



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, August 26, 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. Miller ___P. Sandy ___K. Schaefer ___A. Shipe ___J. Berns

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**

D. **Approval of Touch-A-Truck and Flapjack Festival**

6. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Board - Time limits may be imposed

7. **Unfinished Business**

A. **Discussion of Community Education and YMCA 2025 Programs, Timeline, and Agreement**

B. **2025 LoonFest selling of merchandise at Mills Field**

C. **Review Priority Plan**

D. **Discussion Update on the Weed and Feed Program**

8. **New Business**
 - A. **Approval of BBBA Batting Cages Proposal**
 - B. **Approval of Park Crew to Handle the Snow Removal for Downtown Brainerd**
 - C. **Land Trade with Developer at Lions Park at Buffalo Hills**
 - D. **Approve Final Pay Request for Parks ARPA Project**
 - E. **Discussion of New Location of Lions Park Sign**
9. **Staff Reports**

(Verbal: Any Updates since Packet)

 - A. **Staff Reports**
 - B. **August 9th Movies in the Park Summary**
 - C. **August 15th Movies in the Park Summary**
 - D. **Great Pumpkin Festival 2025**
10. **Board Member Reports**
11. **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 Berns in the City Council Chambers.

Roll Call

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

Also noted as present Public Works Director Habighorst and Recreational Specialist Huether.

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

Approval of Agenda

MOVED AND SECONDED BY MEMBERS SANDY AND MILLER DULY CARRIED, TO AMMEND THE AGENDA BY ADDING 7C UPDATE ON WEED AND FEED PROGRAM, 7D IMPLEMENTATION OF PARK BOARD PRIORITIES, OPERATING BUDGET TO 8D, AND 8I DISCUSSION OF LYONS PARK SIGNAGE.

Upon roll, call the following board members voted “aye” Miller, Sandy, Shipe, and Berns. No member voted “nay”. The chair declared the motion carried.

Approval of Consent Calendar

- A. Approval of Minutes**
- B. Approval of Disbursements**
- C. Financial Reports**
- D. Approve Warrior Homecoming 5k Run at Kiwanis Park**
- E. Ejection of VFW team at Softball MS2 League**
- F. Approve We Are the Clinic Fundraising Event at Lyman P. White**
- G. ~~Approval of Brainerd Lakes Pride Event at Gregory Park~~**
- H. Approve Loon Fest Concert at Mills Field**

MOVED AND SECONDED BY MEMBERS SANDY AND MILLER TO APPROVE THE CONSENT CALENDAR BY PULLING ITEM G FOR DISCUSSION.

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

Approval of Brainerd Lakes Pride Event at Gregory Park

Member Sandy wanted to get more clarity on the request for Wonder Trek to drive in Gregory Park with Park Board policy to not allow anyone to drive in any of the parks.

Administrative Specialist Asbach clarified that Brainerd Lakes Pride emailed to retract the request to allow Wonder Trek to drive in the park.

MOVED AND SECONDED BY MEMBER SANDY AND MILLER DULY CARRIED TO APPROVE BRAINERD LAKES PRIDE EVENT AT GREGORY PARK.

Public Forum

Chair Berns opened public forum at 4:04 p.m.

Scott Shelito came to rebuttal the discussion that took place at the last Park Board meeting public forum. Discussed how he has been a manager for both MS1 and MS2 for the last twenty-three years and stated that the league is in a very healthy place right now. Discussed in previous years that there has been a lot of unsportsmanlike behavior and taunting, as the league has grown and going through different directors and rule changes, stated that things have gotten better. Brought up that through Kayla, Bonnie, and Katie the rules are in place right now for a reason and the reason why is because they work. Talked about the rules over the years and with some of the rules it made it hard to fill up the teams for the leagues, discussed the rules now with the limiting of people with cards or a rating. Discussed the website that you can go to look up players who have cards or a rating and stated that all these players are at a C or above which are players that are limited to the Tuesday night league. Discussed the way the rules are now, he stated that the rules are working. Went on to provide Park Board with a list of all the top teen players and broke down one hundred games over this season. Discussed the competitiveness of the game and how it's known around the state with teams winning state championships in the Brainerd Lakes Area, talked about the five women that play in the league that play with men's equipment and follow the men's league rules, talked about how Brainerd takes pride in how good the Brainerd league is. Brought up again how the league is in a good place. Also, brought up that the team that is complaining is in the middle of the pack.

Chair Berns closed public forum at 4:11 p.m.

Unfinished Business

YMCA Fall Slow Pitch Softball Program

Public Works Director Habighorst discussed that Community Education had cancelled the slow pitch softball program and how the YMCA is picking up the program to provide slow pitch softball this fall. Stated that the YMCA registration for the program is open and the fields are reserved. Brought up asking if there should be an amendment to the agreement to reimburse the YMCA for the additional program for financial compensation.

Member Miller asked breakdown wise how much the City of Brainerd was compensating for this program.

Public Works Director Habighorst stated that he sent out the percentages of Baxter play, and Brainerd play, and it was not appropriate, wants to address that this September with recommendations moving forward. Discussed the possibility of having a breakdown with activities versus a lump sum of money in the future.

Provide City Council Advisory Approval of Loon Fest Contract for Mills Field Concerts

Public Works Director Habighorst said that there will be no contract at this time and that this event will be a special event application instead for the first year. Discussed the plan for this event application, the options for this event, and things that need to be completed to make this event successful. Requested the Park Board to waive the fees for Lum Park Campground for this event.

July 22, 2025

Devon Walstead from LoonFest discussed the past concerts at the Armory in Brainerd and how they have been looking for more space since the Armory isn't big enough. Discussed the event at Mills Field and stated that each day they are hoping to see eight hundred to a thousand people. Stated that they do partner with a charity and any sales of beverages a dollar for each transaction will go to Vigilant Guardians located in Brainerd. Going forward with any future concerts they will always partner with a charity.

Chair Berns suggested having more bathrooms if they are expected to have up to eight hundred to a thousand people a day.

Member Shipe asked if the liability insurance will cover the days the concert isn't taking place, asked if the insurance will cover the equipment when not in use.

Public Works Director Habighorst stated that the insurance will be reviewed, and a phone call will be placed to ensure the insurance liability covers everything and nothing else is needed. Reaching out to the attorney to make sure that we are okay, we will be in line with any policy for Lum Park RV Campground with potentially opening the campground to Loon Fest.

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE FOR CONTINGENT APPROVAL FOR LOONFEST EVENT OF REVIEWING THE WAIVER OF FEES AT THE CAMPGROUND AND ENSURING THE INSURANCE REQUIREMENTS ARE MET.

Upon roll call, Members Shipe, Sandy, and Berns voted "aye", Member Miller abstained from vote. No member voted "nay" to the contingent approval on Loon Fest event to reviewing the waiver of fees at the campground and ensuring the insurance requirements are met.

Discuss Update on The Weed and Feed Program (added item)

Member Shipe inquired about the status from the meeting back in May about getting an update on the weed and feed program and what the status is.

Public Works Director Habighorst stated that he will research more and get back to the Park Board.

Member Sandy said that there was an annual budget that was set for the capital budget plan. Stated that it was twenty-five thousand dollars. There was a weed and feed program outside of fertilizer, previous Park Board members selected multiple green space parks to actively manage turf grasses.

Implementation on Park Board Priorities (added item)

Member Shipe discussed in our May Workshop that we discussed the Park Board priorities and getting details of the implementation steps, stated an example of grass being one of the top priorities and what steps the city is taking to improve the grass in the parks. Wants to know the steps we are taking for these priorities.

Public Works Director Habighorst stated that the department will start working on the implementation of Park Board priorities.

New Business

Approval to Seek Grant to Extend Height of Fence Line at Memorial Softball Fields

Public Works Director Habighorst stated that staff have been discussing safety at the softball fields at Memorial Park, between fields one and two, with an overthrow pedestrians can

July 22, 2025

get hurt. Public Works Director Habighorst would like to increase the fence line between fields one and two when there is an overthrow, that fence would catch the ball and prevent injuries to pedestrians who are watching the games. Another request is for field one, with any homerun that ball goes into the pickleball courts where league is taking place, requesting to extend the fence there with seeking a grant.

MOVED AND SECONDED BY MEMBERS SANDY AND MILLER FOR STAFF TO SEEK GRANT TO EXTEND THE HEIGHT OF THE FENCE LINES FOR FIELDS 1 AND 2 AT MEMORIAL PARK SOFTBALL FIELDS.

Upon roll call, Members Berns, Shipe, Miller, and Sandy voted “aye”. No member voted “nay”. The Chair declared the motion carried.

Discussion of Softball League Rules and Ejections

Public Works Director Habighorst discussed the ejection process and what to expect in any event if someone or a team should be ejected from the softball game, discussed that the severity of the ejections and the process that will follow depending on the nature of why the person was ejected.

Member Sandy stated that if the person(s) or team are to be ejected from a game and have the ten-day suspension and will need to come before the Park Board then he requests that the umpire who made the call also be present at the Park Board meeting.

Consider Discussion of Community Agreements in September and Fee Schedule in October

Public Works Director Habighorst discussed the community agreements and fee schedule to be looked at and discussed with Park Board. Discussed with Park Board ideas for this next year for fee schedule, along with suggestions for the agreements and what needs to be updated.

Member Miller discussed the benefits of reaching out to the organizations beforehand with the requests for what would need to be presented to Park Board for the end-of-year presentations.

Member Shipe would like to see the type of amenities each are offering with the timeline for each amenity.

MOVED AND SECONDED BY MEMBERS SANDY AND MILLER TO DIRECT STAFF TO PREPARE 2026 DRAFTS FOR SEPTEMBER PARK BOARD MEETING AND PREPARING THE FEE SCHEDULE FOR THE OCTOBER PARK BOARD MEETING.

Members Berns, Sandy, Shipe, and Miller voted “aye”. No members voted “nay”. The Chair declared the motion carried.

Discussion of 2026 Capital and Operating Budget (amended)

Public Works Director Habighorst discussed the Budget Workshop and the results of the Workshop. Discussed some equipment needed for the Public Works department for the downtown snow removal as Parks staff will be completing the downtown snow removal.

Discussion continued with the Park Board and Public Works Director Habighorst about the capital and operating budget.

July 22, 2025

MOVED AND SECONDED BY MEMBER SANDY AND SHIPE TO APPROVE THE CAPITAL AND OPERATING BUDGETS FOR 2026 CONTINGENT ON UPDATES TO BE MADE BY STAFF, SPREADSHEETS UPDATED, OPERATING BUDGET UPDATED, AND INSURANCE CHANGES.

Members Berns, Sandy, Shipe, and Miller voted “aye”. No members voted “nay”. The Chair declared the motion carried.

Consider Solar Development Agreement with Wolf Track Energy LLC

Public Works Director Habighorst brought forth an agreement that needs to be approved, stated that BPU Commission has approved the agreement. Confirmed that BPU will be funding solar development project.

Discussion continued with the Park Board members and Public Works Director Habighorst with the pros and cons of the agreement.

MOVED AND SECONDED BY MEMBERS SANDY AND MILLER TO APPROVE SOLAR DEVELOPMENT AGREEMENT WITH WOLF TRACK ENERGY LLC.

Member Shipe mentioned that the agreement is between Wolf Track Energy and BPU, therefore we can't approve the agreement.

MEMBER BERNS MOVED TO AMEND THE MOTION TO APPROVE THE PROJECT SCOPE. MEMBER SANDY AND MILLER AGREED TO THE AMENDMENT.

Members Berns, Sandy, Shipe, and Miller voted “aye”. No members voted “nay”. The Chair declared the motion carried.

Approval of Rotary Park Grant (Great River Greening – 90%/10% Grant

Public Works Director Habighorst discussed the benefits of the grant to remove the buckthorn. Discussed the need to mitigate the use of chemicals around the wells.

Member Sandy asked if the Park Board is being asked to match the twelve thousand seven hundred and fifty dollars for this project and if we had budgeted for the project.

Chair Berns stated that he believes this will be coming out of the operating budget and that it was budgeted for the project.

MOVED AND SECONDED BY MEMBERS SANDY AND MILLER TO APPROVE THE GRANT AND PROVIDE THE TWELVE THOUSAND SEVEN HUNDRED AND FIFTY DOLLARS CASH MATCH.

Members Berns, Sandy, Shipe, and Miller voted “aye”. No members voted “nay”. The Chair declared the motion carried.

Discussion of Lions Park at Buffalo Hills ADA Parking Stalls and Path/Service Road

Public Works Director Habighorst discussed the complaints that have been received with complying with ADA standards at Lions Park, discussed the new two parking stalls that were added recently, and now proposing to make a path from the parking stalls to the restrooms up to four to eight feet wide path. Stated that with an eight-foot-wide path would provide emergency services in getting into the park, better access for wheelchairs going in different directions

without someone having to get off the path. Requested to use the twenty-five thousand dollars for ADA improvements in the park.

Member Sandy requested to see a site plan, if engineering or Shawn from GIS to draw something up for an understanding of what this would look like. It would be helpful to get quotes and what the scope would be. Stated that he would like to see five feet walkway as this is standard with the rest of the parks and it is within ADA standards.

Member Shipe requested an estimate before approval.

Member Sandy requested engineering to lay out the plans, make sure the domes are in place and the detectable warning panels, and would like a site plan to show the Park Board what they are dealing with and quotes repaired for an informed decision.

MOVED AND SECONDED BY MEMBER SANDY AND SHIPE TO DIRECT STAFF TO GET QUOTES AND PROVIDE SITE PLAN LAYOUT THAT MEETS ADA REQUIREMENTS FOR THIS PROJECT AND BRING TO THE NEXT MEETING.

Members Berns, Sandy, Shipe, and Miller voted "aye". No members voted "nay". The Chair declared the motion carried.

Approval of Changing Location for Great Pumpkin Fest

Public Works Director Habighorst discussed the re grand opening at Jaycees Park for the great pumpkin festival and after looking at the number of people for this event, suggested that it would be better to have the festival at Memorial Park.

Park Board discussed the parking issues that have reported for other events at Jaycees Park, how they were parked and how far people must walk to get into Jaycees Park.

MOVED AND SECONDED BY MEMBER SANDY AND MILLER TO APPROVE THE GREAT PUMKIN FESTIVAL TO BE MOVED TO MEMORIAL PARK AT BUFFALO HILLS.

Members Berns, Sandy, Shipe, and Miller voted "aye". No members voted "nay". The Chair declared the motion carried.

Discussion of Lions Park Signage (added item)

Park Board all confirmed that option 1A for the new sign at Lions Park.

MOVED AND SECONDED BY MEMBER SHIPE AND MILLER TO APPROVE OPTION 1A FOR THE NEW SIGN AT LIONS PARK.

Members Berns, Sandy, Shipe, and Miller voted "aye". No members voted "nay". The Chair declared the motion carried.

Staff Reports Recreational Events

Recreational Specialist confirmed the upcoming Movies in the Park will be on August 8th and will be playing Jumanji.

Board Reports

Member Sandy discussed Pine Street resurfacing project in 2026 and Rosewood Street resurfacing in 2032.

July 22, 2025

Chair Berns requested to have Park Board meeting minutes following City Council guidelines.

Member Shipe asked about the tree stumps in Gregory Park and stated that the Triangle Park sign, the bottom fell off and exposed nail or screw with splintered wood.

Adjourn

MOVED AND SECONDED BY MEMBER MILLER AND SANDY DULY CARRIED TO ADJOURN THE MEETING.

Upon roll call, Members Schaefer, Berns, and Sandy voted "aye". No member voted "nay" to adjourn meeting.

Chair Berns adjourned the meeting at 5:54 p.m.

JD Berns
Park Board President

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 3572 - AAA EQUIPMENT CENTER:							
126244 89081	AAA EQUIPMENT CENTER NEW BELT - MOWER REPAIR 230-5200-42220	07/14/2025 pziemer REPAIR & MAINT	08/06/2025	124.31 124.31	0.00	Paid	Y 08/06/2025
124727 89489	AAA EQUIPMENT CENTER INSTALL MULCH KIT/BLADES 230-5200-42220	08/01/2025 pziemer REPAIR & MAINT	08/20/2025	151.16 151.16	151.16	Open	N 08/20/2025
Total for vendor 3572 - AAA EQUIPMENT CENTER:				275.47	151.16		
Vendor 0011 - ACE HARDWARE:							
333530/1 88979	ACE HARDWARE KEY X4 230-5200-42220	07/03/2025 pziemer REPAIR & MAINT	07/23/2025	11.96 11.96	0.00	Paid	Y 07/23/2025
333557/1 88990	ACE HARDWARE RETURN - KEYS X3 230-5200-42220	07/07/2025 pziemer REPAIR & MAINT	07/23/2025	(8.97) (8.97)	0.00	Paid	Y 07/23/2025
333585/1 88995	ACE HARDWARE SPRAYPAINT - VANDALISM REPAIR 230-5200-42220	07/08/2025 pziemer REPAIR & MAINT	07/23/2025	17.97 17.97	0.00	Paid	Y 07/23/2025
333685/1 89008	ACE HARDWARE BULBS 230-5200-42220	07/10/2025 pziemer REPAIR & MAINT	07/23/2025	11.69 11.69	0.00	Paid	Y 07/23/2025
333804/1 89058	ACE HARDWARE WASP/BUG SPRAY 230-5200-42220	07/15/2025 pziemer REPAIR & MAINT	07/23/2025	61.10 61.10	0.00	Paid	Y 07/23/2025
333936/1 89082	ACE HARDWARE MILLS FIELD - LIGHTBULBS 230-5200-42221	07/22/2025 pziemer R&M- MILLS FIELD	08/06/2025	13.49 13.49	0.00	Paid	Y 08/06/2025
334180/1 89371	ACE HARDWARE CULTIVATOR, HOE 230-5200-42240	07/31/2025 pziemer SMALL TOOLS	08/20/2025	17.97 17.97	17.97	Open	N 08/20/2025

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 07/18/2025 - 08/18/2025
 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
334314/1 89383	ACE HARDWARE RECYCLE BULBS 230-5200-42220	08/06/2025 pziemer REPAIR & MAINT	08/20/2025	16.00 16.00	16.00	Open	N 08/20/2025
334303/1 89384	ACE HARDWARE LIGHTBULBS 230-5200-42220	08/06/2025 pziemer REPAIR & MAINT	08/20/2025	40.49 40.49	40.49	Open	N 08/20/2025
334317/1 89385	ACE HARDWARE MMP SAN/SWR REPAIR - PARKS 230-5200-42220	08/06/2025 pziemer REPAIR & MAINT	08/20/2025	16.18 16.18	16.18	Open	N 08/20/2025
334318/1 89386	ACE HARDWARE MMP SAN/SWR REPAIR - PARKS 230-5200-42220	08/06/2025 pziemer REPAIR & MAINT	08/20/2025	104.36 104.36	104.36	Open	N 08/20/2025
333819/1 89447	ACE HARDWARE PLUMBING SUPPLIES/BALL VALVE 230-5200-42220	07/16/2025 pziemer REPAIR & MAINT	08/20/2025	33.55 33.55	33.55	Open	N 08/20/2025
334428/1 89450	ACE HARDWARE MASTERLOCK PADDLE LOCKS 230-5200-42220	08/12/2025 pziemer REPAIR & MAINT	08/20/2025	71.94 71.94	71.94	Open	N 08/20/2025
334427/1 89451	ACE HARDWARE UTILITY BLADES 230-5200-42220	08/12/2025 pziemer REPAIR & MAINT	08/20/2025	65.67 65.67	65.67	Open	N 08/20/2025
334451/1 89469	ACE HARDWARE LANDSCAPE PINS 401-1003-43430	08/12/2025 pziemer MISCELLANEOUS	08/20/2025	16.19 16.19	16.19	Open	N 08/20/2025
334480/1 89474	ACE HARDWARE LANDSCAPE PINS - DOWNTOWN 401-1003-43430	08/13/2025 pziemer MISCELLANEOUS	08/20/2025	16.19 16.19	16.19	Open	N 08/20/2025
Total for vendor 0011 - ACE HARDWARE:				505.78	398.54		

Vendor 2670 - AMERICAN STEEL SUPPLY INC:

126476 89063	AMERICAN STEEL SUPPLY INC BOLLARD SUPPLIES FOR HYDRANTS	07/11/2025 pziemer	07/23/2025	1,184.00	0.00	Paid	Y 07/23/2025
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	230-5280-42220	REPAIR & MAINT		1,184.00			
	Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:			1,184.00	0.00		
Vendor 2740 - AT&T MOBILITY:							
X08032025/PKS 89320	AT&T MOBILITY	07/25/2025	08/08/2025	241.08	0.00	Paid	Y 08/08/2025
	ACCT 287292136423 PARKS PHONES	pziemer					
	230-5200-43321	TELEPHONE		126.39			
	230-5204-42210	OPERATING SUPPLIES		114.69			
	Total for vendor 2740 - AT&T MOBILITY:			241.08	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
JUNE 25/PARKS 89152	BRAINERD PUBLIC UTILITIES	07/01/2025	08/06/2025	17,654.87	0.00	Paid	Y 08/06/2025
	5/24/25-6/24/25 PARKS UTILITIES	pziemer					
	230-5200-43381	BPU UTILITIES		16,810.40			
	230-5280-43380	UTILITIES		844.47			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			17,654.87	0.00		
Vendor 0098 - BRYAN ROCK PRODUCTS INC:							
70612 89365	BRYAN ROCK PRODUCTS INC	07/31/2025	08/20/2025	3,234.95	3,234.95	Open	N 08/20/2025
	RED BALL DIAMOND AGGREGATE	pziemer					
	230-5200-42221	R&M- MILLS FIELD		3,234.95			
	Total for vendor 0098 - BRYAN ROCK PRODUCTS INC:			3,234.95	3,234.95		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/JUL25/PKS 89247	CENTERPOINT ENERGY	07/24/2025	08/06/2025	56.08	0.00	Paid	Y 08/06/2025
	6/17/25-7/16/25 PARKS GARAGE	pziemer					
	230-5200-43380	UTILITIES		56.08			
	Total for vendor 0307 - CENTERPOINT ENERGY:			56.08	0.00		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
309 89092	CENTRAL LAKES FERTILIZING	07/19/2025	08/06/2025	3,770.00	0.00	Paid	Y 08/06/2025
	SUMMER WEED SPRAY: BANE, BHP, LUM,	pziemer					
	400-5200-45500	PARKS CAPITAL OUTLAY		3,770.00			
342 89380	CENTRAL LAKES FERTILIZING	08/05/2025	08/20/2025	2,395.00	2,395.00	Open	N 08/20/2025
	SUMMER WEED APPLICATION	pziemer					
	400-5200-45500	PARKS CAPITAL OUTLAY		2,395.00			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Total for vendor 4301 - CENTRAL LAKES FERTILIZING:				6,165.00	2,395.00		
Vendor 0125 - CTC - 446126:							
21630168 89025	CTC - 446126 7/12-8/11 CAMPGROUND INTERNET/WIFI 230-5280-43321	07/12/2025 pziemer	07/23/2025	150.35	0.00	Paid	Y 07/23/2025
	TELEPHONE			150.35			
21625133/PKS 89028	CTC - 446126 7/12-8/11 PARKS PHONE/INTERNET 230-5200-43321	07/12/2025 pziemer	07/23/2025	320.81	0.00	Paid	Y 07/23/2025
	TELEPHONE			320.81			
21648157 89472	CTC - 446126 8/12-9/11 CAMPGROUND INTERNET/WIFI 230-5280-43321	08/12/2025 pziemer	08/20/2025	265.59	265.59	Open	N 08/20/2025
	TELEPHONE			265.59			
21634971/PARKS 89480	CTC - 446126 8/12-9/11 PARKS PHONE/INTERNET 230-5200-43321	08/12/2025 pziemer	08/20/2025	320.81	320.81	Open	N 08/20/2025
	TELEPHONE			320.81			
Total for vendor 0125 - CTC - 446126:				1,057.56	586.40		
Vendor 0900 - CUB FOODS - BRAINERD:							
TRX 191763 89045	CUB FOODS - BRAINERD CONCESSIONS - DISH SOAP X3 230-5200-42210	06/06/2025 pziemer	07/23/2025	36.87	0.00	Paid	Y 07/23/2025
	OPERATING SUPPLIES			36.87			
TRX 192505 89046	CUB FOODS - BRAINERD ICE 230-5200-42209	06/11/2025 pziemer	07/23/2025	4.99	0.00	Paid	Y 07/23/2025
	SAFETY EQUIPMENT SUPPLIES			4.99			
TRX 190321 89047	CUB FOODS - BRAINERD CONCESSIONS - WATER 230-5204-42210	06/12/2025 pziemer	07/23/2025	14.97	0.00	Paid	Y 07/23/2025
	OPERATING SUPPLIES			14.97			
TRX 193045 89048	CUB FOODS - BRAINERD CONCESSIONS - WATER 230-5204-42210	06/13/2025 pziemer	07/23/2025	10.47	0.00	Paid	Y 07/23/2025
	OPERATING SUPPLIES			10.47			
TRX 202702 89049	CUB FOODS - BRAINERD CONCESSIONS - PAPER TOWELS 230-5200-42210	07/09/2025 pziemer	07/23/2025	9.99	0.00	Paid	Y 07/23/2025
	OPERATING SUPPLIES			9.99			

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 07/18/2025 - 08/18/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
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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
TRX 208785 89154	CUB FOODS - BRAINERD BLEACH - SPLASH PAD 230-5200-42220	07/28/2025 pziemer	08/06/2025	11.38	0.00	Paid	Y 08/06/2025
	REPAIR & MAINT			11.38			
TRX 209397 89253	CUB FOODS - BRAINERD CONCESSIONS - WATER 230-5204-42210	07/30/2025 pziemer	08/06/2025	14.98	0.00	Paid	Y 08/06/2025
	OPERATING SUPPLIES			14.98			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			<u>103.65</u>	<u>0.00</u>		
<hr/>							
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2497338 89050	DAHLHEIMER BEVERAGE JANITORIAL - LINERS, PAPER, SCREENS 230-5200-42210	06/19/2025 pziemer	07/23/2025	290.20	0.00	Paid	Y 07/23/2025
	OPERATING SUPPLIES			290.20			
2516800 89064	DAHLHEIMER BEVERAGE JANITORIAL - RESTROOMS 230-5200-42210	07/10/2025 pziemer	07/23/2025	566.70	0.00	Paid	Y 07/23/2025
	OPERATING SUPPLIES			566.70			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			<u>856.90</u>	<u>0.00</u>		
<hr/>							
Vendor 1381 - DECHANTAL EXCAVATING LLC:							
ARPA FINAL 89002	DECHANTAL EXCAVATING LLC PARKS ARPA - FINAL 400-9050-45530	07/03/2025 pziemer	07/23/2025	30,540.43	0.00	Paid	Y 07/23/2025
	CAPITAL - OTHER			30,540.43			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			<u>30,540.43</u>	<u>0.00</u>		
<hr/>							
Vendor 2804 - DH ATHLETICS LLC:							
1158 88994	DH ATHLETICS LLC QTY 2 PALLETS CHALK 230-5200-42220	06/01/2025 pziemer	07/23/2025	1,540.00	0.00	Paid	Y 07/23/2025
	REPAIR & MAINT			1,540.00			
	Total for vendor 2804 - DH ATHLETICS LLC:			<u>1,540.00</u>	<u>0.00</u>		
<hr/>							
Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:							
FBN5379421/PKS 88960	ENTERPRISE FM TRUST - ATTN: BILLING JUL 25 PARKS VEHICLE LEASES 230-5200-43331	07/03/2025 pziemer	07/23/2025	6,232.15	0.00	Paid	Y 07/23/2025
	LEASE PAYMENTS			6,232.15			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
FBN5406294/PARKS							
89415	ENTERPRISE FM TRUST - ATTN: BILLING AUG 25 PARKS DEPT VEHICLE LEASES 230-5200-43331	08/05/2025 pziemer	08/20/2025	6,232.15	6,232.15	Open	N 08/20/2025
	LEASE PAYMENTS			6,232.15			
	Total for vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:			12,464.30	6,232.15		
Vendor 0170 - FASTENAL COMPANY:							
MNBAX274823							
89370	FASTENAL COMPANY CONCRETE ANCHORS 230-5200-42220	07/24/2025 pziemer	08/20/2025	98.40	98.40	Open	N 08/20/2025
	REPAIR & MAINT			98.40			
	Total for vendor 0170 - FASTENAL COMPANY:			98.40	98.40		
Vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:							
2109:015480							
89051	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS - BEVERAGES 230-5204-42210	07/09/2025 pziemer	07/23/2025	152.64	0.00	Paid	Y 07/23/2025
	OPERATING SUPPLIES			152.64			
2109:015515							
89102	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS - BEVERAGES 230-5204-42210	07/21/2025 pziemer	08/06/2025	352.32	0.00	Paid	Y 08/06/2025
	OPERATING SUPPLIES			352.32			
2109:015707							
89441	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS - BEVERAGES 230-5204-42210	08/11/2025 pziemer	08/20/2025	551.04	551.04	Open	N 08/20/2025
	OPERATING SUPPLIES			551.04			
	Total for vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:			1,056.00	551.04		
Vendor 3181 - HARBO MULCH INC:							
24631							
89388	HARBO MULCH INC MULCH - DOWNTOWN 401-1003-43430	08/07/2025 pziemer	08/20/2025	1,400.00	1,400.00	Open	N 08/20/2025
	MISCELLANEOUS			1,400.00			
	Total for vendor 3181 - HARBO MULCH INC:			1,400.00	1,400.00		
Vendor 3220 - IMPERIAL DADE:							
4411877/PK							
89463	IMPERIAL DADE JANITORIAL SUPPLIES - PARKS 230-5200-42220	08/12/2025 pziemer	08/20/2025	55.22	55.22	Open	N 08/20/2025
	REPAIR & MAINT			55.22			
	Total for vendor 3220 - IMPERIAL DADE:			55.22	55.22		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Inv Ref#	Description	Entered By					
Vendor 3517 - ISD #181 COMMUNITY ED DEPT:							
BRDP&R25-1							
89346	ISD #181 COMMUNITY ED DEPT	07/01/2025	08/20/2025	7,500.00	7,500.00	Open	N
	1ST HALF 2025 PROGRAMMING	pziemer					08/20/2025
	230-5200-43300	PROFESSIONAL SERVICES		7,500.00			
Total for vendor 3517 - ISD #181 COMMUNITY ED DEPT:				<u>7,500.00</u>	<u>7,500.00</u>		

Vendor MISC - JANET SCHLICHTING:

91082960 - REFUND							
89107	JANET SCHLICHTING	07/07/2025	07/30/2025	10.02	0.00	Paid	Y
	PARTIAL REFUND NOT RETURNED TO	pziemer					07/30/2025
	230-5280-34710	CAMPGROUND REVENUE		9.04			
	101-0000-31410	LODGING TAX		0.27			
	101-0000-20810	STATE TAX PAYABLE		0.61			
	101-0000-20811	COUNTY SALES TAX		0.05			
	101-0000-20812	CITY TAX PAYABLE		0.05			
Total for vendor MISC - JANET SCHLICHTING:				<u>10.02</u>	<u>0.00</u>		

Vendor MISC - JANICE JOHNSON:

92356098 - REFUND							
89100*	JANICE JOHNSON	07/21/2025	07/30/2025	33.94	0.00	Paid	Y
	REFUND GREGORY PARK PAVILLION	pziemer					07/30/2025
	230-0000-34780	PARK PAVILION FEES		50.00			
	230-5280-36299	MISCELLANEOUS		(20.00)			
	101-0000-20810	STATE TAX PAYABLE		3.44			
	101-0000-20811	COUNTY SALES TAX		0.25			
	101-0000-20812	CITY TAX PAYABLE		0.25			
Total for vendor MISC - JANICE JOHNSON:				<u>33.94</u>	<u>0.00</u>		

Vendor MISC - MARY LINK:

91427760 - REFUND							
89108*	MARY LINK	07/10/2025	07/30/2025	140.00	0.00	Paid	Y
	REFUND LUM CAMPGROUND - CANCELLED	pziemer					07/30/2025
	230-5280-34710	CAMPGROUND REVENUE		144.31			
	230-5280-36299	MISCELLANEOUS		(20.00)			
	101-0000-31410	LODGING TAX		4.33			
	101-0000-20810	STATE TAX PAYABLE		9.92			
	101-0000-20811	COUNTY SALES TAX		0.72			
	101-0000-20812	CITY TAX PAYABLE		0.72			
Total for vendor MISC - MARY LINK:				<u>140.00</u>	<u>0.00</u>		

Vendor 0889 - MENARDS - BAXTER :

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 07/18/2025 - 08/18/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
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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
50127 89083	MENARDS - BAXTER RATCHET STRAPS, CONNECTORS, FOUNTAIN 230-5200-42220	07/15/2025 pziemer	08/06/2025	35.37 35.37	0.00	Paid	Y 08/06/2025
48109 89357	MENARDS - BAXTER LIQUID POOL SHOCK 230-5200-42220	07/01/2025 pziemer	08/20/2025	14.97 14.97	14.97	Open	N 08/20/2025
50783 89358	MENARDS - BAXTER LIQUID POOL SHOCK 230-5200-42220	07/29/2025 pziemer	08/20/2025	29.94 29.94	29.94	Open	N 08/20/2025
Total for vendor 0889 - MENARDS - BAXTER :				80.28	44.91		

Vendor MISC - MICHAEL SHOEDER:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
92676053 - REFUND 89129*	MICHAEL SHOEDER REFUND - CANCELLED CAMPING LUM PARK 230-5280-34710	07/25/2025 pziemer	07/30/2025	180.00 180.39	0.00	Paid	Y 07/30/2025
	230-5280-36299	MISCELLANEOUS		(20.00)			
	101-0000-20810	STATE TAX PAYABLE		12.40			
	101-0000-31410	LODGING TAX		5.41			
	101-0000-20811	COUNTY SALES TAX		0.90			
	101-0000-20812	CITY TAX PAYABLE		0.90			
Total for vendor MISC - MICHAEL SHOEDER:				180.00	0.00		

Vendor 3394 - MIDWEST MACHINERY CO:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
10557377 89084	MIDWEST MACHINERY CO HANDHELD BLOWER 230-5200-42240	07/21/2025 pziemer	08/06/2025	329.99 329.99	0.00	Paid	Y 08/06/2025
10564016 89130	MIDWEST MACHINERY CO FILLER CAP 230-5200-42220	07/25/2025 pziemer	08/06/2025	30.99 30.99	0.00	Paid	Y 08/06/2025
Total for vendor 3394 - MIDWEST MACHINERY CO:				360.98	0.00		

Vendor 0147 - MINNESOTA SOFTBALL:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
8390 89059	MINNESOTA SOFTBALL QTY 1 UMPIRE REGISTRATION - BURGAW 230-5215-42210	07/15/2025 pziemer	07/23/2025	75.00 75.00	0.00	Paid	Y 07/23/2025

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
8395 89423	MINNESOTA SOFTBALL QTY 20 DOZEN SOFTBALLS 230-5215-42210	08/05/2025 pziemer	08/20/2025	1,500.00	1,500.00	Open	N 08/20/2025
	OPERATING SUPPLIES			1,500.00			
	Total for vendor 0147 - MINNESOTA SOFTBALL:			1,575.00	1,500.00		

Vendor 0798 - MR TIRE:

41571 89085	MR TIRE MOWER TIRE REPAIR - JD1550 230-5200-42220	07/21/2025 pziemer	08/06/2025	37.78	0.00	Paid	Y 08/06/2025
	REPAIR & MAINT			37.78			
	Total for vendor 0798 - MR TIRE:			37.78	0.00		

Vendor 0736 - NORTHLAND FIRE PROTECTION:

63898 89001	NORTHLAND FIRE PROTECTION ANNUAL FIRE EXT. SERVICE 230-5200-42220	06/30/2025 pziemer	07/23/2025	510.10	0.00	Paid	Y 07/23/2025
	REPAIR & MAINT			510.10			
	Total for vendor 0736 - NORTHLAND FIRE PROTECTION:			510.10	0.00		

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

1647-364166 89053	O'REILLY AUTOMOTIVE STORES INC. WIPER BLADES - PARKS 230-5200-42220	06/24/2025 pziemer	07/23/2025	28.78	0.00	Paid	Y 07/23/2025
	REPAIR & MAINT			28.78			
1647-370957 89086	O'REILLY AUTOMOTIVE STORES INC. BATTERIES, WIRE - SHOP 230-5200-42220	07/21/2025 pziemer	08/06/2025	26.48	0.00	Paid	Y 08/06/2025
	REPAIR & MAINT			26.48			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			55.26	0.00		

Vendor MISC - RICK STEILE:

92328393 - REFUND 89101*	RICK STEILE REFUND CAMPGROUND 230-5280-34710	07/21/2025 pziemer	07/30/2025	140.00	0.00	Paid	Y 07/30/2025
	CAMPGROUND REVENUE			144.31			
	230-5280-36299			MISCELLANEOUS	(20.00)		
	101-0000-20810			STATE TAX PAYABLE	9.92		
	101-0000-31410			LODGING TAX	4.33		
	101-0000-20811			COUNTY SALES TAX	0.72		
	101-0000-20812			CITY TAX PAYABLE	0.72		
	Total for vendor MISC - RICK STEILE:			140.00	0.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 4419 - ROSALLINIS BRAINERD LLC:							
101 89999	ROSALLINIS BRAINERD LLC CONCESSIONS - PIZZA 230-5204-42210	07/05/2025 pziemer	07/23/2025	1,221.00	0.00	Paid	Y 07/23/2025
	OPERATING SUPPLIES			1,221.00			
103 89455	ROSALLINIS BRAINERD LLC CONCESSIONS - JUL 25 PIZZAS 230-5204-42210	08/04/2025 pziemer	08/20/2025	671.00	671.00	Open	N 08/20/2025
	OPERATING SUPPLIES			671.00			
	Total for vendor 4419 - ROSALLINIS BRAINERD LLC:			<u>1,892.00</u>	<u>671.00</u>		
Vendor 3261 - SATHER CONCRETE PRODUCTS INC:							
18469 89432	SATHER CONCRETE PRODUCTS INC QTY 10 MEMORIAL BENCH SLABS 230-5225-42220	08/05/2025 pziemer	08/20/2025	2,700.00	2,700.00	Open	N 08/20/2025
	REPAIR & MAINT			2,700.00			
	Total for vendor 3261 - SATHER CONCRETE PRODUCTS INC:			<u>2,700.00</u>	<u>2,700.00</u>		
Vendor MISC - TODD PANKO:							
94016405 89431	TODD PANKO REFUND - CANCELLED PICKLEBALL 230-5231-34790	08/11/2025 pziemer	08/20/2025	40.00	40.00	Open	N 08/20/2025
	PICKLEBALL USER FEES			37.08			
	STATE TAX PAYABLE			2.55			
	COUNTY SALES TAX			0.18			
	CITY TAX PAYABLE			0.19			
	Total for vendor MISC - TODD PANKO:			<u>40.00</u>	<u>40.00</u>		
Vendor 0349 - W.W. THOMPSON CONCRETE:							
2507-781313 89087	W.W. THOMPSON CONCRETE JCP - CONCRETE FOR GATE POSTS 230-5200-42220	07/18/2025 pziemer	08/06/2025	66.00	0.00	Paid	Y 08/06/2025
	REPAIR & MAINT			66.00			
2507-782389 89425	W.W. THOMPSON CONCRETE CONCRETE FOR JCP GATE 230-5200-42220	07/24/2025 pziemer	08/20/2025	110.00	110.00	Open	N 08/20/2025
	REPAIR & MAINT			110.00			
	Total for vendor 0349 - W.W. THOMPSON CONCRETE:			<u>176.00</u>	<u>110.00</u>		
Vendor 0344 - WASTE PARTNERS INC:							

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
57X01224 89327	WASTE PARTNERS INC JUL 25 LUM CAMPGROUND WASTE REMOVAL 230-5280-43380	07/31/2025 pziemer	08/20/2025	149.76 149.76	149.76	Open	N 08/20/2025
57X01231 89329	WASTE PARTNERS INC JUL 25 PARKS DEPT WASTE REMOVAL 230-5200-43380	07/31/2025 pziemer	08/20/2025	936.00 936.00	936.00	Open	N 08/20/2025
Total for vendor 0344 - WASTE PARTNERS INC:				<u>1,085.76</u>	<u>1,085.76</u>		

Vendor 3914 - WATSON COMPANY:

150910 89052	WATSON COMPANY CONCESSIONS - CANDY, SEEDS, FROZEN, 230-5204-42210	07/08/2025 pziemer	07/23/2025	367.32 367.32	0.00	Paid	Y 07/23/2025
151259 89080	WATSON COMPANY CONCESSIONS - CANDY, POPCORN, ICE 230-5204-42210	07/22/2025 pziemer	08/06/2025	352.76 352.76	0.00	Paid	Y 08/06/2025
151723 89406	WATSON COMPANY CONCESSIONS - CHEESE/PRETZELS 230-5204-42210	08/05/2025 pziemer	08/20/2025	204.04 204.04	204.04	Open	N 08/20/2025
Total for vendor 3914 - WATSON COMPANY:				<u>924.12</u>	<u>204.04</u>		

Vendor 3199 - WEX BANK:

105709632/PKS 88988*	WEX BANK JUNE 2025 PARKS FUEL 230-5200-42212	06/30/2025 pziemer	07/23/2025	2,122.38 2,123.33 (0.95)	0.00	Paid	Y 07/23/2025
106341999/PKS 89350*	WEX BANK JUL 25 PARKS DEPT FUEL 230-5200-42212	07/31/2025 pziemer	08/20/2025	2,573.46 2,575.05 (1.59)	2,573.46	Open	N 08/20/2025
Total for vendor 3199 - WEX BANK:				<u>4,695.84</u>	<u>2,573.46</u>		

Vendor 1159 - WINNERS TROPHY - KATHY BINDER:

13964 89164	WINNERS TROPHY - KATHY BINDER MEMORIAL TREE PLAQUE X3 - MEINER	07/24/2025 pziemer	08/06/2025	120.00	0.00	Paid	Y 08/06/2025
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08/20/2025 08:51 AM
 User: lasbach
 DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 07/18/2025 - 08/18/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
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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
	230-5225-42220	REPAIR & MAINT		120.00			
	Total for vendor 1159 - WINNERS TROPHY - KATHY BINDER:			120.00	0.00		
<hr/>							
Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:							
I29109 89402	WRUCK SEWER & PORTABLE RENTAL LLC JULY 2025 PORTABLE RENTALS 230-5215-42210	08/07/2025 pziemer	08/20/2025	470.00	470.00	Open	N 08/20/2025
	230-5200-43410	OPERATING SUPPLIES RENTAL EXPENSE		135.00 335.00			
	Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:			470.00	470.00		
<hr/>							
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
<hr/>							
Vendor 3698 - AMAZON:							
7/21/25 89188	AMAZON MOVIES IN THE PARK - JUMANJI 230-5211-42210	07/21/2025 pziemer	08/06/2025	8.62	0.00	Paid	Y 08/06/2025
		OPERATING SUPPLIES		8.62			
	Total for vendor 3698 - AMAZON:			8.62	0.00		
<hr/>							
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				8.62	0.00		

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 07/18/2025 - 08/18/2025
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date

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

Vendor 3711 - COSTCO:

6/26/25							
89205	COSTCO	07/01/2025	08/06/2025	130.00	0.00	Paid	Y
	COSTCO BUSINESS MEMBERSHIP RENEWAL	pziemer					08/06/2025
	230-5200-43433	DUES & SUBSCRIPTIONS		130.00			
7/16/25							
89206	COSTCO	07/16/2025	08/06/2025	101.90	0.00	Paid	Y
	CONCESSIONS - HOT DOGS/WATER	pziemer					08/06/2025
	230-5204-42210	OPERATING SUPPLIES		101.90			
		Total for vendor 3711 - COSTCO:		<u>231.90</u>	<u>0.00</u>		

Vendor 3719 - FLEET FARM:

7/16/25							
89207	FLEET FARM	07/16/2025	08/06/2025	509.97	0.00	Paid	Y
	SPRAYER TANK/TRANSFER PUMP -	pziemer					08/06/2025
	401-1003-43430	MISCELLANEOUS		509.97			
		Total for vendor 3719 - FLEET FARM:		<u>509.97</u>	<u>0.00</u>		

Vendor 2277 - GEMPLER'S:

6/27/25							
89256	GEMPLER'S	07/01/2025	08/06/2025	215.92	0.00	Paid	Y
	ARBORGARD TREE PROTECTOR	pziemer					08/06/2025
	230-5200-42220	REPAIR & MAINT		215.92			
		Total for vendor 2277 - GEMPLER'S:		<u>215.92</u>	<u>0.00</u>		

Vendor 1956 - LANDSBURG LANDSCAPE NURSERY INC:

23583							
89119	LANDSBURG LANDSCAPE NURSERY INC	07/14/2025	08/06/2025	0.00	0.00	Void	N
	MEMORIAL TREES X3 - MEINER FAMILY	pziemer					08/06/2025
	230-5225-42220	REPAIR & MAINT		404.97			
7/24/25							
89208	LANDSBURG LANDSCAPE NURSERY INC	07/25/2025	08/06/2025	154.99	0.00	Paid	Y
	QTY 1 MEMORIAL TREE - WILLIAMS	pziemer					08/06/2025
	230-5225-42220	REPAIR & MAINT		154.99			
7/17/25							
89214	LANDSBURG LANDSCAPE NURSERY INC	07/17/2025	08/06/2025	361.50	0.00	Paid	Y
	QTY 3 TREES - MEINER MEMORIAL TREES	pziemer					08/06/2025
	230-5225-42220	REPAIR & MAINT		361.50			
		Total for vendor 1956 - LANDSBURG LANDSCAPE NURSERY INC:		<u>516.49</u>	<u>0.00</u>		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: PARKS							
Vendor MISC - NATIONAL NOTARY ASSOCIATION:							
6/30/25 89209	NATIONAL NOTARY ASSOCIATION NOTARY STAMP - L.ASBACH 230-5200-43433	07/01/2025 pziemer	08/06/2025	50.70	0.00	Paid	Y 08/06/2025
	DUES & SUBSCRIPTIONS			50.70			
	Total for vendor MISC - NATIONAL NOTARY ASSOCIATION:			<u>50.70</u>	<u>0.00</u>		
<hr/>							
Vendor 4308 - SWANK MOTION PICTURES:							
7/11/25 89215	SWANK MOTION PICTURES MOVIES IN THE PARK - RIGHTS TO 230-5211-42210	07/11/2025 pziemer	08/06/2025	510.00	0.00	Paid	Y 08/06/2025
	OPERATING SUPPLIES			510.00			
	Total for vendor 4308 - SWANK MOTION PICTURES:			<u>510.00</u>	<u>0.00</u>		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				<u>2,034.98</u>	<u>0.00</u>		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
# of Invoices:	89	# Due:	33	Totals:	103,269.34		32,002.03
# of Credit Memos:	1	# Due:	0	Totals:	(8.97)		0.00
Net of Invoices and Credit Memos:					<u>103,260.37</u>		<u>32,002.03</u>

* 6 Net Invoices have Credits Totalling: (82.54)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20810	STATE TAX PAYABLE	38.84
101-0000-20811	COUNTY SALES TAX	2.82
101-0000-20812	CITY TAX PAYABLE	2.83
101-0000-31410	LODGING TAX	14.34
230-0000-34780	PARK PAVILION FEES	50.00
230-5200-42209	SAFETY EQUIPMENT SUPPLIES	4.99
230-5200-42210	OPERATING SUPPLIES	903.76
230-5200-42212	MOTOR FUELS	4,695.84
230-5200-42220	REPAIR & MAINT	3,528.74
230-5200-42221	R&M- MILLS FIELD	3,248.44
230-5200-42240	SMALL TOOLS	347.96
230-5200-43300	PROFESSIONAL SERVICES	7,500.00
230-5200-43321	TELEPHONE	768.01
230-5200-43331	LEASE PAYMENTS	12,464.30
230-5200-43380	UTILITIES	992.08
230-5200-43381	BPU UTILITIES	16,810.40
230-5200-43410	RENTAL EXPENSE	335.00
230-5200-43433	DUES & SUBSCRIPTIONS	180.70
230-5204-42210	OPERATING SUPPLIES	4,129.13
230-5211-42210	OPERATING SUPPLIES	518.62
230-5215-42210	OPERATING SUPPLIES	1,710.00
230-5225-42220	REPAIR & MAINT	3,336.49
230-5231-34790	PICKLEBALL USER FEES	37.08
230-5280-34710	CAMPGROUND REVENUE	478.05
230-5280-36299	MISCELLANEOUS	(80.00)
230-5280-42220	REPAIR & MAINT	1,184.00
230-5280-43321	TELEPHONE	415.94
230-5280-43380	UTILITIES	994.23
400-5200-45500	PARKS CAPITAL OUTLAY	6,165.00
400-9050-45530	CAPITAL - OTHER	30,540.43
401-1003-43430	MISCELLANEOUS	1,942.35

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/18/2025 - 08/18/2025

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							
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			58.83	2.92		
	230 - PARK & RECREATION FUND			64,553.76	28,171.73		
	400 - CAPITAL PROJECTS FUND			36,705.43	2,395.00		
	401 - CONSTRUCTION FUND			1,942.35	1,432.38		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			108.83	2.92		
	1003 - 10:03 DWNTWN MAIN CNTRACT			1,942.35	1,432.38		
	5200 - PARK MAIN/ADMINISTRATION			57,945.22	24,353.22		
	5204 - CONCESSIONS			4,129.13	1,426.08		
	5211 - SPECIAL EVENTS PROGRAM			518.62	0.00		
	5215 - ADULT SOFTBALL			1,710.00	1,635.00		
	5225 - MEMORIAL BENCHES & TREE PRC			3,336.49	2,700.00		
	5231 - PICKLEBALL			37.08	37.08		
	5280 - CAMPGROUND			2,992.22	415.35		
	9050 - CAPITAL PROJECTS-MISC			30,540.43	0.00		

As of July 31, 2025

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
<i>Total Taxes and Penalties</i>	35,000	19,939	-	-	-	-	-	-	-	-	-	-
<i>Total Rev fr Other Gov'ts</i>	-	34,728	-	-	-	-	-	-	-	-	-	-
<i>Charges for Services - User Fees</i>	12,250	11,461	2,000	200	-	-	30,000	17,908	2,500	1,911	3,000	1,500
<i>Other Revenue</i>												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	8,600	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	1,166	-	-	-	-	-	-	-	-	-	-
<i>Total Other Revenue</i>	2,000	9,766	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	49,250	75,894	2,000	200	-	-	30,000	17,908	2,500	1,911	3,000	1,500
<i>Total Personal Services</i>	913,297	513,783	444	97	11,637	11,644	20,684	5,423	-	4,022	-	261
<i>Supplies</i>												
Office and Operating Supplies	8,350	11,169	725	248	400	-	27,500	11,216	2,500	-	3,000	1,923
Motor Fuels	22,000	7,818	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	28,613	-	73	-	-	-	-	-	-	-	-
Repairs & Maintenance - Mills Field	10,000	1,022	-	-	-	-	-	-	-	-	-	-
Small Tools	2,000	934	-	-	-	-	-	-	-	-	-	-
<i>Total Supplies</i>	122,350	49,555	725	321	400	-	27,500	11,216	2,500	-	3,000	1,923
<i>Services</i>												
Professional Services	41,375	1,721	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,825	3,027	-	-	-	-	-	-	-	-	-	-
Telephone	3,804	2,943	-	-	-	-	-	-	-	-	-	-
Postage	50	46	-	-	-	-	-	-	-	-	-	-
Professional Development	3,000	5,304	-	-	-	-	-	-	-	-	-	-
Lease Payments	80,186	45,079	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	123	-	-	-	-	-	-	-	-	-	-
Insurance	27,726	18,530	-	-	-	-	-	-	-	-	-	-
Utilities	117,900	40,852	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,785	440	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	737	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,389	1,690	-	-	-	-	-	-	-	-	-	-
<i>Total Services</i>	287,040	120,491	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,322,687	683,830	1,169	419	12,037	11,644	48,184	16,639	2,500	4,022	3,000	2,184
<i>Other Revenue (Expenses)</i>												
Sale of Assets	9,000	48,068	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
<i>Total Other Revenue (Expenses)</i>	9,000	48,068	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(1,264,437)	(559,868)	831	(218)	(12,037)	(11,644)	(18,184)	1,269	-	(2,111)	-	(684)

As of July 31, 2025

	Kickball		Adult Softball		Pickleball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
<i>Total Taxes and Penalties</i>	-	-	-	-	-	-	-	-	35,000	19,939
<i>Total Rev fr Other Gov'ts</i>	-	-	-	-	-	-	-	-	-	34,728
<i>Charges for Services - User Fees</i>	3,000	973	50,000	36,747	2,000	1,137	75,000	43,390	179,750	115,228
<i>Other Revenue</i>										
Interest Income	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	8,600
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	470	1,000	1,636
<i>Total Other Revenue</i>	-	-	-	-	-	-	-	470	2,000	10,236
TOTAL REVENUES	3,000	973	50,000	36,747	2,000	1,137	75,000	43,860	216,750	180,131
<i>Total Personal Services</i>	2,975	-	28,493	12,687	-	-	-	-	977,529	547,917
<i>Supplies</i>										
Office and Operating Supplies	575	150	15,400	8,804	1,050	283	500	2,106	60,000	35,898
Motor Fuels	-	-	-	-	-	-	-	-	22,000	7,818
Repairs & Maintenance	-	-	5,000	6,485	-	-	1,500	1,487	86,500	36,658
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	10,000	1,022
Small Tools	-	-	-	-	-	-	-	-	2,000	934
<i>Total Supplies</i>	575	150	20,400	15,289	1,050	283	2,000	3,593	180,500	82,330
<i>Services</i>										
Professional Services	-	-	-	-	-	-	-	-	41,375	1,721
Computer Technical Support	-	-	-	-	-	-	-	-	6,825	3,027
Telephone	-	-	-	-	-	-	1,200	476	5,004	3,419
Postage	-	-	-	-	-	-	-	-	50	46
Professional Development	-	-	-	-	-	-	-	-	3,000	5,304
Lease Payments	-	-	-	-	-	-	-	-	80,186	45,079
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,000	123
Insurance	-	-	-	-	-	-	-	-	27,726	18,530
Utilities	-	-	-	-	-	-	7,000	1,107	124,900	41,960
Rent Expense	-	-	-	-	-	-	-	-	1,785	440
Miscellaneous	-	-	-	-	-	-	-	-	2,000	737
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,389	1,690
<i>Total Services</i>	-	-	-	-	-	-	8,200	1,583	295,240	122,075
TOTAL OPERATING EXPENSES	3,550	150	48,893	27,976	1,050	283	10,200	5,176	1,453,269	752,322
<i>Other Revenue (Expenses)</i>										
Sale of Assets	-	-	-	-	-	-	-	-	9,000	48,068
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
<i>Total Other Revenue (Expenses)</i>	-	-	-	-	-	-	-	-	9,000	48,068
TOTAL REVENUE OVER/(UNDER)	(550)	824	1,107	8,771	950	854	64,800	38,685	(1,227,519)	(524,123)

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:

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):

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

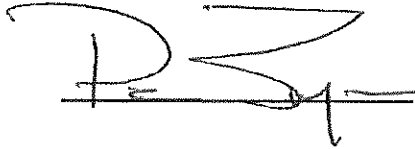
I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.



Signature of Applicant

James Kramvik

Print Name



Paul Skogen



Park Board Agenda Request

MEETING DATE: August 26, 2025

TITLE OF ITEM: Discussion of Community Education and YMCA 2025 Programs, Timeline, and Agreement

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Modify the contract for YMCA and Community Education to reflect that they are compensated

- Per Program
- Program outlined per service group
- No lining of fields, only ball fields will be lined
- No supplies will be provided.
- Charging of the fields? Should we or should we not charge?
- If we don't charge, what improvement should be asked for, such as: batting cages, score field, etc?

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Groups will be here to present on the 23rd of September. The contract will be ready to sign in October/November.

RECOMMENDED ACTION/MOTION: Staff is seeking directions for 2026 contracts.

FINANCIAL IMPACT: N/A

Community Education:

Spring Tennis: Gregory Park

Wednesdays April 30, May 7th, May 14th 3:30 p.m.- 4:45 p.m.

Mustang Baseball – Ages 9-10 Bane Park Bronco Field

Tuesday/Thursday May 6th – July 22nd 5:00 p.m. – 8:30 p.m.

Bronco Baseball – Ages 11-12 Bane Park Bronco Field

Monday/Wednesdays May 5th – May 28th 5:00 p.m. – 6:30 p.m.

Pony Baseball – Ages 13-15 Bane Pony Field **CANCELLED**

Monday/Wednesday June 4th – July 16th 5:00 p.m. – 8:00 p.m.

Junior Slowpitch Softball – Grades 5th-7th Buffalo Hills Park **CANCELLED**

Monday/Wednesday May 12th – July 21st 5:00 p.m. – 8:00 p.m.

Senior Slowpitch Softball – Grades 8+ Buffalo Hills Park

Tuesday/Thursday May 20th – July 22nd 5:00 p.m. – 8:00 p.m.

Miracle League – Ages 5-11 Bane Miracle Field

Monday June 2nd – July 14th 6:00 p.m. – 7:00 p.m.

Miracle League - Ages 12+ Bane Miracle Field

Tuesdays June 3rd – July 15th 6:00 p.m. – 8:30 p.m.

YMCA

Youth Lacrosse Buffalo Hills Park Tuesdays June – July 11:00 a.m. – 1:00 p.m.

Youth Soccer Buffalo Hills Park Wednesday June – July 11:00 a.m. – 1:00 p.m.

Youth Flag Football Buffalo Hills Park Thursday June – July 11:00 a.m. – 1:00 p.m.

Youth Basketball Memorial Hoops Monday June- July 4:00 p.m. – 8:00 p.m.

Youth T-ball Gustafson Tuesday June- July 4:00 p.m. – 8:00 p.m.

Youth Soccer Jaycees Wednesday June- July 4:00 p.m. – 8:00 p.m.

Youth Flag Football Thursday June- July 4:00 p.m. – 8:00 p.m.



Park Board Agenda Request

MEETING DATE: August 26, 2025

TITLE OF ITEM: 2025 LoonFest selling of merchandise at Mills Field

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

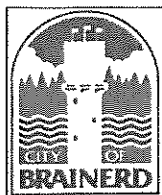
ESTIMATED TIME (MIN): 5

SUMMARY OF ISSUE: To ensure we have all aspects covered, staff would like approval from the Park Board for LoonFest staff to sell merchandise (shirts, cups, etc.) at Mills Field.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: On the Event Application, LoonFest will also have Food Trucks on site selling food, which was previously approved.

RECOMMENDED ACTION/MOTION: Staff is recommending to approve LoonFest staff to sell merchandise at Mills Field.

FINANCIAL IMPACT:



SPECIAL EVENT APPLICATION

Date of Application: 7-21-25

Event applications that do not include a street closure must be submitted to the Parks & Recreation Department at 1619 Washington Street NE, Brainerd, MN 56401 or parks@ci.brainerd.mn.us at least 14 calendar days prior to the event. Applications that include a street closure must be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

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

Name of event: Loonfest

Organizer Information

Organizer's Name: Devon walstead / Loonfest LLC
Organizer's Address: 823 G St NE
Event Contact Person: Devon walstead
Event Contact Daytime Phone: 218-838-3555
Event Contact E-mail Address: Devonwalstead01@gmail.com
Contact Name/Number Day of Event: Devon walstead - 218-838-3555
For Profit/Nonprofit Status (type): for profit Benefitting none profit

Applicant information (if different from the event organizer):

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

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
9-19-25	2PM	1145 pm	mills field
9-20-25	2PM	1145 pm	mills field
9-18-25	8am	→	Mills Field Setup
9-21-25	→	5pm	Mills Field Dismantle

Recurring event (requires only one application submittal per year.) Indicate all event dates and times above.

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:

mills field parking lots and Also Q & ST NE
potentially if more parking is needed.

* Rerouted → Sept. 18 am to Sept 21. 5pm

Note: Event will want to post signage at Memorial Park of event.

Site Information

Electrical usage Yes No

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

We will Be Renting A Generator.

Amplified Sound Yes No

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

Stage Speakers

Restrooms provided Yes No

If yes, how many 7-10 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: TBD
(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:

Mill's stadium sponsor's Banners will Be Removed
After event completion

Trash Receptacle Disposal Yes No

Company contracted for trash receptacle disposal: Self

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 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:

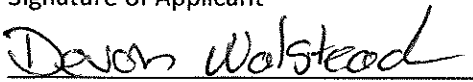
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance 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

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:



Park Board Agenda Request

MEETING DATE: August 26, 2025

TITLE OF ITEM: Review Priority Plan

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 Minutes

SUMMARY OF ISSUE: The Park Board developed a priority list to guide city staff in focusing time, resources, and planning efforts on the initiatives most important to the Board. Periodic review of the list ensures that it continues to reflect the Board's direction and that staff are aligned with these priorities.

- Review the existing priority list
- Confirm alignment with the Board's current goals
- Update, add, or refine items as necessary
- Provide clear direction for staff focus moving forward

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: N/A

RECOMMENDED ACTION/MOTION: Park Board members are asked to review and update the priority list to confirm staff direction.

FINANCIAL IMPACT: N/A

Long Term	Priority	Short Term	Priority
Yearly Plan	1	Grass Mowing Schedule Trimming & Edging Litter & Debris Removal Irrigation Monitoring Fertilization Weed Control Aeration & Overseeding Pest & Disease Management Soil Health Management Turn Renovation Equipment Maintenance & Replacement Sustainability Practices	1
Adult Programming	2	Procedures Audit all current procedures; identify missing or outdated ones Develop SOP templates for consistency across tasks Prioritize SOPs for high-frequency and high-risk tasks first (e.g., financial transactions, safety, customer-facing processes). Create a central, digital SOP repository that all staff can access Establish interal communication guidelines (email vs chat vs in-person) Document reporting lines and approval processes for clarity Implement a system for tracking task progress (e.g., shared calendars, project management software). Introduce a procedure review/feedback loop so staff can suggest improvements Build a new employee onboarding binder or digital portal with step-by-step procedures Create quick-reference guides/checklists for daily and weekly duties Schedule quarterly training refreshers to reinforce updates and best practices Cross-train staff on essential procedures to reduce single-person dependencies Review and update department compliance requirements (legal, financial, safety) Create an incident reporting procedure with clear escalation steps Establish document retention and destruction procedures Conduct a short "risk audit" to identify vulnerabilities in current processes Standardize how inquiries, complaints, or requests are logged and resolved Create response time expectations for customer inquiries Develop FAQ or script for staff handling common questions	2
Youth Programming	3	Lum Park Beach Daily trash pickup and emptying of bins Raking and grooming of sand to remove debris and maintain appearance Maintain safe swimming areas with ropes, buoys, and clear signage Enforce beach rules: no glass ect. Maintain ADA-accessible paths, ramps, and mats to the shoreline Provide shaded areas, benches, and clear walking routes Ensure facilities (restrooms, showers, changing rooms) are stocked and functional Encourage recycling and waste reduction initiatives	3
CIP Budget	4	Short Term Designs	4
Master Plans	5	Asset Protection	5
Concessions	6	Land Usage Short Term: Ensure compliance with all health & safety regulations Train staff in food handling and customer service Standardize a core menu of high-demand items with clear pricing Set consistent open hour for games/events Improve signage for menu and pricing Implement cash/card payment options Track sales and inventory for budgeting purposes Long Term: Upgrade equipment for efficiency and expanded menu options Develop partnerships with local businesses or sponsors Expand healthy and local food offerings Renovate or modernize concession facilities (lighting, counters, storage) Use profits to fund park improvements or community programs evaluate concession performance annually to adjust menu, pricing, and operations	6
Quality vs Quant	7	Vehicle Usage	7
Playground Access	8	Design Standards	8
Playground Planning	9		
Partnership MTG	10		



Park Board Agenda Request

MEETING DATE: August 26, 2025

TITLE OF ITEM: Discussion Update on the Weed and Feed Program

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: The weed and feed program is currently going on at all the ball fields, Jaycees soccer field, Lum Park, and College Drive.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Would the Park Board like to end the service on College Drive and move the program to Gregory Park?

RECOMMENDED ACTION/MOTION: Seeking direction on weed and feed program.

FINANCIAL IMPACT: N/A



Park Board Agenda Request

MEETING DATE: August 26, 2025

TITLE OF ITEM: Approval of BBBA Batting Cages Proposal

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

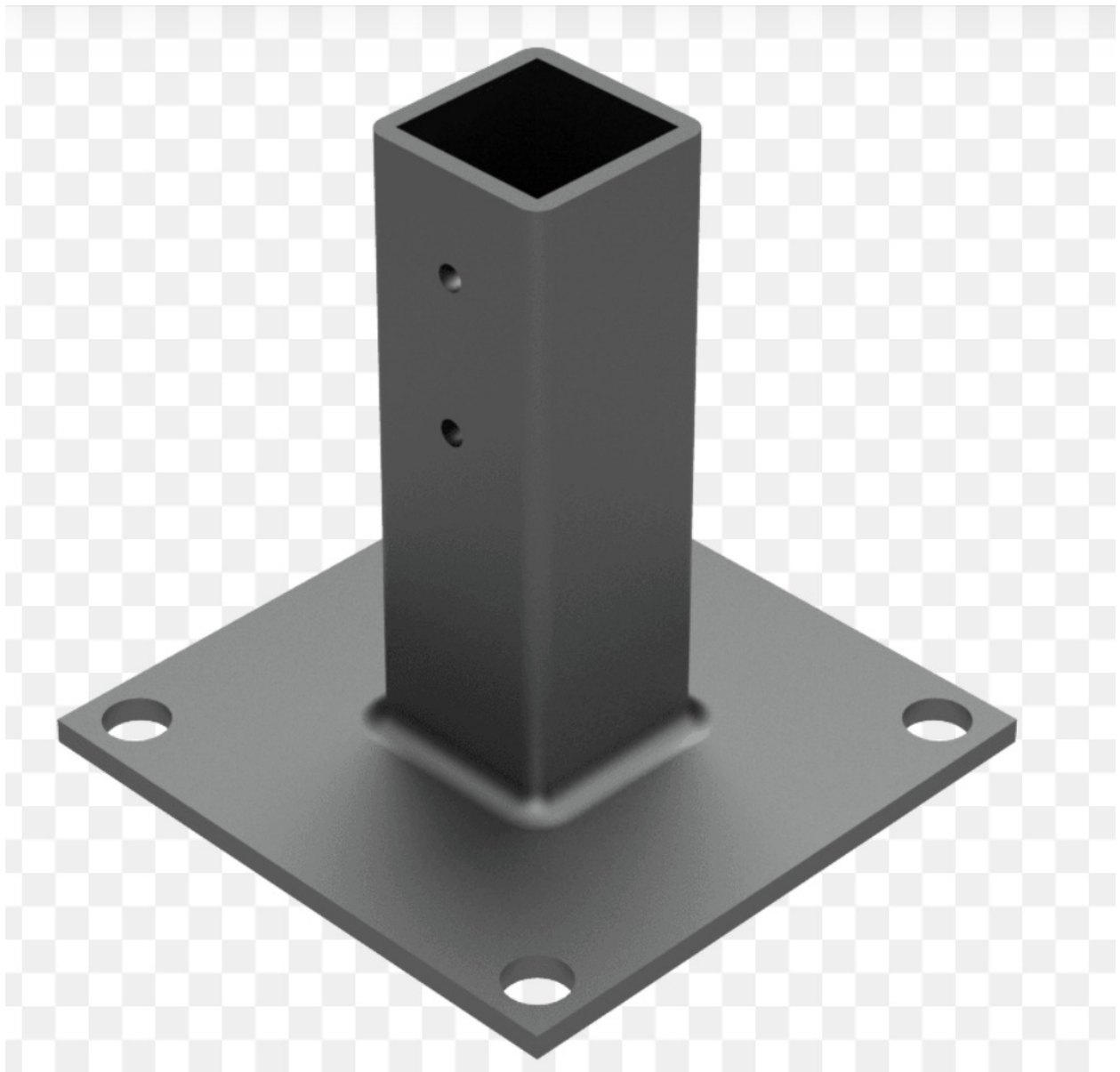
ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: BBBA is requesting to have two batting cages at Bane Park and Jaycees Park. Currently, there is only one batting case at each park.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: One option is to move the existing batting cage from Jaycees Park and move the cage to Bane Park. Jaycees would then receive two new batting cages and BBBA would be funding both new batting cages.

RECOMMENDED ACTION/MOTION: Staff is recommending to approve BBBA to complete batting cage improvements at Jaycees and Bane Parks.

FINANCIAL IMPACT: N/A





Park Board Agenda Request

MEETING DATE: August 26, 2025

TITLE OF ITEM: Approval of Park Crew to Handle the Snow Removal for Downtown Brainerd

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE: The Park division has the staff and resources necessary to remove snow for Downtown Brainerd.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: After snow removal, which should be completed by 10am, staff will move to prepare the skating rinks for evening use.

RECOMMENDED ACTION/MOTION: Staff is recommending approval of Park Crew removing snow in the Downtown area.

FINANCIAL IMPACT:



Park Board Agenda Request

MEETING DATE: August 26, 2025

TITLE OF ITEM: Land Trade with Developer at Lions Park at Buffalo Hills

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 10 Minutes

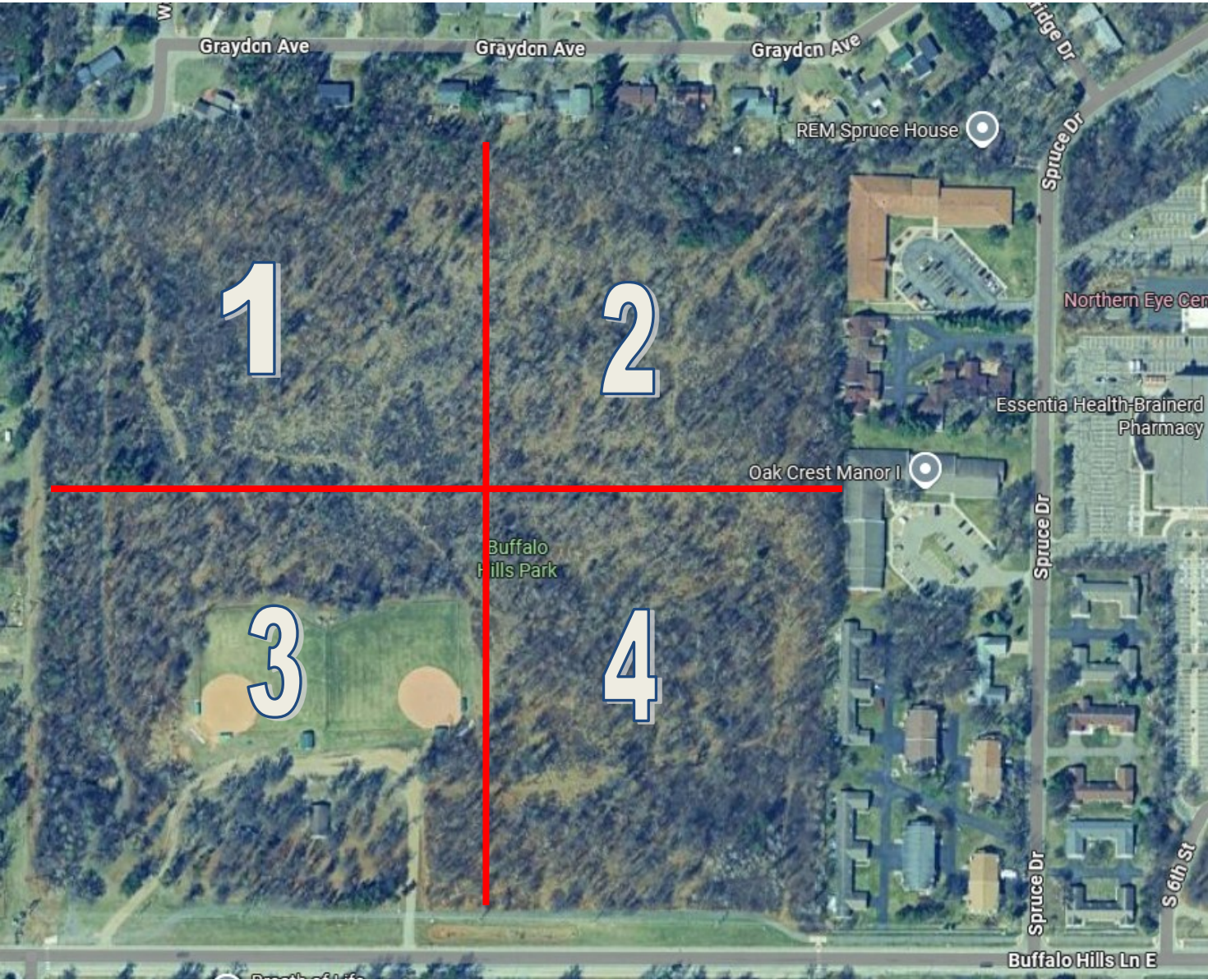
SUMMARY OF ISSUE: A developer purchased land North of the park and will be asking to trade acreage to have access to Buffalo Hills Lane.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Developer will be presenting at future board meeting.

RECOMMENDED ACTION/MOTION: Discussion Only.

FINANCIAL IMPACT:

Lions Park at Buffalo Hills Land Exchange Option





Park Board Agenda Request

MEETING DATE: August 26, 2025

TITLE OF ITEM: Approve Final Pay Request for Parks ARPA Project

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Attached to this item is the Final Pay Request for the Parks ARPA Project. As a reminder, the project consisted of the following:

- Jaycees Park Improvements
- Lum Park Campground Expansion
- Lum Park Beach Expansion

This project was mainly completed in 2024. However, staff was waiting until spring 2025 for final turf re-establishment and punch list items to be completed before acceptance. The project is now acceptable and staff recommend finalizing the contract.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The final pay request is in the amount of \$30,540.43. This pays the remaining seeding and releases the final retainage that was held. The total amount for the project would be \$477,808.66. The original bid was for \$442,963.32 with three change orders for \$24,086.71.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the final pay request in the amount of \$30,540.43.

FINANCIAL IMPACT: \$30,540.43

Contract Number: 24-01
Pay Request Number: 3

Project Number	Project Description
1	Jaycess Park Improvements
2	Lum Park Beach Improvements
3	Lum Park Campground Improvements

Contractor: DeChantal Excavating LLC P O Box 315 Brainerd, MN 56401	Vendor Number: N/A Up To Date: 07/03/2025
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Contract Amount		Funds Encumbered	
Original Contract	\$442,963.32	Original	\$442,963.32
Contract Changes	\$35,898.33	Additional	N/A
Revised Contract	\$478,861.65	Total	\$442,963.32

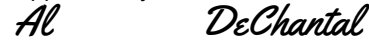
Work Certified To Date	
Base Bid Items	\$453,721.95
Contract Changes	\$24,086.71
Material On Hand	\$0.00
Total	\$477,808.66

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$7,000.00	\$477,808.66	\$0.00	\$447,268.23	\$30,540.43	\$477,808.66
Percent: Retained: 0%			Percent Complete: 99.78%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

 City Engineer
 07/03/2025
 Date

Approved By DeChantal Excavating LLC

 Contractor
 07/10/2025
 Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2024-10-14	\$258,331.44	\$12,916.57	\$245,414.87
2	2024-11-20	\$212,477.22	\$10,623.86	\$201,853.36
3	2025-07-03	\$7,000.00	(\$23,540.43)	\$30,540.43

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
City of Brainerd		\$477,808.66	\$0.00	\$447,268.23	\$30,540.43	\$477,808.66

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
City of Brainerd	Local-City of Brainerd	\$30,540.43	\$478,861.65	\$442,963.32	\$477,808.66

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501	MOBILIZATION	LS	\$4,390.00	1	0	\$0.00	1	\$4,390.00
Base Bid	2	2101.501	CLEARING & GRUBBING	EACH	\$625.00	1	0	\$0.00	1	\$625.00
Base Bid	3	2104.504/0016	REMOVE GRAVEL DRIVEWAY PAVEMENT	S Y	\$1.75	2742	0	\$0.00	2742	\$4,798.50
Base Bid	4	2105.507	COMMON EXCAVATION (P)	C Y	\$12.25	1163	0	\$0.00	1163	\$14,246.75
Base Bid	5	-	REMOVE TREES	EACH	\$625.00	6	0	\$0.00	7	\$4,375.00
Base Bid	6	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$3.15	1570	0	\$0.00	1570	\$4,945.50
Base Bid	7	2211.507	AGGREGATE BASE CLASS 5 MODIFIED	TON	\$22.50	178	0	\$0.00	179.72	\$4,043.70
Base Bid	8	2211.509	AGGREGATE BASE CLASS 5	TON	\$21.50	1195	0	\$0.00	1216.02	\$26,144.43
Base Bid	9	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	\$94.40	54	0	\$0.00	54.61	\$5,155.18
Base Bid	10	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,B)	TON	\$94.40	54	0	\$0.00	62.68	\$5,916.99

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	11	-	INSTALL HANDICAP SIGN (INCLUDE SIGN POST)	EACH	\$130.00	0	0	\$0.00	0	\$0.00
Base Bid	12	2573.503	SILT FENCE, TYPE MS	L F	\$2.50	542	0	\$0.00	650	\$1,625.00
Base Bid	13	2574.525	COMMON TOPSOIL BORROW (LV)	C Y	\$28.50	1714.51	0	\$0.00	1714.51	\$48,863.54
Base Bid	14	2575.505	SEEDING	ACRE	\$4,000.00	1.9	1.37	\$5,480.00	2.32	\$9,280.00
Base Bid	15	2521.518	4" CONCRETE WALK	S F	\$7.45	680	0	\$0.00	685.5	\$5,106.98
Base Bid	1	2021.501	MOBILIZATION	LS	\$6,990.00	1	0	\$0.00	1	\$6,990.00
Base Bid	2	2101.501	CLEARING & GRUBBING	EACH	\$625.00	1	0	\$0.00	1	\$625.00
Base Bid	3	-	REMOVE EXISTING RESTROOM FACILITY	S F	\$4.75	1034	0	\$0.00	1034	\$4,911.50
Base Bid	4	2104.518	REMOVE CONCRETE SIDEWALK	S F	\$1.10	738	0	\$0.00	922	\$1,014.20
Base Bid	5	2104.501	REMOVE CONCRETE CURB & GUTTER	L F	\$4.85	383	0	\$0.00	383	\$1,857.55
Base Bid	6	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$3.75	882	0	\$0.00	863.44	\$3,237.90
Base Bid	7	2232.504	MILL BITUMINOUS SURFACE (1.5")	S Y	\$16.75	369	0	\$0.00	405.33	\$6,789.28
Base Bid	8	2105.507	COMMON EXCAVATION (P)	C Y	\$28.00	780	0	\$0.00	780	\$21,840.00
Base Bid	9	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$8.00	21	0	\$0.00	151	\$1,208.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	10	2108.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$5.65	125.2	0	\$0.00	86	\$485.90
Base Bid	11	2211.509	AGGREGATE BASE CLASS 5	TON	\$22.50	231	0	\$0.00	311.26	\$7,003.35
Base Bid	12	-	MASON SAND	TON	\$24.50	1203	0	\$0.00	856.87	\$20,993.32
Base Bid	13	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	\$89.55	41.6	0	\$0.00	47.08	\$4,216.01
Base Bid	14	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	\$89.55	69	0	\$0.00	25	\$2,238.75
Base Bid	15	-	TYP. WHITE PAVEMENT STRIPING	L F	\$1.00	0	0	\$0.00	0	\$0.00
Base Bid	16	-	TYP. BLUE PAVEMENT STRIPING	L F	\$1.00	0	0	\$0.00	0	\$0.00
Base Bid	17	-	TYP. HANDICAP SYMBOL PAVEMENT STRIPING (BLUE)	EACH	\$50.00	0	0	\$0.00	0	\$0.00
Base Bid	18	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$38.85	163	0	\$0.00	174	\$6,759.90
Base Bid	19	2521.518	4" CONCRETE WALK	S F	\$7.45	4022	0	\$0.00	4314	\$32,139.30
Base Bid	20	2521.518	6" CONCRETE WALK	S F	\$11.20	153	0	\$0.00	63	\$705.60
Base Bid	21	-	FOOT WASHING STATION	EACH	\$7,170.00	1	0	\$0.00	1	\$7,170.00
Base Bid	22	-	SHADE STRUCTURE	EACH	\$25,261.00	3	0	\$0.00	3	\$75,783.00
Base Bid	23	-	INSTALL HANDICAP SIGN (INCLUDE SIGN POST)	EACH	\$120.00	0	0	\$0.00	0	\$0.00
Base Bid	24	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$145.00	1	0	\$0.00	0	\$0.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	25	2573.503	SILT FENCE, TYPE MS	L F	\$2.50	234	0	\$0.00	134	\$335.00
Base Bid	26	-	PIPE AND TUBE ALUMINUM RAILING	L F	\$344.00	0	0	\$0.00	0	\$0.00
Base Bid	27	-	INSTALL 2" CALIPER TREE	EACH	\$700.00	2	0	\$0.00	2	\$1,400.00
Base Bid	28	2575.505	SEEDING	ACRE	\$4,000.00	0.26	0.23	\$920.00	0.36	\$1,440.00
Base Bid	1	2021.501	MOBILIZATION	LS	\$4,080.00	1	0	\$0.00	1	\$4,080.00
Base Bid	2	2101.501	CLEARING & GRUBBING	EACH	\$625.00	1	0	\$0.00	1	\$625.00
Base Bid	3	2105.507	COMMON EXCAVATION (P)	C Y	\$18.50	250	0	\$0.00	250	\$4,625.00
Base Bid	4	-	REMOVE TREES	EACH	\$625.00	3	0	\$0.00	4	\$2,500.00
Base Bid	5	-	REMOVE & RELOCATE WATER SPIGOT	EACH	\$2,500.00	1	0	\$0.00	0.5	\$1,250.00
Base Bid	6	-	REMOVE & RELOCATE 50,30,20 AMP RV PEDESTAL	EACH	\$800.00	1	0	\$0.00	1	\$800.00
Base Bid	7	2108.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$3.15	1326.12	0	\$0.00	1507	\$4,747.05
Base Bid	8	2211.507	AGGREGATE BASE CLASS 5 MODIFIED	TON	\$30.50	8	0	\$0.00	0	\$0.00
Base Bid	9	2211.509	AGGREGATE BASE CLASS 5	TON	\$21.50	970	0	\$0.00	1001.48	\$21,531.82
Base Bid	10	2531.503	CONCRETE CURB AND GUTTER DESIGN B618	L F	\$38.85	44.5	0	\$0.00	47	\$1,825.95

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	11	-	5" CONCRETE PEDESTAL PAD	S F	\$20.00	24	0	\$0.00	0	\$0.00
Base Bid	12	-	WATERMAIN	L F	\$35.10	390	0	\$0.00	360	\$12,636.00
Base Bid	13	-	FLEXIBLE COPPER PIPE	L F	\$26.50	369	0	\$0.00	406	\$10,759.00
Base Bid	14	-	WATERMAIN CLEANOUT	EACH	\$1,605.00	1	0	\$0.00	1	\$1,605.00
Base Bid	15	-	WATER SPIGOT RV FIXTURE	EACH	\$1,151.00	11	0	\$0.00	12	\$13,812.00
Base Bid	16	-	50,30,20 AMP RV PEDESTAL WITH PAD MOUNT	EACH	\$2,005.00	11	0	\$0.00	11	\$22,055.00
Base Bid	17	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$145.00	1	0	\$0.00	1	\$145.00
Base Bid	18	2573.503	SILT FENCE, TYPE MS	L F	\$2.50	542	0	\$0.00	346	\$865.00
Base Bid	19	2575.505	SEEDING	ACRE	\$4,000.00	0.3	0.15	\$600.00	0.3	\$1,200.00
Base Bid Totals:								\$7,000.00		\$453,721.95

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
1		\$5,480.00	\$139,516.57
2		\$920.00	\$209,143.56
3		\$600.00	\$105,061.82

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
2	CO1	29	- REMOVE PAVILION CONCRETE RAMP (P) (LS)	\$1,415.00	1	\$1,415.00	ITM	\$0.00	\$0.00	1	\$1,415.00
3	CO1	20	1 UPGRADE COPPER WATERMAIN DIAMETER TO 1.5 INCH (P) (LUMP SUM)	\$2,178.80	1	\$2,178.80	ITM	\$0.00	\$0.00	1	\$2,178.80

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
3	CO1	21	1 UPGRADE WATER SPIGOT RV FIXTURE (EACH)	\$539.63	12	\$6,475.56	ITM	\$0.00	\$0.00	12	\$6,475.56
1	CO2	16	2104.502 REMOVE CATCH BASIN (EACH)	\$599.50	1	\$599.50	ITM	\$0.00	\$0.00	1	\$599.50
2	CO2	30	2108.504 GEOTEXTILE FABRIC TYPE 4 (S Y)	\$4.62	809	\$3,737.58	ITM	\$0.00	\$0.00	1100	\$5,082.00
1	CO3	11	- INSTALL HANDICAP SIGN (INCLUDE SIGN POST) (EACH)	\$130.00	-3	(\$390.00)	ADJ				
1	CO3	13	2574.525 COMMON TOPSOIL BORROW (LV) (C Y)	\$28.50	141.51	\$4,033.04	ADJ				
2	CO3	8	2105.507 COMMON EXCAVATION (P) (C Y)	\$28.00	711	\$19,908.00	ADJ				
2	CO3	15	- TYP. WHITE PAVEMENT STRIPING (L F)	\$1.00	-100	(\$100.00)	ADJ				
2	CO3	16	- TYP. BLUE PAVEMENT STRIPING (L F)	\$1.00	-327	(\$327.00)	ADJ				
2	CO3	17	- TYP. HANDICAP SYMBOL PAVEMENT STRIPING (BLUE) (EACH)	\$50.00	-4	(\$200.00)	ADJ				
2	CO3	23	- INSTALL HANDICAP SIGN (INCLUDE SIGN POST) (EACH)	\$120.00	-4	(\$480.00)	ADJ				
2	CO3	26	- PIPE AND TUBE ALUMINUM RAILING (L F)	\$344.00	-27	(\$9,288.00)	ADJ				
2	CO3	31	2574.525 COMMON TOPSOIL BORROW (LV) (C Y)	\$28.50	137.4	\$3,915.90	ITM	\$0.00	\$0.00	137.4	\$3,915.90
2	CO3	32	2411.602 INSTALL CONCRETE STEPS (EACH)	\$500.00	2	\$1,000.00	ITM	\$0.00	\$0.00	2	\$1,000.00
3	CO3	22	2574.525 COMMON TOPSOIL BORROW (LV) (C Y)	\$28.50	112	\$3,192.00	ITM	\$0.00	\$0.00	112	\$3,192.00
3	CO3	23	2104.501 REMOVE CONCRETE CURB & GUTTER (L F)	\$4.85	47	\$227.95	ITM	\$0.00	\$0.00	47	\$227.95
Contract Change Totals:									\$0.00		\$24,086.71

Contract Change Totals			
Number	Description	Effective Date	Amount
1	Upgrade Watermain in Campground from 1 1/4" to 1 1/2" and upgrade hydrant to Woodford Model S4H. Addition of removal of concrete ramp at Pavilion #1 in Beach project.	10/08/2024	\$1,415.00
1	Upgrade Watermain in Campground from 1 1/4" to 1 1/2" and upgrade hydrant to Woodford Model S4H. Addition of removal of concrete ramp at Pavilion #1 in Beach project.	10/08/2024	\$8,654.36
2	Additional removal of catch basin/storm pipe at Jaycees and pricing for Type 4 Permeable Fabric at Lum Park Beach per plans.	10/23/2024	\$599.50
2	Additional removal of catch basin/storm pipe at Jaycees and pricing for Type 4 Permeable Fabric at Lum Park Beach per plans.	10/23/2024	\$3,737.58
3	Various quantity adjustments based on necessary quantities required for construction based on construction plans.	11/19/2024	\$3,643.04

3	Various quantity adjustments based on necessary quantities required for construction based on construction plans.	11/19/2024	\$14,428.90
3	Various quantity adjustments based on necessary quantities required for construction based on construction plans.	11/19/2024	\$3,419.95

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

Material On Hand Balance

Line	Item	Description	Date	Added	Used	Remaining

Contract Total		\$477,808.66
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Park Board Agenda Request

MEETING DATE: August 26, 2025

TITLE OF ITEM: Discussion of New Location of Lions Park Sign

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Currently, the park sign is a distance from the new entrance. Should the sign be moved closer to the new parking lot.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff are seeking directions if sign can be moved.

FINANCIAL IMPACT: N/A

New location of Lions Park by Buffalo Hills sign?





RECREATION REPORT

Fall Leagues:

- Kickball 8/25
- MS2 Softball 8/26
- Coed Softball 8/21
- Fall pickleball competitive 8/26
- Fall pickleball recreational 9/4

Events:

- Re-Grand Opening Jaycees Park 8/21
- Great Pumpkin Festival 10/4

PARKS MAINTENACE REPORT

- Downtown landscaping and chips
- Fixed the waterline break at campground
- Planted trees and installed memorial bench
- Pressure washed and bleached Splash Pad
- Remove dead trees and trimmed all bushes and trees downtown
- Working won fields
- Mowing
- Garbage collection and restrooms
- Watering downtown and watering trees

August 9th Movies in the Park Summary

Date: 8/9/2025

Location: Lyman P. White Park

Time: 9pm

Movie: Jumanji

Organizers: Brainerd Parks & Recreation, Brainerd Community Action

Summary:

This was our second movie in the park this summer, and after a rain delay, it went well! The showing of “Jumanji” was originally scheduled for Friday, August 8th. However, there were thunderstorms in the forecast, and eventually a severe thunderstorm warning, so for this, we had to move the date. We moved it to the next night, and the weather was much better. One challenge we faced was that it was a bit windier which made the screen harder to inflate and tie down.

The rest of set up went smoothly and the food truck arrived on time. We had a Korean Corn Dog truck from Chick N Rice, and it seemed like a hit! The movie played through, and we had Chuck Smith selling popcorn. Once the movie ended, take down began where the only challenging part was the screen. Overall, another successful movie in the park.

Attendance: About 50 people

Submitted by: Audrey Breen



August 15th Movies in the Parks Summary

Date: 8/15/2025

Location: Lyman P. White Park

Time: 9pm

Movie: Cars

Organizers: Brainerd Parks & Recreation,
Brainerd Community Action

Summary:

This was our final Movies in the Parks for the Summer, and we ended on a good one.

Our showing of the first “Cars” movie went smoothly without any major issues. Set-up took about 45 minutes, which is the fastest it has ever taken. The local restaurant, Passport, catered food for the event. They brought pulled pork sandwiches and mac and cheese. We started the movie at 9:00pm sharp, and it started without any problems. During the movie, the bugs were around, but if you prepared properly, they were tolerable. We had a decent amount of rain that morning, so any spray for mosquitoes would have been washed away. The movie ended around 11:00 pm. Takedown also went smoother than in past times.

All in all, this was a successful event. If we are to continue the movies into the fall, or have them next summer, I would consider a couple things to make sure set up and take down can be as smooth as possible. The more help we have for setting up and taking down the screen, the better. This is the trickiest and most time-consuming part. This would also raise inquiry about purchasing a pull-down screen to make movie nights easier and more efficient.

Attendance: About 40 people

Submitted by: Audrey Breen



BRAINERD PARKS AND RECREATION

GREAT

2025

PUMPKIN FESTIVAL

OCTOBER 4TH 1-4PM

- Bounce House
- Face Painting
- Pumpkin Bowling
- Three Legged Race
- Concessions
- Contests
- + more!



MEMORIAL PARK
 1700 MILL AVE.
 BRAINERD, MN,
 56401

