



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, December 16, 2025 @ 4:00 PM

The public is invited to attend these meetings in person

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

1. **Call To Order**

2. **Roll Call**

___J. Miller ___K. Schaefer ___A. Shipe ___J. Berns

3. **Pledge of Allegiance**

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

5. **Consent Calendar**

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

A. **Approval of Minutes**

B. **Approval of Disbursements**

C. **Financial Reports**

D. **Approve Rotary Riverside Great River Greening Volunteer Event at Rotary Park**

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. **Approval of Youth Tournament Staffing and Fee Structure**

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

C. **Approval of YMCA and Community Education 2026 Contracts**

9. **New Business**
10. **Staff Reports**
(Verbal: Any Updates since Packet)
 - A. **December 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 Member Miller in the City Council Chambers.

Roll Call

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

Also noted as present Public Works Director Habighorst, Recreation Specialist Kayla Huether, and City Administrator Nick Broyles.

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

Approval of Agenda

MOVED AND SECONDED BY MEMBER SHIPE AND SCHAEFER, DULY CARRIED TO AMEND THE AGENDA TO ADD 97 AND APPROVE THE AGENDA.

Approval of Consent Calendar

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

MOVED AND SECONDED BY MEMBER SHIPE AND SCHAEFER, DULY CARRIED TO APPROVE THE CONSENT CALENDAR.

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

Public Forum

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

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

Unfinished Business

Discussion and Approval of Youth Tournament Staffing and Fee Structure

Discussion of youth tournament costs that was brought back to Park Board to rescind the motion made at last meeting in October. To review the options with more clarifying information on tournament costs and to review options to approve. Putting together standard pricing for the employee cost rate for the year, no overtime costs should be charged and being consistent with annual fees. Talked about whether the reservation is a last-minute tournament request to allow additional fees to be charged to the organization making the reservation.

MOVED AND SECONDED BY MEMBER SHIPE AND SHCAEFER, DULY CARRIED TO DIRECT STAFF TO DEVELOP A STANDARDIZED TOURNAMENT STAFF COST AND BRING BACK TO THE DECEMBER MEETING.

Discussion and Approval of Adult Tournament Staffing and Fee Structure

Discussion of the adult tournament costs, reviewed in 2025 there were limited tournaments. Discussion that the adult tournaments are not affordable on what the costs are now. Requested to charge \$150 per tournament. Current price is \$75 for a two-hour block. Discussion to make it standardized for staff time cost and chalking cost, request to come back with standardized staff time and to change the wording in the fee schedule for the option to have field staff complete maintenance for adult tournaments.

MOVED AND SECONDED BY MEMBER SHIPE AND SCHAEFER, DULY CARRIED TO CHANGE THE ADULT TOURNAMENT FEES TO \$150 PLUS STAFF TIME AS REQUESTED BY THE TOURNAMENT ORGANIZER.

Discussion and Approval of Special Event Fees

Reviewed the special event fees and discussed whether to add additional fees for extra requests. Discussion on additional garbage cans and picnic tables when requested if this should be added with the fees, staff time for the cost if the request would take staff multiple trips. Talked about putting together a document with all the additional resources that the city has or adding a statement within the fee schedule for people to call and inquire. Establish a consistent cost for staff time and charge for the staff time fractionally.

MOVED AND SECONDED BY MEMBERS MILLER AND SHIPE, DULY CARRIED FOR SPECIAL EVENT FEES IF NO ADDITIONAL AMENITIES ARE REQUESTED FOR STAFF TIME, THE CITY WILL NOT CHARGE, IF ADDITIONAL AMENITIES ARE REQUESTED STAFF TIME WILL BE CHARGED FRACTIONALLY ON THE DELIVERY TIME APON REQUEST.

Approval of Updated Solar Development Agreement at Rotary Park

Brought back the updated Solar Development Agreement, agreement was updated by the request of the Rotary Club to not have the replacement solar panels be their responsibility. The verbiage was removed and was updated with Brainerd Public Utilities along with all other solar agreements within the city. Brainerd Public Utilities approved the agreement, and any replacement and maintenance of solar panels will now be their responsibility moving forward.

MOVED AND SECONDED BY MEMBER SCHAEFER AND SHIPE, DULY CARRIED TO SUPPORT NEW REVISED CONTRACT BETWEEN BPU AND ROTARY PARK SOLAR PANCELS.

New Business

Discussion and Review of 2025 Concession Report and Sales Data

Reviewed the sales data for the concession stand and reviewed the report on the in and out costs for the concession stand for operating. Discussed that the revenue that was generated was just over \$1,000. Discussed the changes that were made before concession stands were opened which consisted of changing menu items, price updates, and scheduling one staff per concession stand instead of two or three staff.

Approve Future Installation of Security Camera Locations at City Parks

Discussion on the security cameras in the park and review of options to add more cameras throughout the parks, review of options with the most appropriate places to utilize these cameras for preventive vandalism. Working with the police department with suggestions on where we are getting the most vandalism that is taking place and working together for camera suggestions.

MOVED AND SECONDED BY MEMBER SHIPE AND SCHAEFER, DULY CARRIED TO APPROVE THE PROPOSED CAMERA SCHEDULE.

Discussion and Approval of Park Board Meeting Schedule 2026

Discussion held of the upcoming 2026 Park Board meeting schedule, suggestion to change the November date one week earlier, the week before Thanksgiving to allow travel time if people are going out of town.

MOVED AND SECONDED BY MEMBER SHIPE AND SCHAEFER, DULY CARRIED TO APPROVE THE SCHEDULE FOR 2026 BUT CHANGE THE NOVEMBER MEETING TO THE 17TH INSTEAD OF THE 24TH.

Discussion and Approval of Lum Park Arch Re-Roof Bids

The Lum Park arch roof bids were discussed and prices provided from the bids received by staff, discussion about tabling the discussion due to Mayor Badeaux having discussed this in a prior meeting that Advance offered to replace the roof.

MOVED AND SECONDED BY MEMBER SCHEAFER AND SHIPE, DULY CARRIED TO TABLE THE AGENDA ITEM UNTIL DISCUSSIONS WITH MAYOR BADEAUX AND COREY HAPPEN.

Discussion and Approval of Jaycees Warming House and Additional Funding

Discussion on opening the Jaycees warming house for this season, options were discussed and reviewed. Financial discussions and staffing adjustments that are required if opening the skating rink and how this will affect the budget. Discussion about if the warming house is necessary and the length that residents would need to walk from the parking lot to the ice-skating rink. Request to have the City Parks warming houses open during Christmas break and anytime they are off school and to find a partnership with local places that provide ice skates. Discussion of offsetting other skating rinks to help with cost.

MOVED AND SECONDED BY MEMBER SHIPE AND SCHAEFER, DULY CARRIED TO OPEN JAYCEES WARMING HOUSE FOUR DAYS A WEEK AND SCHOOL HOLIDAYS/BREAKS AND DO NOT OFFER SKATE RENTALS BUT OFFER FREE SKATES AS AVAILABLE.

Approval of New Bleachers for Memorial Park Field 3-Amended

Review of the thirty-year capital plan with the bleachers at Memorial Fields being set to be replaced in 2050, the bleachers on field 3 need replacement. Discussed funds in the current budget to order the bleachers, request to purchase bleachers for field 3, bid was obtained for \$5,500. Park Board requested that staff make notations on what we are spending money on outside of the capital plan to ensure Park Board requests for additional funds from City Council

November 25, 2025

are obtained. Discussed where the money would be coming out of, the request for the maintenance budget and capital budget and where to take the money out of. Discussed capital equipment that is damaged or broken needs to come back to Park Board immediately.

MOVED AND SECONDED BY MEMBER SHIPE AND SCHAEFER, DULY CARRIED TO DIRECT STAFF TO REQUEST \$5,499.98 FROM CITY COUNCIL FROM THE PARK BOARD CAPITAL IMPORVEMENT FUND TO REPLACE THE BLEACHERS.

Staff Reports Recreational Events

Public Works Director Habighorst wanted to remind everyone that the Christmas Tree Lighting event is being held on December 5th at 5:00p.m.

Board Reports

Member Miller asked if trash pickup downtown was a parks duty. Requested staff to keep a better eye on the garbage downtown as it's been overflowing. Brought up skateboarding at Lyman P. White is not allowed.

Member Shipe also brought up graffiti at Gregory Park that would like cleaned up. Brought up year-round garbage containers that are in covered containers, would like to see permanent garbage year-round in the parks which would prevent litter in the parks.

Adjourn

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

Member Miller adjourned the meeting at 5:42 p.m.

JD Berns
Park Board President

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 11/20/2025 - 12/09/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
336519/1 90774	ACE HARDWARE PAINT - SKATE HELPER/SHELF BRACKET 230-5200-42220	11/20/2025 pziemer	12/03/2025	43.90	0.00	Paid	Y 12/03/2025
		REPAIR & MAINT		43.90			
336395/1 90787	ACE HARDWARE TOILET REPAIRS 230-5200-42220	11/13/2025 pziemer	12/03/2025	8.08	0.00	Paid	Y 12/03/2025
		REPAIR & MAINT		8.08			
336382/1 90788	ACE HARDWARE BIT SET, TAPE MEASURE, RING WAX 230-5200-42220	11/12/2025 pziemer	12/03/2025	47.55	0.00	Paid	Y 12/03/2025
		REPAIR & MAINT		47.55			
	Total for vendor 0011 - ACE HARDWARE:			99.53	0.00		
Vendor 2670 - AMERICAN STEEL SUPPLY INC:							
128322 90800	AMERICAN STEEL SUPPLY INC JCP COAT RACKS REPAIR 230-5200-42220	11/20/2025 pziemer	12/03/2025	210.20	0.00	Paid	Y 12/03/2025
		REPAIR & MAINT		210.20			
128344 90801	AMERICAN STEEL SUPPLY INC JCP - WARMING HOUSE SKATE HELPERS 230-5200-42220	11/21/2025 pziemer	12/03/2025	402.05	0.00	Paid	Y 12/03/2025
		REPAIR & MAINT		402.05			
	Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:			612.25	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
OCT 25/LIB 90813	BRAINERD PUBLIC UTILITIES 9/24/25-10/24/25 LIBRARY UTILITIES 230-5200-43381	11/24/2025 pziemer	12/03/2025	1,956.03	0.00	Paid	Y 12/03/2025
		BPU UTILITIES		1,956.03			
OCT 25/PARKS 90814	BRAINERD PUBLIC UTILITIES 9/24/25-10/24/25 PARKS DEPT 230-5200-43381 230-5280-43380	11/24/2025 pziemer	12/03/2025	6,480.84	0.00	Paid	Y 12/03/2025
		BPU UTILITIES		5,826.90			
		UTILITIES		653.94			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			8,436.87	0.00		
Vendor 0193 - GOODIN COMPANY :							
6692967-00 90743	GOODIN COMPANY JCP URINAL REPAIR	11/04/2025 pziemer	12/03/2025	2.33	0.00	Paid	Y 12/03/2025

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 11/20/2025 - 12/09/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	230-5200-42220	REPAIR & MAINT		2.33			
	Total for vendor 0193 - GOODIN COMPANY :			<u>2.33</u>	<u>0.00</u>		

Vendor 0889 - MENARDS - BAXTER :

58994 90781	MENARDS - BAXTER JCP LIGHTS/WIRE 230-5200-42220	11/21/2025 pziemer REPAIR & MAINT	12/03/2025	208.45	0.00	Paid	Y 12/03/2025
58859 90782	MENARDS - BAXTER JCP - WARMING HOUSE REPAIR 230-5200-42220	11/20/2025 pziemer REPAIR & MAINT	12/03/2025	49.97	0.00	Paid	Y 12/03/2025
58819 90783	MENARDS - BAXTER CREDIT - RETURN LIGHTS 401-1003-43430	11/19/2025 pziemer MISCELLANEOUS	12/03/2025	(49.98)	0.00	Paid	Y 12/03/2025
58803 90784	MENARDS - BAXTER CHRISTMAS SWAG/WREATH BULBS LIGHTS 401-1003-43430	11/19/2025 pziemer MISCELLANEOUS	12/03/2025	49.98	0.00	Paid	Y 12/03/2025
58801 90785	MENARDS - BAXTER JCP BRUSH/POLYURETHANE 230-5200-42220	11/19/2025 pziemer REPAIR & MAINT	12/03/2025	88.17	0.00	Paid	Y 12/03/2025
58369 90789	MENARDS - BAXTER JCP & KWP LUMBER 230-5200-42220	11/13/2025 pziemer REPAIR & MAINT	12/03/2025	5.35	0.00	Paid	Y 12/03/2025
58757 90790	MENARDS - BAXTER JCP - CLOCK/BROOM 230-5200-42220	11/18/2025 pziemer REPAIR & MAINT	12/03/2025	44.96	0.00	Paid	Y 12/03/2025
	Total for vendor 0889 - MENARDS - BAXTER :			<u>396.90</u>	<u>0.00</u>		

Vendor 3394 - MIDWEST MACHINERY CO:

11337326 90776	MIDWEST MACHINERY CO JD 60 INCH ROTARY BROOM 230-5200-42220	11/20/2025 pziemer REPAIR & MAINT	12/03/2025	5,988.00	0.00	Paid	Y 12/03/2025
10709259 90777	MIDWEST MACHINERY CO FILTERS/BELTS FOR BLOWER/GROOMER	11/12/2025 pziemer	12/03/2025	120.68	0.00	Paid	Y 12/03/2025

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution 230-5200-42220	REPAIR & MAINT		120.68			
10709262 90778	MIDWEST MACHINERY CO JD SPRAYER PUMP 230-5200-42220	11/12/2025 pziemer REPAIR & MAINT	12/03/2025	181.45 181.45	0.00	Paid	Y 12/03/2025
Total for vendor 3394 - MIDWEST MACHINERY CO:				6,290.13	0.00		

Vendor 0291 - PIKE PLUMBING AND HEATING:

91798 90718	PIKE PLUMBING AND HEATING GGP ANNUAL BACKFLOW PREVENTER TEST 230-5200-42220	11/01/2025 pziemer REPAIR & MAINT	12/03/2025	125.00 125.00	0.00	Paid	Y 12/03/2025
Total for vendor 0291 - PIKE PLUMBING AND HEATING:				125.00	0.00		

# of Invoices:	18	# Due:	0	Totals:	16,012.99	0.00
# of Credit Memos:	1	# Due:	0	Totals:	(49.98)	0.00
Net of Invoices and Credit Memos:				15,963.01	0.00	

--- TOTALS BY GL DISTRIBUTION ---

230-5200-42220	REPAIR & MAINT	7,526.14
230-5200-43381	BPU UTILITIES	7,782.93
230-5280-43380	UTILITIES	653.94

--- TOTALS BY FUND ---

230 - PARK & RECREATION FUND	15,963.01	0.00
401 - CONSTRUCTION FUND	0.00	0.00

--- TOTALS BY DEPT/ACTIVITY ---

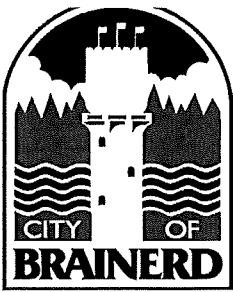
1003 - 10:03 DWNTWN MAIN CNTRACT	0.00	0.00
5200 - PARK MAIN/ADMINISTRATION	15,309.07	0.00
5280 - CAMPGROUND	653.94	0.00

As of November 30, 2025

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
<i>Total Taxes and Penalties</i>	35,000	19,939	-	-	-	-	-	-	-	-	-	-
<i>Total Rev fr Other Gov'ts</i>	-	37,750	-	-	-	-	-	-	-	-	-	-
<i>Charges for Services - User Fees</i>	12,250	15,265	2,000	569	-	-	30,000	23,448	2,500	5,631	3,000	1,739
<i>Other Revenue</i>												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	8,815	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	1,174	-	-	-	-	-	-	-	-	-	-
<i>Total Other Revenue</i>	2,000	9,989	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	49,250	82,943	2,000	569	-	-	30,000	23,448	2,500	5,631	3,000	1,739
<i>Total Personal Services</i>	913,297	796,424	444	97	11,637	11,644	20,684	8,185	-	4,022	-	261
<i>Supplies</i>												
Office and Operating Supplies	8,350	13,751	725	254	400	105	27,500	14,314	2,500	-	3,000	4,316
Motor Fuels	22,000	15,638	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	46,002	-	73	-	-	-	-	-	-	-	-
Repairs & Maintenance - Mills Field	10,000	5,566	-	-	-	-	-	-	-	-	-	-
Small Tools	2,000	1,383	-	-	-	-	-	-	-	-	-	-
<i>Total Supplies</i>	122,350	82,340	725	327	400	105	27,500	14,314	2,500	-	3,000	4,316
<i>Services</i>												
Professional Services	41,375	32,419	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,825	3,337	-	-	-	-	-	-	-	-	-	-
Telephone	3,804	4,627	-	-	-	-	-	-	-	-	-	-
Postage	50	64	-	-	-	-	-	-	-	-	-	-
Professional Development	3,000	6,946	-	-	-	-	-	-	-	-	-	-
Lease Payments	80,186	70,812	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	123	-	-	-	-	-	-	-	-	-	-
Insurance	27,726	27,826	-	-	-	-	-	-	-	-	-	-
Utilities	117,900	104,524	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,785	1,947	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	1,069	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,389	1,871	-	-	-	-	-	-	-	-	-	-
<i>Total Services</i>	287,040	255,564	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,322,687	1,134,328	1,169	425	12,037	11,749	48,184	22,498	2,500	4,022	3,000	4,577
<i>Other Revenue (Expenses)</i>												
Sale of Assets	9,000	48,068	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
<i>Total Other Revenue (Expenses)</i>	9,000	48,068	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(1,264,437)	(1,003,316)	831	144	(12,037)	(11,749)	(18,184)	950	-	1,609	-	(2,837)

As of November 30, 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	56,242	179,750	143,991
<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	56,842	216,750	212,270
<i>Total Personal Services</i>	2,975	1,326	28,493	21,109	-	-	-	-	977,529	843,068
<i>Supplies</i>										
Office and Operating Supplies	575	385	15,400	11,767	1,050	313	500	2,106	60,000	47,310
Motor Fuels	-	-	-	-	-	-	-	-	22,000	15,638
Repairs & Maintenance	-	-	5,000	1,258	-	-	1,500	1,680	86,500	49,013
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	10,000	5,566
Small Tools	-	-	-	-	-	-	-	-	2,000	1,383
<i>Total Supplies</i>	575	385	20,400	13,024	1,050	313	2,000	3,786	180,500	118,909
<i>Services</i>										
Professional Services	-	-	-	-	-	-	-	-	41,375	32,419
Computer Technical Support	-	-	-	-	-	-	-	-	6,825	3,337
Telephone	-	-	-	-	-	-	1,200	4,624	5,004	9,251
Postage	-	-	-	-	-	-	-	-	50	64
Professional Development	-	-	-	-	-	-	-	-	3,000	6,946
Lease Payments	-	-	-	-	-	-	-	-	80,186	70,812
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,000	123
Insurance	-	-	-	-	-	-	-	-	27,726	27,826
Utilities	-	-	-	-	-	-	7,000	6,052	124,900	110,576
Rent Expense	-	-	-	-	-	-	-	-	1,785	1,947
Miscellaneous	-	-	-	-	-	-	-	-	2,000	1,069
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,389	1,871
<i>Total Services</i>	-	-	-	-	-	-	8,200	10,676	295,240	266,240
TOTAL OPERATING EXPENSES	3,550	1,711	48,893	34,133	1,050	313	10,200	14,462	1,453,269	1,228,217
<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)	560	1,107	3,334	950	1,047	64,800	42,380	(1,227,519)	(967,879)



SPECIAL EVENT APPLICATION

Date of Application: 12/8/25

Event applications must be submitted to the Public Works Department at 501 Laurel Street, Brainerd, MN 56401 or tgage@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of Event:

- Event- City Parking Lot Event- City Park
 Event with Street Closure Other

Name of Event:

Organizer Information

Organization Name	Great River Greening
Organization Address	251 Starkey St., Ste 2200 , St. Paul MN 55107
Event Contact Person	Wiley Buck, Sr. Program Manager
Event Contact Phone	651-318-8667
Event Contact Email	wbuck@greatrivergreening.org
Contact (Day of)	Wiley Buck
For Profit/Nonprofit Status	Non profit

Event Information

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

We wish to remove the 23 piles of waste wood currently stacked on the terrace forest unit on the east side of Rotary Riverside Park. We propose to do this by using biochar kilns and igniting the piles; this is very similar to open pile burning except biocharring makes a high temperature charcoal which is a useful soil amendment; biocharring burns cleaner than open pile burning; biocharring reduces burn scarring compared to open pile burning.

Friday Feb 20 is a biochar demonstration event targeted at natural resource professionals. Saturday Feb 21 is a community biochar volunteer day, marketed to local volunteers who will help by hauling and staging waste wood, and a select few volunteers will be trained to load the kilns. GRG staff will be present both days.

Some detail to answers below: GRG has met with Brainerd Public Works and anticipates that Public Works will have a representative and an equipment operator on site on Friday. GRG has met with Brainerd Fire Department on site toward permitting and potential use of the fire hydrant in the park and potential FD assistance. We will follow all DNR and local permitting requirements. We are also coordinating with Rotary Club and Crow Wing SWCD.

We seek permission for parking on Linden Street cul de sac and for staging a portable toilet there as well. Our recruitment aim for Saturday is 50 volunteers, so with GRG staff, City vehicles, etc. we anticipate the maximum number of vehicles to be around 50.

Event Details:

Event Date	Start Time	End Time	Event Location(s)
2/20/26	11:00 a.m.	2:00 p.m.	Rotary Riverside Park, Linden street parking
2/21/26	11:00 a.m.	2:00 p.m.	Rotary Riverside Park, Linden stree parking

City Locations/Facilities

- City Hall Parking Lot (130' x 146')
- Laurel Street Parking Lot (92' x 120')
- Front Street Parking Lot (66' x 125')
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (contact the Parks & Recreation Department for information)
- Other (specify location above)

Sit Information

Electrical Usage YES NO

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

Amplified Sound YES NO

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

Restrooms YES NO

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

Company contracted for restrooms: tbd - portable sanitation unit

(If restrooms are provided by neighboring property, please submit the location and property owner's signature to verify approval has been granted)

Signs/Banners/Posters/Flyers YES NO

Describe the signs, banners, posters, flyers, and locations:

Trash Receptacle Disposal YES NO

Company contracted for trash receptacle disposal: GRG will bag and removal all trash.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th st between Maple and Front Streets):

Closure only if City deems it necessary. We seek approval for street parking up to 50 vehicles, Linden Lane 1700 block.

Date and Time for beginning of street closure:

Date and Time for reopening of streets:

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian traffic along sidewalks):

We will follow all street parking regulations, allowing our volunteers to walk down Linden Lane, and not block driveways.

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

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



Signature of Applicant

Wiley Buck

Print Name

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is *not* necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate				May be required before issuing a permit.
Sign/banner Permits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Planning Department for information/procedure.
Parade Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Issued by the Police Department after complete submission of application.
Alcohol Use Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator

Date

Approval Conditions:



Park Board Agenda Request

MEETING DATE: December 16, 2025

TITLE OF ITEM: 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:

From the last Park Board meeting, it was suggested/motion to have a standardized "staff cost".

- Weekend FT Staff cost is: Normal \$56.28; OT \$69.97

-In 2025, we charged PT Staff cost at: Normal \$20.16; OT 29.85 (see attached invoice indicating OT amount, about 90% of the time).

Comments:

We had only one applicant in 2025 for the seasonal weekend field maintenance position, and they were not available for the BBBA tournament weekends. Our other two part-time staff were hired for weekday coverage, so by the time weekends arrived, they had already reached 40 hours, resulting in most of the costs being overtime. It has been very challenging to find staff willing to work weekends only.

If we don't include overtime in the budget, we may lose money. We simply do not have enough staff to cover weekends without incurring OT. If a part-time employee is unavailable, our only backup would be a full-time staff member, which would increase costs even more due to overtime.

Options:

1. Charge for actual Staff Cost & Chalking (same as 2025); or
2. Charge a standardized rate of the PT staff cost which will not cover all costs: Normal weekend rate

at: \$20.16,

3. Charge a standardized rate of the FT staff cost to ensure we cover all cost: OT rate at: \$69.97

4. Meet in the middle between the two rates: \$45

RECOMMENDED ACTION/MOTION:

Staff have discussed the options and believe the following recommendation would be the best moving forward:

- Charge for Staff Cost & Chalking (same as 2025).

FINANCIAL IMPACT:



CITY OF BRAINERD

501 LAUREL ST.
BRAINERD, MN 56401
(218) 828-2307

INVOICE

Customer ID: 00510
Invoice Number: 25-0006685
Service Date: 11/01/2025
Invoice Date: 11/13/2025
Due Date: 12/12/2025
Balance Due: \$3793.52

BRAINERD BAXTER BASEBALL ASSOCIATIO
PO BOX 2715
BAXTER MN 56425

Property Address:

Remaining Unapplied Credits: 0.00

Notes: 2025 TOURNAMENTS

Quantity	Description	Unit Price	Amount
29.00	TEMP REG WAGES	20.16	\$584.64
107.50	TEMP OT WAGES	29.85	\$3208.88

Total Invoice:	\$3793.52
Credits Applied:	\$0.00
Payments Applied:	\$0.00
Invoice Balance:	\$3793.52

Please detach bottom portion and return with payment
Please keep top portion for your records

Remit Payment To:
501 LAUREL ST.
BRAINERD, MN 56401

(218) 828-2307

Mail to:
BRAINERD BAXTER BASEBALL ASSOCIATIO
PO BOX 2715
BAXTER MN 56425

REMITTANCE

Customer ID: 00510
Invoice Number: 25-0006685
Service Date: 11/01/2025
Invoice Date: 11/13/2025
Due Date: 12/12/2025

Property Address:



Park Board Agenda Request

MEETING DATE: December 16, 2025

TITLE OF ITEM: 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.

The 2025 Fee Schedule included field maintenance charge at \$75 per hour per field.

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

At the last Park Board meeting, staff was directed to standardize the cost: "Adult tournament fees to \$150/tournament plus optional staff time at \$___ as requested by the tournament organizer."

The challenging issue is the staff cost varies from PT to FT. We want to ensure we do not lose revenue and do not want to over-charge users. Staff would advise that we charge an "staff cost" rate for all tournaments.

Options:

1. Charge for actual Staff Cost & Chalking (same as 2025); or
2. Charge a standardized rate of the PT staff cost which will not cover all costs: Normal weekend rate at: \$20.16/hr,
3. Charge a standardized rate of the FT staff cost to ensure we cover all cost: OT rate at: \$69.97/hr,
4. Meet in the middle between the two rates: \$45

RECOMMENDED ACTION/MOTION: Staff is recommending charging \$150 per tournament plus Staff Cost as outlined above.

FINANCIAL IMPACT:



Park Board Agenda Request

MEETING DATE: December 16, 2025

TITLE OF ITEM: Approval of YMCA and Community Education 2026 Contracts

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE:

The Park Board entered into agreements with the YMCA and Independent School District No. 181's Community Education Department to oversee program operations.

The attached revised agreement updates the lawyers' review of the responsibilities of both the City and 3rd Party agencies (YMCA and Comm. Ed.) and clarifies compensation terms, strengthens oversight, insurance, and indemnification provisions. Key revisions can be seen on attached contracts.

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

RECOMMENDED ACTION/MOTION:

Staff is recommending approval of proposed agreements with YMCA and Comm. Ed. for 2026 programming.

FINANCIAL IMPACT: N/A



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

AGREEMENT

Effective Date: January 1, 2026

This Agreement is entered into by and between the **City of Brainerd**, through its **Park and Recreation Board** (hereinafter the “City”), and the **Brainerd Family YMCA** (hereinafter the “YMCA”).

RECITALS

A. The City’s Park and Recreation Board has historically operated several youth recreational programs for City residents.

B. The Board has determined that it is in the best interest of the City and program participants to partner with the YMCA to operate certain programs, and the YMCA is willing and able to operate those programs in accordance with the terms of this Agreement.

AGREEMENT

1. Programs

The YMCA shall operate the following programs on behalf of the City:

- a. Youth Flag Football
 - b. Youth Soccer
 - c. Youth T-ball
 - d. Youth Basketball
-

2. YMCA Oversight Duties

The YMCA shall be responsible for the following:

- a. Program advertising, marketing, and fundraising. A copy of all such materials, in whatever form, shall be provided to the City with the initial marketing invoice in March.
- b. Registration of participants.
- c. Scheduling teams. A full schedule of field/facility usage shall be provided to the City as soon as reasonably possible. Any changes must be communicated at least two (2) weeks before use of the facility or field. The YMCA shall balance field usage and games across City properties.
- d. Hiring umpires, referees, and game officials.
- e. Hiring/coordinating coaching staff and volunteers.
- f. Providing necessary equipment (basketballs, soccer balls, jerseys, cones, paint for soccer and football fields, etc.).



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

- g. Printing the City of Brainerd logo on all uniforms, jerseys, shirts, and printed advertising material.
 - h. Providing the City Recreation Specialist with program information upon request.
 - ~~i. Maintaining control of City scoreboard equipment, including controllers.~~
 - ~~j. Balancing field usage across Brainerd, Baxter, and school district properties where possible.~~
 - ~~k.i.~~ Presenting to the Brainerd Park Board twice annually:
 - **Spring:** Summary of upcoming season's activities and registrations.
 - **Fall:** Recap of participation, activities, and a proposed budget request for the following year.
 - ~~l.j.~~ Submitting preliminary schedules, program structures, and facility usage plans to the City for approval with the initial invoice, and the finalized schedule at least four weeks prior to the beginning of the programs, as the City may deny proposals that negatively affect operations, access, or quality.
 - ~~m.k.~~ Conducting all programs professionally and consistent with community standards and Parks Department objectives.
 - ~~n.l.~~ Submitting program budgets, expense reports, and supporting documentation for review upon request.
 - ~~o.m.~~ Correcting deficiencies identified in writing by the City within 24 hours of receiving the notice of deficiency and providing the City with information on how the deficiencies are being corrected. Failure to comply may result in suspension of facility access, reduced compensation, or termination.
 - ~~p.n.~~ Suspending or canceling any program immediately if unsafe conditions exist, participant safety is at risk, or emergencies require facility closure.
-

3. City Duties

The City shall:

- a. Maintain City parks utilized by the programs, including restrooms.
 - b. Strip and maintain all baseball and softball fields ~~as necessary~~.
 - ~~c. Purchase equipment for YMCA use at City-owned facilities, if mutually agreed upon.~~
 - ~~d.c.~~ Provide safe, high-quality, and usable field spaces.
 - ~~e.d.~~ Meet with the YMCA at the end of each season to assess field conditions and recommend improvements.
 - ~~f.e.~~ Retain sole rights for banner sales and postings on City fields. The YMCA may hang one Brainerd YMCA banner at Jaycees Park at no cost provided the banner meets City standards.
-

4. Compensation

The City shall compensate the YMCA as follows:



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

- a. An annual fee of **\$15,000**, payable in three installments.
 1. An Administrative Fee of \$3,000 for marketing, advertising, registration process, etc. to inform public of recreation opportunities. Invoice the City in March to prepare for programming.
 2. Invoice the City in June for \$6,000 when the programs have commenced.
 3. Invoice the City in September for \$6,000 when programming is completed.
- b. Additional per-program compensation may be agreed upon in writing for specific approved programs. Such compensation shall be payable only upon successful completion of the program.
- c. If the program is offered, but one specific age group is cancelled; then allocated cost per program is divided by the number of proposed age groups, then the funds per age group is **removed deducted** from the invoice. An example is provided below:
 - If the agency offers 4 different types of programming with 3 age groups in each program type and one age group is cancelled; the invoice will be adjusted as such:
 - \$12,000 for 4 types of programming: \$3,000 per program. With 3 age groups in each program, that would allot for \$1,000 for that cancelled age group, therefore **Invoice invoice** will be reduced by \$1,000.
 - If an entire program is cancelled, the Invoice will be reduced by \$3,000 **with-in** this example.

If a program is canceled, not completed, or fails to meet agreed-upon standards, no compensation shall be owed for that program unless otherwise mutually agreed upon in writing by both parties.
- d. The City shall remit payment within thirty (30) days of receiving a proper invoice.

5. Insurance

The YMCA shall carry the following insurance:

- a. Public liability insurance in the amount of **\$1,000,000**, with the City named as an additional insured. A certificate of coverage shall be provided annually.
- b. Worker's Compensation insurance at statutory limits covering YMCA employees.

6. Participant Waivers

The YMCA shall obtain a signed waiver of liability from each participant (or parent/guardian for minors) **using the form set forth in Exhibit A**. Waivers shall be retained for six (6) years and provided to the City upon request.

7. Indemnification



**CITY OF BRAINERD
RECREATION PROGRAM AGREEMENT**

To the extent allowed by law, the YMCA shall defend and indemnify the City against all claims, losses, or damages arising out of YMCA-operated programs under this Agreement, except those caused by the negligence or intentional misconduct of the City, its employees, or agents. _____

8. Term

This Agreement shall terminate on **December 31, 2026**, unless otherwise extended in writing by both parties.

CITY OF BRAINERD

Signature: _____

Title: Park Board Chair

Date: _____

BRAINERD FAMILY YMCA

Signature: _____

Title: _____

Date: _____

Signature: _____

Title: City Administrator

Date: _____

Signature: _____

Title: _____

Date: _____



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

AGREEMENT

Effective Date: January 1, 2026

This Agreement is entered into by and between the **City of Brainerd**, through its **Park and Recreation Board** (hereinafter the “City”), and the **Brainerd Family YMCA** (hereinafter the “YMCA”).

RECITALS

A. The City’s Park and Recreation Board has historically operated several youth recreational programs for City residents.

B. The Board has determined that it is in the best interest of the City and program participants to partner with the YMCA to operate certain programs, and the YMCA is willing and able to operate those programs in accordance with the terms of this Agreement.

AGREEMENT

1. Programs

The YMCA shall operate the following programs on behalf of the City:

- a. Youth Flag Football
 - b. Youth Soccer
 - c. Youth T-ball
 - d. Youth Basketball
-

2. YMCA Oversight Duties

The YMCA shall be responsible for the following:

- a. Program advertising, marketing, and fundraising. A copy of all such materials, in whatever form, shall be provided to the City with the initial marketing invoice in March.
- b. Registration of participants.
- c. Scheduling teams. A full schedule of field/facility usage shall be provided to the City as soon as reasonably possible. Any changes must be communicated at least two (2) weeks before use of the facility or field. The YMCA shall balance field usage and games across City properties.
- d. Hiring umpires, referees, and game officials.
- e. Hiring/coordinating coaching staff and volunteers.
- f. Providing necessary equipment (basketballs, soccer balls, jerseys, cones, paint for soccer and football fields, etc.).



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

- g. Printing the City of Brainerd logo on all uniforms, jerseys, shirts, and printed advertising material.
 - h. Providing the City Recreation Specialist with program information upon request.
 - i. Presenting to the Brainerd Park Board twice annually:
 - **Spring:** Summary of upcoming season's activities and registrations.
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 - j. Submitting preliminary schedules, program structures, and facility usage plans to the City for approval with the initial invoice, and the finalized schedule at least four weeks prior to the beginning of the programs, as the City may deny proposals that negatively affect operations, access, or quality.
 - k. Conducting all programs professionally and consistent with community standards and Parks Department objectives.
 - l. Submitting program budgets, expense reports, and supporting documentation for review upon request.
 - m. Correcting deficiencies identified in writing by the City within 24 hours of receiving the notice of deficiency and providing the City with information on how the deficiencies are being corrected. Failure to comply may result in suspension of facility access, reduced compensation, or termination.
 - n. Suspending or canceling any program immediately if unsafe conditions exist, participant safety is at risk, or emergencies require facility closure.
-

3. City Duties

The City shall:

- a. Maintain City parks utilized by the programs, including restrooms.
 - b. Stripe and maintain all baseball and softball fields.
 - c. Provide safe, high-quality, and usable field spaces.
 - d. Meet with the YMCA at the end of each season to assess field conditions and recommend improvements.
 - e. Retain sole rights for banner sales and postings on City fields. The YMCA may hang one Brainerd YMCA banner at Jaycees Park at no cost provided the banner meets City standards.
-

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The City shall compensate the YMCA as follows:

- a. An annual fee of **\$15,000**, payable in three installments.



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

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 - If an entire program is cancelled, the Invoice will be reduced by \$3,000 in this example.
- If a program is canceled, not completed, or fails to meet agreed-upon standards, no compensation shall be owed for that program unless otherwise mutually agreed upon in writing by both parties.
- d. The City shall remit payment within thirty (30) days of receiving a proper invoice.

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The YMCA shall carry the following insurance:

- a. Public liability insurance in the amount of **\$1,000,000**, with the City named as an additional insured. A certificate of coverage shall be provided annually.
- b. Worker's Compensation insurance at statutory limits covering YMCA employees.

6. Participant Waivers

The YMCA shall obtain a signed waiver of liability from each participant (or parent/guardian for minors) using the form set forth in Exhibit A. Waivers shall be retained for six (6) years and provided to the City upon request.

7. Indemnification

To the extent allowed by law, the YMCA shall defend and indemnify the City against all claims, losses, or damages arising out of YMCA-operated programs under this Agreement, except those caused by the



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

negligence or intentional misconduct of the City, its employees, or agents.

8. Term

This Agreement shall terminate on **December 31, 2026**, unless otherwise extended in writing by both parties.

CITY OF BRAINERD

Signature: _____

Title: Park Board Chair

Date: _____

BRAINERD FAMILY YMCA

Signature: _____

Title: _____

Date: _____

Signature: _____

Title: City Administrator

Date: _____

Signature: _____

Title: _____

Date: _____



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

AGREEMENT

Effective Date: January 1, 2026

This Agreement is entered into by and between the **City of Brainerd**, through its **Park and Recreation Board** (hereinafter the “City”), and the **Independent School District No. 181** (hereinafter the “District”).

RECITALS

A. The City’s Park and Recreation Board has historically operated several youth recreational programs for City residents.

B. The Board has determined that it is in the best interest of the City and program participants to partner with the District to operate certain programs, and the District is willing and able to operate those programs in accordance with the terms of this Agreement.

AGREEMENT

1. Programs

The District shall operate the following programs on behalf of the City:

- a. Miracle League
 - b. Boys and Girls T-Ball
 - c. Youth Baseball
 - d. Youth Softball
 - e. Youth Tennis
-

2. District Oversight Duties

The District shall be responsible for the following:

- a. Program advertising, marketing, and fundraising. A copy of all such materials, in whatever form, shall be provided to the City with the initial marketing invoice in March.
- b. Registration of participants.
- c. Scheduling of teams. A full schedule of field/facility usage shall be provided to the City as soon as reasonably possible. Any changes must be communicated at least two (2) weeks before use of the facility or field. The District shall balance field usage and games across Brainerd, Baxter and District properties.
- d. Hiring umpires, referees, and game officials.
- e. Hiring/coordinating coaching staff and volunteers.
- f. Providing necessary equipment (basketballs, soccer balls, jerseys, cones, paint for soccer and football fields, etc.).



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

- g. Printing the City of Brainerd logo on all uniforms, jerseys, shirts, and printed advertising material.
- h. Providing the City Recreation Specialist with program information upon request.
- ~~i. Maintaining control of City scoreboard equipment, including controllers.~~
- ~~j.i. Balancing field usage across Brainerd, Baxter, and school district properties where possible.~~
- ~~k.j.~~ Presenting to the Brainerd Park Board twice annually:
 - **Spring:** Summary of upcoming season's activities and registrations.
 - **Fall:** Recap of participation, activities, and a proposed budget request for the following year.
- ~~l.k.~~ Submitting preliminary schedules, program structures, and facility usage plans to the City for approval with the initial invoice, and the finalized schedule at least four weeks prior to the beginning of the programs, as the City may deny proposals that negatively affect operations, access, or quality.
- ~~m.l.~~ Conducting all programs professionally and consistent with community standards and Parks Department objectives.
- ~~n.m.~~ Submitting program budgets, expense reports, and supporting documentation for review upon request.
- ~~o.n.~~ Correcting deficiencies identified in writing by the City within 24 hours of receiving the notice of deficiency, and providing the City with information on how the deficiencies are being corrected. Failure to comply may result in suspension of facility access, reduced compensation, or termination.
- ~~p.o.~~ Suspending or canceling any program immediately if unsafe conditions exist, participant safety is at risk, or emergencies require facility closure.

3. City Duties

The City shall:

- a. Maintain City parks utilized by the programs, including restrooms.
- b. Stripe and maintain all baseball and softball fields ~~as necessary~~.
- ~~e. Purchase equipment for the District use at City-owned facilities, if mutually agreed upon.~~
- ~~d.c.~~ Provide safe, high-quality, and usable field spaces.
- ~~e.d.~~ Meet with the District at the end of each season to assess field conditions and recommend improvements.
- ~~f.e.~~ Retain sole rights for banner sales and postings on City fields. The District may hang one Brainerd District banner at Jaycees Park at no cost provided the banner meets City standards.

4. Compensation

The City shall compensate the District as follows:

- a. An annual fee of **\$15,000**, payable in three installments.



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

1. An Administrative Fee of \$3,000 for marketing, advertising, registration process, etc. to inform public of recreation opportunities. Invoice the City in March to prepare for programming.
 2. Invoice the City in June for \$6,000 when the programs have commenced.
 3. Invoice the City in September for \$6,000 when programming is completed.
- b. Additional per-program compensation may be agreed upon in writing for specific approved programs. Such compensation shall be payable only upon successful completion of the program.
- c. If the program is offered, but one specific age group is cancelled; then allocated cost per program is divided by the number of proposed age groups, then the funds per age group is ~~removed~~ deducted from the invoice. An example is provided below:
- If the agency offers 4 different types of programming with 3 age groups in each program type and one age group is cancelled; the invoice will be adjusted as such:
 - \$12,000 for 4 types of programming: \$3,000 per program. With 3 age groups in each program, that would allot for \$1,000 for that cancelled age group, therefore ~~Invoice~~ invoice will be reduced by \$1,000.
 - If an entire program is cancelled, the Invoice will be reduced by \$3,000 ~~with-in~~ in this example.

If a program is canceled, not completed, or fails to meet agreed-upon standards, no compensation shall be owed for that program unless otherwise mutually agreed upon in writing by both parties.

- d. The City shall remit payment within thirty (30) days of receiving a proper invoice.

5. Insurance

The District shall carry the following insurance:

- a. Public liability insurance in the amount of **\$1,000,000**, with the City named as an additional insured. A certificate of coverage shall be provided annually.
- b. Worker's Compensation insurance at statutory limits covering the District's employees.

6. Participant Waivers

The District shall obtain a signed waiver of liability from each participant (or parent/guardian for minors), using the form set forth in Exhibit A. Waivers shall be retained for six (6) years and provided to the City upon request.

7. Indemnification

To the extent allowed by law, the District shall defend and indemnify the City against all claims, losses, or damages arising out of the District-operated programs under this Agreement, except those caused by the negligence or intentional misconduct of the City, its employees, or agents.

8. Term



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

This Agreement shall terminate on **December 31, 2026**, unless otherwise extended in writing by both parties.

CITY OF BRAINERD

Signature: _____

Title: Park Board Chair

Date: _____

BRAINERD FAMILY YMCA

Signature: _____

Title: _____

Date: _____

Signature: _____

Title: City Administrator

Date: _____

Signature: _____

Title: _____

Date: _____



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

AGREEMENT

Effective Date: January 1, 2026

This Agreement is entered into by and between the **City of Brainerd**, through its **Park and Recreation Board** (hereinafter the “City”), and the **Independent School District No. 181** (hereinafter the “District”).

RECITALS

A. The City’s Park and Recreation Board has historically operated several youth recreational programs for City residents.

B. The Board has determined that it is in the best interest of the City and program participants to partner with the District to operate certain programs, and the District is willing and able to operate those programs in accordance with the terms of this Agreement.

AGREEMENT

1. Programs

The District shall operate the following programs on behalf of the City:

- a. Miracle League
 - b. Boys and Girls T-Ball
 - c. Youth Baseball
 - d. Youth Softball
 - e. Youth Tennis
-

2. District Oversight Duties

The District shall be responsible for the following:

- a. Program advertising, marketing, and fundraising. A copy of all such materials, in whatever form, shall be provided to the City with the initial marketing invoice in March.
- b. Registration of participants.
- c. Scheduling of teams. A full schedule of field/facility usage shall be provided to the City as soon as reasonably possible. Any changes must be communicated at least two (2) weeks before use of the facility or field. The District shall balance field usage and games across Brainerd, Baxter and District properties.
- d. Hiring umpires, referees, and game officials.
- e. Hiring/coordinating coaching staff and volunteers.
- f. Providing necessary equipment (basketballs, soccer balls, jerseys, cones, paint for soccer and football fields, etc.).



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

- g. Printing the City of Brainerd logo on all uniforms, jerseys, shirts, and printed advertising material.
- h. Providing the City Recreation Specialist with program information upon request.
- i. Presenting to the Brainerd Park Board twice annually.
 - **Spring:** Summary of upcoming season's activities and registrations.
 - **Fall:** Recap of participation, activities, and a proposed budget request for the following year.
- j. Submitting preliminary schedules, program structures, and facility usage plans to the City for approval with the initial invoice, and the finalized schedule at least four weeks prior to the beginning of the programs, as the City may deny proposals that negatively affect operations, access, or quality.
- k. Conducting all programs professionally and consistent with community standards and Parks Department objectives.
- l. Submitting program budgets, expense reports, and supporting documentation for review upon request.
- m. Correcting deficiencies identified in writing by the City within 24 hours of receiving the notice of deficiency, and providing the City with information on how the deficiencies are being corrected. Failure to comply may result in suspension of facility access, reduced compensation, or termination.
- n. Suspending or canceling any program immediately if unsafe conditions exist, participant safety is at risk, or emergencies require facility closure.

3. City Duties

The City shall:

- a. Maintain City parks utilized by the programs, including restrooms.
- b. Stripe and maintain all baseball and softball fields.
- c. Provide safe, high-quality, and usable field spaces.
- d. Meet with the District at the end of each season to assess field conditions and recommend improvements.
- e. Retain sole rights for banner sales and postings on City fields. The District may hang one Brainerd District banner at Jaycees Park at no cost provided the banner meets City standards.

4. Compensation

The City shall compensate the District as follows:

- a. An annual fee of **\$15,000**, payable in three installments.
 1. An Administrative Fee of \$3,000 for marketing, advertising, registration process, etc. to inform public of recreation opportunities. Invoice the City in March to prepare for programming.
 2. Invoice the City in June for \$6,000 when the programs have commenced.



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

3. Invoice the City in September for \$6,000 when programming is completed.
 - b. Additional per-program compensation may be agreed upon in writing for specific approved programs. Such compensation shall be payable only upon successful completion of the program.
 - c. If the program is offered, but one specific age group is cancelled; then allocated cost per program is divided by the number of proposed age groups, then the funds per age group is deducted from the invoice. An example is provided below:
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-

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The District shall carry the following insurance:

- a. Public liability insurance in the amount of **\$1,000,000**, with the City named as an additional insured. A certificate of coverage shall be provided annually.
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-

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The District shall obtain a signed waiver of liability from each participant (or parent/guardian for minors), using the form set forth in Exhibit A. Waivers shall be retained for six (6) years and provided to the City upon request.

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To the extent allowed by law, the District shall defend and indemnify the City against all claims, losses, or damages arising out of the District-operated programs under this Agreement, except those caused by the negligence or intentional misconduct of the City, its employees, or agents.

8. Term

This Agreement shall terminate on **December 31, 2026**, unless otherwise extended in writing by both parties.



CITY OF BRAINERD
RECREATION PROGRAM AGREEMENT

CITY OF BRAINERD

Signature: _____

Title: Park Board Chair

Date: _____

Signature: _____

Title: City Administrator

Date: _____

BRAINERD FAMILY YMCA

Signature: _____

Title: _____

Date: _____

Signature: _____

Title: _____

Date: _____



RECREATION REPORT

- Youth & Adult Pond Hockey schedules prepared
- Training for warming house attendants and pond hockey official(s)
- Prepare practice times with youth pond hockey coach
- Youth pond hockey equipment parent meeting & handout
- Sharpen all warming house ice skates
- Apply for grants (January)
- Event planning & reach out to sponsors for ice skate party-date Feb 7
- Pond hockey begins Jan 6 for adults
- Pond hockey begins Jan 8 for youths

Warming House Dates:

Closed:

Christmas Eve, Christmas Day, New Years Day, MLK Day, Presidents Day

Opened to Full Days on School Breaks (12-8pm):

December 26, 29, 30, 31 (Winter Break)

January 2, 5 (Winter Break)

February 13 (Inservice)

March 9-13 (Spring Break) *only if warming houses are still open

PARKS MAINTENANCE REPORT

- Installed benches, shelves, coat hangers and purchased lighting for JCP
- Hung downtown decorations & fixed City Hall Christmas Tree
- Changed bulbs in decorations
- Clearing snow downtown
- Dog Park maintenance
- Painted skate helpers
- Clearing & flooding rinks
- Clearing trails & sidewalks.



Parks Crew List of Priorities:

1. Downtown Plowing

2. Rinks

- Memorial Adult Hockey Rink
- Memorial Youth Hockey & Pleasure Rink
- Bane Hockey Rink
- Bane Pleasure Rink
- Gregory Pleasure Rink
- Jaycees Pleasure Rink

3. Sidewalks & Trails

- Gregory Side Walks
- South 6th Walking Trails
- Buffalo Hills Walking Trail
- 210 Walking Trail
- South 6th Pedestrian Crossings
- Misc. City Side Walks