



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, November 25, 2025 @ 4:00 PM

The public is invited to attend these meetings in person

Per MN Statutes 13D.02 Subd 1 Park Board members may participate by interactive technology.

Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV
[IGNORE_INDENT]

1. **Call To Order**

2. **Roll Call**

___J. Miller ___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**

8. **Unfinished Business**

A. **Discussion & Approval of Youth Tournament Staffing and Fee Structure**

B. **Discussion & Approval of Adult Tournament Staffing and Fee Structure**

C. **Discussion and Approval of Special Event Fees**

D. **Approval of Updated Solar Development Agreement at Rotary Park**

9. **New Business**
 - A. **Discussion and Review of 2025 Concession Report & Sales Data**
 - B. **Approve Future Installation of Security Camera Locations at City Parks**
 - C. **Discussion and Approval of Park Board Meeting Schedule 2026**
 - D. **Discussion and Approval Lum Park Arch Re-Roof Bids**
 - E. **Discussion & Approval of Jaycees Warming House & Additional Funding**
10. **Staff Reports**
(Verbal: Any Updates since Packet)
 - A. **Staff Reports**
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 Chair Berns in the City Council Chambers.

Roll Call

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

Also noted as present Public Works Director Habighorst.

Chair Berns opened the meeting with the Pledge of Allegiance to the flag.

Approval of Agenda

MOVED AND SECONDED BY MEMBER MILLER AND SHIPE, DULLY CARRIED TO APPROVE THE AGENDA.

Upon roll call, Members Schaefer, Shipe, Miller, and Berns 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. Approved of Rosallini's Trunk-or-Treat Event at Memorial Park**

MOVED AND SECONDED BY MEMBER SHIPE AND MILLER TO APPROVE THE CONSENT CALENDAR.

Upon roll call, the following board members were notes as present: Schaefer, Shipe, Berns, and Miller.

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

Public Forum

Chair Berns opened public forum at 4:01 p.m.

Chair Berns closed public forum at 4:01 p.m.

Unfinished Business

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

Public Works Director Habighorst discussed the agreements for the YMCA and Community Education and the modification that has been made for approval.

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Member Miller asked for clarification on payments and how it works and when it is completed. Informed staff to reach out and clarify any changes and make sure the YMCA and Community Education agree with these changes, stated that if they need help with marketing costs then they can bill the city for that. Stated that the Park Board should be getting the cost break down from these organizations and programs to begin with.

Chair Berns asked if the YMCA and Community Education are okay to being paid after the program is completed.

MOVED AND SECONDED BY SHIPE AND MILLER, DULY CARRIED TO TABLE THE AGREEMENTS TILL NEXT MONTH PENDING CONVERSATIONS WITH THE PAYMENT SCHEDULE AND ATTORNEY REVIEW.

Mayor Badeaux was noted to arrive at the Park Board meeting at 5:18 p.m.

Discussion and Approval of ADA Budget for 2025

Public Works Director Habighorst informed the board of the completed ADA improvements at Lions Park at Buffalo Hills and asked the board for additional ADA improvements. Asked Park Board to review the options or if they would like to roll the money over to complete in 2026.

MOVED AND SECONDED BY MEMBER MILLER AND SCHAEFER, DULY CARRIED TO GET A QUOTE FOR THE ADA SHOWER IMPROVEMENTS AT LUM PARK.

Discussion continued about what all ADA improvements are needed at Lum Park.

MEMBER MILLER MOVED TO AMEND THE MOTION TO INCLUDE ANYTHING THAT NEEDS REPLACING FOR ADA AT LUM PARK TO COMPLETE AND GET QUOTES. MEMBER MILLER AND SHIPE AGREED TO THE AMENDMENT, DULY CARRIED.

New Business

Discussion and Approval of the Ski Loons Rebuilding Lum Park Pavilion and Agreement Changes

Public Works Director Habighorst introduced the Ski Loons for presentation and informed Park Board on a couple of items that need to be reviewed, one is the pavilion at Lum Park which is up for demolish and their agreement for 2026.

Ski Loons brought forth the request to rebuild the pavilion at Lum Park and discussed the shed that they need to store equipment for the performances they do. Ski Loons would be providing the service and the funds to rebuild the pavilion with two thirds of that going to build the shed. The shed would allow Ski Loons to store equipment onsite. Discussed driving in the park and how the shed would eliminate the number of trips they would need to take to bring down the equipment. Discussed in more detail of the plans and changes that they are proposing. Discussions continued.

Member Shipe asked to have the pavilion and the storage shed added to the contract or a separate MOU.

MOVED AND SECONDED BY MEMBERS MILLER AND SCHAEFER, DULY CARRIED TO APPROVE THE SKI LOONS ANNUAL CONTRACT.

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MOVED AND SECONDED BY MEMBERS MILLER AND SCHAEFER, DULY CARRIED APPROVAL OF THE CONTRUCTION OF THE NEW PAVILION AT LUM PARK AND SHED, APPROVE OF AGREEMENT OF USAGE AFTER CONSTRUCTION.

Lakes Area Youth Soccer Association

Public Works Director Habighorst introduced the Lakes Area Youth Soccer Association and their proposal to utilize the soccer fields in Brainerd.

Zac Swarthout president of the Lakes Area Youth Soccer Association discussed the growth of the program and would like to start utilizing the fields within Brainerd. Discussed the potential to have a soccer tournament in the future and would be buying all the equipment, field goals, and completing the lining on the fields.

MOVED AND SECONDED BY MEMBER SHIPE AND MILLER, DULY CARRIED TO DIRECT STAFF TO WORK WITH LAKES AREA YOUTH SOCCER ASSOCIATION TO DEVELOP A PARTNERSHIP AGREEMENT FOR 2026.

Discussion and Approval of Memorial Park and Lum Park Pavilion Demolish

Public Works Director Habighorst looking for approval for the demolition of the pavilions at Memorial Park and Lum Park.

Mayor Badeaux wanted to confirm that we will be working with the Eagles Club about the Memorial Park pavilion as Eagles Club approached the city to rebuild the pavilion.

MOVED AND SECONDED BY MEMBER MILLER AND SCHAEFER, DULY CARRIED TO DEMOLISH THE PAVILIONS AT MEMORIAL PARK AND LUM PARK.

Discussion of Fire Pit at Lum Park

Public Works Director Habighorst brought forth a request from the Brainerd History Group to the historical fire pit at Lum Park and offering to donate 1,000 dollars.

Mayor Badeaux stated that the Historical Group does also have some funding.

MOVED AND SECONDED BY MEMBER MILLER AND SCHAEFER, DULY CARRIED TO DIRECT STAFF TO OBTAIN BIDS.

Approval Capital Equipment 2026

Public Works Director Habighorst discussed the previous request for 2026 for a lift, plow, and aerator, and would like to request changes to new priorities and asked for a gator and snow equipment.

Member Miller stated that he agrees with the purchase of the gator to prevent trucks driving in the parks and asked to clarify where the snow equipment will be utilized.

Chair Berns stated that he would not be in favor with the purchase of snow equipment as the Park Board was not in favor of parks completing the downtown snow removal. He would not be in favor of the Park Board paying for the snow equipment with the Park Board Capital budget.

Mayor Badeaux stated that the Park Board has already submitted their budget to City Council and stated that Park Board can make tweaks to what the funds are being spent on. He

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stated the Park Board puts in their request for their budget and that City Council can always give Park Board less money if they are not in favor of the decision. He warned the Board to be leery of changing things midstream as they may not be looked upon favorably. He also indicated that the City Council already approved that the Parks Department will be completing downtown snow removal this winter.

Public Works Director Habighorst stated that this piece of equipment would be universal and not just used for downtown snow removal.

Member Miller said he cannot justify the turf vehicle that was discussed in the past and parks confirmed they do not need a turf vehicle. Since downtown snow removal is a task assigned to the parks department to complete, the Park Board should agree that snow removal equipment is needed.

Public Works Director Habighorst stated rethinking the original request now with the newly assigned task of downtown snow removal, he does not want to lock in on something specific, rather give staff a chance to experience a season to determine what equipment would be most beneficial and efficient.

Member Schaefer stated staff know what equipment would work best with the tasks that are now assigned to them. Since downtown snow removal is now the responsibility of the parks department, the change of equipment would be a warranted request since it was not known at budget time. Member Miller agreed.

Member Shipe asked if the gator would assist in the snow removal. Public Works Director Habighorst stated it may, but it is unknown until staff experience it. But it would assist in multiple parks' maintenance jobs, trash removal etc.

MOVED AND SECONDED BY MEMBER MILLER AND SCHAEFER TO RECOMMEND THE PURCHASE OF THE GATOR/TURF VEHICLE AND SNOW REMOVAL EQUIPMENT BUT TO NOT EXCEED THE ORIGINAL \$34,000 APPROVED OR PLANNED BUDGET FOR 2026.

Members Schaefer, Shipe, and Miller voted "aye". Member Berns voted "nay". The Chair declared the motion carried.

Discussion of Field Maintenance Cost and Time

Public Works Director Habighorst discussed the field maintenance cost and time spreadsheet which shows the breakdown of the cost of the softball and baseball fields. This shows the board the breakdown of what the cost to complete the fields maintenance time, paint, and chalk time.

Member Miller would like to see administrative time as well, also would like to see this factored into individual programs throughout the season.

Member Schaefer was noted leaving the meeting at 5:23 p.m.

Lum Park Campground Rate Review and Fee Schedule Update

Public Works Director Habighorst discussed the campground fees and requested to increase the pricing of five dollars and to add weekly rates to be in line with local campground rates.

MOVED AND SECONDED BY MEMBER MILLER AND SHIPE, DULY CARRIED TO APPROVE THE CAMPGROUND FEE CHANGES.

Discussion of additional fees with tournaments in the parks. Discussed that we already charge for chalk and maintaining ball fields currently. Staff reviewed other cities and how they are charging for tournaments and pricing and suggested approving the new tournament cost at the ball fields.

MOVED AND SECONDED BY MEMBER MILLER AND SHIPE, TO APPROVE THE TOURNAMENTS AT 150 DOLLARS, PER TOURNAMENT, PER PARK, WITH NO ADDITIONAL FEES, FIELD STAFF, AND SHOCK.

Members Shipe and Miller voted "aye". Member Berns voted "nay". The Chair declared the motion carried.

Discussion continued with the daily fee schedule for ice skating rinks and courts of daily rates and requested to lower the cost to be more affordable.

MOVED AND SECONDED BY MEMBER MILLER AND SHIPE, DULY CARRIED TO APPROVE THE DAILY RATE OF THE ICE RINK, TENNIS COURTS, PICKLEBALL COURTS, BASKETBALL COURTS, AND OPEN FIELDS DAILY RATE.

Discussion continues with the daily fee for miscellaneous fees and the cost behind the changes.

MOVED AND SECONDED BY MEMBER MILLER AND SHIPE, DULY CARRIED TO APPROVE THE MISCELLANEOUS FEES.

Discussion continues with the special event fees and the changes that have been made for Park Board approval. Discussing the options to move forward and the suggestion that anyone having a special event should be bringing their own picnic benches or renting them on their own, discussed that staff shouldn't be completing this task unless they pay a fee for them.

Mayor Badeaux stepped down from his position as the Park Board Liaison and stepped up to the podium as the Community Action representative to discuss the special event fee structure. Discussed that Community Action hosts a lot of special events in Brainerd and wanted to speak about the electrical access and trash removal and discussed why he is against it. Discussed that this should be simplistic and discussed the issues of what will be charged additionally. Discussed that this should be built into the cost of the pavilion. Agrees if you are requesting a picnic table then it should be charged.

Discussion continued about completing a cost analysis and bringing it back to the board.

Approval of Special Event Revenue and Expenditure Request

Discussion of the revenue and expenditures are adding up with the cities special events and requesting additional funds. Discussed, the number of volunteers has become fewer, and staff have had to work overtime for these events. Suggestion about reaching out to service groups and organizations to help.

Review and Approval of Concession Stand Leftover Inventory

Discussion about the leftover inventory of the concession stands and how to get rid of the extra leftovers and prevent waste. Discussed the numbers and revenue of the leftover inventory. Suggested to give leftover inventory to the Fire Department for their Halloween Event
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or Salvation Army Food Shelf. Suggested not to donate outside of the city without talking to a lawyer for legal advice before donating.

MOVED AND SECONDED BY MEMBER MILLER AND SHIPE, DULY CARRIED TO DONATE INVENTORY TO POLICE AND FIRE DEPARTMENT FOR THEIR HALLOWEEN EVENT.

Approval of Updated Solar Development Agreement at Rotary Park

Discussion on the modified Solar Development Agreement to include the full bond of 1,720 dollars where Brainerd Public Utilities will be paying the full amount which was approved at the county commission meeting. Requesting approval by Park Board.

MOVED AND SECONDED BY MEMBER MILLER AND SHIPE, DULY CARRIED TO APPROVE THE UPDATED SOLAR DEVELOPMENT AGREEMENT AT ROTARY PARK.

Discussion of Future Grant Proposals with Legislative Citizen Commission on MN Resources (LCCMR)

Discussion of potential future projects in the City of Brainerd and the benefits. The projects include new water waste treatment plant, bridge of highway 210, and trail extension from NPC to Lum Park bridge which in the future would connect to Cuyuna Lakes State Trail.

Discussion of Baseball Group Ageless Wonders

Discussion of the group of individuals who play baseball at Memorial Park in the summer weekly, wanted to discuss the recording and numbers of people coming in and out of the parks who are utilizing the amenities at the City of Brainerd.

Staff Reports Recreational Events

No updates.

Board Reports

Member Miller discussed the graffiti from underneath the bridge to Rotary Park, wants to know what the procedures are for covering the graffiti and when staff can complete this. Brought up that the graffiti has been there for the last six months and hoping to resolve that issue.

Chari Berns wants to thank the police department for their proactiveness they are showing in the parks.

Member Shipe discussed the graffiti at Gregory Park and asked when this would be taken care of.

Adjourn

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

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

Chair Berns adjourned the meeting at 6:26 p.m.

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 10/23/2025 - 11/19/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor	Description GL Distribution	Inv Date	Due Date Entered By	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:								
	335826/1							
90372	ACE HARDWARE	GARAGE REMOTE	10/16/2025	11/05/2025 pziemer	44.99	0.00	Paid	Y 11/05/2025
	230-5200-42220	REPAIR & MAINT			44.99			
	335913/1							
90402	ACE HARDWARE	BLADES/FASTENERS	10/21/2025	11/05/2025 pziemer	29.95	0.00	Paid	Y 11/05/2025
	230-5200-42220	REPAIR & MAINT			29.95			
	335915/1							
90458	ACE HARDWARE	PAINT ROLLERS	10/21/2025	11/05/2025 pziemer	15.29	0.00	Paid	Y 11/05/2025
	230-5200-42220	REPAIR & MAINT			15.29			
	336024/1							
90460	ACE HARDWARE	DIAGONAL CUTTING PLIERS - DOWNTOWN	10/27/2025	11/05/2025 pziemer	82.26	0.00	Paid	Y 11/05/2025
	230-5200-42240	SMALL TOOLS			82.26			
	336223/1							
90661	ACE HARDWARE	GLOVES/ELECTRICAL TAPE	11/05/2025	11/19/2025 pziemer	35.95	0.00	Paid	Y 11/19/2025
	401-1003-43430	MISCELLANEOUS			17.96			
	230-5200-42209	SAFETY EQUIPMENT SUPPLIES			17.99			
	336273/1							
90665	ACE HARDWARE	DOWNTOWN KEY	11/06/2025	11/19/2025 pziemer	8.97	0.00	Paid	Y 11/19/2025
	401-1003-43430	MISCELLANEOUS			8.97			
	336288/1							
90687	ACE HARDWARE	GLASS/RIVETS - DOWNTOWN KIOSK	11/07/2025	11/19/2025 pziemer	72.57	0.00	Paid	Y 11/19/2025
	401-1003-43430	MISCELLANEOUS			72.57			
		Total for vendor 0011 - ACE HARDWARE:			289.98	0.00		
Vendor 2670 - AMERICAN STEEL SUPPLY INC:								
	127982							
90422	AMERICAN STEEL SUPPLY INC	MOUNTING EQUIPMENT	10/24/2025	11/05/2025 pziemer	7.54	0.00	Paid	Y 11/05/2025
	401-1003-43430	MISCELLANEOUS			7.54			
		Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:			7.54	0.00		
Vendor 4444 - ASBACH, LISA:								

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10/30/25 90654	ASBACH, LISA REIMB MEAL EXPENSE - CONFERENCE 230-5200-43330 PROFESSIONAL DEVELOPMENT Total for vendor 4444 - ASBACH, LISA:	11/04/2025	11/19/2025 pziemer	63.61 63.61 63.61	0.00 0.00 0.00	Paid	Y 11/19/2025
Vendor 2740 - AT&T MOBILITY:							
X10032025/PKS 90486	AT&T MOBILITY ACCT 287292136423 PARKS PHONES 230-5200-43321 TELEPHONE 230-5204-42210 OPERATING SUPPLIES Total for vendor 2740 - AT&T MOBILITY:	10/01/2025	11/05/2025 pziemer	206.52 148.29 58.23 206.52	0.00 0.00 0.00 0.00	Paid	Y 11/05/2025
Vendor 3913 - BECKER ARENA PRODUCTS:							
617698 90593	BECKER ARENA PRODUCTS MEMORIAL SKATING RINK 230-5200-42220 REPAIR & MAINT Total for vendor 3913 - BECKER ARENA PRODUCTS:	10/28/2025	11/17/2025 pziemer	862.03 862.03 862.03	0.00 0.00 0.00	Paid	Y 11/19/2025
Vendor 0074 - BRAINERD GENERAL RENTAL:							
00010492-001 90384	BRAINERD GENERAL RENTAL DOWNTOWN BANNERS 401-1003-43430 MISCELLANEOUS	10/20/2025	11/05/2025 pziemer	90.00 90.00	0.00	Paid	Y 11/05/2025
00010727-001 90594	BRAINERD GENERAL RENTAL CH TREE CHRISTMAS LIGHT 101-1940-43410 RENTAL EXPENSE	10/29/2025	11/19/2025 pziemer	582.50 582.50	0.00	Paid	Y 11/19/2025
00011087-001 90664	BRAINERD GENERAL RENTAL BOOM LEFT RENTAL X2 101-1940-43410 RENTAL EXPENSE Total for vendor 0074 - BRAINERD GENERAL RENTAL:	11/06/2025	11/19/2025 pziemer	1,371.75 1,371.75 2,044.25	0.00 0.00 0.00	Paid	Y 11/19/2025
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/OCT25/PKS 90540	CENTERPOINT ENERGY 9/17/25-10/16/25 PARKS DEPT 230-5200-43380 UTILITIES Total for vendor 0307 - CENTERPOINT ENERGY:	10/24/2025	11/07/2025 pziemer	121.77 121.77 121.77	0.00 0.00 0.00	Paid	Y 11/07/2025

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Vendor 1653 - CIVICPLUS:							
	352057						
90656	CIVICPLUS WEBSITE ANNUAL FEES 12/8/25-12/7/26	11/12/2025	11/19/2025 pziemer	3,711.47	0.00	Paid	Y 11/19/2025
	230-5200-43309		COMPUTER TECHNICAL SUPPORT	309.29			
	230-0000-15510		PREPAID OTHER	3,402.18			
	Total for vendor 1653 - CIVICPLUS:			<u>3,711.47</u>	<u>0.00</u>		
Vendor 0125 - CTC - 446126:							
	21693084						
90698	CTC - 446126 11/12/25-12/11/25 CAMPGROUND	11/12/2025	11/19/2025 pziemer	250.70	0.00	Paid	Y 11/19/2025
	230-5280-43321		TELEPHONE	250.70			
	21691572/PKS						
90701	CTC - 446126 11/12-12/11 PARKS PHONE/INTERNET	11/12/2025	11/19/2025 pziemer	320.81	0.00	Paid	Y 11/19/2025
	230-5200-43321		TELEPHONE	320.81			
	Total for vendor 0125 - CTC - 446126:			<u>571.51</u>	<u>0.00</u>		
Vendor 0135 - CWC TREASURER:							
	9068/PKS						
90380	CWC TREASURER 3RD QTR EXPENSES PARKS	10/16/2025	11/05/2025 pziemer	125.00	0.00	Paid	Y 11/05/2025
	230-5200-42220		REPAIR & MAINT	125.00			
	Total for vendor 0135 - CWC TREASURER:			<u>125.00</u>	<u>0.00</u>		
Vendor 0674 - DIXON MECHANICAL ELECTRIC:							
	10741						
90595	DIXON MECHANICAL ELECTRIC DTSR SALT SPREADER CONTROL BOX	10/29/2025	11/19/2025 pziemer	72.65	0.00	Paid	Y 11/19/2025
	235-3165-42240		SMALL TOOLS	72.65			
	Total for vendor 0674 - DIXON MECHANICAL ELECTRIC:			<u>72.65</u>	<u>0.00</u>		
Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:							
	FBN5485199/PKS						
90694	ENTERPRISE FM TRUST - ATTN: BILLING NOV 25 PARKS VEHICLE LEASES	11/05/2025	11/19/2025 pziemer	6,286.22	0.00	Paid	Y 11/19/2025
	230-5200-43331		LEASE PAYMENTS	6,286.22			
	Total for vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:			<u>6,286.22</u>	<u>0.00</u>		
Vendor 0193 - GOODIN COMPANY :							

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6692992-00 90697	GOODIN COMPANY JCP TOILET REPAIR 230-5200-42220 REPAIR & MAINT	11/06/2025	11/19/2025 pziemer	46.91 46.91	0.00	Paid	Y 11/19/2025
Total for vendor 0193 - GOODIN COMPANY :				46.91	0.00		
Vendor 4445 - HUETHER, KAYLA:							
10/30/25 90655	HUETHER, KAYLA REIMB MEAL EXPENSE - MRPA CONFERENCE 230-5200-43330 PROFESSIONAL DEVELOPMENT	11/04/2025	11/19/2025 pziemer	81.34 81.34	0.00	Paid	Y 11/19/2025
Total for vendor 4445 - HUETHER, KAYLA:				81.34	0.00		
Vendor 2396 - KNIFE RIVER:							
19024 90597	KNIFE RIVER BHP PARKING STALLS - ADA IMP. 400-5200-45500 PARKS CAPITAL OUTLAY	10/24/2025	11/19/2025 pziemer	1,500.00 1,500.00	0.00	Paid	Y 11/19/2025
Total for vendor 2396 - KNIFE RIVER:				1,500.00	0.00		
Vendor 1336 - KOERING, JOE:							
10/16/25 90406	KOERING, JOE 2025 BOOT REIMBURSEMENT 230-5200-42210 OPERATING SUPPLIES	10/16/2025	11/05/2025 pziemer	125.23 125.23	0.00	Paid	Y 11/05/2025
Total for vendor 1336 - KOERING, JOE:				125.23	0.00		
Vendor MISC - LOONFEST:							
95953999 90118	LOONFEST PARTIAL MILLS FIELD REFUND 230-0000-34718 101-0000-20810 101-0000-20811 101-0000-20812 ATHLETIC FIELD USE STATE TAX PAYABLE COUNTY SALES TAX CITY TAX PAYABLE	09/25/2025	11/05/2025 pziemer	750.01 695.25 47.80 3.48 3.48	0.00	Paid	Y 11/05/2025
Total for vendor MISC - LOONFEST:				750.01	0.00		
Vendor 0889 - MENARDS - BAXTER :							
56860 90356	MENARDS - BAXTER ICE MELT X49 BAGS 401-1003-43430 MISCELLANEOUS	10/23/2025	11/05/2025 pziemer	636.51 636.51	0.00	Paid	Y 11/05/2025

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90666	57668 MENARDS - BAXTER	TOILET - JCP WOMENS	11/03/2025	11/19/2025 pziemer	184.99	0.00	Paid	Y 11/19/2025
	230-5200-42220	REPAIR & MAINT			184.99			
	Total for vendor 0889 - MENARDS - BAXTER :				<u>821.50</u>	<u>0.00</u>		

Vendor 3394 - MIDWEST MACHINERY CO:

90385	10669388 MIDWEST MACHINERY CO	TORO 3200 TRANSMISSION	10/13/2025	11/05/2025 pziemer	385.44	0.00	Paid	Y 11/05/2025
	230-5200-42220	REPAIR & MAINT			385.44			
90386	10674753 MIDWEST MACHINERY CO	FILTERS AND OIL	10/16/2025	11/05/2025 pziemer	229.58	0.00	Paid	Y 11/05/2025
	230-5200-42220	REPAIR & MAINT			229.58			
90423	10682326 MIDWEST MACHINERY CO	750 JD BLOWER - CUTTING EDGES	10/22/2025	11/05/2025 pziemer	449.49	0.00	Paid	Y 11/05/2025
	230-5200-42220	REPAIR & MAINT			449.49			
90424	10685036 MIDWEST MACHINERY CO	SNOW BLOWER PINS	10/24/2025	11/05/2025 pziemer	20.62	0.00	Paid	Y 11/05/2025
	401-1003-43430	MISCELLANEOUS			20.62			
90596	10690179 MIDWEST MACHINERY CO	AIR FILTERS	10/28/2025	11/19/2025 pziemer	108.17	0.00	Paid	Y 11/19/2025
	230-5200-42220	REPAIR & MAINT			108.17			
90688	10696526 MIDWEST MACHINERY CO	SPARE BLOWER PARTS/AIR FILTER KROMER	10/31/2025	11/19/2025 pziemer	82.68	0.00	Paid	Y 11/19/2025
	230-5200-42220	REPAIR & MAINT			82.68			
	Total for vendor 3394 - MIDWEST MACHINERY CO:				<u>1,275.98</u>	<u>0.00</u>		

Vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:

90361	2025499 MINNESOTA/WISCONSIN PLAYGROUND	MEMORIAL PARK BENCH - H.BEMENT	10/23/2025	11/05/2025 pziemer	1,255.87	0.00	Paid	Y 11/05/2025
	230-5225-42220	REPAIR & MAINT			1,255.87			
	Total for vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:				<u>1,255.87</u>	<u>0.00</u>		

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date Entered By	Inv Amt	Amt Due	Status	Jrnlized Post Date
1647-391708 90387	O'REILLY AUTOMOTIVE STORES INC. ENGINE CLEANER, WINTERIZE GEL 230-5200-42220 REPAIR & MAINT	10/16/2025	11/05/2025 pziemer	52.96 52.96	0.00	Paid	Y 11/05/2025
1647-392826 90425	O'REILLY AUTOMOTIVE STORES INC. PUMP FOR REMOVING OIL FROM GEAR 230-5200-42220 REPAIR & MAINT	10/21/2025	11/05/2025 pziemer	18.99 18.99	0.00	Paid	Y 11/05/2025
1647-394758 90657	O'REILLY AUTOMOTIVE STORES INC. SHOP TOWELS, ANTIGEL, MOTOROIL 230-5200-42220 REPAIR & MAINT	10/30/2025	11/19/2025 pziemer	118.86 118.86	0.00	Paid	Y 11/19/2025
Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:				190.81	0.00		
Vendor 0344 - WASTE PARTNERS INC:							
59X01180 90431	WASTE PARTNERS INC LOONFEST WASTE REMOVAL 230-5200-43380 UTILITIES	10/01/2025	11/05/2025 pziemer	286.65 286.65	0.00	Paid	Y 11/05/2025
5AX01067 90633	WASTE PARTNERS INC OCT 25 PARKS DEPT WASTE REMOVAL 230-5200-43380 UTILITIES	10/31/2025	11/19/2025 pziemer	468.00 468.00	0.00	Paid	Y 11/19/2025
Total for vendor 0344 - WASTE PARTNERS INC:				754.65	0.00		
Vendor 3199 - WEX BANK:							
108351665/PKS 90621	WEX BANK OCT 2025 PARKS FUEL 230-5200-42212 MOTOR FUELS	10/31/2025	11/19/2025 pziemer	1,443.70 1,443.70	0.00	Paid	Y 11/19/2025
Total for vendor 3199 - WEX BANK:				1,443.70	0.00		
Vendor 4296 - WHITE CAP L.P.:							
50033827674 90453	WHITE CAP L.P. STRAW NET/STAPLES 230-5200-42220 REPAIR & MAINT	10/14/2025	11/05/2025 pziemer	62.08 62.08	0.00	Paid	Y 11/05/2025
50033826023 90454	WHITE CAP L.P. STAPLES - LANDSCAPE 230-5200-42220 REPAIR & MAINT	10/14/2025	11/05/2025 pziemer	15.09 15.09	0.00	Paid	Y 11/05/2025
Total for vendor 4296 - WHITE CAP L.P.:				77.17	0.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date Entered By	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 1159 - WINNERS TROPHY - KATHY BINDER:							
14121							
90388	WINNERS TROPHY - KATHY BINDER KICKBALL/SOFTBALLS AWARDS	10/16/2025	11/05/2025 pziemer	276.00	0.00	Paid	Y 11/05/2025
	230-5212-42210 OPERATING SUPPLIES			92.00			
	230-5215-42210 OPERATING SUPPLIES			184.00			
14132							
90426	WINNERS TROPHY - KATHY BINDER MEMORIAL PLAQUES X2 LAIMER/WILLIAMS	10/24/2025	11/05/2025 pziemer	130.00	0.00	Paid	Y 11/05/2025
	230-5225-42220 REPAIR & MAINT			130.00			
	Total for vendor 1159 - WINNERS TROPHY - KATHY BINDER:			<u>406.00</u>	<u>0.00</u>		
Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:							
I30848							
90634	WRUCK SEWER & PORTABLE RENTAL LLC OCT 25 PORTABLE RENTALS	11/03/2025	11/19/2025 pziemer	235.00	0.00	Paid	Y 11/19/2025
	230-5215-42210 OPERATING SUPPLIES			67.50			
	230-5200-43410 RENTAL EXPENSE			167.50			
	Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:			<u>235.00</u>	<u>0.00</u>		
PCard: 2257 U.S. BANK Card Holder: PARKS							
Vendor 3719 - FLEET FARM:							
10/14/25 - 2							
90574	FLEET FARM WINTER JACKET - JIM	10/14/2025	11/07/2025 pziemer	149.99	0.00	Paid	Y 11/07/2025
	230-5200-42209 SAFETY EQUIPMENT SUPPLIES			149.99			
9/26/258							
90575	FLEET FARM BURLAPBAG X2	10/01/2025	11/07/2025 pziemer	33.98	0.00	Paid	Y 11/07/2025
	230-5211-42210 OPERATING SUPPLIES			33.98			
10/6/25							
90584	FLEET FARM CITY HALL TREE LIGHTS	10/06/2025	11/07/2025 pziemer	679.60	0.00	Paid	Y 11/07/2025
	245-1310-43430 MISCELLANEOUS			679.60			
	Total for vendor 3719 - FLEET FARM:			<u>863.57</u>	<u>0.00</u>		
Vendor 2989 - HOME DEPOT:							
10/24/25							
90576	HOME DEPOT FLOOR SQUEEGEE PICKLEBALL	10/24/2025	11/07/2025 pziemer	29.97	0.00	Paid	Y 11/07/2025
	230-5231-42210 OPERATING SUPPLIES			29.97			

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Inv Num Inv Ref#	Vendor	Description	Inv Date	Due Date Entered By	Inv Amt	Amt Due	Status	Jrnlized Post Date
		GL Distribution						
		PCard: 2257 U.S. BANK Card Holder: PARKS						
		Total for vendor 2989 - HOME DEPOT:			29.97	0.00		
<hr/>								
Vendor 4440 - SUPER ONE FOODS - BRAINERD:								
		10/1/25						
90578	SUPER ONE FOODS - BRAINERD		10/01/2025	11/07/2025	7.78	0.00	Paid	Y
	WATER - CONCESSIONS			piemer				11/07/2025
	230-5204-42210	OPERATING SUPPLIES			7.78			
	Total for vendor 4440 - SUPER ONE FOODS - BRAINERD:				7.78	0.00		
<hr/>								
Vendor 3856 - WALGREEN CO:								
		10/13/25						
90579	WALGREEN CO		10/13/2025	11/07/2025	2.34	0.00	Paid	Y
	PHOTO - KICKBALL LEAGUE TROPHY			piemer				11/07/2025
	230-5212-42210	OPERATING SUPPLIES			2.34			
	Total for vendor 3856 - WALGREEN CO:				2.34	0.00		
<hr/>								
Vendor 0006 - WALMART COMMUNITY/GECRB:								
		9/25/25						
90580	WALMART COMMUNITY/GECRB		10/01/2025	11/07/2025	31.84	0.00	Paid	Y
	CHEESE - CONCESSIONS			piemer				11/07/2025
	230-5204-42210	OPERATING SUPPLIES			31.84			
	10/24/25 - 2							
90582	WALMART COMMUNITY/GECRB		10/24/2025	11/07/2025	23.86	0.00	Paid	Y
	TOOL SET			piemer				11/07/2025
	230-5209-42210	OPERATING SUPPLIES			5.96			
	230-5211-42210	OPERATING SUPPLIES			5.96			
	230-5212-42210	OPERATING SUPPLIES			5.97			
	230-5215-42210	OPERATING SUPPLIES			5.97			
	9/30/25 - 2							
90583	WALMART COMMUNITY/GECRB		10/01/2025	11/07/2025	23.88	0.00	Paid	Y
	CHEESE - CONCESSIONS			piemer				11/07/2025
	230-5204-42210	OPERATING SUPPLIES			23.88			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:				79.58	0.00		
	Total PCard: 2257 U.S. BANK Card Holder: PARKS				983.24	0.00		

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Inv Num	Vendor	Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#		GL Distribution		Entered By				Post Date
# of Invoices:		55	# Due:	0	Totals:	24,309.96		0.00
# of Credit Memos:		0	# Due:	0	Totals:	0.00		0.00
Net of Invoices and Credit Memos:						<u>24,309.96</u>		<u>0.00</u>

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20810	STATE TAX PAYABLE	47.80
101-0000-20811	COUNTY SALES TAX	3.48
101-0000-20812	CITY TAX PAYABLE	3.48
101-1940-43410	RENTAL EXPENSE	1,954.25
230-0000-15510	PREPAID OTHER	3,402.18
230-0000-34718	ATHLETIC FIELD USE	695.25
230-5200-42209	SAFETY EQUIPMENT SUPPLIES	167.98
230-5200-42210	OPERATING SUPPLIES	125.23
230-5200-42212	MOTOR FUELS	1,443.70
230-5200-42220	REPAIR & MAINT	2,832.50
230-5200-42240	SMALL TOOLS	82.26
230-5200-43309	COMPUTER TECHNICAL SUPPORT	309.29
230-5200-43321	TELEPHONE	469.10
230-5200-43330	PROFESSIONAL DEVELOPMENT	144.95
230-5200-43331	LEASE PAYMENTS	6,286.22
230-5200-43380	UTILITIES	876.42
230-5200-43410	RENTAL EXPENSE	167.50
230-5204-42210	OPERATING SUPPLIES	121.73
230-5209-42210	OPERATING SUPPLIES	5.96
230-5211-42210	OPERATING SUPPLIES	39.94
230-5212-42210	OPERATING SUPPLIES	100.31
230-5215-42210	OPERATING SUPPLIES	257.47
230-5225-42220	REPAIR & MAINT	1,385.87
230-5231-42210	OPERATING SUPPLIES	29.97
230-5280-43321	TELEPHONE	250.70
235-3165-42240	SMALL TOOLS	72.65
245-1310-43430	MISCELLANEOUS	679.60
400-5200-45500	PARKS CAPITAL OUTLAY	1,500.00
401-1003-43430	MISCELLANEOUS	854.17

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Inv Num Inv Ref#	Vendor	Description	Inv Date	Due Date Entered By	Inv Amt	Amt Due	Status	Jrnalized Post Date
		GL Distribution						
		--- TOTALS BY FUND ---						
	101 -	GENERAL FUND			2,009.01	0.00		
	230 -	PARK & RECREATION FUND			19,194.53	0.00		
	235 -	STREET & SEWER FUND			72.65	0.00		
	245 -	CONTINGENCY FUND			679.60	0.00		
	400 -	CAPITAL PROJECTS FUND			1,500.00	0.00		
	401 -	CONSTRUCTION FUND			854.17	0.00		
		--- TOTALS BY DEPT/ACTIVITY ---						
	0000 -				4,152.19	0.00		
	1003 -	10:03 DWNTWN MAIN CNTRACT			854.17	0.00		
	1310 -	CONTINGENCY FUND			679.60	0.00		
	1940 -	CITY HALL			1,954.25	0.00		
	3165 -	DOWNTOWN SNOW REMOVAL (DTSR			72.65	0.00		
	5200 -	PARK MAIN/ADMINISTRATION			14,405.15	0.00		
	5204 -	CONCESSIONS			121.73	0.00		
	5209 -	POND HOCKEY PROGRAM			5.96	0.00		
	5211 -	SPECIAL EVENTS PROGRAM			39.94	0.00		
	5212 -	KICKBALL PROGRAM			100.31	0.00		
	5215 -	ADULT SOFTBALL			257.47	0.00		
	5225 -	MEMORIAL BENCHES & TREE PRC			1,385.87	0.00		
	5231 -	PICKLEBALL			29.97	0.00		
	5280 -	CAMPGROUND			250.70	0.00		

As of October 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	-	37,750	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	12,250	15,960	2,000	200	-	-	30,000	23,448	2,500	1,837	3,000	1,739
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	8,815	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	1,174	-	-	-	-	-	-	-	-	-	-
Total Other Revenue	2,000	9,989	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	49,250	83,638	2,000	200	-	-	30,000	23,448	2,500	1,837	3,000	1,739
Total Personal Services	913,297	730,399	444	97	11,637	11,644	20,684	8,185	-	4,022	-	261
Supplies												
Office and Operating Supplies	8,350	13,458	725	248	400	-	27,500	14,192	2,500	-	3,000	4,276
Motor Fuels	22,000	14,194	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	42,649	-	73	-	-	-	-	-	-	-	-
Repairs & Maintenance - Mills Field	10,000	5,566	-	-	-	-	-	-	-	-	-	-
Small Tools	2,000	1,301	-	-	-	-	-	-	-	-	-	-
Total Supplies	122,350	77,167	725	321	400	-	27,500	14,192	2,500	-	3,000	4,276
Services												
Professional Services	41,375	32,419	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,825	3,027	-	-	-	-	-	-	-	-	-	-
Telephone	3,804	4,158	-	-	-	-	-	-	-	-	-	-
Postage	50	58	-	-	-	-	-	-	-	-	-	-
Professional Development	3,000	6,801	-	-	-	-	-	-	-	-	-	-
Lease Payments	80,186	64,525	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	123	-	-	-	-	-	-	-	-	-	-
Insurance	27,726	25,502	-	-	-	-	-	-	-	-	-	-
Utilities	117,900	103,563	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,785	1,780	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	1,069	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,389	1,871	-	-	-	-	-	-	-	-	-	-
Total Services	287,040	244,895	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,322,687	1,052,461	1,169	419	12,037	11,644	48,184	22,377	2,500	4,022	3,000	4,537
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)	(920,755)	831	(218)	(12,037)	(11,644)	(18,184)	1,072	-	(2,185)	-	(2,797)

As of October 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>	-	-	-	-	-	-	-	-	-	37,750
<i>Charges for Services - User Fees</i>	3,000	2,271	50,000	37,467	2,000	1,359	75,000	56,069	179,750	140,352
<i>Other Revenue</i>										
Interest Income	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	8,815
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	600	1,000	1,774
<i>Total Other Revenue</i>	-	-	-	-	-	-	-	600	2,000	10,589
TOTAL REVENUES	3,000	2,271	50,000	37,467	2,000	1,359	75,000	56,669	216,750	208,630
<i>Total Personal Services</i>	2,975	1,326	28,493	21,109	-	-	-	-	977,529	777,043
<i>Supplies</i>										
Office and Operating Supplies	575	284	15,400	11,509	1,050	283	500	2,106	60,000	46,356
Motor Fuels	-	-	-	-	-	-	-	-	22,000	14,194
Repairs & Maintenance	-	-	5,000	1,258	-	-	1,500	1,680	86,500	45,659
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	10,000	5,566
Small Tools	-	-	-	-	-	-	-	-	2,000	1,301
<i>Total Supplies</i>	575	284	20,400	12,767	1,050	283	2,000	3,786	180,500	113,076
<i>Services</i>										
Professional Services	-	-	-	-	-	-	-	-	41,375	32,419
Computer Technical Support	-	-	-	-	-	-	-	-	6,825	3,027
Telephone	-	-	-	-	-	-	1,200	4,156	5,004	8,314
Postage	-	-	-	-	-	-	-	-	50	58
Professional Development	-	-	-	-	-	-	-	-	3,000	6,801
Lease Payments	-	-	-	-	-	-	-	-	80,186	64,525
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,000	123
Insurance	-	-	-	-	-	-	-	-	27,726	25,502
Utilities	-	-	-	-	-	-	7,000	6,052	124,900	109,615
Rent Expense	-	-	-	-	-	-	-	-	1,785	1,780
Miscellaneous	-	-	-	-	-	-	-	-	2,000	1,069
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,389	1,871
<i>Total Services</i>	-	-	-	-	-	-	8,200	10,208	295,240	255,104
TOTAL OPERATING EXPENSES	3,550	1,610	48,893	33,876	1,050	283	10,200	13,995	1,453,269	1,145,223
<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)	661	1,107	3,591	950	1,077	64,800	42,675	(1,227,519)	(888,525)



Park Board Agenda Request

MEETING DATE: November 25, 2025

TITLE OF ITEM: Discussion & Approval of Youth Tournament Staffing and Fee Structure

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kayla Huether, Recreation Specialist

DEPARTMENT: Parks

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 5-10 minutes

SUMMARY OF ISSUE: Youth Tournaments (e.g., BBBA):
2025 Current Operation

- City charges for Staff Cost for field maintenance and also for chalking.
- In 2025 we had 5 tournaments across 2 park locations resulted in a total staffing BBBA invoice of **\$3,793.52**

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Proposed for 2026

- If we charged a flat rate of **\$150 per tournament per park**, the total revenue would be **\$1,500**, resulting in a **loss of \$2,293.52**.

RECOMMENDED ACTION/MOTION: Staff have discussed the options and believe the following steps would be in the best moving forward:

1. Resend Motion of \$150 per tournament per park; to
2. Charge for Staff Cost/Chalking (same as 2025); or
3. If the Board would like to be more proactive with pricing; charge for Staff Cost plus \$150 per park per tournament.

FINANCIAL IMPACT:

Athletic Fields & Facilities		
Tournaments	\$150/tournament/park (Additional fees for field staff)	\$150 + Additional Fees for field staff
Athletic Fields* (excluding Mills Field)	With lights, two-hour block	\$75
	Without lights, two-hour block	\$50
	Field-drying materials	At cost
Mills Field*	With lights, two-hour block	\$150
	Without lights, two-hour block	\$100
	Field-drying materials	At cost
Miracle League Field	Handicapped and disabled groups can request to use the Miracle League field at no cost. A permit will be issued by the Department. Individuals and other groups will be directed to use alternate fields.	\$0



Park Board Agenda Request

MEETING DATE: November 25, 2025

TITLE OF ITEM: Discussion & Approval of Adult Tournament Staffing and Fee Structure

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kayla Huether, Recreation Specialist

DEPARTMENT: Parks

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 5-10 minutes

SUMMARY OF ISSUE: Adult Tournaments:
No events in 2025

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Proposed for 2026

Adult Tournaments:

- Flat fee of **\$150 per tournament**
- Park staff presence is optional and only provided upon request with Staff Cost.
- If staff are requested, an additional fee will be charged at actual cost, based on staffing type (full-time, part-time, overtime - same format as Youth Tournament Staff Cost).

RECOMMENDED ACTION/MOTION: Staff is seeking direction for Tournament Fee Structure. Options to consider:

- Resend Motion of \$150 per tournament per park; to
- Charge for Staff Cost/Chalking (same as 2025); or
- Charge for Staff Cost and \$150 per park per tournament.

FINANCIAL IMPACT:

Athletic Fields & Facilities		
Tournaments	\$150/tournament/park (Additional fees for field staff)	\$150 + Additional Fees for field staff
Athletic Fields* (excluding Mills Field)	With lights, two-hour block	\$75
	Without lights, two-hour block	\$50
	Field-drying materials	At cost
Mills Field*	With lights, two-hour block	\$150
	Without lights, two-hour block	\$100
	Field-drying materials	At cost
Miracle League Field	Handicapped and disabled groups can request to use the Miracle League field at no cost. A permit will be issued by the Department. Individuals and other groups will be directed to use alternate fields.	\$0



Park Board Agenda Request

MEETING DATE: November 25, 2025

TITLE OF ITEM: Discussion and Approval of Special Event Fees

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director, Lisa Asbach, Admin Specialist, Kayla
Huether, Recreation Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE: Review of the Special Event Fees and additional costs for trash, picnic tables, and electrical access;

- No additional fees are added to special events, included with pavilion cost; past practices.
- Accept one or all fees listed

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

RECOMMENDED ACTION/MOTION: Staff is seeking direction for Special Event Fees:

1. To include additional fees; or
2. Defer to past practices-No Fees.

FINANCIAL IMPACT: N/A

Special Event Fees		
<u>Picnic Table, Trash Can, Outlet</u>		\$5
<u>Trash Removal</u>	<u>Trash Receptables</u> Private rental for Tournaments, Special Events, etc.	\$5 Pavilion \$25/Tournament \$100/Large Event \$200
<u>Picnic Tables</u>		\$5
<u>Electric Access</u>		\$10



Park Board Agenda Request

MEETING DATE: November 25, 2025

TITLE OF ITEM: Approval of Updated Solar Development Agreement at Rotary Park

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 Rotary Club requested the replacement of the solar panels not be their responsibility. This verbiage was removed and now will be the responsibility of Brainerd Public Utilities as with all solar items in the City.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The BPU Commission met earlier today and the outcome will be noted by staff.

RECOMMENDED ACTION/MOTION: If the Commission does not approve the new Solar Development Agreement, then no action is required by the Park Board.

If the Commission does approve the new agreement, then staff is recommending approval of the new agreement at Rotary Park.

FINANCIAL IMPACT:

SOLAR DEVELOPMENT AGREEMENT

THIS SOLAR DEVELOPMENT CONTRACT (“Contract”) dated as of November ___, 2025 by and between the City of **Brainerd** (“Owner”), Wolf Track Energy, LLC, a Minnesota Limited Liability Company (“Solar Developer”), and The Rotary Club of Brainerd, a Minnesota

Owner and Solar Developer, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. Work.

Solar Developer will perform the solar project management, finance and construction services identified in Exhibit “A” (“Work”) in accordance with the Contract Documents, as identified in Article 5 of this Contract on property located within **Rotary Riverside Park, Brainerd, Minnesota (46.341414, -94.214079)** as identified in Exhibit “C” (“Property”).

Article 2. Contract Time.

The Work will be completed on or before **June 30th, 2026** (“Completion Date”), subject to modifications in approved Change Orders. Solar Developer’s estimated progress schedule identifying the various stages of the Work and the corresponding payments to be made to the Solar Developer is identified in Exhibit “B” (“Payment Schedule”).

Article 3. Contract Price.

Owner will pay to Solar Developer an amount equal to **\$33,900.00** (“Contract Price”) for completion of the Work, see Exhibit “B.”

Article 4. Change Orders.

Any increase or decrease in the Contract Price, change in the Work or change in the Contract Time must be set forth in a change order signed by Owner and Solar Developer (“Change Order”).

Article 5. Contract Documents.

The Contract Documents which comprise the entire Contract between Owner and Solar Developer concerning the Work consist of this Contract, Exhibit “A,” Exhibit “B,” the blue prints, shop drawings, plans and specifications for the Work (“Plans”), an itemized description of each segment of the Work that sets the timetable for completing the Work, and the corresponding payments for the Work (“Work” and “Payment Schedule”) and any Change Orders. Concurrent with execution of this Agreement, Solar Developer shall provide Owner with a payment bond in an amount equal to the Contract Price, with the stipulation that the amount of the bond shall automatically change consistent with approved Change Orders.

Article 6. Payment Procedures

6.1 **Progress Payments.** Solar Developer will submit to Owner a request for payment in a format agreed to by Owner and Solar Developer (“Request for Disbursement”) which will cover completed and inspected work consistent with Exhibit “B.” All payment requests will include lien waivers from subcontractors for the amount of their work included in the payment request.

Within ten calendar days after a Request for Disbursement is presented, Owner will notify Solar Developer if Owner has any concerns about the Request for Disbursement that Owner believes should be resolved before Owner pays the amounts specified in the Request for Disbursement, and, in this event, Owner and Solar Developer will promptly meet to address such concerns. Owner will pay Solar Developer ninety percent (90%) of the full amount covered by the Request for Disbursement within ten calendar days from the day it was presented while retaining ten percent (10%) thereof (“Holdback”) to be paid simultaneously with the final payment. Payment may be withheld for: (1) failure to perform the Work in accordance with the Contract Documents; (2) defective Work that is not corrected; or (3) failure of the Solar Developer to pay Subcontractors or to pay for labor, materials or equipment when due.

6.2 **Final Payment.** Final payment of the balance of the Contract Price including the Holdback will be made in accordance with Exhibit “B” and the following procedures:

a. When Solar Developer considers the Work substantially complete, Solar Developer will notify Owner in writing. Within a reasonable time thereafter, Owner and Solar Developer will inspect the Work. Promptly after such inspection, Owner will deliver to Solar Developer a written punch list of the items that must be completed in order for the Work to reach final completion (“Final Completion”). Alternatively, Owner will deliver to Solar Developer a written statement that Final Completion has been reached because no punch list items remain to be completed.

b. If Owner delivers a written punch list to Solar Developer, then Solar Developer will deliver to Owner a written notice that the Work is finally complete when Solar Developer believes that the punch list items have been completed. Then Owner and Solar Developer will promptly inspect the punch list items. Promptly after such inspection, Owner will deliver to Solar Developer either (i) a written statement that Final Completion has been reached or (ii) another written punch list of the items that still must be completed in order for the Work to reach Final Completion in which event the punch list procedure described above will be repeated until all punch list items have been completed.

c. When Final Completion has been reached and after Solar Developer has delivered to Owner all maintenance and operating instructions, schedules, guarantees, certificates of inspection, marked-up record documents and other documents, Solar Developer may make application for final payment following the procedure for progress payments. The final Request for Disbursement will be accompanied by all documentation called for in the Contract Documents, together with complete and legally effective releases or lien waivers (satisfactory to Owner) in connection with the Work.

Article 7. Interest.

Payments due and unpaid to Solar Developer that are 30 days or more overdue will incur a 5% late fee.

Article 8. Solar Developer's Representation.

In order to induce Owner to enter into this Contract, Solar Developer makes the following representation:

Solar Developer has familiarized itself with the nature and extent of the Contract Documents, Work site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance or furnishing of the Work.

Article 9. Solar Developer's Responsibilities.

9.1. **Performance.** Solar Developer will perform the Work in accordance with the Contract Documents. Solar Developer will be solely responsible for the means, methods, techniques, sequences and procedures of construction.

9.2. **Personnel.** Solar Developer will provide competent, suitable personnel to perform construction services as required by the Contract Documents. Solar Developer will at all times maintain good discipline and order at the Property.

9.3. **Furnished Items.** Solar Developer will furnish and be fully responsible for all materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water sanitary facilities, temporary facilities and all other facilities and incidentals necessary for the furnishing, performance, start-up and completion of the Work, except as specified in the Contract Documents.

9.4. **Materials.** All materials and equipment will be of good quality and new, except as otherwise provided in the Contract Documents. All materials and equipment will be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable supplier.

9.5. **Subcontractors.** Solar Developer will be fully responsible to Owner for all acts and omissions of its subcontractors, suppliers and other persons and organizations performing or furnishing any of the Work under a direct or indirect contract with Solar Developer just as Solar Developer is responsible for Solar Developer's own acts and omissions. Nothing in the Contract Documents will create any contractual relationship between Owner and any such subcontractors, supplier or other person or organization, nor will it create any obligation on the part of Owner to pay any such subcontractors, supplier or other person or organization except as may otherwise be required by laws and regulations.

9.6. **Permits; Inspections.** Solar Developer will obtain and will pay for all construction permits and licenses unless otherwise agreed to by the Owner in writing. Solar Developer will pay all governmental charges and inspection fees necessary for the Work and arrange for all such inspections to occur if required. Solar Developer will give all notices and comply with all laws and regulations applicable to furnishing and performance of the Work.

9.7. **Taxes.** Solar Developer will pay all sales, consumer, use and other similar taxes required to be paid by Solar Developer in accordance with the laws and regulations of the place of the Work which are applicable during the performance of the Work.

9.8. **Use of Premises.** Solar Developer will confine construction equipment, the storage of materials and equipment and the operations of workers to the Property and will not unreasonably encumber the Property with materials or equipment. Solar Developer will be fully responsible for any damage to the Property or areas contiguous thereto resulting from the performance of the Work. During the progress of the Work, Solar Developer will keep the Property free from accumulations of waste materials, rubbish and other debris resulting from the Work. At the completion of the Work, Solar Developer will remove all waste materials, rubbish and debris from and about the Property as well as all tools, appliances, construction equipment and machinery, and surplus materials, and will leave the Property clean and ready for occupancy by Owner.

9.9. **Record Documents.** Solar Developer will maintain in a safe place at the Property one record copy of all drawings, specifications, addenda, written amendments, Change Orders, and the like in good order and annotated to show all changes made during construction which will be delivered to Owner.

9.10. **Safety.** Solar Developer will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Solar Developer will comply with all applicable laws and regulations relating to the safety of persons or property.

9.11. **Continuing the Work.** Solar Developer will carry on the Work and adhere to the progress schedule during all disputes or disagreements with Owner.

9.12. **Damage to the Work.** Solar Developer will repair or replace, at Solar Developer's sole expense, every portion of the Work that is damaged or destroyed prior to Final Completion and caused in whole or in part by the acts or omissions of Solar Developer. Notwithstanding the foregoing, Owner will bear the cost of such repair or replacement if the sole cause of the damage or destruction of the Work was Owner's negligence.

9.13. **Warranty.** Solar Developer warrants and guarantees to Owner that all Work will be in accordance with the Contract Documents and will not be defective. If within ten years after the date of Final Completion or such longer period of time as may be prescribed by laws or regulations or by the terms of any specific provision or applicable special guarantee in the Contract Documents, any Work is found to be defective, Solar Developer will promptly, without cost to Owner and in accordance with Owner's written instructions, promptly either correct such defective Work, or if it has been rejected by Owner, remove it from the Property and replace it with non-defective Work. If Solar Developer does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work corrected or the rejected Work removed and replaced, and all direct, indirect and consequential costs of such removal and replacement (including but not limited to fees and charges of engineers, architects, attorneys and other professionals) will be paid by Solar Developer.

9.14. **Indemnity and Hold Harmless.** Solar Developer will indemnify and hold harmless Owner against all loss, liability, cost expense, damage and economic detriment of any kind whatsoever that arises out of or results from performance of the Work but only to the extent caused in whole or in part by the acts or omissions of the Solar Developer.

9.15. **Related Work at Property.** Owner may perform other work at the Property which is not part of the Work by Owner's own forces or let other direct contracts therefore. Solar Developer will afford Owner's own forces and each other Solar Developer who is a party to such a direct contract proper and safe access to the Property and a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such work. Solar Developer will do all cutting, fitting and patching of the Work that may be required to make its several parts come together properly and integrate with such other work. Solar Developer will not endanger any work of others by cutting, excavating or otherwise altering their work and will only cut or alter their work with the written consent of Owner and the others whose work will be affected.

Article 10. City of Brainerd's Responsibilities.

10.1 Brainerd Public Utilities will pay Solar Developer \$11,028.00 upon scheduling of the solar installation date.

10.2 Brainerd Public Utilities will pay Solar Developer \$12,872.00 upon completion of installation.

Article 11. Rotary Club's Responsibilities.

11.1 Rotary Club of Brainerd will pay Solar Developer \$10,000.00 upon signing of the solar agreement.

Article 12. Insurance.

12.1.1 **Solar Developer's Insurance.** Solar Developer will purchase and maintain the following insurance policies: (i) public liability insurance with limits of liability equal to at least \$300,000 per occurrence; (ii) workers' compensation insurance as required by applicable state law; (iii) automobile liability insurance as required by applicable state law and (iv) "all risk" builder's risk insurance in an amount equal to or

greater than the Contract Price. Insurance under subparts (i) and (iv) shall list Owner has an additional insured.

12.2 **Owner's Insurance.** Owner will be responsible for purchasing and maintaining Owner's liability insurance and other reasonably appropriate insurance.

Article 13. Termination.

13.1 **Termination by Owner.** If the Solar Developer breaches any of its obligations under this Agreement, then Owner may give Solar Developer written notification identifying such breach. If Solar Developer has not cured such breach within seven (7) calendar days from its receipt of Owner's written notification or if such breach cannot be cured within such seven (7) day period, then if Solar Developer either does not begin cure within such seven (7) day period or fails to diligently prosecute cure to completion, Owner may terminate this Contract and take possession of the Work. Alternatively, instead of terminating the Contract, Owner may cure the breach and deduct the cost thereof from amounts otherwise owed to the Solar Developer.

13.2 **Termination by Solar Developer.** If the Owner breaches any of its obligations under this Agreement, then Solar Developer may give Owner written notification identifying such breach. If Owner has not cured such breach within seven (7) calendar days from its receipt of Solar Developer's written notification, or if such breach cannot be cured within such seven (7) day period, then if Owner either does not begin cure within such seven (7) day period or fails to diligently prosecute cure to completion, Solar Developer may terminate this Contract.

Article 14. Miscellaneous.

14.1 Assignment of any rights or interests under this Contract will not be binding on any party to this Contract without the written consent of such party. Payments due under this Contract may not be assigned.

14.2 Owner and Solar Developer each binds itself, its partners, successors, assigns and legal representatives, to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

14.3 This Contract and all issues, disputes and matters arising out of it will be governed by and construed in accordance with the law of the State of Minnesota, exclusive of that body of law governing conflicts of laws. Any claims arising out of this contract shall be brought in State District Court within Crow Wing County, State of Minnesota.

14.4 Notwithstanding anything contained in this Agreement to the contrary, neither Party will be deemed liable or to be in default for any delay or failure in performance under this Agreement deemed to result, directly or indirectly, from acts of God, acts of civil or military authority, acts of public enemy, war, or any like cause beyond its reasonable control unless such delay or failure in performance is expressly addressed elsewhere in this Agreement.

14.5 Owner hereby grant permission to Solar Developer to use its photographs or

videos and other media relating to the work being performed on the Property taken or produced for Solar Developer’s marketing purposes including but not limited to website publications, social media channels, case study materials, print materials, or any other print and digital materials for Solar Developer .

Owner understands and agrees that Solar Developer owns all rights and publications to the aforementioned marketing materials and may use, edit, reproduce, and distribute these materials for any and all marketing purposes.

Owner hereby releases Solar Developer and its employees from any and all actions, claims, and causes of action that arise from or are in any way connected to such use of the marketing materials. Solar Developer will not use your nonpublic personal information including your personal property address and financial information.

Article 13. Contingencies

13.1. Ground Mount Solar Array. In the event Solar Developer discovers bedrock within 6.5 feet (78 inches) of the surface, Solar Developer will notify Owner of the discovery of bedrock and the ensuing change in installation procedure and price.

13.2. Contract Price does not include any upgrades required by the local utility company that are not specifically outlined in Exhibit A.

IN WITNESS WHEREOF, Owner and Solar Developer have signed this Contract.

This Contract will be effective on _____, 2025.

BY: _____
NAME: __ Dave Badeaux,
Mayor
TITLE: _City of Brainerd
DATE: _____
BY: _____
NAME: __Simon Eddy
TITLE: _Wolf Track Energy
DATE: _____

BY: _____
NAME: Nicholas Broyles, City
Administrator
TITLE: _City of Brainerd
DATE: _____
BY: _____
NAME: __Michelle Francis
TITLE: _Rotary Club of Brainerd
DATE: _____

EXHIBIT A CONSTRUCTION SERVICES

The project scope includes the installation of a **9.7 kW-DC, 7.6 kW-AC** rated **roof-mounted** solar photovoltaic system at the Property.

This includes all equipment, labor, and construction materials needed to complete this project. Photovoltaic system shall consist of:

- (20) VSUN 485W Solar Modules
- (20) Enphase IQ8HC Microinverters
- (1) Flush Mounted racking, metal exposed fastener roofing attachments
- (1) Cell based Enphase monitoring, 5 year cell plan included
- (1) 75' trench and wire run to point of interconnection
- (1) All Electrical Labor
- (1) Permitting
- (1) Interconnection Application

System shall be supported by Premium Grade aluminum mounting system, and other balance of system (BOS) components, including but not limited to Solar Performance Meter Box (if required), AC disconnect, and electrical hardware (circuit breakers, wire, conduit, junction boxes, etc.).

All equipment will be installed as required by applicable codes, the local utility company, and Homeowner's Association guidelines (if applicable). During daylight hours this photovoltaic system (solar electric) will provide electricity in parallel with the local utility service provider. Or to Batteries in a Stand-Alone system.

At completion of work remove all waste, debris, rubbish, tools, equipment, machinery and surplus materials.

Solar Developer shall not be responsible for landscaping improvement services as part of this contract.

**EXHIBIT B
PAYMENT SCHEDULE**

Purchaser shall pay Solar Developer for the materials and labor to be performed under this agreement in an amount of: **\$33,900.00**

Contractor shall invoice for, and purchaser shall make, payments under this contract in accordance with the following schedule:

\$10,000 is due upon signing of this agreement;
(to be paid by the Rotary Club of Brainerd, used for purchase of materials)

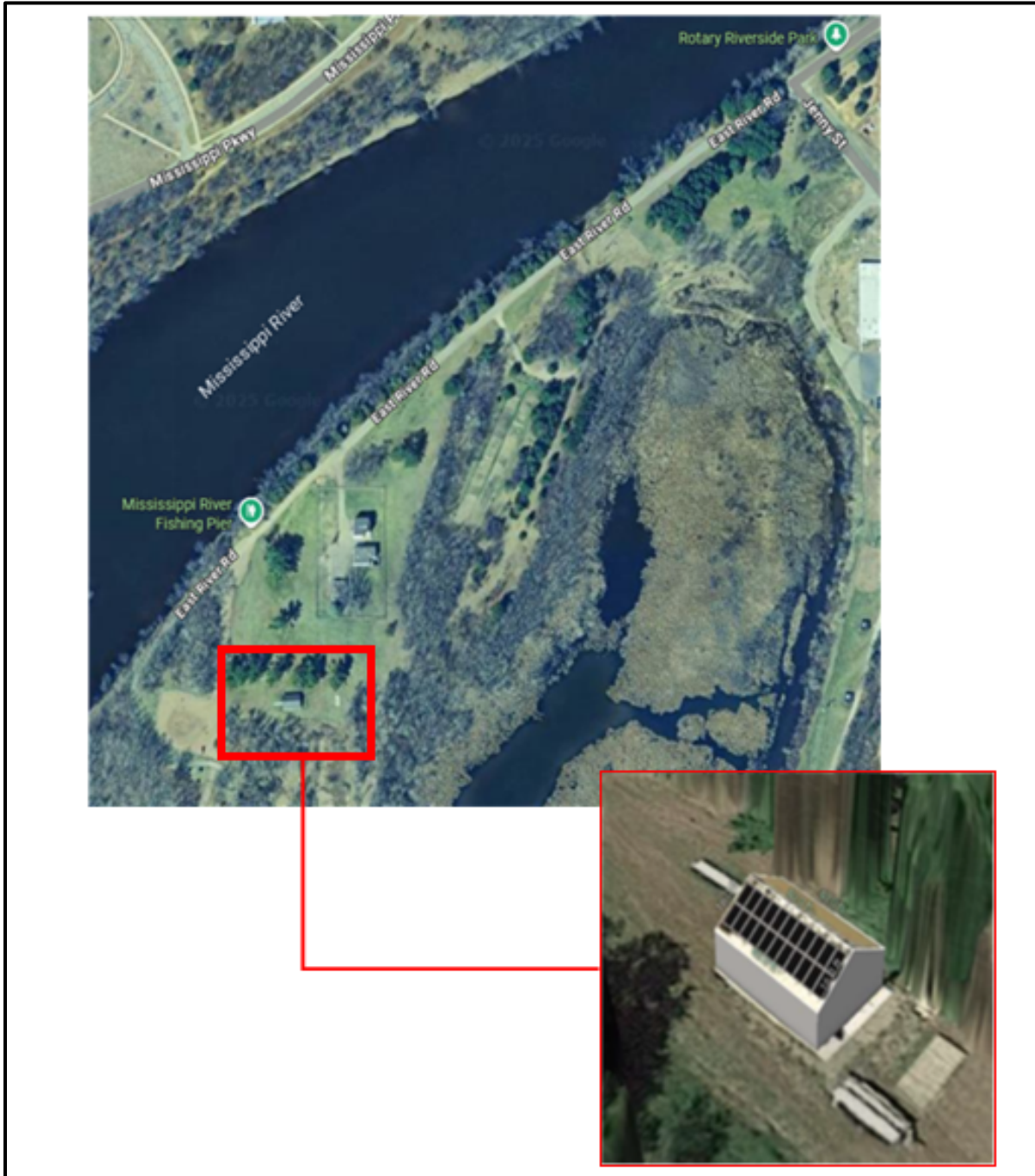
\$11,028.00 is due upon scheduling of solar installation date;
(to be paid by Brainerd Public Utilities)

\$12,872.00 is due upon completion of Solar Modules installation (roof or ground mount) and all connecting circuitry. Dissemination of appropriate documents, warranties, approved final inspection.
(to be paid by Brainerd Public Utilities)

Payment shall be made to the order of Wolf Track Energy, in one of four ways: (1) check, (2) credit card (2.9% fee applies), (3) cashier's check, (4) ACH bank transfer.

EXHIBIT C

ROTARY PARK - SITE PLAN



SOLAR DEVELOPMENT AGREEMENT

THIS SOLAR DEVELOPMENT CONTRACT (“Contract”) dated as of September __, 2025 by and between the City of **Brainerd** (“Owner”), Wolf Track Energy, LLC, a Minnesota Limited Liability Company (“Solar Developer”), and The Rotary Club of Brainerd, a Minnesota

Owner and Solar Developer, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. Work.

Solar Developer will perform the solar project management, finance and construction services identified in Exhibit “A” (“Work”) in accordance with the Contract Documents, as identified in Article 5 of this Contract on property located within **Rotary Riverside Park, Brainerd, Minnesota (46.341414, -94.214079)** as identified in Exhibit “C” (“Property”).

Article 2. Contract Time.

The Work will be completed on or before ~~June 30th~~**September 30th, 2026** (“Completion Date”), subject to modifications in approved Change Orders. Solar Developer’s estimated progress schedule identifying the various stages of the Work and the corresponding payments to be made to the Solar Developer is identified in Exhibit “B” (“Payment Schedule”).

Article 3. Contract Price.

Owner will pay to Solar Developer an amount equal to **\$33,900.00** (“Contract Price”) for completion of the Work, see Exhibit “B.”

Article 4. Change Orders.

Any increase or decrease in the Contract Price, change in the Work or change in the Contract Time must be set forth in a change order signed by Owner and Solar Developer (“Change Order”).

Article 5. Contract Documents.

The Contract Documents which comprise the entire Contract between Owner and Solar Developer concerning the Work consist of this Contract, Exhibit “A,” Exhibit “B,” the blue prints, shop drawings, plans and specifications for the Work (“Plans”), an itemized description of each segment of the Work that sets the timetable for completing the Work, and the corresponding payments for the Work (“Work” and “Payment Schedule”) and any Change Orders.

Concurrent with execution of this Agreement, Solar Developer shall provide Owner with a payment bond in an amount equal to the Contract Price, with the stipulation that the amount of the bond shall automatically change consistent with approved Change Orders.

Article 6. Payment Procedures

6.1 **Progress Payments.** Solar Developer will submit to Owner a request for payment in a format agreed to by Owner and Solar Developer (“Request for Disbursement”) which will cover completed and inspected work consistent with Exhibit “B.” All payment requests will include lien waivers from subcontractors for the amount of their work included in the payment request.

Within ten calendar days after a Request for Disbursement is presented, Owner will notify Solar Developer if Owner has any concerns about the Request for Disbursement that Owner believes should be resolved before Owner pays the amounts specified in the Request for Disbursement, and, in this event, Owner and Solar Developer will promptly meet to address such concerns. Owner will pay Solar Developer ninety percent (90%) of the full amount covered by the Request for Disbursement within ten calendar days from the day it was presented while retaining ten percent (10%) thereof (“Holdback”) to be paid simultaneously with the final payment. Payment may be withheld for: (1) failure to perform the Work in accordance with the Contract Documents; (2) defective Work that is not corrected; or (3) failure of the Solar Developer to pay Subcontractors or to pay for labor, materials or equipment when due.

6.2 **Final Payment.** Final payment of the balance of the Contract Price including the Holdback will be made in accordance with Exhibit “B” and the following procedures:

a. When Solar Developer considers the Work substantially complete, Solar Developer will notify Owner in writing. Within a reasonable time thereafter, Owner and Solar Developer will inspect the Work. Promptly after such inspection, Owner will deliver to Solar Developer a written punch list of the items that must be completed in order for the Work to reach final completion (“Final Completion”). Alternatively, Owner will deliver to Solar Developer a written statement that Final Completion has been reached because no punch list items remain to be completed.

b. If Owner delivers a written punch list to Solar Developer, then Solar Developer will deliver to Owner a written notice that the Work is finally complete when Solar Developer believes that the punch list items have been completed. Then Owner and Solar Developer will promptly inspect the punch list items. Promptly after such inspection, Owner will deliver to Solar Developer either (i) a written statement that Final Completion has been reached or (ii) another written punch list of the items that still must be completed in order for the Work to reach Final Completion in which event the punch list procedure described above will be repeated until all punch list items have been completed.

c. When Final Completion has been reached and after Solar Developer has delivered to Owner all maintenance and operating instructions, schedules, guarantees, certificates of inspection, marked-up record documents and other documents, Solar Developer may make application for final payment following the procedure for progress payments. The final Request for Disbursement will be accompanied by all documentation called for in the Contract Documents, together with complete and legally effective releases or lien waivers (satisfactory to Owner) in connection with the Work.

Article 7. Interest.

Payments due and unpaid to Solar Developer that are 30 days or more overdue will incur a 5% late fee.

Article 8. Solar Developer's Representation.

In order to induce Owner to enter into this Contract, Solar Developer makes the following representation:

Solar Developer has familiarized itself with the nature and extent of the Contract Documents, Work site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance or furnishing of the Work.

Article 9. Solar Developer's Responsibilities.

9.1. **Performance.** Solar Developer will perform the Work in accordance with the Contract Documents. Solar Developer will be solely responsible for the means, methods, techniques, sequences and procedures of construction.

9.2. **Personnel.** Solar Developer will provide competent, suitable personnel to perform construction services as required by the Contract Documents. Solar Developer will at all times maintain good discipline and order at the Property.

9.3. **Furnished Items.** Solar Developer will furnish and be fully responsible for all materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water sanitary facilities, temporary facilities and all other facilities and incidentals necessary for the furnishing, performance, start-up and completion of the Work, except as specified in the Contract Documents.

9.4. **Materials.** All materials and equipment will be of good quality and new, except as otherwise provided in the Contract Documents. All materials and equipment will be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable supplier.

9.5. **Subcontractors.** Solar Developer will be fully responsible to Owner for all acts and omissions of its subcontractors, suppliers and other persons and organizations performing or furnishing any of the Work under a direct or indirect contract with Solar Developer just as Solar Developer is responsible for Solar Developer's own acts and omissions. Nothing in the Contract Documents will create any contractual relationship between Owner and any such subcontractors, supplier or other person or organization, nor will it create any obligation on the part of Owner to pay any such subcontractors, supplier or other person or organization except as may otherwise be required by laws and regulations.

9.6. **Permits; Inspections.** Solar Developer will obtain and will pay for all construction permits and licenses unless otherwise agreed to by the Owner in writing. Solar Developer will pay all governmental charges and inspection fees necessary for the Work and arrange for all such inspections to occur if required. Solar Developer will give all notices and comply with all laws

and regulations applicable to furnishing and performance of the Work.

9.7. **Taxes.** Solar Developer will pay all sales, consumer, use and other similar taxes required to be paid by Solar Developer in accordance with the laws and regulations of the place of the Work which are applicable during the performance of the Work.

9.8. **Use of Premises.** Solar Developer will confine construction equipment, the storage of materials and equipment and the operations of workers to the Property and will not unreasonably encumber the Property with materials or equipment. Solar Developer will be fully responsible for any damage to the Property or areas contiguous thereto resulting from the performance of the Work. During the progress of the Work, Solar Developer will keep the Property free from accumulations of waste materials, rubbish and other debris resulting from the Work. At the completion of the Work, Solar Developer will remove all waste materials, rubbish and debris from and about the Property as well as all tools, appliances, construction equipment and machinery, and surplus materials, and will leave the Property clean and ready for occupancy by Owner.

9.9. **Record Documents.** Solar Developer will maintain in a safe place at the Property one record copy of all drawings, specifications, addenda, written amendments, Change Orders, and the like in good order and annotated to show all changes made during construction which will be delivered to Owner.

9.10. **Safety.** Solar Developer will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Solar Developer will comply with all applicable laws and regulations relating to the safety of persons or property.

9.11. **Continuing the Work.** Solar Developer will carry on the Work and adhere to the progress schedule during all disputes or disagreements with Owner.

9.12. **Damage to the Work.** Solar Developer will repair or replace, at Solar Developer's sole expense, every portion of the Work that is damaged or destroyed prior to Final Completion and caused in whole or in part by the acts or omissions of Solar Developer. Notwithstanding the foregoing, Owner will bear the cost of such repair or replacement if the sole cause of the damage or destruction of the Work was Owner's negligence.

9.13. **Warranty.** Solar Developer warrants and guarantees to Owner that all Work will be in accordance with the Contract Documents and will not be defective. If within ten years after the date of Final Completion or such longer period of time as may be prescribed by laws or regulations or by the terms of any specific provision or applicable special guarantee in the Contract Documents, any Work is found to be defective, Solar Developer will promptly, without cost to Owner and in accordance with Owner's written instructions, promptly either correct such defective Work, or if it has been rejected by Owner, remove it from the Property and replace it with non-defective Work. If Solar Developer does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work corrected or the rejected Work removed and replaced, and all direct, indirect and consequential costs of such removal and replacement (including but not limited to fees and charges of engineers, architects, attorneys and other professionals) will be paid by Solar Developer.

9.14. **Indemnity and Hold Harmless.** Solar Developer will indemnify and hold harmless Owner against all loss, liability, cost expense, damage and economic detriment of any kind whatsoever that arises out of or results from performance of the Work but only to the extent caused in whole or in part by the acts or omissions of the Solar Developer.

9.15. **Related Work at Property.** Owner may perform other work at the Property which is not part of the Work by Owner's own forces or let other direct contracts therefore. Solar Developer will afford Owner's own forces and each other Solar Developer who is a party to such a direct contract proper and safe access to the Property and a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such work. Solar Developer will do all cutting, fitting and patching of the Work that may be required to make its several parts come together properly and integrate with such other work. Solar Developer will not endanger any work of others by cutting, excavating or otherwise altering their work and will only cut or alter their work with the written consent of Owner and the others whose work will be affected.

Article 10. City of Brainerd's Responsibilities.

- 10.1 Brainerd Public Utilities will pay Solar Developer \$11,028.00 upon scheduling of the solar installation date.
- 10.2 Brainerd Public Utilities will pay Solar Developer \$12,872.00 upon completion of installation.

Article 11. Rotary Club's Responsibilities.

11.1 Rotary Club of Brainerd will pay Solar Developer \$10,000.00 upon signing of the solar agreement.

~~11.2 After the warranty has ended, Rotary Club of Brainerd will replace any damaged, inoperative solar panels and lightings; and is also responsible for the decommission of solar panels and lighting.~~

~~11.3 This Article shall survive termination of this Agreement.~~

Article 12. Insurance.

12.1.1 Solar Developer's Insurance. Solar Developer will purchase and maintain the following insurance policies: (i) public liability insurance with limits of liability equal to at least \$300,000 per occurrence; (ii) workers' compensation insurance as required by applicable state law; (iii) automobile liability insurance as required by applicable state law and (iv) "all risk" builder's risk insurance in an amount equal to or greater than the Contract Price. Insurance under subparts (i) and (iv) shall list Owner as an additional insured.

12.2 Owner's Insurance. Owner will be responsible for purchasing and maintaining Owner's liability insurance and other reasonably appropriate insurance.

Article 13. Termination.

13.1 Termination by Owner. If the Solar Developer breaches any of its obligations under this Agreement, then Owner may give Solar Developer written notification identifying such breach. If Solar Developer has not cured such breach within seven (7) calendar days from its receipt of Owner's written notification or if such breach cannot be cured within such seven (7) day period, then if Solar Developer either does not begin cure within such seven (7) day period or fails to diligently prosecute cure to completion, Owner may terminate this Contract and take possession of the Work. Alternatively, instead of terminating the Contract, Owner may cure the breach and deduct the cost thereof from amounts otherwise owed to the Solar Developer.

13.2 Termination by Solar Developer. If the Owner breaches any of its obligations under this Agreement, then Solar Developer may give Owner written notification identifying such breach. If Owner has not cured such breach within seven (7) calendar days from its receipt of Solar Developer's written notification, or if such breach cannot be cured within such seven (7) day period, then if Owner either does not begin cure within such seven (7) day period or fails to diligently prosecute cure to completion, Solar Developer may terminate this Contract.

Article 14. Miscellaneous.

14.1 Assignment of any rights or interests under this Contract will not be binding on any party to this Contract without the written consent of such party. Payments due under this Contract may not be assigned.

14.2 Owner and Solar Developer each binds itself, its partners, successors, assigns and legal representatives, to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

14.3 This Contract and all issues, disputes and matters arising out of it will be governed by and construed in accordance with the law of the State of Minnesota, exclusive of that body of law governing conflicts of laws. Any claims arising out of this contract shall be brought in State District Court within Crow Wing County, State of Minnesota.

14.4 Notwithstanding anything contained in this Agreement to the contrary, neither Party will be deemed liable or to be in default for any delay or failure in performance under this

Agreement deemed to result, directly or indirectly, from acts of God, acts of civil or military authority, acts of public enemy, war, or any like cause beyond its reasonable control unless such delay or failure in performance is expressly addressed elsewhere in this Agreement.

14.5 Owner hereby grant permission to Solar Developer to use its photographs or videos and other media relating to the work being performed on the Property taken or produced for Solar Developer’s marketing purposes including but not limited to website publications, social media channels, case study materials, print materials, or any other print and digital materials for Solar Developer .

Owner understands and agrees that Solar Developer owns all rights and publications to the aforementioned marketing materials and may use, edit, reproduce, and distribute these materials for any and all marketing purposes.

Owner hereby releases Solar Developer and its employees from any and all actions, claims, and causes of action that arise from or are in any way connected to such use of the marketing materials. Solar Developer will not use your nonpublic personal information including your personal property address and financial information.

Article 13. Contingencies

13.1. Ground Mount Solar Array. In the event Solar Developer discovers bedrock within 6.5 feet (78 inches) of the surface, Solar Developer will notify Owner of the discovery of bedrock and the ensuing change in installation procedure and price.

13.2. Contract Price does not include any upgrades required by the local utility company that are not specifically outlined in Exhibit A.

IN WITNESS WHEREOF, Owner and Solar Developer have signed this Contract.

This Contract will be effective on _____, 2025.

BY: _____
NAME: Dave Badeaux,
Mayor
TITLE: City of Brainerd
DATE: _____
BY: _____
NAME: Simon Eddy
TITLE: Wolf Track Energy
DATE: _____

BY: _____
NAME: Nicholas Broyles, City
Administrator
TITLE: City of Brainerd
DATE: _____
BY: _____
NAME: Michelle Francis~~Brian~~
~~Andrews~~
TITLE: Rotary Club of Brainerd
DATE: _____

EXHIBIT A CONSTRUCTION SERVICES

The project scope includes the installation of a **9.7 kW-DC, 7.6 kW-AC** rated **roof-mounted** solar photovoltaic system at the Property.

This includes all equipment, labor, and construction materials needed to complete this project. Photovoltaic system shall consist of:

- (20) VSUN 485W Solar Modules
- (20) Enphase IQ8HC Microinverters
- (1) Flush Mounted racking, metal exposed fastener roofing attachments
- (1) Cell based Enphase monitoring, 5 year cell plan included
- (1) 75' trench and wire run to point of interconnection
- (1) All Electrical Labor
- (1) Permitting
- (1) Interconnection Application

System shall be supported by Premium Grade aluminum mounting system, and other balance of system (BOS) components, including but not limited to Solar Performance Meter Box (if required), AC disconnect, and electrical hardware (circuit breakers, wire, conduit, junction boxes, etc.).

All equipment will be installed as required by applicable codes, the local utility company, and Homeowner's Association guidelines (if applicable). During daylight hours this photovoltaic system (solar electric) will provide electricity in parallel with the local utility service provider. Or to Batteries in a Stand-Alone system.

At completion of work remove all waste, debris, rubbish, tools, equipment, machinery and surplus materials.

Solar Developer shall not be responsible for landscaping improvement services as part of this contract.

**EXHIBIT B
PAYMENT SCHEDULE**

Purchaser shall pay Solar Developer for the materials and labor to be performed under this agreement in an amount of: **\$33,900.00**

Contractor shall invoice for, and purchaser shall make, payments under this contract in accordance with the following schedule:

\$10,000 is due upon signing of this agreement;
(to be paid by the Rotary Club of Brainerd, used for purchase of materials)

\$11,028.00 is due upon scheduling of solar installation date;
(to be paid by Brainerd Public Utilities)

\$12,872.00 is due upon completion of Solar Modules installation (roof or ground mount) and all connecting circuitry. Dissemination of appropriate documents, warranties, approved final inspection.
(to be paid by Brainerd Public Utilities)

Payment shall be made to the order of Wolf Track Energy, in one of four ways: (1) check, (2) credit card (2.9% fee applies), (3) cashier's check, (4) ACH bank transfer.

EXHIBIT C

ROTARY PARK - SITE PLAN





Park Board Agenda Request

MEETING DATE: November 25, 2025

TITLE OF ITEM: Discussion and Review of 2025 Concession Report & Sales Data

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Kayla Huether, Recreation Specialist

DEPARTMENT: Parks

PRESENTER: Kayla Huether, Recreation Specialist

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE: Concessions Report

- Revenue Performance:
 - Total concession revenue: \$23,448 (78% of \$30,000 budget).
 - Sales volume: 6,517 items sold, generating \$22,124 in recorded sales.
- Expenditure Snapshot:
 - Total expenditures: \$22,377 (46% of \$48,184 budget).
 - Personnel costs: \$8,185 (40% of budget).
 - Supplies: \$14,192 (52% of budget).
- Net Position:
 - Revenues slightly ahead of expenditures, leaving a positive balance of \$1,072 year-to-date

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

- Review of Sales:
 - Beverages: \$6,461 (29%) – top category, led by bottled pop.
 - Snacks: \$5,806 (26%) – strong sales in candy and popcorn.
 - Pizza: \$5,575 (25%) – slices are the most popular item.
 - Hot Food: \$4,181 (19%) – pretzels and hot dogs drive sales.
 - Clearance items: \$101 (1%) – only used for the last two weeks of league.

RECOMMENDED ACTION/MOTION: Discussion Item Only

FINANCIAL IMPACT: Net Position: Revenues were slightly ahead of expenses, giving us a positive balance of just over \$1,000.

REVENUE AND EXPENDITURE REPORT FOR CITY OF BRAINERD

PERIOD ENDING 10/31/2025

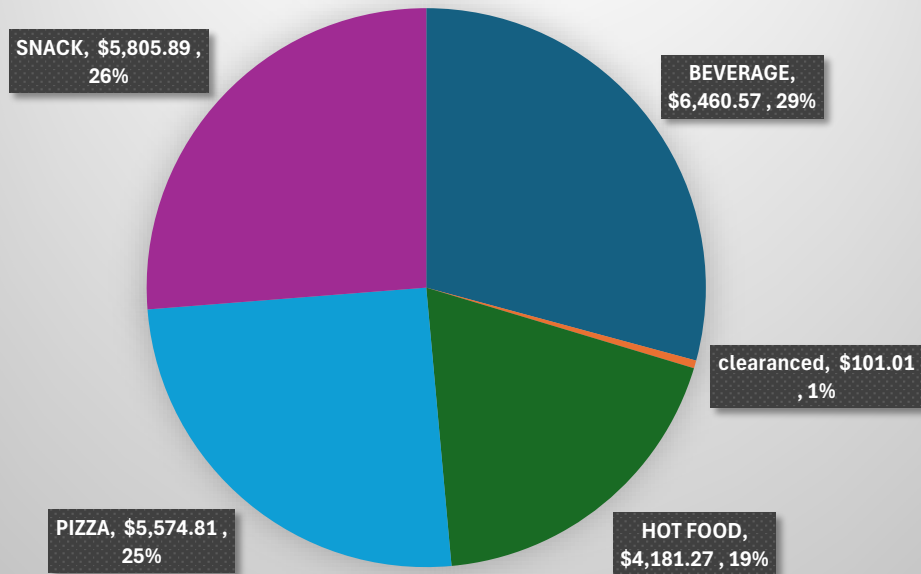
GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDGT USED
			10/31/2025 NORMAL (ABNORMAL)	MONTH 10/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Revenues						
Function: Unclassified						
CHARGES FOR SERVICES						
230-5204-34717	CONCESSION REVENUE	30,000.00	23,448.28	593.30	6,551.72	78.16
CHARGES FOR SERVICES		30,000.00	23,448.28	593.30	6,551.72	78.16
Total - Function Unclassified		30,000.00	23,448.28	593.30	6,551.72	78.16
TOTAL REVENUES		30,000.00	23,448.28	593.30	6,551.72	78.16
Expenditures						
Function: Unclassified						
PERSONNEL SERVICES						
230-5204-41104	TEMPORARY	18,468.00	7,308.00	634.50	11,160.00	39.57
230-5204-41122	FICA	1,145.02	453.10	39.34	691.92	39.57
230-5204-41123	MEDICARE	267.79	105.97	9.20	161.82	39.57
230-5204-41150	WORKERS COMP	803.36	317.61	27.58	485.75	39.54
PERSONNEL SERVICES		20,684.17	8,184.68	710.62	12,499.49	39.57
SUPPLIES						
230-5204-42210	OPERATING SUPPLIES	27,500.00	14,191.88	198.42	13,308.12	51.61
SUPPLIES		27,500.00	14,191.88	198.42	13,308.12	51.61
Total - Function Unclassified		48,184.17	22,376.56	909.04	25,807.61	46.44
TOTAL EXPENDITURES		48,184.17	22,376.56	909.04	25,807.61	46.44
TOTAL REVENUES - FUND 230		30,000.00	23,448.28	593.30	6,551.72	78.16
TOTAL EXPENDITURES - FUND 230		48,184.17	22,376.56	909.04	25,807.61	46.44
NET OF REVENUES & EXPENDITURES		(18,184.17)	1,071.72	(315.74)	(19,255.89)	5.89

2025 CONCESSION SALES DATA

Category	ITEMS	# of items sold	Total Revenue	Credit Card Sales	Cash Sales
<i>snack</i>	4 Lollipops	170	\$ 228.45	15.73	212.72
<i>snack</i>	Candy	648	\$ 1,829.57	365.12	1,464.45
<i>snack</i>	Chips	389	\$ 852.60	203.85	648.75
<i>snack</i>	Freezer Pop	353	\$ 771.52	139.01	632.51
<i>snack</i>	Granola Bar	14	\$ 34.77	13.92	20.85
<i>snack</i>	Ice Cream	119	\$ 449.30	84.36	364.94
<i>snack</i>	Popcorn	351	\$ 1,130.69	208.55	922.14
<i>snack</i>	Sunflower Seeds (Giant)	151	\$ 508.99	107.05	401.94
<i>pizza</i>	Gluten Free Whole Pizza 1 topping 12"	3	\$ 55.62	-	55.62
<i>pizza</i>	Misc. Discounted Pizza Slice	80	\$ 220.52	43.56	176.96
<i>pizza</i>	Pepperoni Pizza 14"	24	\$ 556.20	333.72	222.48
<i>pizza</i>	Pizza by the Slice 1 Topping	754	\$ 2,976.12	796.79	2,179.33
<i>pizza</i>	Pizza by the Slice Specialty	373	\$ 1,746.87	466.42	1,280.45
<i>hot food</i>	Hot Dog	334	\$ 1,351.84	351.16	1,000.68
<i>hot food</i>	Hot Dog Meal	59	\$ 551.58	251.93	299.65
<i>hot food</i>	Nachos & Cheese	88	\$ 371.66	62.56	309.10
<i>hot food</i>	Soft Pretzel W/Cheese	293	\$ 1,906.19	548.14	1,358.05
<i>beverage</i>	Pop (Bottle)	896	\$ 3,021.21	695.93	2,325.28
<i>beverage</i>	Powerade	486	\$ 1,739.58	535.69	1,203.89
<i>beverage</i>	Reign Storm	15	\$ 58.43	21.33	37.10
<i>beverage</i>	Water	677	\$ 1,641.35	389.20	1,252.15
<i>clearanced</i>	Misc. Discounted Price (Items at \$2.50 and under)	32	\$ 63.04	25.95	37.09
<i>clearanced</i>	Misc. Discounted Price (Items above \$2.50)	20	\$ 57.45	9.48	48.18
TOTAL OF SALES		6517	\$ 22,123.55	\$ 5,669.44	\$ 16,454.32
			\$ 23,448.28	\$ 5,669.44	\$ 17,778.84
MORE CASH DEPOSITED THAN SALES RECORDED IN CIVIC REC			\$ (1,324.73)	\$ 0.00	\$ (1,324.52)

TOTAL SALES BY CATEGORY

■ BEVERAGE ■ clearanced ■ HOT FOOD ■ PIZZA ■ SNACK





Park Board Agenda Request

MEETING DATE: November 25, 2025

TITLE OF ITEM: Approve Future Installation of Security Camera Locations at City Parks

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. Each year we have funding to install security cameras for city facilities. Staff have discussed this with the police department and below is a proposal; staff is requesting board input to finalize the plan for future installation of security cameras.

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

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

RECOMMENDED ACTION/MOTION: Approve future security camera installation at park locations.

FINANCIAL IMPACT:



Park Board Agenda Request

MEETING DATE: November 25, 2025

TITLE OF ITEM: Discussion and Approval of Park Board Meeting Schedule 2026

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: Review and discuss the 2026 Park Board meeting schedule.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Dates are reflective of the 4th Tuesday of each month.

RECOMMENDED ACTION/MOTION: Approve the 2026 Park Board meeting schedule.

FINANCIAL IMPACT: N/A

2026 Park Board Meeting Schedule

Brainerd Parks and Recreation Department

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

Tuesday, **January 27**, 2026

Tuesday, **February 24**, 2026

Tuesday, **March 24**, 2026

Tuesday, **April 28**, 2026

Tuesday, **May 26**, 2026

Tuesday, **June 23**, 2026

Tuesday, **July 28**, 2026

Tuesday, **August 25**, 2026

Tuesday, **September 22**, 2026

Tuesday, **October 27**, 2026

Tuesday, **November 24**, 2026

Tuesday, **December 15**, 2026



Park Board Agenda Request

MEETING DATE: November 25, 2025

TITLE OF ITEM: Discussion and Approval Lum Park Arch Re-Roof Bids

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: The existing Lum Park entry arch has deteriorated significantly and requires repair or replacement. The Lum Park Arch is currently on the roof replacement capital list. Staff has reviewed the condition and determined that repair of the arch is necessary.

Estimated Cost:

- 371 Construction; \$9,798.00
- HyTec Construction option 1 (cedar shake roof); \$19,103.00
- HyTec Construction option 2 (asphalt shingle roof); \$11,695.00

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Park Board's 30 Year Capital Budget has \$6,000 for the Lum Park Arch Re-Roofing improvement.

RECOMMENDED ACTION/MOTION: Staff is seeking direction for roofing options for the Lum Park Arch.

1. As all bids are over the budgeted amount, 371 Construction; \$9,798.00 (asphalt shingles)
2. HyTec Construction option 1 (cedar shake roof); \$19,103.00
3. HyTec Construction option 2 (asphalt shingle roof); \$11,695.00

FINANCIAL IMPACT: \$9,798.00 to \$19,103.00

September 26, 2025

Mike Habighorst
City of Brainerd
Public Works Director
501 Laurel Street
Brainerd, Minnesota 56401

RE: BRAINERD LUM PARK
STONE ARCH ENTRY
1619 WASHINGTON STREET
BRAINERD, MINNESOTA 56401

Dear Mike::

Per our Conversations, Preliminary Plans and Site Visit, we hear-by submit our budgetary proposal for a New Roof at the Lum Park Stone Arch located at 1819 Washington Street in Brainerd, Minnesota.

Included in our Budgetary Proposal are the Following Items:

1. General Requirements, Supervision, Dumpster, Portable Unit, Coordination with City Staff and Gordian Fees
2. Demo and Remove the Existing Shake Shingles
3. \$ 850.00 (Eight Hundred Fifty Dollar and No Cents) Allowance for replacement of Damaged/Rotten Roof Sheathing and Fascia Boards
4. Furnish Materials and Labor to Install a New Cedar Shake Roof
 - a. Ice and Water Barrier
 - b. Aluminum Drip Edge
 - c. Cedar Shakes
 - d. Cedar Hip and Ridge Cap
5. Furnish Materials and Labor to Power Wash and Remove Any Peeling Paint from the Wood Soffit/Fascia Area
6. Furnish Materials and Labor to Prime the Wood Soffit/Fascia Board with Zinsser Peet Stop Primer
 - a. Furnish Materials and Labor to Paint the Wood Soffit/Fascia Boards
 - a. 2 (Two) Coats Benejamin Moore Element Guard
 - b. White in Color
7. Final Clean-up

Cost Breakdown

General Requirements	\$ 3,850.00
Cedar Shake Roofing	\$ 12,063.00
Finishes	\$ 3,190.00
Total	\$ 19,103.00

We propose to furnish material, tax, freight, and labor - complete in accordance with all items in this budgetary proposal as listed above for **\$ 19,103.00 (Nineteen Thousand, One Hundred Three Dollars and No Cents)**

Alternate Proposal for Asphalt Shingles versus Cedar Shakes

1. General Requirements, Supervision, Dumpster, Portable Unit, Coordination with City Staff and Gordian Fees
2. Demo and Remove the Existing Shake Shingles
3. \$ 850.00 (Eight Hundred Fifty Dollars and No Cents) Allowance for Replacement of Damaged/Rotten Roof Sheathing and Fascia Boards
4. Furnish Materials and Labor to Install New Asphalt Shingles
 - a. Ice and Water Barrier
 - b. Aluminum Drip Cap
 - c. GAF Timberline HDZ Weather Wood Shingles
 - d. Lifetime Warranty
5. Furnish Materials and Labor to Power Wash and Remove Any Peeling Panit from the Wood Soffit/Fascia Area
6. Furnish Materials and Labor to Prime the Wood Soffit/Fascia Board with Zinsser Peet Stop Primer
7. Furnish Materials and Labor to Paint the Wood Soffit/Fascia Boards
 - b. 2 (Two) Coats Benejamin Moore Element Guard
 - c. White in Color
8. Final Clean-up

Cost Breakdown

General Requirements	\$ 3,157.00
Asphalt Shingle Roofing	\$ 5,348.00
Finishes	\$ 3,190.00
Total	\$ 11,695.00

We propose to furnish material, tax, freight, and labor - complete in accordance with all items in this budgetary proposal as listed above for **\$ 11,695.00 (Eleven Thousand, Six Hundred Ninety-Five Dollars and No Cents)**

I believe very strongly that Hy-Tec Construction can provide you with the level of service you expect and deserve. We are very confident that our capabilities will allow us to quickly integrate Hy-Tec Construction into your Construction needs and be productive right from the start.

Thank You for the Opportunity to Present this Budgetary Proposal for Your Consideration. If you have any questions or concerns, please contact me.

Sincerely,



Paul Skogen
Project Manager

ESTIMATE

371 Construction
2646 State 371 NW
Hackensack, MN 56452-2005

371constructionmn@gmail.com
+1 (218) 600-6255



Bill to
Mike Habighorst

Ship to
Mike Habighorst

Estimate details

Estimate no.: Lund Park Gate
Estimate date: 10/22/2025

#	Date	Product or service	Description	Qty	Amount
1.		Demo, Repair, Underlayment	Tear off, disposal, underlayment, drip edge, (allotted sheathing repair budget of \$750)	1	\$3,988.00
2.		Roof Covering	Second Story Install shingles: GAF timberline HDZ or equivalent (Labor + Materials) = \$5810 Cedar Shakes: (Labor & materials) =\$10,400	1	\$5,810.00
Total					\$9,798.00

Accepted date

Accepted by



Park Board Agenda Request

MEETING DATE: November 25, 2025

TITLE OF ITEM: Discussion & Approval of Jaycees Warming House & Additional Funding

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kayla Huether, Recreation Specialist

DEPARTMENT: Parks

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE: Consider whether to open the Jaycees Pleasure Rink Warming House for the upcoming winter season. If the warming house is opened, additional staffing will be required, resulting in an increase to the staffing budget. Options have been prepared to outline potential approaches for managing these needs. See below for details and options.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Option 1: Rink Only (No Warming House)

- **Setup:** Outdoor rink maintained, no warming house opened.
- **Staffing:** No warming house attendants required.
- **Budget Impact:** Within current rink budget.
- **Pros:**
 - Keeps costs low and manageable.
 - Focus remains on skating itself.
 - Bane warming house is nearby.
- **Cons:**
 - Limited comfort for skaters (no indoor space to warm up).
 - May reduce usage, especially for families with young children.

Option 2: Rink + Warming House (Open 4 days/week, Thur-Sun)

- **Setup:** Warming house prepared and staffed. Different hours as other warming houses (24 hours/week)
- **Staffing:** Attendants will need to be hired (an additional 2 attendants)
- **Budget Impact:** Will be over current rink budget. Increase the temporary staff budget to about \$5,500 if we have a full season
- **Pros:**
 - Provides shelter, warmth, and amenities.

- More attractive for families and community events.
- **Cons:**
 - Slight budget overage.
 - Requires additional staffing and materials.
 - Higher ongoing operational costs.

Option 3: Rink + Warming House (Open 7 days/week)

- **Setup:** Warming house prepared and staffed. Same hours as other warming houses (36 hours/week)
- **Staffing:** Attendants will need to be hired (an additional 3 attendants)
- **Budget Impact:** Well over current rink budget. Increase the temporary staff budget to about \$8,500 if we have a full season
- **Pros:**
 - Provides shelter, warmth, and amenities.
 - Could increase rink usage and community engagement.
- **Cons:**
 - Significant budget overage.
 - Requires additional staffing and materials.
 - Higher ongoing operational costs.

Side Note: Skate Rentals

If warming house is opened, decision needed on skate rentals:

- **Option A: Offer Skate Rentals**
 - Requires large upfront purchase of skates.
 - Could seek ice skate donations (used skates)
 - Adds convenience for families without skates.
 - Risk: inventory management, sizing, maintenance.
- **Option B: No Skate Rentals**
 - Keeps costs down.
 - Skaters must bring their own equipment.
 - May limit accessibility for those without skates.

RECOMMENDED ACTION/MOTION: Staff have discussed and as season workers are critical and funding is limited, we recommend providing a Rink Only (Option 1).

FINANCIAL IMPACT: Possible budget overrun contingent on chosen option.



RECREATION REPORT

- Penguin & Polar Bear Youth Pond Hockey Registration Open until 12/12
- Adult Pond Hockey Registration Open until 12/12
- Warming House Positions Opened
- Pond Hockey Official Position Opened
- Preparing Warming Houses
- Organize Pone Hockey Equipment & Information
- Looking for Pond Hockey Volunteer Coaches
- Advertising-End of Season Video Attached-1.6K Views
https://www.canva.com/design/DAG2DgV2JSA/UsJcYa7y_Oqo3M74dTJKzg/watch?utm_content=DAG2DgV2JSA&utm_campaign=designshare&utm_medium=link2&utm_source=uniquelinks&utm_id=hf626fe6113
- Christmas Tree Lighting Scheduled for 12/5

PARKS MAINTENACE REPORT

- Changing banners downtown
- Removing and installing new Christmas lights on tree at City Hall
- Manufactured box to house camera equipment (Surveillance)
- Welding brackets for batting cages
- Hauling brush and adding dirt to disc golf courses
- Removed dock and pier at Lum Park
- Fixed vandalized kiosk (Downtown)
- Put in rubber flooring JCP
- Replaced toilet JCP
- Installed salt spreader
- Built cabinets for warming house
- Change implements (winter)
- Serviced equipment
- Store movies in the park equipment



PUBLIC WORKS
November 25, 2025

- Moved hockey equipment
- Raked and trimmed hockey rinks
- Fixed gate on rink
- Fixed pier
- Trimmed trees
- Garbage runs