



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, September 23, 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**

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. **Presentations**

A. **YMCA Annual Presentation**

B. **Community Education Annual Presentation**

8. **Unfinished Business**

A. **Discussion of the Revised Agreement with Brainerd YMCA and Independent School District No. 181 for Youth Recreation Programs**

9. **New Business**

- A. **Approval of Concrete Path from parking lot to restroom at Lions Park at Buffalo Hills**
 - B. **Approval of 2026 Campground Host Agreement**
 - C. **Discussion on Future Grant Proposals with Legislative Citizen Commission on MN Resources (LCCMR)**
 - D. **Discussion and Possible Action on New Cameras**
10. **Staff Reports**
(Verbal: Any Updates since Packet)
- A. **Updated Great Pumpkin Festival 2025**
 - B. **PW Report 9.23.25**
11. **Board Member Reports**
12. **Adjourn**

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

MISSION

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

Call to Order

Pursuant to due call and notice thereof, the meeting of the Brainerd Park Board was called to order at 4:00 p.m. by Member Miller in the City Council Chambers.

Roll Call

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

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

Member Miller opened the meeting with the Pledge of Allegiance to the flag.

Approval of Agenda

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE DULY CARRIED, TO AMEND THE AGENDA BY ADDING 7E DISCUSSION ON THE CITY PARK FEE SCHEDULE, 8F APPROVAL OF TREE PLACEMENT AT JAYCEES PARK, AND 8G APPROVAL OF LUM PARK ARCHWAY.

Upon roll call, Members Miller, Sandy, Schaefer, and Shipe voted "aye". 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. Approval of Touch-A-Truck and Flapjack Festival**

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

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

Public Forum

Member Miller opened public forum at 4:02 p.m.

Member Miller closed public forum at 4:02 p.m.

Unfinished Business

Discussion of Community Education and YMCA 2025 Programs, Timeline, and Agreement

Public Works Director Habighorst discussed the summary that was asked to bring back to Park Board of the programs, timeline, parks and the upcoming contracts with the YMCA and August 26, 2025

Community Education. Went on to ask the Park Board what they would like to see added and/or changed to the 2026 agreements.

Member Shipe asked to get the age ranges of the youth participants from the YMCA and bring the findings back to Park Board.

Member Miller discussed what he would like to see what the dollar amount is being assigned to each program. Discussed that if these programs are cancelled then he would like to see the money come back to the city unless they come up with an alternative such as a clinic that allows kids to scrimmage. Wants to see a program-by-program basis on how they intend to use the money, wants programs to be itemized.

Member Sandy asked what no lining of fields entails.

Public Works Director Habighorst confirmed that yes for next year this is what we would be proposing. Public Works Director Habighorst discussed the four elements to the contracts, we give them money, buy them supplies, line the fields, and no charge for the field usage. Discussed how helpful it would be for staff if we didn't line up the soccer fields and flag football fields. Asked for Park Board for recommendations and asked what the contracts should look like.

Member Miller would like to see how long it takes staff to complete the prepping and maintaining of the fields each day, stated that we should know what we are providing for these programs to be run. Member Miller wants to see everything including and everything we do in house.

Mayor Badeaux stated that we need to have this information in general and take that information and transfer this to make informed decisions. Stated that we need to iron out within the agreements to pay the organizations and have the money spent within the city. Mayor Badeaux would like to start seeing where the money from the city is being spent.

Member Miller stated that with our contractual asks to have the organizations to state where the programs are being held and how the money is spent in their biannual reports.

Member Schaefer wants to make sure that the communication with the city and the programs are getting completed. If programs are cancelled, then the city and Park Board need to be aware of this. If programs are cancelled, what is plan B.

2025 LoonFest Selling of Merchandise at Mills Field

Public Works Director Habighorst wanted to make sure that the Loonfest event is okay to sell merchandise at the concert at Mills Field.

Member Miller read the note from Chair Berns, stated that Chair Berns is in favor of selling merchandise at the concert.

Member Miller also stated that he also supports selling merchandise at the concert.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER TO APPROVE SELLING OF MERCHANDISE AT MILLS FIELD.

Discussion continued about the selling of merchandise at the Loonfest concert. It was discussed that as long as the person filling out the application discloses that they are selling merchandise and Park Board approves it, then they are allowed to sell merchandise without coming back to Park Board again for approval.

August 26, 2025

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

Review Priority Plan

Public Work Director Habighorst discussed the priority plan and asked Park Board for input and direction to move forward.

Member Shipe discussed the priority plan was more for Park Board activities and not so much maintenance when completing the priority list. Member Shipe would like yearly planning for the year and when Park Board and City staff should be discussing topics.

Member Sandy stated an annual Park Board calendar would be something they would like to be put together; this would be consistent every year.

Mayor Badeaux suggested that there should be two calendars, one for Park Board and one for staff.

Member Sandy discussed the weed and feed program, stated that this is a top priority and stated that our city code states that the City of Brainerd is a weed free city. Stated that this is a top priority for him. Discussed partnering with organizations to help with the workload.

Discussion Update on the Weed and Feed Program

Public Works Director Habighorst discussed where the weed and feed programs are currently allocated. Brought forth some ideas to help with the program and discussed some mockup proposal for College Drive to see what Park Board would like.

Member Miller read Chair Berns statement for the proposal to move the weed and feed program from College Drive to another location.

Member Sandy stated that the weed and feed program was essentially created for ball fields, before it was paid out of the maintenance funds, this program came about when Park Board started setting aside funds for areas outside the ball fields. Agrees that Gregory Park is a much better use of those funds than College Drive.

Member Miller asked if we are spending enough money on the weed and feed program. Should this be a further conversation to bring up and discuss if there should be more facilities receiving the weed and feed program that aren't.

Discussion on cancelling the weed and feed program at College Drive and which park to replace the weed and feed program should go.

Public Works Director Habighorst confirmed that the weed and feed program will be cancelled on College Drive and move to Lyman P. White.

Discussion of City Fee Schedule (added item)

Public Works Director Habighorst discussed the different possibilities of the upcoming fee schedule. Public Works Director Habighorst stated that we have about fifteen to twenty different fee schedules that staff received from other cities to compare.

Member Miller suggested we can look at how many hours or how many times an amenity was reserved to compare and bring to Park Board.

August 26, 2025

Member Sandy stated usage, and cost would be great information to have.

New Business

Approval of BBBA Batting Cages Proposal

Public Works Director Habighorst introduced Brainerd Baxter Baseball Association and their proposal for batting cages at Jaycees and Bane Park.

Trent Grams with the BBBA discussed the proposal to help the City of Brainerd put something together for the batting cages that are there currently at Jaycees and Bane Park. Stated that they have been in contact with High Tech Construction who have helped BBBA in the past.

Public Works Director Habighorst discussed in further detail what BBBA is proposing. Discussed that the Jaycees batting cage would move to Bane Park and Jaycees would be getting the new cages and the construction that will go along with it.

Trent Grams confirmed that the cost will be on BBBA. Discussed the teardown of the batting cages and if the City of Brainerd would be able to help with that process. Discussed the layout and location of the batting cages.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER TO APPROVE THE BBBA BATTING CAGE PROPOSAL AND TO HAVE STAFF WORK WITH BBBA TO ORGANIZE INSTALLMENT.

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

Approval of Park Crew to Handle the Snow Removal for Downtown Brainerd

Public Works Director Habighorst discussed the proposal to have parks to complete downtown snow removal, brought up that we have staff and equipment to complete the removal of snow. Discussed that parks employees will be pushing the snow to the middle of the road and the street department will come and remove the snow. Stated that the department has the means to complete the task. Stated that he believes that this will not interfere with the prepping of skating rinks.

Mayor Badeaux brought up that City Council has not approved the proposal and that the downtown businesses are paying for the snow removal, it's a different line item, which is different from the downtown snow plowing.

Member Sandy asked if the City Council would still be considering this a special service to downtown businesses, if City staff performing the snow removal at the same time the streets department starts. The purpose of the special service was created so the snow was cleared off the road to accesses businesses early, if parks staff are completing the snow removal and it's not completed until ten o'clock is that still a special service. Member Sandy asked if this is still a special benefit to downtown businesses and what is the cost difference.

Discussion on whether this will take away from the skating rinks, plowing the park walkways and if this is going to create issues where there are none.

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE THAT PARK BOARD DOES NOT SUPPORT PARK STAFF TO COMPLETE SNOW REMOVAL DOWNTOWN AND

August 26, 2025

MAKING RECOMMENDATION TO CITY COUNCIL TO CONTINUE THE CONTRACTING OBLIGATION AND SOLICITING BIDS FOR SNOW REMOVAL.

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

Land Trade with Developer at Lions Park at Buffalo Hills

Public Works Director Habighorst discussed a recent purchase of land by Lions Park at Buffalo Hills and discussed the potential for land swap in the future. Discussed that if there was no land swap then we might need to allow an easement.

Member Sandy stated that he believes there is already an existing easement for the trail in parcel option one.

Public Works Director Habighorst stated that the easement was never recorded and therefore no easement exists.

MOTION MADE BY MEMBER SANDY TO INFORM CITY COUNCIL THAT PARK BOARD GENERALLY SUPPORT THE LAND SWAP.

MOTION FAILED FOR LACK OF A SECOND.

Approve Final Pay Request for Parks ARPA Project

Public Works Director Habighorst discussed the ARPA project consisting of Jaycees Park, Lum Park, campground, and the beach at Lum Park. Recommending the final approval for final payment of \$30,540.43.

MOVED AND SECONDED BY MEMBERS SCHAEFER AND SANDY TO APPROVE THE FINAL PAY OF \$30,540.43.

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

Discussion of New Location of Lions Park Sign

Public Works Director Habighorst discussed the removal of one of the entrances at Lions Park and the potential to move the sign to the existing entrance.

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE TO APPROVE THE NEW LOCATION FOR LIONS PARK SIGN.

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

Approval of Tree Replacement at Jaycees Park (added item)

Public Works Director Habighorst discussed that trees at Jaycees were potentially in the way if the city would like to create another soccer field or flag football area. Trees have not been in the ground long and it would be easy to move them.

MOVED AND SECONDED BY SCHAEFER AND SHIPE TO MOVE THE THREE TREES IN JAYCEES PARK TO THE PROPOSED TREE REPLACEMENT LOCATION.

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

Approval of Lum Park Arch (added item)

Mayor Badeaux discussed that he was approached by Advantage Home Pros. Advantage Home Pros saw the footage and the news articles about the Lum Park Arch and offered to pay for and install the new roof using composite shakes. Looking for approval from Park Board to move forward.

MOVED AND SECONDED BY MEMEBERS SANDY AND SHIPE TO APPROVE ADVANTAGE HOME PROS TO REPLACE THE ROOF ON THE LUMP PARK ARCH AND TO DIRECT STAFF TO MOVE THE 6,000 DOLLAR BUDGET TO MAINTAINING THE REST OF THE ARCHWAY.

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

Staff Reports Recreational Events

No updated staff reports after packet was closed.

Board Reports

Chair Berns thanked the park staff for the help for Jaycees Park re-grand opening. Chair Berns reminded all park staff that no vehicles are allowed in the parks.

Member Miller noted the graffiti under the bridge between Kiwanis Park and Lyman P. White Park is starting to get bad again. Also talked about the view at Lyman P. White by the river and how it's obstructed and requested it to get it cleaned up. Member Miller stated that he would like to see events created on Facebook for any park events.

Member Shipe discussed the trees just planted at Triangle Park, stating that the trees are dead. Asked to check with the contract for replacement.

Mayor Badeaux spoke about the citizens in Brainerd about having a great summer in the parks. Suggested creating a subcommittee for Park Board to look ahead with where we are going.

Adjourn

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

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

Member Miller adjourned the meeting at 6:10 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	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
334662/1 89548	ACE HARDWARE CLOTHES PINS/ZIP TIES, JC PARK 230-5200-42220	08/21/2025 pziemer REPAIR & MAINT	09/04/2025	31.48 31.48	0.00	Paid	Y 09/03/2025
334692/1 89549	ACE HARDWARE CHAINSAW OIL 230-5200-42220	08/22/2025 pziemer REPAIR & MAINT	09/03/2025	59.33 59.33	0.00	Paid	Y 09/03/2025
334709/1 89550	ACE HARDWARE PROPANE, CLAMP - CAMPGROUND 230-5280-42220	08/25/2002 pziemer REPAIR & MAINT	09/03/2025	17.94 17.94	0.00	Paid	Y 09/03/2025
334711/1 89551	ACE HARDWARE COUPLER, CLAMP, SCREWDRIVER 230-5280-42220	08/25/2025 pziemer REPAIR & MAINT	09/03/2025	18.51 18.51	0.00	Paid	Y 09/03/2025
334508/1 89556	ACE HARDWARE WASP/HORNET SPRAY 230-5200-42220	08/14/2025 pziemer REPAIR & MAINT	09/03/2025	15.39 15.39	0.00	Paid	Y 09/03/2025
334575/1 89557	ACE HARDWARE SPONGE, TAPE, FASTENERS 230-5200-42220	08/19/2025 pziemer REPAIR & MAINT	09/03/2025	22.78 22.78	0.00	Paid	Y 09/03/2025
334579/1 89558	ACE HARDWARE BOLT EYE LAG 230-5200-42220	08/19/2025 pziemer REPAIR & MAINT	09/03/2025	14.36 14.36	0.00	Paid	Y 09/03/2025
334594/1 89559	ACE HARDWARE WASP/HORNET SPRAY 230-5200-42220	08/19/2025 pziemer REPAIR & MAINT	09/03/2025	26.94 26.94	0.00	Paid	Y 09/03/2025
334824/1 89798	ACE HARDWARE FAUCET REPAIR-MMP RESTROOM 230-5200-42220	08/29/2025 pziemer REPAIR & MAINT	09/17/2025	4.49 4.49	4.49	Open	N 09/17/2025
334827/1 89799	ACE HARDWARE SUPPLY LINE - FAUCET REPAIR-MMP 230-5200-42220	08/29/2025 pziemer REPAIR & MAINT	09/17/2025	8.99 8.99	8.99	Open	N 09/17/2025

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
334910/1 89802	ACE HARDWARE LIGHTBULBS, PEST CONTROL 230-5200-42221	09/03/2025 pziemer	09/17/2025	27.87	27.87	Open	N 09/17/2025
	R&M- MILLS FIELD			27.87			
	Total for vendor 0011 - ACE HARDWARE:			248.08	41.35		
Vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:							
657424827163 89823	ADVANCE AUTO PARTS - FINANCIAL SVCS COMPRESSOR REPAIR 230-5200-42220	09/05/2025 pziemer	09/17/2025	150.34	150.34	Open	N 09/17/2025
	REPAIR & MAINT			150.34			
6574519725103 89878	ADVANCE AUTO PARTS - FINANCIAL SVCS DOWNTOWN MAINTENANCE 401-1003-43430	08/01/2025 pziemer	09/17/2025	41.48	41.48	Open	N 09/17/2025
	MISCELLANEOUS			41.48			
	Total for vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:			191.82	191.82		
Vendor 2740 - AT&T MOBILITY:							
X09032025/PKS 89821	AT&T MOBILITY ACCT 287292136423 PARKS DEPT PHONES 230-5200-43321	08/25/2025 pziemer	09/12/2025	241.08	0.00	Paid	Y 09/12/2025
	TELEPHONE			126.39			
	OPERATING SUPPLIES			114.69			
	Total for vendor 2740 - AT&T MOBILITY:			241.08	0.00		
Vendor 0748 - BJERGA FEED STORES:							
1480979 89544	BJERGA FEED STORES GRASS SEED - LUM PARK 230-5200-42220	08/01/2025 pziemer	09/03/2025	260.00	0.00	Paid	Y 09/03/2025
	REPAIR & MAINT			260.00			
1483816 89552	BJERGA FEED STORES GRASS SEED - JCP REPAIR 230-5200-42220	08/17/2025 pziemer	09/03/2025	260.00	0.00	Paid	Y 09/03/2025
	REPAIR & MAINT			260.00			
	Total for vendor 0748 - BJERGA FEED STORES:			520.00	0.00		
Vendor 0074 - BRAINERD GENERAL RENTAL:							
00008022-001 89779	BRAINERD GENERAL RENTAL TOW-BOOM WITH OUTRIGGERS RENTAL - 230-5200-42221	09/03/2025 pziemer	09/17/2025	175.00	175.00	Open	N 09/17/2025
	R&M- MILLS FIELD			175.00			
	Total for vendor 0074 - BRAINERD GENERAL RENTAL:			175.00	175.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
JULY 25/PARKS							
89637	BRAINERD PUBLIC UTILITIES	08/01/2025	09/03/2025	16,671.89	0.00	Paid	Y 09/03/2025
	6/24/25-7/24/25 PARKS UTILITIES	pziemer					
	230-5200-43381	BPU UTILITIES		15,431.61			
	230-5280-43380	UTILITIES		1,240.28			
INV22636							
89606	BRAINERD PUBLIC UTILITIES	08/21/2025	09/17/2025	455.14	455.14	Open	N 09/17/2025
	BULK WATER SALES -JAYCEE PARK HOLE	pziemer					
	230-5200-42220	REPAIR & MAINT		455.14			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			17,127.03	455.14		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/AUG25/PS							
89785	CENTERPOINT ENERGY	09/04/2025	09/17/2025	51.62	51.62	Open	N 09/17/2025
	7/16/25-8/15/25 PARKS GARAGE	pziemer					
	230-5200-43380	UTILITIES		51.62			
	Total for vendor 0307 - CENTERPOINT ENERGY:			51.62	51.62		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2549444							
89553	DAHLHEIMER BEVERAGE	08/21/2025	09/03/2025	340.00	0.00	Paid	Y 09/03/2025
	PARKS TP	pziemer					
	230-5200-42210	OPERATING SUPPLIES		340.00			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			340.00	0.00		
Vendor 1381 - DECHANTAL EXCAVATING LLC:							
4954							
89512	DECHANTAL EXCAVATING LLC	08/07/2025	09/03/2025	7,140.00	0.00	Paid	Y 09/03/2025
	JCP SKATING RINK HOLE REPAIR	pziemer					
	400-5200-45500	PARKS CAPITAL OUTLAY		7,140.00			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			7,140.00	0.00		
Vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:							
36950							
89806	DIGITAL INK DESIGN & GRAPHICS	08/11/2025	09/17/2025	895.00	895.00	Open	N 09/17/2025
	NEW SIGN - LIONS PARK AT BUFFALO	pziemer					
	230-5200-42220	REPAIR & MAINT		895.00			
	Total for vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:			895.00	895.00		
Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:							

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 08/19/2025 - 09/15/2025
 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	Jrnalized Post Date
FBN5430271/PKS							
89831	ENTERPRISE FM TRUST - ATTN: BILLING SEPT 25 PARKS DEPT VEHICLE LEASES 230-5200-43331	09/04/2025 pziemer	09/17/2025	6,606.99	6,606.99	Open	N 09/17/2025
	Total for vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:			<u>6,606.99</u>	<u>6,606.99</u>		
Vendor 0193 - GOODIN COMPANY :							
6687830-00							
89803	GOODIN COMPANY BOILER DRAIN 230-5280-42220	08/19/2025 pziemer	09/17/2025	17.85	17.85	Open	N 09/17/2025
	REPAIR & MAINT			17.85			
	Total for vendor 0193 - GOODIN COMPANY :			<u>17.85</u>	<u>17.85</u>		
Vendor 1753 - MARCO - NW 7128:							
INV14229659							
89518	MARCO - NW 7128 PARKS SECURITY CAMERAS 400-5200-45500	08/22/2025 pziemer	09/03/2025	443.66	0.00	Paid	Y 09/03/2025
	PARKS CAPITAL OUTLAY			443.66			
INV14222636							
89644	MARCO - NW 7128 VERKADA SECURITY CAMERAS - JAYCEES 400-5200-45500	08/21/2025 pziemer	09/03/2025	7,617.15	0.00	Paid	Y 09/03/2025
	PARKS CAPITAL OUTLAY			7,617.15			
	Total for vendor 1753 - MARCO - NW 7128:			<u>8,060.81</u>	<u>0.00</u>		
Vendor 0889 - MENARDS - BAXTER :							
52839							
89755	MENARDS - BAXTER MILLS FIELD WATER LINE REPAIR 230-5200-42221	08/26/2025 pziemer	09/17/2025	15.53	15.53	Open	N 09/17/2025
	R&M- MILLS FIELD			15.53			
53575							
89824	MENARDS - BAXTER BATHROOM CLEANERS 230-5200-42220	09/05/2025 pziemer	09/17/2025	24.96	24.96	Open	N 09/17/2025
	REPAIR & MAINT			24.96			
	Total for vendor 0889 - MENARDS - BAXTER :			<u>40.49</u>	<u>40.49</u>		
Vendor 0272 - MTI DISTRIBUTING CO:							
1491836-00							
89750	MTI DISTRIBUTING CO KIT-TUBE PULLEY REPLACEMENT 230-5200-42220	08/28/2025 pziemer	09/17/2025	258.60	258.60	Open	N 09/17/2025
	REPAIR & MAINT			258.60			
	Total for vendor 0272 - MTI DISTRIBUTING CO:			<u>258.60</u>	<u>258.60</u>		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0736 - NORTHLAND FIRE PROTECTION:							
64607 89514	NORTHLAND FIRE PROTECTION RECHARGE FIRE EXTINGUISHERS 225-2120-43300	08/25/2025 pziemer	09/03/2025	71.40	0.00	Paid	Y 09/03/2025
	PROFESSIONAL SERVICES			71.40			
	Total for vendor 0736 - NORTHLAND FIRE PROTECTION:			71.40	0.00		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							
1647-381480 89801	O'REILLY AUTOMOTIVE STORES INC. SHOP SUPPLIES-OIL FILTER, SHOP 230-5200-42220	09/02/2025 pziemer	09/17/2025	32.80	32.80	Open	N 09/17/2025
	REPAIR & MAINT			32.80			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			32.80	32.80		
Vendor 0291 - PIKE PLUMBING AND HEATING:							
91178 89543	PIKE PLUMBING AND HEATING LPW ANNUAL BACKFLOW PREVENTER TEST 230-5200-43300	08/21/2025 pziemer	09/03/2025	125.00	0.00	Paid	Y 09/03/2025
	PROFESSIONAL SERVICES			125.00			
	Total for vendor 0291 - PIKE PLUMBING AND HEATING:			125.00	0.00		
Vendor 4419 - ROSALLINIS BRAINERD LLC:							
104 89728	ROSALLINIS BRAINERD LLC PIZZA CONCESSIONS AUG 2025 230-5204-42210	09/02/2025 pziemer	09/17/2025	285.00	285.00	Open	N 09/17/2025
	OPERATING SUPPLIES			285.00			
	Total for vendor 4419 - ROSALLINIS BRAINERD LLC:			285.00	285.00		
Vendor 4308 - SWANK MOTION PICTURES:							
DB 4035966 89605	SWANK MOTION PICTURES MOVIES IN THE PARK - RIGHTS TO CARS 230-5211-42210	08/13/2025 pziemer	09/03/2025	510.00	0.00	Paid	Y 09/03/2025
	OPERATING SUPPLIES			510.00			
	Total for vendor 4308 - SWANK MOTION PICTURES:			510.00	0.00		
Vendor 0344 - WASTE PARTNERS INC:							
58X01061 89761	WASTE PARTNERS INC AUG 25 LUM PARK CAMPGROUND WASTE 230-5280-43380	08/31/2025 pziemer	09/17/2025	149.76	149.76	Open	N 09/17/2025
	UTILITIES			149.76			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
58X01068 89768	WASTE PARTNERS INC AUG 25 PARKS DEPT WASTE REMOVAL 230-5200-43380 UTILITIES	08/31/2025 pziemer	09/17/2025	936.00	936.00	Open	N 09/17/2025
Total for vendor 0344 - WASTE PARTNERS INC:				<u>936.00</u>	<u>936.00</u>		
				1,085.76	1,085.76		

Vendor 3199 - WEX BANK:

107002106/PKS 89745*	WEX BANK AUG 25 PARKS DEPT FUEL 230-5200-42212 MOTOR FUELS 230-5200-42212 MOTOR FUELS	08/31/2025 pziemer	09/17/2025	2,099.19	2,099.19	Open	N 09/17/2025
				2,103.95			
				(4.76)			
Total for vendor 3199 - WEX BANK:				<u>2,099.19</u>	<u>2,099.19</u>		

Vendor 1159 - WINNERS TROPHY - KATHY BINDER:

14014 89662	WINNERS TROPHY - KATHY BINDER SOFTBALL AWARDS 2025 230-5215-42210 OPERATING SUPPLIES	08/20/2025 pziemer	09/03/2025	552.00	0.00	Paid	Y 09/03/2025
Total for vendor 1159 - WINNERS TROPHY - KATHY BINDER:				<u>552.00</u>	<u>0.00</u>		

Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:

I28461 89679	WRUCK SEWER & PORTABLE RENTAL LLC JUNE 2025 PORTABLE RENTALS 230-5215-42210 OPERATING SUPPLIES 230-5200-43410 RENTAL EXPENSE	08/01/2025 pziemer	09/03/2025	470.00	0.00	Paid	Y 09/03/2025
Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:				<u>470.00</u>	<u>0.00</u>		

Vendor 1712 - WSB & ASSOCIATES:

R-025844-000-9 89600	WSB & ASSOCIATES PARKS ARPA PROJECTS 400-9050-43300 PROFESSIONAL SERVICES	08/25/2025 pziemer	09/03/2025	140.00	0.00	Paid	Y 09/03/2025
Total for vendor 1712 - WSB & ASSOCIATES:				<u>140.00</u>	<u>0.00</u>		

PCard: 2257 U.S. BANK Card Holder: CITY HALL

Vendor 3698 - AMAZON:

8/5/25 89564	AMAZON MOVIES IN THE PARK - CARS MOVIE	08/05/2025 pziemer	09/03/2025	21.56	0.00	Paid	Y 09/03/2025
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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/19/2025 - 09/15/2025

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	Jrnalized Post Date
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
	230-5211-42210	OPERATING SUPPLIES		21.56			
8/22/25 89576	AMAZON POTATO SACKS/PARTY FAVORS - PARKS 230-5211-42210	08/22/2025 pziemer OPERATING SUPPLIES	09/03/2025	51.98	0.00	Paid	Y 09/03/2025
		Total for vendor 3698 - AMAZON:		<u>51.98</u> 73.54	<u>0.00</u> 0.00		
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				<u>73.54</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

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

Vendor 2106 - BSN SPORTS, LLC:

7/30/25							
89582	BSN SPORTS, LLC	08/01/2025	09/03/2025	50.15	0.00	Paid	Y
	KICKBALLS	ptiemer					09/03/2025
	230-5212-42210	OPERATING SUPPLIES		50.15			
	Total for vendor 2106 - BSN SPORTS, LLC:			50.15	0.00		

Vendor 3961 - CITY OF DULUTH:

8/21/25							
89578	CITY OF DULUTH	08/21/2025	09/03/2025	4.35	0.00	Paid	Y
	MPRA NORTHERN MTG- PARKING -	ptiemer					09/03/2025
	230-5200-43330	PROFESSIONAL DEVELOPMENT		4.35			
	Total for vendor 3961 - CITY OF DULUTH:			4.35	0.00		

Vendor 3879 - HARBOR FREIGHT TOOLS:

8/18/25							
89579	HARBOR FREIGHT TOOLS	08/18/2025	09/03/2025	50.28	0.00	Paid	Y
	PIPE THREAD KIT - CAMPGROUND REPAIR	ptiemer					09/03/2025
	230-5280-42220	REPAIR & MAINT		50.28			
	Total for vendor 3879 - HARBOR FREIGHT TOOLS:			50.28	0.00		

Vendor 2989 - HOME DEPOT:

8/14/25							
89583	HOME DEPOT	08/14/2025	09/03/2025	158.97	0.00	Paid	Y
	INFLATOR/DEFLATOR & BATTERY	ptiemer					09/03/2025
	230-5211-42210	OPERATING SUPPLIES		79.48			
	230-5212-42210	OPERATING SUPPLIES		79.49			
	Total for vendor 2989 - HOME DEPOT:			158.97	0.00		

Vendor MISC - LAKES BOUNCE HOUSE:

8/14/25							
89676	LAKES BOUNCE HOUSE	08/14/2025	09/03/2025	150.00	0.00	Paid	Y
	BOUNCE HOUSE RENTAL	ptiemer					09/03/2025
	230-5211-42210	OPERATING SUPPLIES		150.00			
	Total for vendor MISC - LAKES BOUNCE HOUSE:			150.00	0.00		

Vendor 0147 - MINNESOTA SOFTBALL:

8/12/25							
89581	MINNESOTA SOFTBALL	08/12/2025	09/03/2025	108.96	0.00	Paid	Y
	SOFTBALL SCOREBOOKS X18	ptiemer					09/03/2025

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

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

230-5215-42210	OPERATING SUPPLIES			108.96			
Total for vendor 0147 - MINNESOTA SOFTBALL:				108.96	0.00		

Vendor MISC - THE SOCIAL HOUSE DULUTH:

8/21/25							
89577	THE SOCIAL HOUSE DULUTH	08/21/2025	09/03/2025	27.25	0.00	Paid	Y
	MEAL EXPENSE - REIMBURSED TO CITY	pziemer					09/03/2025
	230-5200-43330	PROFESSIONAL DEVELOPMENT		27.25			
Total for vendor MISC - THE SOCIAL HOUSE DULUTH:				27.25	0.00		

Vendor 3856 - WALGREEN CO:

8/12/25							
89584	WALGREEN CO	08/12/2025	09/03/2025	0.78	0.00	Paid	Y
	SOFTBALL PHOTO	pziemer					09/03/2025
	230-5215-42210	OPERATING SUPPLIES		0.78			
8/19/25							
89585	WALGREEN CO	08/19/2025	09/03/2025	2.34	0.00	Paid	Y
	SOFTBALL PHOTO	pziemer					09/03/2025
	230-5215-42210	OPERATING SUPPLIES		2.34			
8/20/25							
89586	WALGREEN CO	08/20/2025	09/03/2025	0.78	0.00	Paid	Y
	SOFTBALL PHOTO	pziemer					09/03/2025
	230-5215-42210	OPERATING SUPPLIES		0.78			
Total for vendor 3856 - WALGREEN CO:				3.90	0.00		

Total PCard: 2257 U.S. BANK Card Holder: PARKS				553.86	0.00		
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
# of Invoices:	53	# Due:	19	Totals:	47,912.92		12,236.61
# of Credit Memos:	0	# Due:	0	Totals:	0.00		0.00
Net of Invoices and Credit Memos:					<u>47,912.92</u>		<u>12,236.61</u>

* 1 Net Invoices have Credits Totalling: (4.76)

--- TOTALS BY GL DISTRIBUTION ---

225-2120-43300	PROFESSIONAL SERVICES	71.40	
230-5200-42210	OPERATING SUPPLIES	340.00	
230-5200-42212	MOTOR FUELS	2,099.19	
230-5200-42220	REPAIR & MAINT	2,520.60	
230-5200-42221	R&M- MILLS FIELD	218.40	
230-5200-43300	PROFESSIONAL SERVICES	125.00	
230-5200-43321	TELEPHONE	126.39	
230-5200-43330	PROFESSIONAL DEVELOPMENT	31.60	
230-5200-43331	LEASE PAYMENTS	6,606.99	
230-5200-43380	UTILITIES	987.62	
230-5200-43381	BPU UTILITIES	15,431.61	
230-5200-43410	RENTAL EXPENSE	335.00	
230-5204-42210	OPERATING SUPPLIES	399.69	
230-5211-42210	OPERATING SUPPLIES	813.02	
230-5212-42210	OPERATING SUPPLIES	129.64	
230-5215-42210	OPERATING SUPPLIES	799.86	
230-5280-42220	REPAIR & MAINT	104.58	
230-5280-43380	UTILITIES	1,390.04	
400-5200-45500	PARKS CAPITAL OUTLAY	15,200.81	
400-9050-43300	PROFESSIONAL SERVICES	140.00	
401-1003-43430	MISCELLANEOUS	41.48	

--- TOTALS BY FUND ---

225 - PUBLIC SAFETY FUND	71.40	0.00
230 - PARK & RECREATION FUND	32,459.23	12,195.13
400 - CAPITAL PROJECTS FUND	15,340.81	0.00
401 - CONSTRUCTION FUND	41.48	41.48

--- TOTALS BY DEPT/ACTIVITY ---

1003 - 10:03 DWNTWN MAIN CNTRACT	41.48	41.48
2120 - POLICE DEPARTMENT	71.40	0.00
5200 - PARK MAIN/ADMINISTRATION	44,023.21	11,742.52
5204 - CONCESSIONS	399.69	285.00
5211 - SPECIAL EVENTS PROGRAM	813.02	0.00
5212 - KICKBALL PROGRAM	129.64	0.00
5215 - ADULT SOFTBALL	799.86	0.00
5280 - CAMPGROUND	1,494.62	167.61
9050 - CAPITAL PROJECTS-MISC	140.00	0.00

As of August 31, 2025

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	19,939	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	34,728	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	12,250	12,559	2,000	200	-	-	30,000	21,304	2,500	1,837	3,000	1,500
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	8,600	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	1,166	-	-	-	-	-	-	-	-	-	-
Total Other Revenue	2,000	9,766	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	49,250	76,992	2,000	200	-	-	30,000	21,304	2,500	1,837	3,000	1,500
Total Personal Services	913,297	587,935	444	97	11,637	11,644	20,684	6,683	-	4,022	-	261
Supplies												
Office and Operating Supplies	8,350	11,169	725	248	400	-	27,500	13,586	2,500	-	3,000	2,442
Motor Fuels	22,000	10,391	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	33,306	-	73	-	-	-	-	-	-	-	-
Repairs & Maintenance - Mills Field	10,000	4,270	-	-	-	-	-	-	-	-	-	-
Small Tools	2,000	1,282	-	-	-	-	-	-	-	-	-	-
Total Supplies	122,350	60,418	725	321	400	-	27,500	13,586	2,500	-	3,000	2,442
Services												
Professional Services	41,375	9,412	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,825	3,027	-	-	-	-	-	-	-	-	-	-
Telephone	3,804	3,390	-	-	-	-	-	-	-	-	-	-
Postage	50	54	-	-	-	-	-	-	-	-	-	-
Professional Development	3,000	5,300	-	-	-	-	-	-	-	-	-	-
Lease Payments	80,186	51,311	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	123	-	-	-	-	-	-	-	-	-	-
Insurance	27,726	25,502	-	-	-	-	-	-	-	-	-	-
Utilities	117,900	59,282	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,785	775	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	737	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,389	1,871	-	-	-	-	-	-	-	-	-	-
Total Services	287,040	160,783	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,322,687	809,136	1,169	419	12,037	11,644	48,184	20,269	2,500	4,022	3,000	2,703
Other Revenue (Expenses)												
Sale of Assets	9,000	48,068	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	9,000	48,068	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(1,264,437)	(684,076)	831	(218)	(12,037)	(11,644)	(18,184)	1,036	-	(2,185)	-	(1,203)

As of August 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	2,271	50,000	37,396	2,000	1,359	75,000	48,479	179,750	126,906
<i>Other Revenue</i>										
Interest Income	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	8,600
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	560	1,000	1,726
<i>Total Other Revenue</i>	-	-	-	-	-	-	-	560	2,000	10,326
TOTAL REVENUES	3,000	2,271	50,000	37,396	2,000	1,359	75,000	49,039	216,750	191,899
<i>Total Personal Services</i>	2,975	-	28,493	17,131	-	-	-	-	977,529	627,773
<i>Supplies</i>										
Office and Operating Supplies	575	150	15,400	10,439	1,050	283	500	2,106	60,000	40,422
Motor Fuels	-	-	-	-	-	-	-	-	22,000	10,391
Repairs & Maintenance	-	-	5,000	6,485	-	-	1,500	1,569	86,500	41,433
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	10,000	4,270
Small Tools	-	-	-	-	-	-	-	-	2,000	1,282
<i>Total Supplies</i>	575	150	20,400	16,924	1,050	283	2,000	3,675	180,500	97,798
<i>Services</i>										
Professional Services	-	-	-	-	-	-	-	-	41,375	9,412
Computer Technical Support	-	-	-	-	-	-	-	-	6,825	3,027
Telephone	-	-	-	-	-	-	1,200	751	5,004	4,142
Postage	-	-	-	-	-	-	-	-	50	54
Professional Development	-	-	-	-	-	-	-	-	3,000	5,300
Lease Payments	-	-	-	-	-	-	-	-	80,186	51,311
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,000	123
Insurance	-	-	-	-	-	-	-	-	27,726	25,502
Utilities	-	-	-	-	-	-	7,000	2,102	124,900	61,383
Rent Expense	-	-	-	-	-	-	-	-	1,785	775
Miscellaneous	-	-	-	-	-	-	-	-	2,000	737
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,389	1,871
<i>Total Services</i>	-	-	-	-	-	-	8,200	2,853	295,240	163,636
TOTAL OPERATING EXPENSES	3,550	150	48,893	34,055	1,050	283	10,200	6,528	1,453,269	889,207
<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)	2,121	1,107	3,341	950	1,077	64,800	42,512	(1,227,519)	(649,240)



Park Board Agenda Request

MEETING DATE: September 23, 2025

TITLE OF ITEM: YMCA Annual Presentation

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY:

DEPARTMENT: Public Works

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE:

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT:



Park Board Agenda Request

MEETING DATE: September 23, 2025

TITLE OF ITEM: Community Education Annual Presentation

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY:

DEPARTMENT: Public Works

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE:

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT:

2025 Parks and Rec Sponsors

American Door Works

American Family Insurance

Baxter Lions

Brainerd Eagles #287 (FOE)

Brainerd Glass

Brainerd Kiwanis

Brainerd Public Schools Foundation

Brainerd Truck and Trailer (P Nelson)

CTC

Ecowater

Essentia Health

Greenheck Auto Glass, Inc

Gull Lake Glass

Highway 18 Collision Center

Hy-Tec Construction

Lakes Dental Care

Mattson Lumber

McDermott Orthodontics

McDonalds

Mickey's Pizza & Subs

Mike's Tree Company

North Star Family Medicine

Paul Bunyanland

Positive Realty

Upland Advertising

VFW Auxiliary

Vision Electrical

Waste Partners

Widseth

WW Thompson

Parks and Rec Breakdown by City/Sport - 2025 (as of 9/5/25)								
Summer sport	Baxter	Brainerd	Other	Total Participants	Baxter %	Brainerd %	Other %	Fee
Minor League (6-7)	15	25	10	50	30%	50%	20%	64/54
Major League (7-8)	15	42	22	79	19%	53%	28%	64/54
Mustang Baseball (9-10)	23	60	18	101	23%	59%	18%	84/74
Bronco Baseball (11-12)	16	25	17	58	28%	43%	29%	84/74
Pony Baseball (13-15)	-	-	-	-	-%	-%	-%	84/74
Fastpitch 8U (6-8)	18	29	5	52	34%	56%	10%	74/64
Fastpitch 10U (8-10)	7	28	11	46	15%	61%	24%	74/64
Fastpitch 12U (11-12)	6	16	1	23	26%	69%	70%	74/64
Slowpitch Petite (8-10) didn't offer	-	-	-	-	-	-	-	74/64
Slowpitch Junior (11-13)	-	-	-	-	-%	-%	-%	74/64
Slowpitch Senior (14-17)	7	43	3	53	13%	81%	6%	74/64
T-Ball (4-6)	38	72	20	130	29%	55%	16%	64/54
Miracle League	15	16	28	59	25%	27%	48%	\$32
TOTALS	160	356	135	651	24%	55%	21%	
Fall Sport	Baxter	Brainerd	Other	Total Participants	Baxter %	Brainerd %	Other %	Fee
Soccer - Fall 4/5 M/Sat	12	26	16	54	22%	48%	30%	\$64
Soccer - Fall 4/5 Th/Sat	17	33	13	63	27%	52%	21%	\$64
Soccer - Fall 6/7 M/Sat	8	18	7	33	24%	55%	21%	\$64
Soccer - Fall 6/7 Th/Sat	14	31	19	64	22%	48%	30%	\$64
Soccer - Fall 8-10	25	32	27	84	30%	38%	32%	\$64
Flag Football Gr 2-3	14	23	16	53	26%	44%	30%	\$36
Fall Soccer Gr 5-6	18	22	18	58	31%	38%	31%	100/110
TOTALS	108	185	116	409	26%	46%	28%	
Spring Sport	Baxter	Brainerd	Other	Total Participants	Baxter %	Brainerd %	Other %	Fee
Soccer - Spring 4/5 M/Sat	18	27	20	65	28%	42%	30%	\$64
Soccer - Spring 4/5 Th/Sat	23	47	22	92	25%	51%	24%	\$64
Soccer - Spring 6/7 M/Sat	10	17	13	40	25%	42%	33%	\$64
Soccer - Spring 6/7 Th/Sat	22	37	10	69	32%	54%	14%	\$64
Soccer - Spring 8-10	33	66	28	127	26%	52%	22%	\$64
Spring Tennis Gr 3-4	2	13	5	18	11%	72%	27%	\$45
TOTALS	108	207	98	411	24%	52%	24%	
					Baxter	Brainerd	Other	
OVERALL Grand Totals	376	748	349	1471	25%	51%	24%	

Parks & Rec by Program - fall 2025

	Revenue from Fees**	Expenses*		Notes
Flag Football	\$2,160	\$1,110	\$1,050	
Fall Soccer	\$17,235	\$6,175	\$11,060	
Baseball	\$19,008	\$20,808	-\$1,800	Some baseball, softball, and tball payroll expenses not separated
TBall	\$7,216	\$3,825	\$3,391	
Miracle League	\$1,888	\$2,863	-\$975	\$300 in designated sponsorships
Softball	\$11,479	\$16,510	-\$5,031	
Spring Soccer	\$21,770	\$6,711	\$15,059	
Tennis	\$810	\$379	\$431	
<p>*Expenses totaled here include direct program expenses for equipment and supplies, staff and officials, etc. It does not include any administrative percentages that are calculated into our total P&R budget.</p>				
<p>**Additional revenue sources are sponsorships and contributions from the cities of Brainerd and Baxter.</p>				
<p>Indicate parks & rec programs offered through a Joint Powers Agreement with the City of Baxter</p>				

Parks & Rec Participation (Calendar years)													
Sport	Age	25	24	23	22	21	20	19	18	17	16	15	14
Fall Soccer	4 & 5	117	109	94	91	99	41	65	64	50	57	71	57
Fall Soccer	6 & 7	97	117	110	100	109	52	76	46	71	53	67	56
Fall Soccer	8 to 10	84	80	85	72	75	24	46	34	39	41	32	29
Fall Soccer	Grades 5-6	58	62	44	64	47	42						
Flag Football	Grades 2-3	53	95	79	70	54	28	47	26	35	38	35	38
FALL TOTAL		409	463	412	397	384	187	234	170	195	189	205	180
Spring Soccer	4 & 5	157	137	110	132	144	COVID	97	70	98	106	74	78
Spring Soccer	6 & 7	109	122	132	149	120	COVID	65	81	87	95	66	40
Spring Soccer	8 to 10	127	108	102	104	81	COVID	57	76	57	45	42	24
Spring Tennis	Grades 3-4	18	22	23	24	courts gone from OK Park	COVID	9	23	12	16	21	16
SPRING TOTAL		411	389	367	409	345	0	228	250	254	262	203	158
Fastpitch Softball	12U Girls	23	0	13	13	12	COVID	8	25	13	14	13	0
Softball	10U Girls	46	49	43	37	22	COVID	36	46	42	24	35	28
Softball	8U Girls	52	45	50	30	12	COVID	13	25	24	31	25	27
Slowpitch Senior	14-16	53	43	35	31	35	COVID	0	0	0	0	0	0
Slowpitch Junior	11-13	0	52	48	59	46	COVID	0	0	0	0	0	0
Bronco Baseball	11 & 12	58	55	74	60	87	COVID	90	83	81	84	72	84
Major League Baseball	7 & 8	79	91	83	72	68	COVID	62	50	67	83	68	62
Minor League Baseball	6 & 7	50	55	72	51	48	COVID	57	61	21	25	27	41
Miracle League	Youth/Adult	59	50	35	33	26	COVID	-	-	-	-	-	-
Mustang Baseball	9 & 10	101	126	109	125	111	COVID	109	110	100	92	104	94
Pony Baseball	13 to 15	0	25	32	42	59	COVID	40	41	45	38	48	53
Tee-Ball	4 to 6	130	126	144	143	142	COVID	113	87	108	90	106	99
SUMMER TOTAL		651	717	738	696	668	0	528	528	488	467	485	488
CALENDAR YEAR TOTAL		1471	1569	1517	1502	1397	187	990	948	937	918	893	826

Park and Rec Financial Summary

	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-25 Revised Budget	2025-26 Preliminary Budget
Fees	47,239.05	50,539.00	51,065.00	52,342.50	48,822.00	18,811.00	48,721.26	72,886.36	76,475.57	79,381.44	70,000	70,000
Donations	7,175.00	7,600.12	6,948.66	7,875.00	7,218.00	6,450.00	3,650.00	0.00	0.00	0.00	0	0
Contribution (City of Baxter)	31,000.00	31,000.00	32,000.00	34,000.00	35,000.00	35,000.00	32,700.00	20,000.00	20,000.00	*	23,000	23,000
Contribution (City of Brainerd)	0.00	0.00	0.00	0.00	0.00	0.00	1,875.00	9,125.00	13,000.00	13,000.00	15,000	15,000
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,838.00	11,575.00	16,200.00	10,000	10,000
Total Revenues	\$85,414.05	\$89,139.12	\$90,013.66	\$94,217.50	\$91,040.00	\$60,261.00	\$86,946.26	\$121,849.36	\$121,050.57	\$108,581.44	\$118,000	\$118,000
Program Salaries and Benefits	44,076.48	44,379.95	51,966.31	36,584.41	39,002.97	21,158.35	26,827.34	62,924.91	46,628.58	50,409.50	43,168	55,000
Non-program Salary and Benefits	18,415.33	18,409.13	18,855.41	19,034.48	20,589.59	21,046.62	22,207.02	29,301.02	31,809.77	33,476.72	30,000	35,000
Purchased Services	2,623.68	2,850.53	7,266.15	5,384.77	5,493.96	5,220.74	6,901.74	11,934.37	10,984.64	5,293.91	6,600	6,600
Supplies and Materials	20,122.62	28,404.18	19,416.00	26,205.25	18,341.91	5,348.04	13,790.18	32,079.21	39,516.13	24,670.72	26,000	26,000
Due, Membership and License Fees	0.00	0.00	0.00	0.00	335.00	410.00	520.00	640.00	700.00	0.00	0	0
Total Expenses	\$85,238.11	\$94,043.79	\$97,503.87	\$87,208.91	\$83,763.43	\$53,183.75	\$70,246.28	\$136,879.51	\$129,639.12	\$113,850.85	\$105,768	\$122,600
Excess (Deficit)	\$175.94	-\$4,904.67	-\$7,490.21	\$7,008.59	\$7,276.57	\$7,077.25	\$16,699.98	-\$15,030.15	-\$8,589	-\$5,269	\$12,232	-\$4,600
*City of Baxter contribution (\$20,000) received in August 2024												



Parks & Rec

A Cities & School Partnership



THANK YOU

to these area businesses for helping support our Parks & Rec programs!



WIDSETH



Thank you to our parks and rec volunteer parent coaches!!!

WE COULDN'T DO IT WITHOUT YOU!!!



FALL Parks & Rec

Still time to register!

Activities start
September 4th & 8th

Soccer
Ages 4-10
Flag Football
Grades 5/6
Grades 2/3

Details and
registration at
isd181.ce.eleyo.com





Park Board Agenda Request

MEETING DATE: September 23, 2025

TITLE OF ITEM: Discussion of the Revised Agreement with Brainerd YMCA and Independent School District No. 181 for Youth Recreation Programs

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 City of Brainerd has historically operated several youth recreation programs. The Park Board entered into agreements with the YMCA and Independent School District No. 181's Community Education Department to oversee program operations.

The attached revised agreement updates the responsibilities of both the City and 3rd Party agencies (YMCA and Comm. Ed.) and clarifies compensation terms, and strengthens oversight, insurance, and indemnification provisions. Key revisions include:

Key Revisions:

- **Compensation Section:** Clarified language to eliminate duplication. Defines \$15,000 annual fee (paid in two installments) and adds clear provisions for per-program compensation and handling of canceled/incomplete programs.
- **Indemnification Clause:** Revised for legal clarity and completeness.
- **Formatting/Consistency:** Document reorganized and standardized for readability, without changing the substance of most duties.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

Staff is seeking direction to revise agreements as outlined above for youth recreation programs and to present final documents at next Park Board.

FINANCIAL IMPACT: N/A

Summary of Changes

1. Term

- **Old:** Termination December 31, 2025.
- **New:** Termination December 31, 2026.

2. Compensation

- **Old:** Conflicting language (flat \$15,000 fee)
- **New:** Consolidated language:
 - Compensation for completed programs
 - YMCA - \$15,000
 - Lacrosse: \$3,000
 - Soccer: \$3,000
 - Flag Football: \$3,000
 - Basketball: \$3,000
 - T-Ball: \$3,000
 - Community Education
 - Miracle: \$3,000
 - T-Ball: \$3,000
 - Baseball: \$3,000
 - Mustang
 - Bronco
 - Pony – cancelled
 - Softball: \$3,000
 - Jr. – cancelled
 - Senior
 - Tennis: \$3,000
 - **New clause:** No payment for canceled, incomplete, or failed programs.
 - Invoices due by the 10th of the month; City payment due within 30 days.

3. Indemnification

- **Old:** Incomplete language: “defend and indemnify the City against all Agreement...”
- **New:** Clearer: District shall defend and indemnify the City against all claims, losses, or damages, except those caused by the City’s own negligence or intentional acts.

4. Responsibilities

- **Old:** City would:
 1. Pay for equipment
 2. Line/Prep Fields (diamonds and rectangles)
 3. Not charge for field usage
 4. Provide payment of agency to provide activities.
- **New:** City would:
 1. Line/Prep Fields (diamonds only)
 2. Not charge for field usage
 3. Provide payment of agency to provide activities.

5. Formatting & Language

- Standardized grammar, capitalization, and numbering.
- Oversight duties list restructured for clarity.
- Waiver retention period clarified (six years).

No changes made to: program list, park maintenance responsibilities, field access, scoreboard control, or banner rights.



Park Board Agenda Request

MEETING DATE: September 23, 2025

TITLE OF ITEM: Approval of Concrete Path from parking lot to restroom at Lions Park at Buffalo Hills

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: To complete ADA accessibility to the restrooms, staff received a bid for 5' wide concrete path from the parking lot to the restrooms and additional concrete on each side of the restroom facility to the front covered section.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Lions Club would like an 8' wide path and the additional cost would be approximately \$3,000. The Lions Club wrote and brought a check for \$3,000 for the difference.

RECOMMENDED ACTION/MOTION: Options:

- 1) Approve a 5' wide path to complete the ADA accessibility
- 2) Approve an 8' wide path to complete the ADA accessibility. The Lions Club paid the \$3,000 difference in cost.

FINANCIAL IMPACT: N/A



Park Board Agenda Request

MEETING DATE: September 23, 2025

TITLE OF ITEM: Approval of 2026 Campground Host Agreement

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: Each year, the City enters into an agreement with a campground host(s) to assist with the operation of the campground. The host provides general support, including guest assistance, site monitoring, and light maintenance duties, in exchange for a campsite during the season.

The current agreement is set to expire at the end of the 2025 camping season. Staff have reviewed the existing agreement and recommends approval of the 2026 Campground Host Agreement to ensure continuity of service for the upcoming season.

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

RECOMMENDED ACTION/MOTION: Motion to approve the 2026 Campground Host Agreement as presented.

FINANCIAL IMPACT: N/A

2026 Lum Park Campground Host Agreement

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

and William and Teresa Kelm (Host).

Recitals

- A. The City owns and operates Lum Park, which includes the Lum Park Campground with 29 RV campsites.
- B. The City desires to have an on-site campground host during the summer to monitor the campground, handle site payments and perform other related duties.
- C. The Host desires to undertake the campground host duties for the 2026 season, as provided herein.

Agreement

1. Term. This Agreement covers the summer camping season, from April 26, 2026, through October 6, 2026. The City reserves the right to modify the season opening or fall closing dates due to weather conditions or other unforeseen events.
2. Host Duties. The Host shall undertake the following:
 - a. Empty payment drop box each day. Conduct rounds of the campground each morning and attempt collection of any unpaid fees. Communicate any unpaid fees to the Public Works Administrative Specialist. Check campsites after campers depart to ensure that sites are clean and ready for the next campers.
 - b. Handle firewood sales. Remit camping, sanitation station and firewood revenue to the Administrative Specialist on a weekly basis.
 - c. Tag all reserved campground sites and issue payment envelopes and shower keys. Monitor return of shower keys.
 - d. Assign sites for drive-up customers and collect fees. Advise campers to call the office during regular business hours if they request to pay with a card. Notify the Administrative Specialist as soon as possible of any sites rented or changes to existing reservations.
 - e. Report all maintenance issues to the Public Works Department in a timely manner.
 - f. Explain the campground rules as needed.

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

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

The hosts permanent phone number is: _____

The hosts permanent address is: _____

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

CITY OF BRAINERD

_____ Dated: _____, 2026
Mike Habighorst / Public Works Director

_____ Dated: _____, 2026
Park Board Chair, JD Berns

CAMPGROUND HOST

_____ Dated: _____, 2026
William Kelm

_____ Dated: _____, 2026
Teresa Kle



Park Board Agenda Request

MEETING DATE: September 23, 2025

TITLE OF ITEM: Discussion on Future Grant Proposals with Legislative Citizen Commission on MN Resources (LCCMR)

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

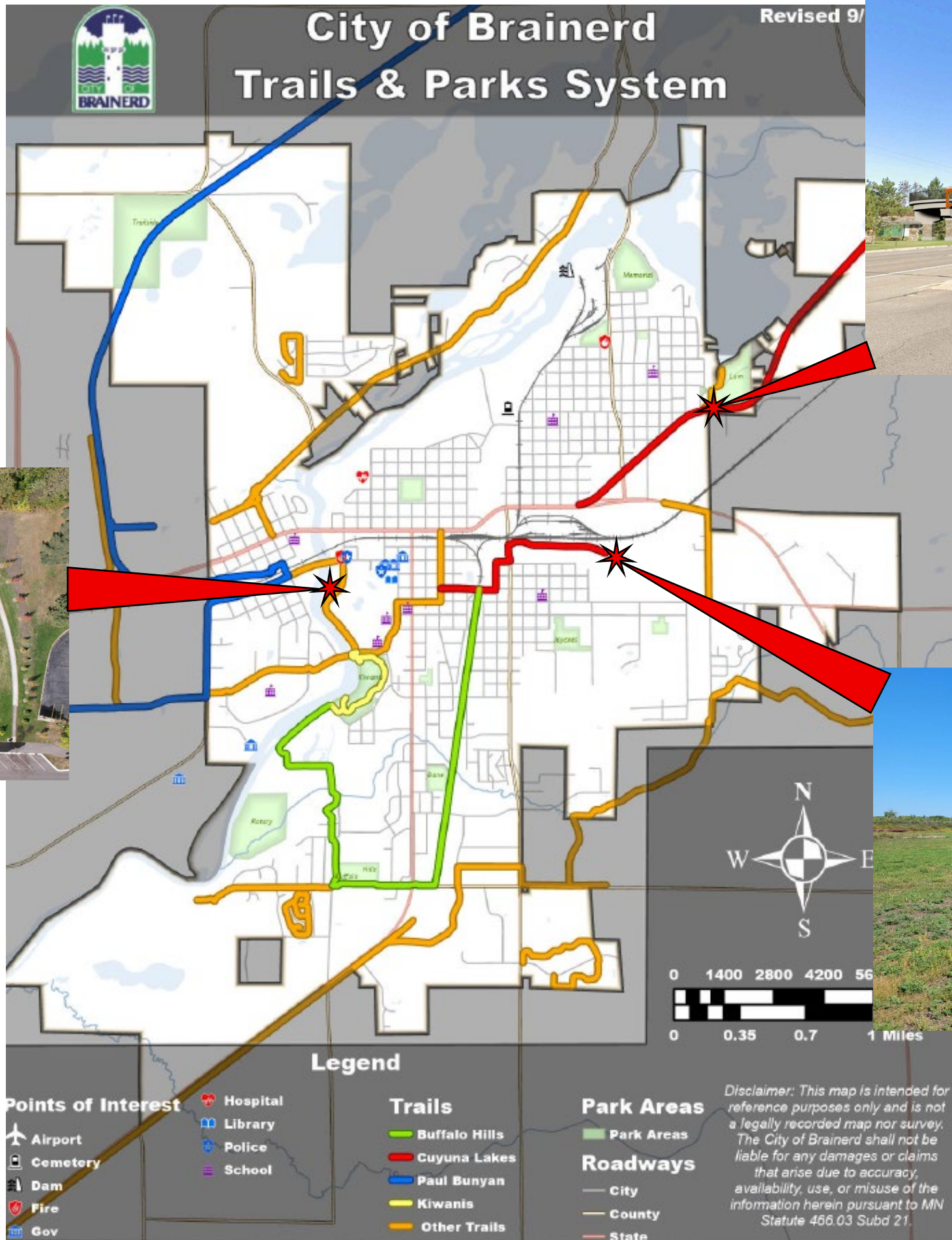
SUMMARY OF ISSUE: The City of Brainerd is looking ahead at new plans for future projects that will be beneficial and exciting to our area. Below is the list of three projects that are going to be planned in the coming year(s).

- 1) New Water Waste Treatment Plant
- 2) Bridge of HWY 210
- 3) Additional trails from Laurel Street to Lum Park and possible future connection to Cuyuna Lakes Trails

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

RECOMMENDED ACTION/MOTION: Discussion Item.

FINANCIAL IMPACT: N/A



**Mississippi Landing
Trailhead at
Lyman P. White Park**



BRAINERD
MINNESOTA
A City for all Seasons



Park Board Agenda Request

MEETING DATE: September 23, 2025

TITLE OF ITEM: Discussion and Possible Action on New Cameras

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: With concerns related to safety, vandalism, and unauthorized activity in City parks, discussions on the use of security cameras as a preventative and monitoring tool. Installing cameras could assist with deterring inappropriate behavior, reducing vandalism, and providing evidence in the event of an incident.

- 2026 Rotary Park
- 2027 Bane Park
- 2028 Lions Park at Buffalo Hills
- 2029 -
- 2030 -

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Approve moving forward with security camera installation at select high-use park locations.

FINANCIAL IMPACT:



BRAINERD PARKS AND RECREATION

GREAT

2025

PUMPKIN FESTIVAL

OCTOBER 4TH 1-4 PM

- Bounce House
- Face Painting
- Costume Contest
- Arts & Crafts
- Games & Races
- Concessions
- Contests
- + more!

MEMORIAL PARK
1700 MILL AVE.
BRAINERD, MN,
56401





RECREATION REPORT

Fall Leagues:

- Kickball League
- Softball leagues (MS2, Coed)
- Concessions
- Pickleball Leagues (Competitive, Recreational)
- Great Pumpkin Festival (10/4/25)
- Fee Schedule

PARKS MAINTENANCE REPORT

- Working with LoonFest, organizing concerts at Mills Field
- Started blowdown and winterizing of park systems
- Working with Hy Tec & CCCA on new batting cages
- Getting estimates on rock firepit repair at Lum Park
- Building downtown History sign
- Mulching and weeding Lyman P. White
- Prepping athletic fields
- Repairing T010 Mower
- Cutting lips and repairing Mills Field
- Bring extra garbage cans for washing and storage
- Repaired air compressor
- Edging sidewalks and blowing concrete areas
- Trimming trees and shrubs
- Watering downtown
- Mowing all park and miscellaneous areas
- Pricing Turf-friendly vehicles
- Weed whipping