES	1,308.97
230-5200-43381	BPU UTILITIES	5,808.51
230-5200-43430	MISCELLANEOUS	445.00
230-5200-43433	DUES & SUBSCRIPTIONS	60.00
230-5204-42210	OPERATING SUPPLIES	1,465.00
230-5215-42210	OPERATING SUPPLIES	92.00
230-5280-42210	OPERATING SUPPLIES	205.00
230-5280-43380	UTILITIES	57.09
235-3100-43330	PROFESSIONAL DEVELOPMENT	12.00
400-9050-45530	CAPITAL - OTHER	(82.78)

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			210.81	0.00		
	230 - PARK & RECREATION FUND			20,181.33	0.00		
	235 - STREET & SEWER FUND			12.00	0.00		
	400 - CAPITAL PROJECTS FUND			(82.78)	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	1700 - ENGINEERING			48.00	0.00		
	1940 - CITY HALL			162.81	0.00		
	3100 - S & S MAINTENANCE			12.00	0.00		
	5200 - PARK MAIN/ADMINISTRATION			18,362.24	0.00		
	5204 - CONCESSIONS			1,465.00	0.00		
	5215 - ADULT SOFTBALL			92.00	0.00		
	5280 - CAMPGROUND			262.09	0.00		
	9050 - CAPITAL PROJECTS-MISC			(82.78)	0.00		



Park Board Agenda Request

MEETING DATE: January 28, 2025

TITLE OF ITEM: Financial Reports

AGENDA:

ACTION REQUESTED:

SUBMITTED BY:

DEPARTMENT:

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE:

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT:

	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	35,117	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	9,250	12,593	1,500	1,127	-	-	30,000	12,531	2,000	1,330	1,000	3,100
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	66,000	84,506	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	10,531	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	410	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	68,000	95,446	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	112,250	143,155	1,500	1,127	-	-	30,000	12,531	2,000	1,330	1,000	3,100
Total Personal Services	792,322	734,156	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	6,563	2,000	-	3,000	3,392
Motor Fuels	22,000	17,122	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	64,136	-	-	-	-	1,000	14	-	-	-	-
Repairs & Maintenance - Mills Field	5,000	9,597	-	-	-	-	-	-	-	-	-	-
Small Tools	1,000	1,512	-	-	-	-	-	-	-	-	-	-
Total Supplies	113,750	96,826	1,000	404	250	830	28,500	6,577	2,000	-	3,000	3,392
Services												
Professional Services	37,835	38,174	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,500	5,844	-	-	-	-	-	-	-	-	-	-
Telephone	2,076	3,205	-	-	-	-	-	-	-	-	-	-
Postage	200	42	-	-	-	-	-	-	-	-	-	-
Professional Development	2,100	2,144	-	-	-	-	-	-	-	-	-	-
Lease Payments	32,980	65,269	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,500	2,002	-	-	-	-	-	-	-	-	-	-
Insurance	29,322	27,584	-	-	-	-	-	-	-	-	-	-
Utilities	77,500	96,715	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,715	2,288	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	1,049	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,010	1,389	-	-	-	-	-	-	-	-	-	-
Total Services	194,738	245,705	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,100,810	1,076,688	1,455	404	9,825	4,474	46,063	15,806	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)	(933,532)	45	723	(9,825)	(4,474)	(16,063)	(3,276)	-	(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	35,117
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	125,189
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	-	-	66,000	84,506
Contributions & Donations	-	-	-	-	-	-	-	-	-	10,531
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	340	1,000	750
Total Charges for Services	-	-	-	-	-	-	-	340	68,000	95,786
TOTAL REVENUES	3,000	2,271	50,000	38,856	-	2,281	55,000	51,442	254,750	256,092
Total Personal Services	3,073	-	29,437	22,758	-	-	-	-	852,425	773,029
Supplies										
Office and Operating Supplies	500	184	13,000	8,309	-	11,814	500	396	53,500	36,350
Motor Fuels	-	-	-	-	-	-	-	-	22,000	17,122
Repairs & Maintenance	-	-	3,500	1,538	-	-	1,500	4,037	86,000	69,724
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	5,000	9,597
Small Tools	-	-	-	-	-	-	-	-	1,000	1,512
Total Supplies	500	184	16,500	9,846	-	11,814	2,000	4,432	167,500	134,305
Services										
Professional Services	-	-	-	-	-	-	-	-	37,835	38,174
Computer Technical Support	-	-	-	-	-	-	-	-	6,500	5,844
Telephone	-	-	-	-	-	-	800	1,507	2,876	4,712
Postage	-	-	-	-	-	-	-	-	200	42
Professional Development	-	-	-	-	-	-	-	-	2,100	2,144
Lease Payments	-	-	-	-	-	-	-	-	32,980	65,269
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,500	2,002
Insurance	-	-	-	-	-	-	-	-	29,322	27,584
Utilities	-	-	-	-	-	-	3,300	4,998	80,800	101,712
Rent Expense	-	-	-	-	-	-	-	-	1,715	2,288
Miscellaneous	-	-	-	-	-	-	-	-	2,000	1,049
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,010	1,389
Total Services	-	-	-	-	-	-	4,100	6,504	198,838	252,210
TOTAL OPERATING EXPENSES	3,573	184	45,937	32,605	-	11,814	6,100	10,937	1,218,763	1,159,544
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(573)	2,087	4,063	6,251	-	(9,533)	48,900	40,505	(964,013)	(903,452)



Brainerd Parks & Recreation, MN
501 Laurel Street
Brainerd, MN 56401
218-828-2320
parks@ci.brainerd.mn.us
<https://www.ci.brainerd.mn.us/201/parks>

PERMIT #3352

Authorized On: 01/02/2025 09:11 AM

NOTE: Rental

Location

Lyman P. White Park
512 East River Road
Brainerd, MN 56401

Permit Holder

Kerrie Orr
1910 Nelson Lake Rd
Pillager, MN 56473

Authorized Agent

Lisa Asbach
218-828-2320
parks@ci.brainerd.mn.us
<https://www.ci.brainerd.mn.us/201/Parks-Recreation>

RESERVATIONS

Location	Facility	Date	Time	Hours	Fee
Lyman P. White Park	Amphitheater	Sat, Aug 23rd 2025	08:00 AM-10:00 PM	14.00	\$150.00
TOTAL:					\$150.00

CHARGES

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Lyman P. White Park	Amphitheater	Aug 23, 2025 8:00 AM-10:00 PM	\$150.00	\$150.00	\$0.00
TOTAL:			\$150.00	\$150.00	\$0.00

PAYMENTS

RECEIPT #	DATE/TIME	DESCRIPTION	AMOUNT
81126463	01/02/2025 09:11 AM	Credit/Debit	\$161.81
TOTAL:			\$161.81

PROMPT RESPONSES

Location	Facilities	Date	Days
Lyman P. White Park	Amphitheater	08/23/2025	Sat
#1 - Does your event have any other special considerations? If so, please describe.			
Response: No			
Lyman P. White Park	Amphitheater	08/23/2025	Sat

#2 - Does your event require additional restrooms? If so, what company is contracted for restrooms and where will they be located?

Response: No

Lyman P. White Park	Amphitheater	08/23/2025	Sat
---------------------	--------------	------------	-----

#3 - Will you require additional Trash Disposal? If so, what company is contracted for Trash Disposal?

Response: No

Lyman P. White Park	Amphitheater	08/23/2025	Sat
---------------------	--------------	------------	-----

#4 - Times you will be in/out of the Amphitheater. Please include setup and cleanup in the times.

Response: 12:00-6:00

Lyman P. White Park	Amphitheater	08/23/2025	Sat
---------------------	--------------	------------	-----

#5 - Will your event have amplified sound? Describe the sound amplification equipment to be used in your event and the times. The park will follow the City Code requirements with no exceptions on all amplified sound, making sure all noise concludes by 10:00 P.M.

Response: Yes

Lyman P. White Park	Amphitheater	08/23/2025	Sat
---------------------	--------------	------------	-----

#6 - Will your event include concessions and/or a Food truck or other Vendors? If so, Concession company name and what products are served? What vendors?

Response: No

Lyman P. White Park	Amphitheater	08/23/2025	Sat
---------------------	--------------	------------	-----

#7 - Do you have equipment requiring electrical usage? If so, describe the type of equipment to be used.

Response: Yes

Lyman P. White Park	Amphitheater	08/23/2025	Sat
---------------------	--------------	------------	-----

#8 - Does your event require a layout and street site map? Please note you will need to contact the Parks Department and provide a layout of the event showing booths, staging, amusements, food, etc. and also provide a street map or park map showing the borders of the event.

Response: No

Lyman P. White Park	Amphitheater	08/23/2025	Sat
---------------------	--------------	------------	-----

#9 - Type of Event Description of Activities

Response: Wedding

Lyman P. White Park	Amphitheater	08/23/2025	Sat
---------------------	--------------	------------	-----

#10 - Number of people attending the event.

Response: 100

Lyman P. White Park	Amphitheater	08/23/2025	Sat
---------------------	--------------	------------	-----

#11 - Will you require overnight storage? If set up is needed for an event the day before, it is required you pay for the additional day. Overnight storage is at your own risk. No overnight camping is allowed.

Response: No

Lyman P. White Park	Amphitheater	08/23/2025	Sat
---------------------	--------------	------------	-----

#12 - What type of Organization is this? Profit or Non Profit?

Response: Profit

Lyman P. White Park	Amphitheater	08/23/2025	Sat
---------------------	--------------	------------	-----

#13 - How often will this event be held?

Response: One Time

Lyman P. White Park	Amphitheater	08/23/2025	Sat
---------------------	--------------	------------	-----

#14 - Sales Tax Exempt?

Response: No

Lyman P. White Park	Amphitheater	08/23/2025	Sat
---------------------	--------------	------------	-----

#15 - Do you plan to use signs or banners? Locations and descriptions? A-frame (sandwich) boards may be rented from the City for use. No signs/banners may be mounted to facilities and no posts are allowed in the ground due to irrigation lines. Any supplemental signage or banners must be placed on temporary hangers.

Response: No

Lyman P. White Park

Amphitheater

08/23/2025

Sat

#16 - Are you requesting to have a street closed for your event? An additional Event/Street closure request application will be required to be submitted and approved by City Council.

Response: No

Cancel within 30 days



Park Board Agenda Request

MEETING DATE: January 28, 2025

TITLE OF ITEM: Discussion on Pickleball and Tennis Courts

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Parks

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5

SUMMARY OF ISSUE: Need to create a MOU with the Pickleball Association to raise funds for pickleball improvements.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: MOU is with the city attorney and will be submitted to Park Board in February 2025.

RECOMMENDED ACTION/MOTION: N/A

FINANCIAL IMPACT: N/A



YOU ARE INVITED TO BRAINERD ICE SKATING PARTY!

Sat. Feb 8, 2025 1:00-4:00 PM

SKATING-GAMES-
MUSIC-DUNMIRE'S
CHILI-HOTCOCOA-FUN

Location:
Memorial Park

1700 Mill Ave.
Brainerd, MN 56401

DUNMIRE'S





Park Board Agenda Request

MEETING DATE: January 28, 2025

TITLE OF ITEM: Discuss Future Fee Schedule

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5

SUMMARY OF ISSUE: Discuss possible fee structure for future events and programs.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: PowerPoint presentation.

RECOMMENDED ACTION/MOTION: Discuss only.

FINANCIAL IMPACT: N/A



Pricing & Revenue Plan for Improved Services & Sustainability

Agenda Item #40



Leisure Services Facts

- 41 Facilities
 - 25 Facilities
 - 6 Pools
 - 10 Community Schools
- 67 Parks – 1,700 acres
- 200 Miles of Trails



Historical Social Model

- Programs driven by personality of staff
- Spend model driven by activity based model
- Effort based model in programs
- Lack of cost benefit analysis
- Decision making not based on data collection
- Department decisions not based strategic planning
- Core services not clearly defined
- Operate at 32% Cost Recovery



Mission Statement

Develop and implement business functions for improved services, efficiencies and sustainability of the Department of Leisure Services.



Business Functions

- Data Management
- Cost of Services Model
- Scholarship Program
- Maintenance Fund
- Replacement Fund
- Performance Tracking of Results –
Performance Plus



Business Functions

- Pricing of All Services
- Integrating CLASS and Coding Procedures
- Managing Cost Recovery Goals
- Develop Model to Determine “Essential - Important – Discretionary” Programs



Tax Payer vs. Individual Benefit

Public

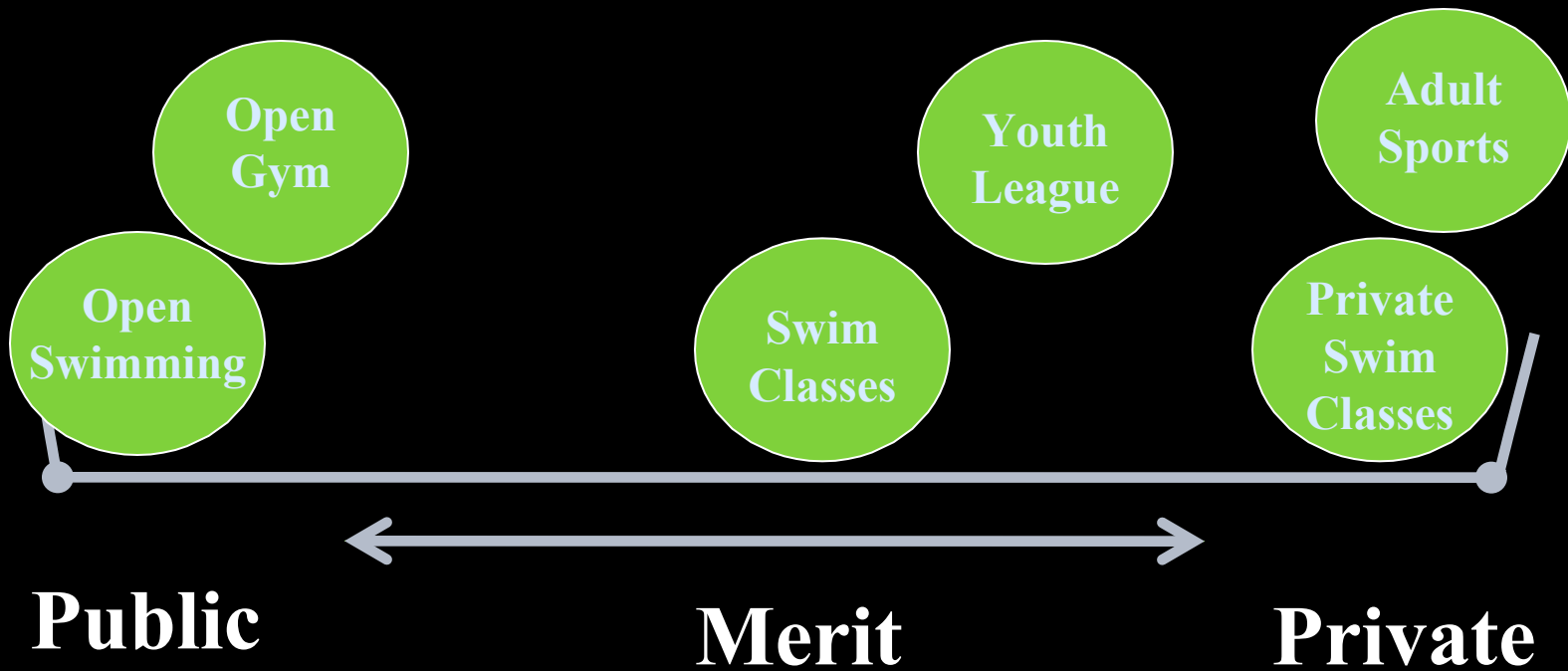
- All services are for the public good
- Benefits focus on public outcomes
- Most or all services are provided free

Merit

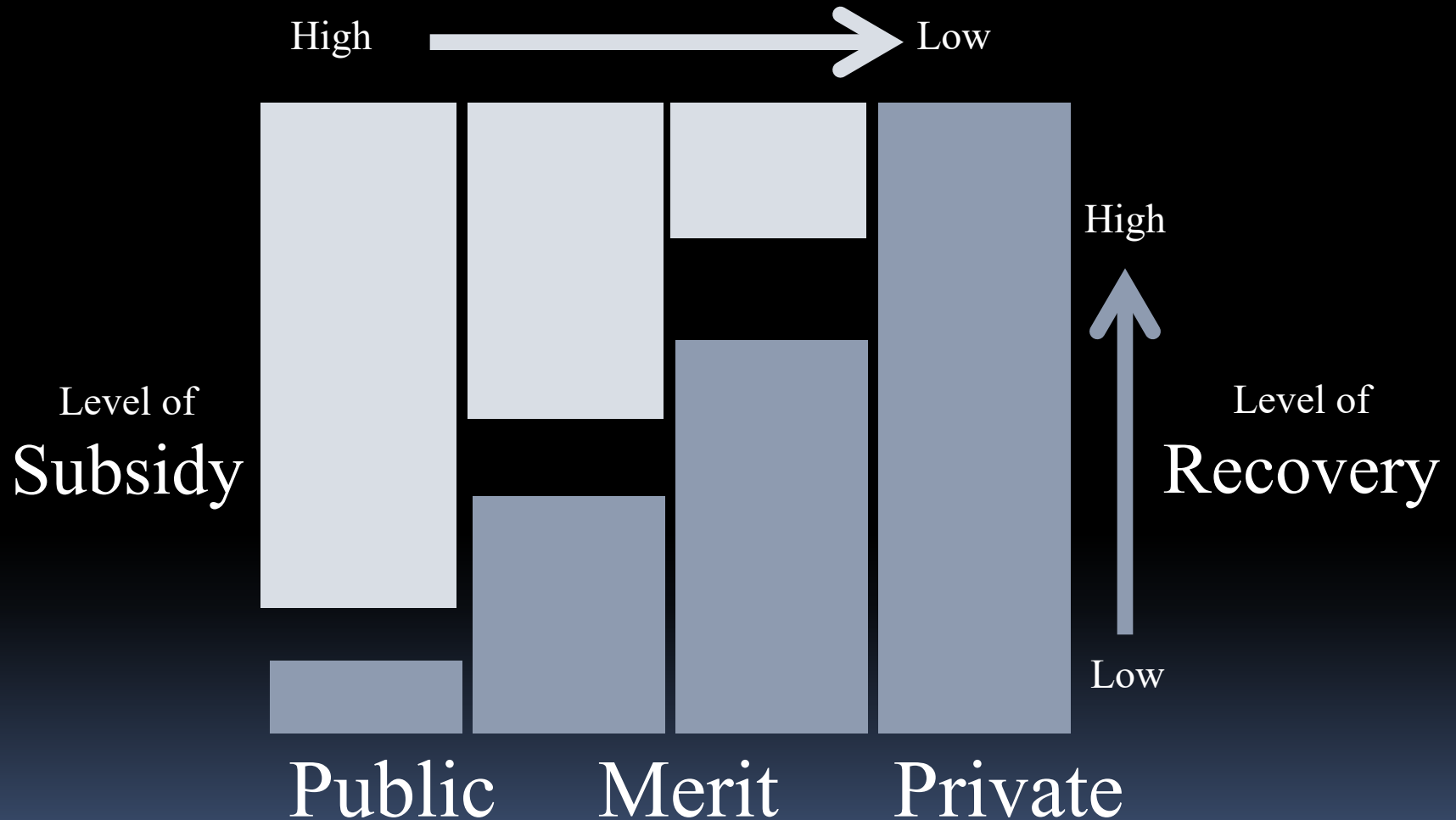
- Benefit moves from the general public to the participant
- Recognition of different levels of benefits
- Fees and charges based on level of public benefit

Private

- Most to all benefit is on the participant
- Recognition that when public receive minimal or NO benefit then... recovery 100%
- Consumer (those with direct benefit) pay for all or a significant portion of the cost



How This Translates



Differential Pricing

Kellogg-Zaher



Buckskin Basin



Differential Pricing

- Prime Time vs. Non-Prime Time
- Equipment support
- Quality of Instruction
- Example:
 - Afternoon Softball League vs. Evening League
 - Day Camp vs. Specialty Camp
 - Passive use of a Trail vs. 5k Run Event



Immediate Expectancies

- Business Plans
- Essential Coding
- Training Awareness
- Resolution for Pricing
- Marketing



3 to 5 Year Expectancies

- Sustainability
- \$3 Million in Efficiencies and Revenue
- Scholarship Fund
- Maintenance Fund
- Replacement Fund
- Operate at 50% Cost Recovery





Pricing & Revenue Plan for Improved Services & Sustainability for the Department of Leisure Services



From: noreply@civicplus.com
To: [Parks Dept](#)
Subject: Online Form Submittal: Parks Complaint Form
Date: Tuesday, December 31, 2024 5:32:55 PM

Parks Complaint Form

Parks Complaint Form

First Name	<i>Field not completed.</i>
Last Name	<i>Field not completed.</i>
Email Address	<i>Field not completed.</i>
Phone Number	<i>Field not completed.</i>
Type	Facility
Complaint	Went to 3 different skating rinks and none of them had lights on, it's free fun for kids and adults. Lights should be on for all to enjoy public parks especially during the winter

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

