

PARK BOARD

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, May 24, 2022, @ 4:00pm

The public is invited to attend this meeting in person
Attend by phone: 1-844-992-4726 Meeting Access Code: 2486 603 0524
Meeting is also streamed live on YouTube: www.youtube.com/CityOfBrainerdMN

1. **Call To Order - 4:00 PM**

2. **Roll Call**

___T. Boeder ___K. Schaefer ___A. Shipe ___K. Yeager
___T. Rushmeyer

3. **Pledge Of Allegiance**

4. **Approval Of Agenda**

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.

A. **Approval Of Minutes**

Approval of the Minutes of the Special Meeting held on April 19, 2022.

Documents:

[041922 Park Board draft minutes.pdf](#)

B. **Approval Of The Disbursements**

Month of May 2022

Documents:

[052422 PARK BOARD AP.pdf](#)

C. **Financial Reports**

April 2022 Financial Report

Documents:

2022 April Financials.pdf

6. Unfinished Business

A. Buster Park Proposed Master Plan

Documents:

Buster Park Proposed Master Plan.pdf

7. New Business

A. MLT Restroom Building Discussion

Documents:

MLT Restroom Building Discussion.pdf

B. Approval Of AED Implementation

Documents:

Approval of AED Implementation.pdf

C. Arts In The Park Request

Documents:

Arts in the Park Request.pdf

D. Share Park Master Plans At Arts In The Park

Documents:

Share Park Master Plans at Arts in the Park Agenda Request.pdf

8. Public Forum

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

9. City Administrator Report

10. Recreation & Maintenance Report

May Department Reports

Documents:

2022-05-24_Recreation and Maintenance Report.pdf

11. **Adjourn**

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

MISSION

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

Pursuant to due call and notice thereof, the special meeting of the Brainerd Park Board was called to order at 4:00 p.m. by Board President Rushmeyer.

Upon roll call, the following members were noted as present: Boeder, Schaefer, Shipe, Yeager, and Rushmeyer. City Council Liaison Dave Badeaux was noted absent.

Also noted present were Recreation Coordinator Kaufman, City Engineer/Public Works Director Sandy, and Travis Miller from TWM Architecture.

Approval of the Agenda - Approved

MOVED AND SECONDED BY MEMBERS YEAGER AND SHIPE, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

Unfinished Business

Park Board Work Session-Parks Master Planning

Kiwanis Park Work Session Notes

The chair thanked Mr. Yeager for the drawing of Kiwanis Park which incorporated feedback from the April 5 master planning session. Mr. Yeager said there were not a lot of large-scale changes that came out of that meeting. Projects were mostly condensed to cleaning up the beachfronts on Boom Lake and the Mississippi River and improving a natural launch area and the walkway that comes up from under the bridge. Keeping the brush down to make the park areas more open may also help with vandalism. Mr. Yeager noted that aerial photographs from the 1960's showed a much more open area than what we have now. He spoke with the DNR Fisheries Division about stocking Boom Lake, but this is not permissible because it is connected to the river. There are things that can be done to increase natural fish populations. The Board would like to add winter activities such as track-style skating on the lake. Ms. Schaefer asked and received confirmation that the Board is moving forward with the bathroom renovations this year.

The Chair recognized Bill Holzer, representing the Brainerd Kiwanis Club. He said that club members were planning on clearing brush south of the restroom building and will coordinate the project with the City. The Kiwanis Club would also like to ensure the permanent residency of the duck at the park. Mr. Holzer indicated the club has about \$5,000 set aside for projects at Kiwanis Park. Mr. Yeager asked him to relay the Park Board's appreciation to the Club for its ongoing support.

MOVED AND SECONDED BY MEMBERS YEAGER AND BOEDER, DULY CARRIED, THAT THE DUCK STAYS IN KIWANIS PARK IN PERPETUITY.

The Kiwanis Park master plan will be on the April 26 Regular Park Board Meeting agenda.

Moving south on the GIS map to Rotary Riverside Park, Mr. Yeager outlined the extent of the property that is either parkland or other City-owned parcels. It was noted that Rotary Club has built the entrance arch, parking lot and pavilion, and has Park Board approval to add a fireplace to the pavilion this year. Board members did not feel it was necessary to discuss Rotary Park at

this time, and Mr. Sandy noted that Rotary already has a master plan for the park and it would be good to coordinate efforts with them.

Buster Park Work Session Notes

Discussion moved on to Buster Park and the surrounding Kiwanis parkland. Potential future amenities include horseshoe pits and two-man primitive campsites. There have been requests for a paved parking lot at Buster Dog Park, porta-potties in the summer, and a spigot inside the fenced area. The shelter requires consideration. The Board deferred to Ms. Kaufman who uses the dog park extensively. She said to consider the pavilion for sure, and the original plantings of native plants are all dead. Mr. Sandy said the purpose of the original rain garden plantings were to help filtrate contaminants out of the runoff from the dog park, but they were not maintained. Plantings that would be more tolerant should be considered. Ms. Kaufman would like to see better signage for the park and post the dog park rules inside the fenced areas. More benches in the dog park would be nice. Ms. Kaufman said the pavilion is used a lot and a wind break from the direction of the river is preferred. Mr. Sandy reported that he checked with a playground equipment supplier and there are prefabricated gazebo structures that are virtually maintenance-free. He suggested re-budgeting about \$25,000 for something like that versus what was previously planned. The size of the dog park is deemed adequate. Board members made suggestions for sprucing up the area around the dog park. Mr. Sandy said adding or removing anything below the ordinary high-water level would need to be permitted through the DNR. Mr. Rushmeyer suggested a gazebo umbrella building and horseshoe pits in the large open area. More picnic tables and benches throughout the park area would be good, and a porta-potty structure in the future. Mr. Shipe suggested a dog-washing station if the parking lot gets paved. Mud gets to be an issue when getting dogs from the dog park into their cars. Ms. Schaefer suggested a water bottle filler plus a dog bowl filler instead of a spigot. She said there are water stations that have both. Board members liked that idea. Paved parking would be preferred due to extensive year-round use of this park. People also park there for Buffalo Hills Trail access. Mr. Sandy suggested to request parking lot paving in the 2023 capital budget and get a quote when the City is replacing Jenny Street for a possible cost savings. Bike racks were suggested.

Mr. Yeager will bring a drawing of Buster Park to review at the May 10 planning session, and the Board will discuss Gregory and Triangle parks.

Adjourn

MOVED AND SECONDED AT 5:15 P.M. BY YEAGER AND SHIPE, DULY CARRIED, TO ADJOURN THE MEETING.

Respectfully Submitted,

Kim Finch, Administrative Specialist

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EXP CHECK RUN DATES 04/21/2022 - 05/20/2022

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
305157 71050	ACE HARDWARE ARMORALL CLEANING WIPES 230-5200-42220	04/15/2022 pziemer	05/04/2022	7.19 7.19	0.00	Paid	Y 05/04/2022
305207 71066	ACE HARDWARE BALL VALVE, PIPE JOINT COMPOUND 230-5200-42220	04/19/2022 pziemer	05/04/2022	31.48 31.48	0.00	Paid	Y 05/04/2022
305392 71172	ACE HARDWARE BARREL BOLT, SCREWEYE 230-5200-42221	04/26/2022 pziemer	05/04/2022	13.48 13.48	0.00	Paid	Y 05/04/2022
305395 71173	ACE HARDWARE FASTENERS 230-5200-42221	04/26/2022 pziemer	05/04/2022	2.44 2.44	0.00	Paid	Y 05/04/2022
305417 71182	ACE HARDWARE KEY TAGS WITH RINGS 230-5200-42220	04/27/2022 pziemer	05/04/2022	17.80 17.80	0.00	Paid	Y 05/04/2022
305563 71264	ACE HARDWARE BATTERIES/MILLS FIELD/SHOP BATTERIES 230-5200-42220	05/03/2022 pziemer	05/18/2022	26.78 26.78	0.00	Paid	Y 05/18/2022
305435 71275	ACE HARDWARE KWP -UNION BRASS COMP 5/8, COMPRESSI 230-5200-42220	04/27/2022 pziemer	05/18/2022	13.48 13.48	0.00	Paid	Y 05/18/2022
305441 71276	ACE HARDWARE KWP - FASTENERS 230-5200-42220	04/28/2022 pziemer	05/18/2022	2.10 2.10	0.00	Paid	Y 05/18/2022
305451 71277	ACE HARDWARE JCP - AERATOR 1.5 GPM 230-5200-42220	04/28/2022 pziemer	05/18/2022	4.49 4.49	0.00	Paid	Y 05/18/2022
305511 71363	ACE HARDWARE HALOGEN BULBS - SHOP 230-5200-42220	05/02/2022 pziemer	05/18/2022	8.99 8.99	0.00	Paid	Y 05/18/2022

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305671 71396	ACE HARDWARE COLLEGE DR BRIDGE - KILZ PRIMER/GRAFL 230-5200-42220	05/06/2022 pziemer REPAIR & MAINT	05/18/2022	53.94 53.94	0.00	Paid	Y 05/18/2022
305610 71421	ACE HARDWARE BBBA COACHES KEY SETS 230-5200-42210	05/04/2022 pziemer OPERATING SUPPLIES	05/18/2022	26.91 26.91	0.00	Paid	Y 05/18/2022
305688 71422	ACE HARDWARE SPRAYPAINT 230-5200-42220	05/06/2022 pziemer REPAIR & MAINT	05/18/2022	16.17 16.17	0.00	Paid	Y 05/18/2022
305716 71423	ACE HARDWARE LMP -PLUMBING SUPPLIES 230-5200-42220	05/09/2022 pziemer REPAIR & MAINT	05/18/2022	14.38 14.38	0.00	Paid	Y 05/18/2022
X05032022/PARKS 71339	AT&T MOBILITY ACCT 287292136423 PARKS 3/26/22-4/25/ 230-5200-43321	04/25/2022 pziemer TELEPHONE	05/18/2022	121.01 121.01	0.00	Paid	Y 05/18/2022
150151 71397	BRAINERD GENERAL RENTAL MILLS FIELD MAINT- BOOM RENTAL 230-5200-42221	05/06/2022 pziemer R&M-ATHLETIC FIELD MAINT	05/18/2022	210.00 210.00	0.00	Paid	Y 05/18/2022
23842 71285	BRAINERD HYDRAULICS/AIR GARBAGE TRUCK LIFT REPAIR 230-5200-42220	04/28/2022 pziemer REPAIR & MAINT	05/18/2022	352.29 352.29	0.00	Paid	Y 05/18/2022
7506 71360	BRAINERD LAKES SEWER, LLC SATELLITE RENTAL - ROTARY PARK 230-5200-43410	05/01/2022 pziemer RENTAL EXPENSE	05/18/2022	230.00 230.00	0.00	Paid	Y 05/18/2022
MAR 22/PARKS 71085	BRAINERD PUBLIC UTILITIES 2/24/22-3/24/22 PARKS UTILITIES 230-5200-43381	04/01/2022 pziemer BPU UTILITIES	05/04/2022	3,154.76 3,154.76	0.00	Paid	Y 05/04/2022
APRIL 2022/ PARKS 71373	BRAINERD PUBLIC UTILITIES 3/24-22-4/24/22 PARKS UTILITIES 230-5200-43381 230-5280-43380 230-5280-43380 230-5280-43380	05/01/2022 pziemer BPU UTILITIES UTILITIES UTILITIES UTILITIES	05/18/2022	3,610.77 3,520.81 46.43 5.78 37.75	0.00	Paid	Y 05/18/2022

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2000822 71094	BRETT DEAN REFUND TOURNAMENT ENTRY FEE 230-5216-34716 101-0000-20810 101-0000-20811 101-0000-20812	04/22/2022 pziemer TOURNAMENTS REVENUE STATE TAX PAYABLE COUNTY SALES TAX CITY TAX PAYABLE	05/04/2022	200.00 185.40 12.74 0.93 0.93	0.00	Paid	Y 05/04/2022
2000827 71099	BRYAN SYRSTAD REFUND TOURNAMENT ENTRY FEE 230-5216-34716 101-0000-20810 101-0000-20811 101-0000-20812	04/22/2022 pziemer TOURNAMENTS REVENUE STATE TAX PAYABLE COUNTY SALES TAX CITY TAX PAYABLE	05/04/2022	200.00 185.40 12.74 0.93 0.93	0.00	Paid	Y 05/04/2022
8000092166-0/4-22 PK 71323	CENTERPOINT ENERGY 3/17/22-4/14/22 PARKS UTILITIES 230-5200-43380	04/23/2022 pziemer UTILITIES	05/06/2022	219.30 219.30	0.00	Paid	Y 05/06/2022
2000828 71100	CHRIS TORKILDSON REFUND TOURNAMENT ENTRY FEE 230-5216-34716 101-0000-20810 101-0000-20811 101-0000-20812	04/22/2022 pziemer TOURNAMENTS REVENUE STATE TAX PAYABLE COUNTY SALES TAX CITY TAX PAYABLE	05/04/2022	200.00 185.40 12.74 0.93 0.93	0.00	Paid	Y 05/04/2022
226285 71266	CIVICPLUS SOFTWARE TRAINING/CONSULTING/INITIAL 230-5200-43309 230-0000-15510	04/30/2022 pziemer COMPUTER TECHNICAL SUPPORT PREPAID OTHER	05/18/2022	13,635.00 9,090.00 4,545.00	0.00	Paid	Y 05/18/2022
21043682/PARKS 71472	CONSOLIDATED TELEPHONE CO 5/12/22-6/11/22 PARKS PHONE/INTERNET 230-5200-43321	05/12/2022 pziemer TELEPHONE	05/18/2022	49.08 49.08	49.08	Open	N 05/18/2022
TRX 31 - PKS 71362	CUB FOODS - BRAINERD CONCESSIONS - BUNS, CHEESE 230-5204-42210	05/03/2022 pziemer OPERATING SUPPLIES	05/18/2022	30.99 30.99	0.00	Paid	Y 05/18/2022
2000826 71098	DEREK OWEN REFUND TOURNAMENT ENTRY FEE 230-5216-34716 101-0000-20810 101-0000-20811	04/22/2022 pziemer TOURNAMENTS REVENUE STATE TAX PAYABLE COUNTY SALES TAX	05/04/2022	200.00 185.40 12.74 0.93	0.00	Paid	Y 05/04/2022

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	101-0000-20812	CITY TAX PAYABLE		0.93			
2360 71432	DIGITAL HORIZONS MEMORIAL PARK WARMING HOUSE SOUND SYSPziemer 400-9050-45530	05/06/2022	05/18/2022	3,380.86	0.00	Paid	Y 05/18/2022
		CAPITAL - OTHER		3,380.86			
FBN4460675/PARKS 71464	ENTERPRISE FM TRUST APR 22 PARKS DEPT VEHICLE LEASES pziemer 230-5200-43331	05/04/2022	05/18/2022	2,331.49	0.00	Paid	Y 05/18/2022
		LEASE PAYMENTS		2,331.49			
MNBAX252991 71022	FASTENAL COMPANY CIRCULAR SAW/TIES/CONES pziemer 230-5200-42240	04/01/2022	05/04/2022	352.76	0.00	Paid	Y 05/04/2022
		SMALL TOOLS		262.00			
		REPAIR & MAINT		90.76			
MNBAX253057 71023	FASTENAL COMPANY CABLE TIES/ANCHOR pziemer 230-5200-42220	04/01/2022	05/04/2022	146.38	0.00	Paid	Y 05/04/2022
		REPAIR & MAINT		146.38			
MNBAX253352 71133	FASTENAL COMPANY FASTENERS-ROTARY PARK OBSERVATION DECPziemer 230-5200-42220	04/13/2022	05/04/2022	63.34	0.00	Paid	Y 05/04/2022
		REPAIR & MAINT		63.34			
2000818 71090	GARRETT ANDERSON REFUND TOURNAMENT ENTRY FEE pziemer 230-5216-34716	04/22/2022	05/04/2022	200.00	0.00	Paid	Y 05/04/2022
		TOURNAMENTS REVENUE		185.40			
		STATE TAX PAYABLE		12.74			
		COUNTY SALES TAX		0.93			
		CITY TAX PAYABLE		0.93			
2000829 71101	J & J DAGEN REFUND TOURNAMENT ENTRY FEE pziemer 230-5216-34716	04/22/2022	05/04/2022	200.00	0.00	Paid	Y 05/04/2022
		TOURNAMENTS REVENUE		185.40			
		STATE TAX PAYABLE		12.74			
		COUNTY SALES TAX		0.93			
		CITY TAX PAYABLE		0.93			
2000823 71095	JAKE FREEMAN REFUND TOURNAMENT ENTRY FEE pziemer 230-5216-34716	04/22/2022	05/04/2022	200.00	0.00	Paid	Y 05/04/2022
		TOURNAMENTS REVENUE		185.40			
		STATE TAX PAYABLE		12.74			
		COUNTY SALES TAX		0.93			
		CITY TAX PAYABLE		0.93			

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580764 71074	KROMER CO. LLC PARKS FIELD GROOMER - HONDA 400-9050-45530	04/19/2022 pziemer	04/26/2022	24,646.00 24,646.00	0.00	Paid	Y 04/26/2022
5/3/2022 71361	LAKES AREA LOCK & DOOR HARDWARE, IN KEY SETS FOR BBBA COACHES 230-5200-42210	05/03/2022 pziemer	05/18/2022	252.00 252.00	0.00	Paid	Y 05/18/2022
2000824 71096	LUKE GENZ REFUND TOURNAMENT ENTRY FEE 230-5216-34716 101-0000-20810 101-0000-20811 101-0000-20812	04/22/2022 pziemer	05/04/2022	200.00 185.40 12.74 0.93 0.93	0.00	Paid	Y 05/04/2022
367782 71063	M&M EXPRESS SALES & SERVICE PUSH LAWNMOWER 400-9050-45530	04/18/2022 pziemer	05/04/2022	749.00 749.00	0.00	Paid	Y 05/04/2022
2000825 71097	MARK KINGBIRD REFUND TOURNAMENT ENTRY FEE 230-5216-34716 101-0000-20810 101-0000-20811 101-0000-20812	04/22/2022 pziemer	05/04/2022	200.00 185.40 12.74 0.93 0.93	0.00	Paid	Y 05/04/2022
2000821 71093	MATTHEW CLOUGH REFUND TOURNAMENT ENTRY FEE 230-5216-34716 101-0000-20810 101-0000-20811 101-0000-20812	04/22/2022 pziemer	05/04/2022	200.00 185.40 12.74 0.93 0.93	0.00	Paid	Y 05/04/2022
72498 71057	MENARDS - BAXTER HARDWARE AND MISC EASTER EGG HUNT EVI 230-5211-42210	04/08/2022 pziemer	05/04/2022	56.53 56.53	0.00	Paid	Y 05/04/2022
73069 71274	MENARDS - BAXTER 48" T12 BULBS FOR GGP RESTROOMS 230-5200-42220	04/19/2022 pziemer	05/18/2022	32.70 32.70	0.00	Paid	Y 05/18/2022
73638 71370	MENARDS - BAXTER GALV. COUPLING	05/01/2022 pziemer	05/18/2022	9.87	0.00	Paid	Y 05/18/2022

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	230-5200-42220	REPAIR & MAINT		9.87			
73598 71371	MENARDS - BAXTER HARDWARE CLOTH/TROWEL 230-5200-42220	05/01/2022 pziemer REPAIR & MAINT	05/18/2022	13.48 13.48	0.00	Paid	Y 05/18/2022
74049 71456	MENARDS - BAXTER SIGNS, BREAKER, STUD 230-5200-42220 230-5200-42221	05/06/2022 pziemer REPAIR & MAINT R&M-ATHLETIC FIELD MAINT	05/18/2022	203.08 71.08 132.00	0.00	Paid	Y 05/18/2022
73807 71457	MENARDS - BAXTER P-TRAP, DRAIN-LMP 230-5200-42220	05/02/2022 pziemer REPAIR & MAINT	05/18/2022	64.84 64.84	0.00	Paid	Y 05/18/2022
2000820 71092	MICHAEL BRANDT REFUND TOURNAMENT ENTRY FEE 230-5216-34716 101-0000-20810 101-0000-20811 101-0000-20812	04/22/2022 pziemer TOURNAMENTS REVENUE STATE TAX PAYABLE COUNTY SALES TAX CITY TAX PAYABLE	05/04/2022	200.00 185.40 12.74 0.93 0.93	0.00	Paid	Y 05/04/2022
7241 71079	MINNESOTA SOFTBALL ADULT SOFTBALL TEAM SANCTION FEES 44 230-5215-42210	04/21/2022 pziemer OPERATING SUPPLIES	05/04/2022	1,100.00 1,100.00	0.00	Paid	Y 05/04/2022
7275 71364	MINNESOTA SOFTBALL ADULT SOFTBALL UMPIRE REGISTRATION 230-5215-42210	05/06/2022 pziemer OPERATING SUPPLIES	05/18/2022	630.00 630.00	0.00	Paid	Y 05/18/2022
SH45547 71312	MINNESOTA T'S SEASONAL EMPLOYEE UNIFORM TEES 230-5200-42210	04/29/2022 pziemer OPERATING SUPPLIES	05/18/2022	375.37 375.37	0.00	Paid	Y 05/18/2022
4/27/22 71188	MN BUREAU OF CRIM APPREHENSION BCA BACKGROUND CHECKS - PARKS 230-5280-42210	04/27/2022 pziemer OPERATING SUPPLIES	05/04/2022	30.00 30.00	0.00	Paid	Y 05/04/2022
5/10/22 71424	MN BUREAU OF CRIM APPREHENSION BCA BACKGROUND CHECKS - QTY 2 230-5204-42210	05/10/2022 pziemer OPERATING SUPPLIES	05/18/2022	30.00 30.00	0.00	Paid	Y 05/18/2022

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363260 71059	MUSCO SPORTS LIGHTING MMP HOCKEY SMALL RINK LIGHTING 400-9050-45530	04/14/2022 pziemer	05/04/2022	20,636.00 20,636.00	0.00	Paid	Y 05/04/2022
1111324-0 71280	OFFICE SHOP KEY TAGS 230-5200-42200	05/02/2022 pziemer	05/18/2022	15.34 15.34	0.00	Paid	Y 05/18/2022
1647-114730 71117	O'REILLY AUTOMOTIVE STORES INC. SHOP SUPPLIES - GREASE - SHOP TOWELS 230-5200-42220	04/25/2022 pziemer	05/04/2022	80.37 80.37	0.00	Paid	Y 05/04/2022
2000819 71091	PAUL AUGUSTINACK REFUND TOURNAMENT ENTRY FEE 230-5216-34716 101-0000-20810 101-0000-20811 101-0000-20812	04/22/2022 pziemer	05/04/2022	200.00 185.40 12.74 0.93 0.93	0.00	Paid	Y 05/04/2022
PAY REQ 1 - FINAL 71195	PRATT'S AFFORDABLE EXCAVATING INC. TREE CLEARING - FINAL 401-9030-45530-21:16	04/27/2022 pziemer	04/27/2022	19,750.00 19,750.00	0.00	Paid	Y 04/27/2022
2158 71108	TIM THOMPSON PLUMBING LLC BUFFALO HILLS PARK - NEW WATER HEATER 230-5200-42220	04/21/2022 pziemer	05/04/2022	1,290.00 1,290.00	0.00	Paid	Y 05/04/2022
2160 71368	TIM THOMPSON PLUMBING LLC MMP - PUMP STATION REPAIR 230-5200-42220	05/01/2022 pziemer	05/18/2022	1,107.00 1,107.00	0.00	Paid	Y 05/18/2022
20220137 71035	TWM ARCHITECTURE KIWANIS PARK IMPROVEMENTS 400-9050-45530	04/18/2022 pziemer	05/04/2022	3,102.50 3,102.50	0.00	Paid	Y 05/04/2022
985913 71078	UPPER LAKES FOODS INC CONCESSIONS - CHEESE, FOIL, GLOVES, I 230-5204-42210	04/22/2022 pziemer	05/04/2022	1,308.53 1,308.53	0.00	Paid	Y 05/04/2022
105051-00 71265	UPPER LAKES FOODS INC CONCESSIONS - CHEESE SAUCE/PICKLE SL 230-5204-42210	05/04/2022 pziemer	05/18/2022	117.82 117.82	0.00	Paid	Y 05/18/2022

05/20/2022 09:36 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 8/9

EXP CHECK RUN DATES 04/21/2022 - 05/20/2022

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
985913-0A 71286	UPPER LAKES FOODS INC CREDIT MEMO CONCESSIONS - PICKLES 230-5204-42210	04/25/2022 pziemer	05/18/2022	(23.50) (23.50)	0.00	Paid	Y 05/18/2022
9904846017/PARKS 71315	VERIZON WIRELESS PARKS PHONE 3/24-4/23 230-5200-43321	04/23/2022 pziemer	05/06/2022	86.22 86.22	0.00	Paid	Y 05/06/2022
2826061 71116	VIKING COCA COLA BOTTLING CO MMP - CONCESSIONS - BEVERAGES 230-5204-42210	04/20/2022 pziemer	05/04/2022	672.25 672.25	0.00	Paid	Y 05/04/2022
24X01421 71297	WASTE PARTNERS INC APR 22 PARKS WASTE REMOVAL 230-5200-43380	04/30/2022 pziemer	05/18/2022	432.90 432.90	0.00	Paid	Y 05/18/2022
124480 71062	WATSON COMPANY CONCESSIONS - CANDY, FROZEN PRETZELS 230-5204-42210	04/19/2022 pziemer	05/04/2022	1,604.78 1,604.78	0.00	Paid	Y 05/04/2022
124576 71289	WATSON COMPANY CONCESSIONS - RETURNED PRODUCT 230-5200-42210	04/21/2022 pziemer	05/18/2022	(141.56) (141.56)	(141.56)	Open	Y 05/18/2022
80516326/PARKS 71438	WEX BANK APRIL 2022 PARKS DEPT FUEL 230-5200-42212	04/30/2022 pziemer	05/18/2022	1,177.45 1,177.45	0.00	Paid	Y 05/18/2022
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
3/22/2 71128	AMAZON QTY 5 - WASH HANDS SIGNS - PARKS CONC 230-5204-42210	04/01/2022 pziemer	05/04/2022	40.35 40.35	0.00	Paid	Y 05/04/2022
4/22/22 71129	AMAZON QTY 3 BRASS HEXAGON NIPPLE FITTING 230-5200-42220	04/22/2022 pziemer	05/04/2022	49.04 49.04	0.00	Paid	Y 05/04/2022
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				89.39	0.00		

05/20/2022 09:36 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 9/9

EXP CHECK RUN DATES 04/21/2022 - 05/20/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

# of Invoices:	71	# Due:	1	Totals:	110,191.08	49.08
# of Credit Memos:	2	# Due:	1	Totals:	(165.06)	(141.56)
Net of Invoices and Credit Memos:					110,026.02	(92.48)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20810	STATE TAX PAYABLE	152.88
101-0000-20811	COUNTY SALES TAX	11.16
101-0000-20812	CITY TAX PAYABLE	11.16
230-0000-15510	PREPAID OTHER	4,545.00
230-5200-42200	OFFICE SUPPLIES	15.34
230-5200-42210	OPERATING SUPPLIES	512.72
230-5200-42212	MOTOR FUELS	1,177.45
230-5200-42220	REPAIR & MAINT	3,567.95
230-5200-42221	R&M-ATHLETIC FIELD MAINT	357.92
230-5200-42240	SMALL TOOLS	262.00
230-5200-43309	COMPUTER TECHNICAL SUPPORT	9,090.00
230-5200-43321	TELEPHONE	256.31
230-5200-43331	LEASE PAYMENTS	2,331.49
230-5200-43380	UTILITIES	652.20
230-5200-43381	BPU UTILITIES	6,675.57
230-5200-43410	RENTAL EXPENSE	230.00
230-5204-42210	OPERATING SUPPLIES	3,781.22
230-5211-42210	OPERATING SUPPLIES	56.53
230-5215-42210	OPERATING SUPPLIES	1,730.00
230-5216-34716	TOURNAMENTS REVENUE	2,224.80
230-5280-42210	OPERATING SUPPLIES	30.00
230-5280-43380	UTILITIES	89.96
400-9050-45530	CAPITAL - OTHER	52,514.36
401-9030-45530-21:16	CAPITAL-PYMTS TO CONTRACTS	19,750.00

--- TOTALS BY FUND ---

101 - GENERAL FUND	175.20	0.00
230 - PARK & RECREATION FUND	37,586.46	(92.48)
400 - CAPITAL PROJECTS FUND	52,514.36	0.00
401 - CONSTRUCTION FUND	19,750.00	0.00

--- TOTALS BY DEPT/ACTIVITY ---

0000 -	4,720.20	0.00
5200 - PARK MAIN/ADMINISTRATION	25,128.95	(92.48)
5204 - CONCESSIONS	3,781.22	0.00
5211 - SPECIAL EVENTS PROGRAM	56.53	0.00
5215 - ADULT SOFTBALL	1,730.00	0.00
5216 - TOURNAMENTS PROGRAM	2,224.80	0.00
5280 - CAMPGROUND	119.96	0.00
9030 - CONSTRUCTION PROJ-MISC	19,750.00	0.00
9050 - CAPITAL PROJECTS-MISC	52,514.36	0.00

As of April 30, 2022

	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	563	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	11,500	3,285	1,500	308	-	-	45,000	729	2,500	2,225	1,000	1,144
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Public Utility Electric Sales	65,000	11,916	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	2,240	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	230	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	67,000	14,386	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	113,500	18,234	1,500	308	-	-	45,000	729	2,500	2,225	1,000	1,144
Total Personal Services	751,649	228,150	446	135	8,005	12,369	16,431	-	-	-	-	207
Supplies												
Office and Operating Supplies	5,750	1,509	500	340	250	31	27,500	1,615	2,000	(1,100)	2,000	189
Motor Fuels	15,000	4,163	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	55,000	8,359	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance - Athletic Field	5,000	1,627	-	-	-	-	-	-	-	-	-	-
Small Tools	800	-	-	-	-	-	-	-	-	-	-	-
Total Supplies	81,550	15,657	500	340	250	31	27,500	1,615	2,000	(1,100)	2,000	189
Services												
Professional Services	18,000	5,750	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	4,000	-	-	-	-	-	-	-	-	-	-	-
Telephone	2,580	818	-	-	-	-	-	-	-	-	-	-
Postage	500	79	-	-	-	-	-	-	-	-	-	-
Professional Development	1,000	20	-	-	-	-	-	-	-	-	-	-
Lease Payments	29,125	9,480	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	436	-	-	-	-	-	-	-	-	-	-
Insurance	44,248	6,808	-	-	-	-	-	-	-	-	-	-
Utilities	72,800	11,135	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,500	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	207	-	-	-	-	-	-	-	-	-	-
Credit Card Fees	1,000	326	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,100	-	-	-	-	-	-	-	-	-	-	-
Total Services	178,852	35,058	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,012,052	278,865	946	475	8,255	12,400	43,931	1,615	2,000	(1,100)	2,000	396
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(898,552)	(260,631)	554	(167)	(8,255)	(12,400)	1,069	(886)	500	3,325	(1,000)	748

As of April 30, 2022

	Kickball		Adult Softball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	35,000	563
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-
Charges for Services - User Fees	3,000	-	50,000	27,148	40,000	3,738	154,500	38,577
Other Revenue								
Interest Income	-	-	-	-	-	-	-	-
Public Utility Electric Sales	-	-	-	-	-	-	65,000	11,916
Contributions & Donations	-	-	-	-	-	-	-	2,240
Misc. Program Revenue	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	1,000	230
Total Charges for Services	-	-	-	-	-	-	67,000	14,386
TOTAL REVENUES	3,000	-	50,000	27,148	40,000	3,738	256,500	53,526
Total Personal Services	2,806	-	26,878	-	-	-	806,216	240,862
Supplies								
Office and Operating Supplies	600	-	14,000	6,590	500	606	53,100	9,780
Motor Fuels	-	-	-	-	-	-	15,000	4,163
Repairs & Maintenance	-	-	3,500	-	1,500	-	60,000	8,359
Repairs & Maintenance - Athletic Field	-	-	-	-	-	-	5,000	1,627
Small Tools	-	-	-	-	-	-	800	-
Total Supplies	600	-	17,500	6,590	2,000	606	133,900	23,928
Services								
Professional Services	-	-	-	-	-	-	18,000	5,750
Computer Technical Support	-	-	-	-	-	-	4,000	-
Telephone	-	-	-	-	800	(49)	3,380	770
Postage	-	-	-	-	-	-	500	79
Professional Development	-	-	-	-	-	-	1,000	20
Lease Payments	-	-	-	-	-	-	29,125	9,480
Printing/Legal Publications	-	-	-	-	100	-	1,100	436
Insurance	-	-	-	-	-	-	44,248	6,808
Utilities	-	-	-	-	3,300	-	76,100	11,135
Rent Expense	-	-	-	-	-	-	1,500	-
Miscellaneous	-	-	-	-	-	-	2,000	207
Credit Card Fees	-	-	-	-	-	-	1,000	326
Dues and Subscriptions	-	-	-	-	-	-	1,100	-
Total Services	-	-	-	-	4,200	(49)	183,052	35,009
TOTAL OPERATING EXPENSES	3,406	-	44,378	6,590	6,200	557	1,123,168	299,799
Other Revenue (Expenses)								
Sale of Assets	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(406)	-	5,622	20,558	33,800	3,181	(866,668)	(246,273)



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐

INFORMATION ONLY

☐

ACTION REQUESTED

Action Requested:

☐

Direction Requested

☐

Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐

Yes

☐

No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐

Yes

☐

No

Please Explain:



Park Amenities :

Summer use spaces

- Double fenced dog park with mature vegetation
- Watering center for users and pets
- Multi use hard surface walking/ biking trail with connection to Buffalo and Kiwanis trail systems
- 6 -Mini "walk in" 24 hr. campsites

Winter use spaces

- Double fenced dog park with mature vegetation
- Groomed walking/ Snow Shoe/Ski/ biking trail with connection to Buffalo and Kiwanis trail systems

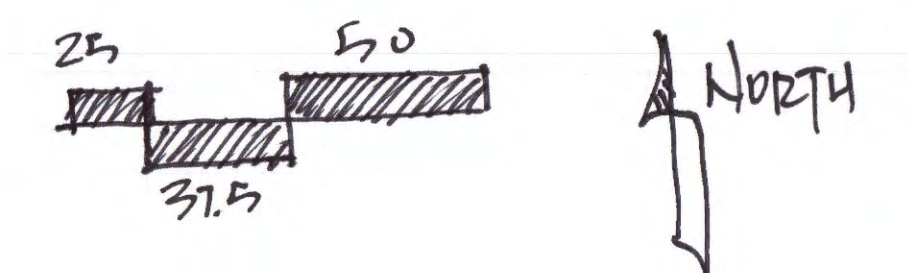
Structures

- Portable bathrooms with screening
- Sitting shelter inside Dog park
- Park Pavilion with picnic tables
- Entrance Signs
- 20 -25 Car paved Lot
- Benches

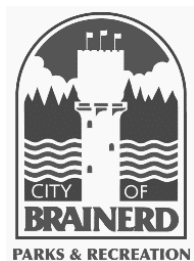
LARGE VIEW
1" = 50'-0"



PROPOSED MASTER PLAN
BUSTER PARK
5.9.22



DETAIL -
1" = 40'-0" SCALE .



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐ INFORMATION ONLY

☐ ACTION REQUESTED

Action Requested:

☐ Direction Requested

☐ Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐ Yes

☐ No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

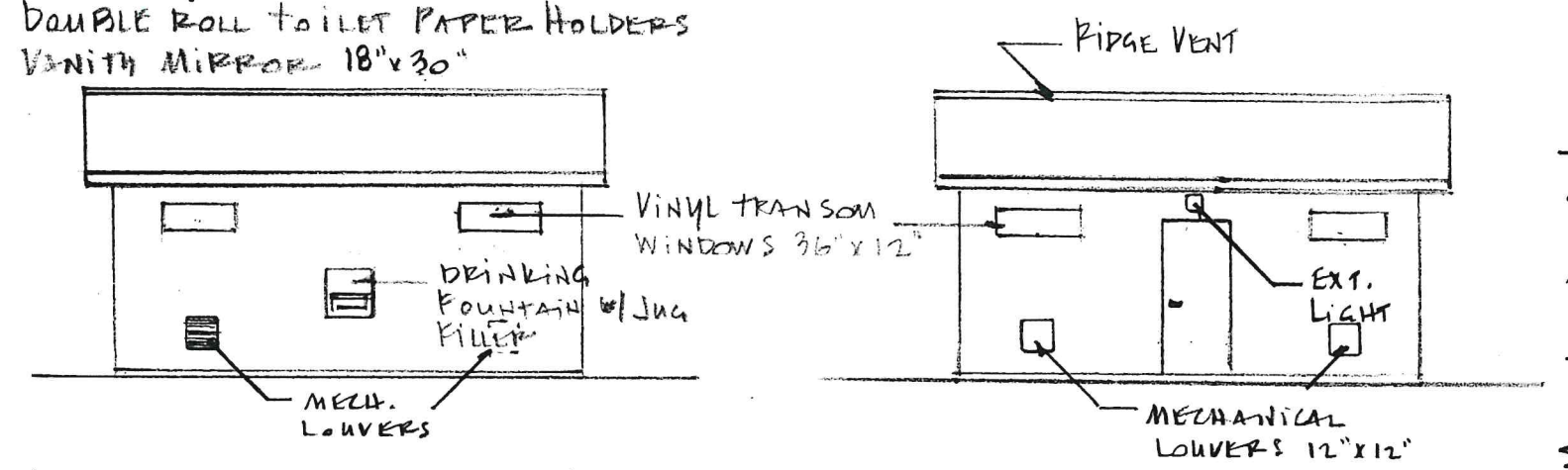
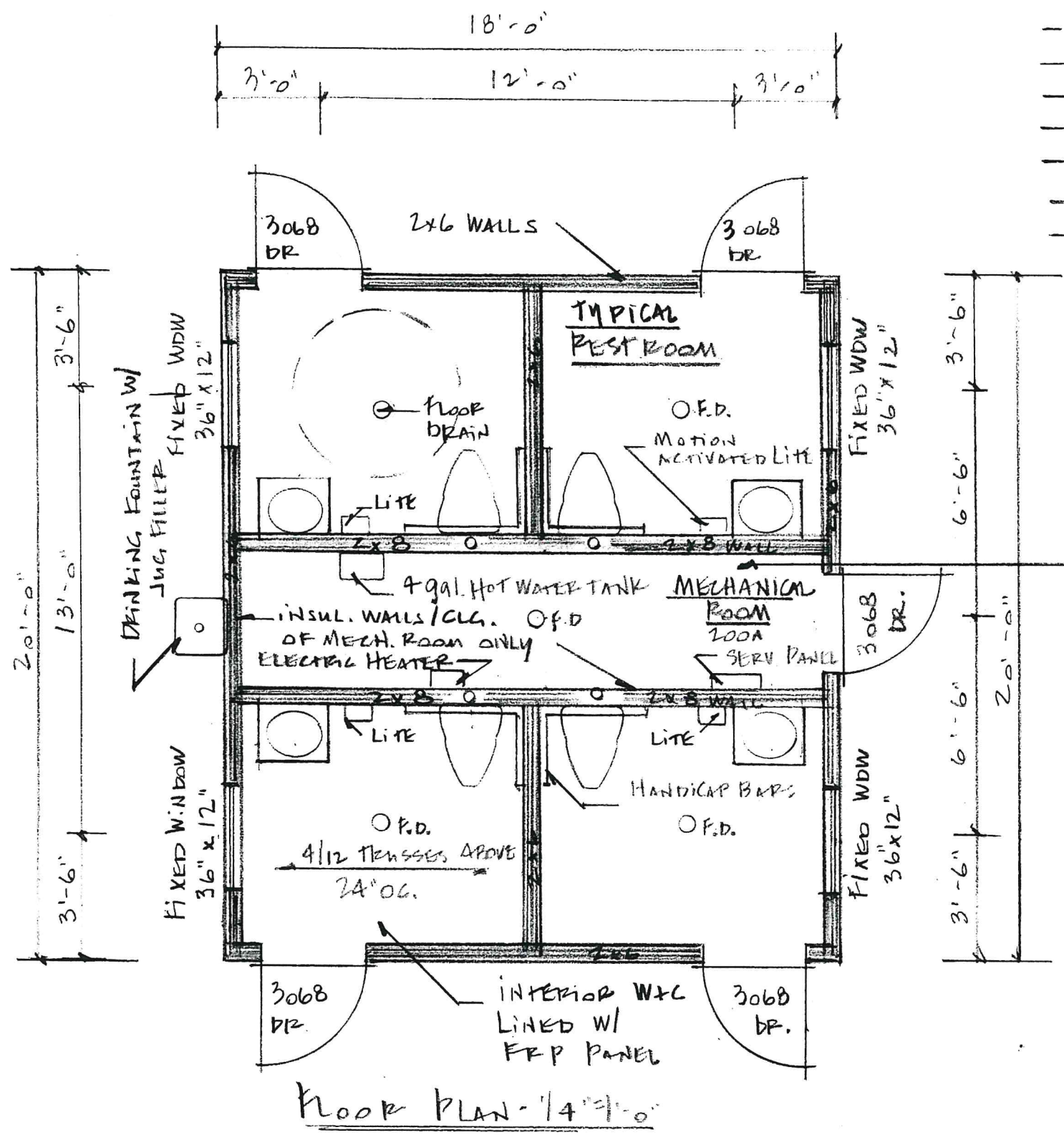
☐ Yes

☐ No

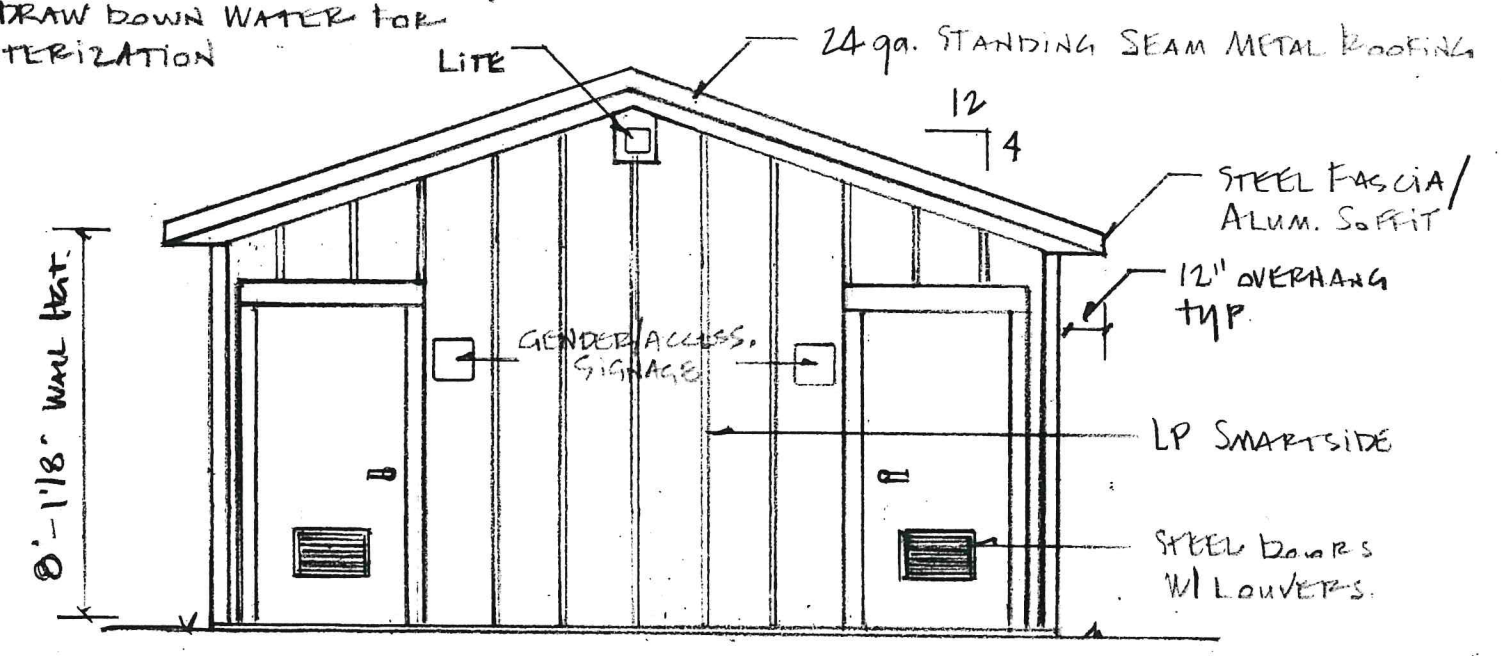
Please Explain:

EACH RESTROOM EQUIPPED WITH:

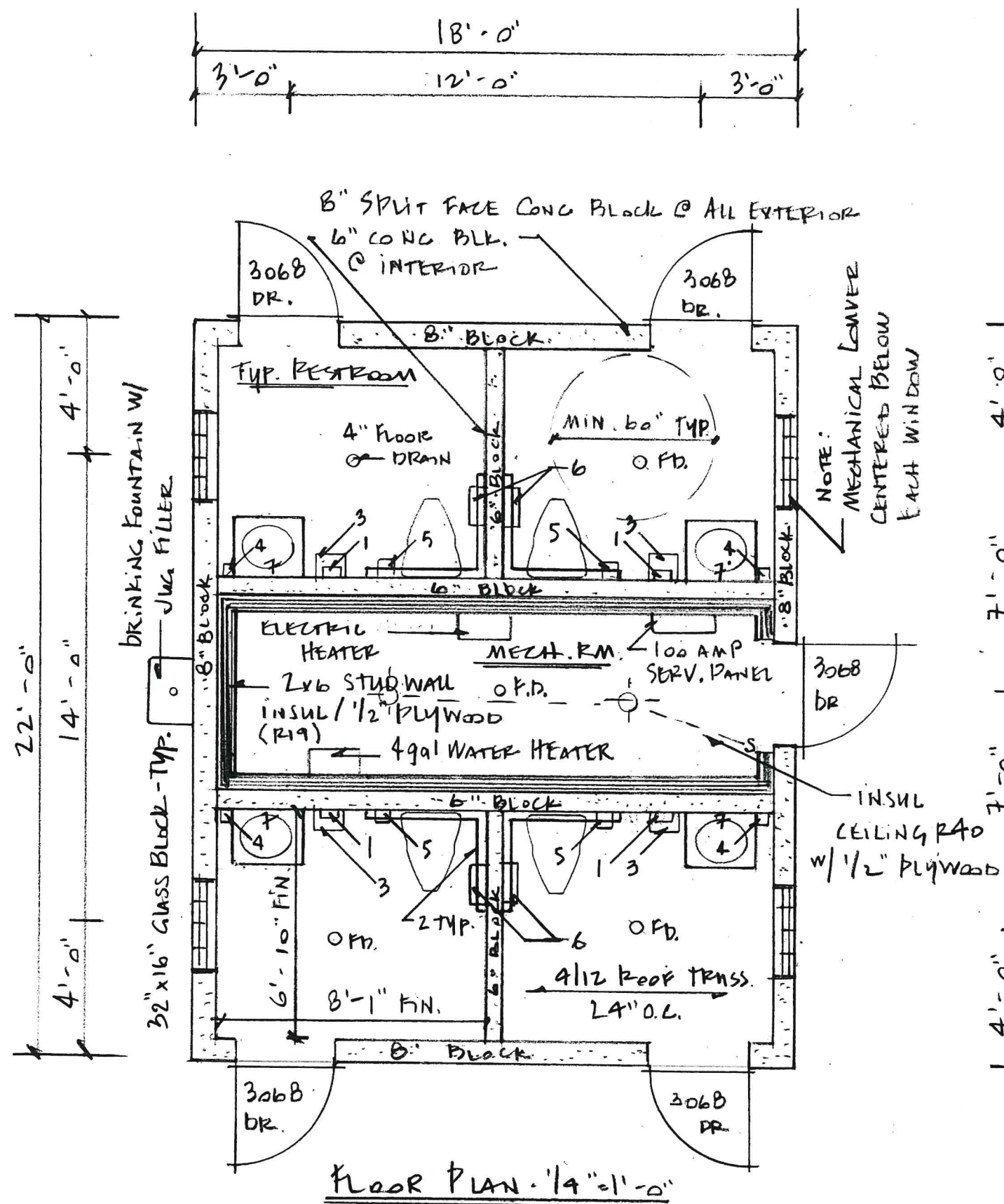
- Motion Activated Light
- GRAB BARS
- HAND DRIERS
- SOAP DISPENSERS
- SANITARY NAPKIN HOLDER
- DOUBLE ROLL TOILET PAPER HOLDERS
- VANITY MIRROR 18"x30"



MECHANICAL ROOM EQUIPPED W/ R2V VALVE / BLOWOUT ASSEMBLY TO DRAW DOWN WATER FOR WINTERIZATION



PLAN A - WOOD FRAMED BLDG.



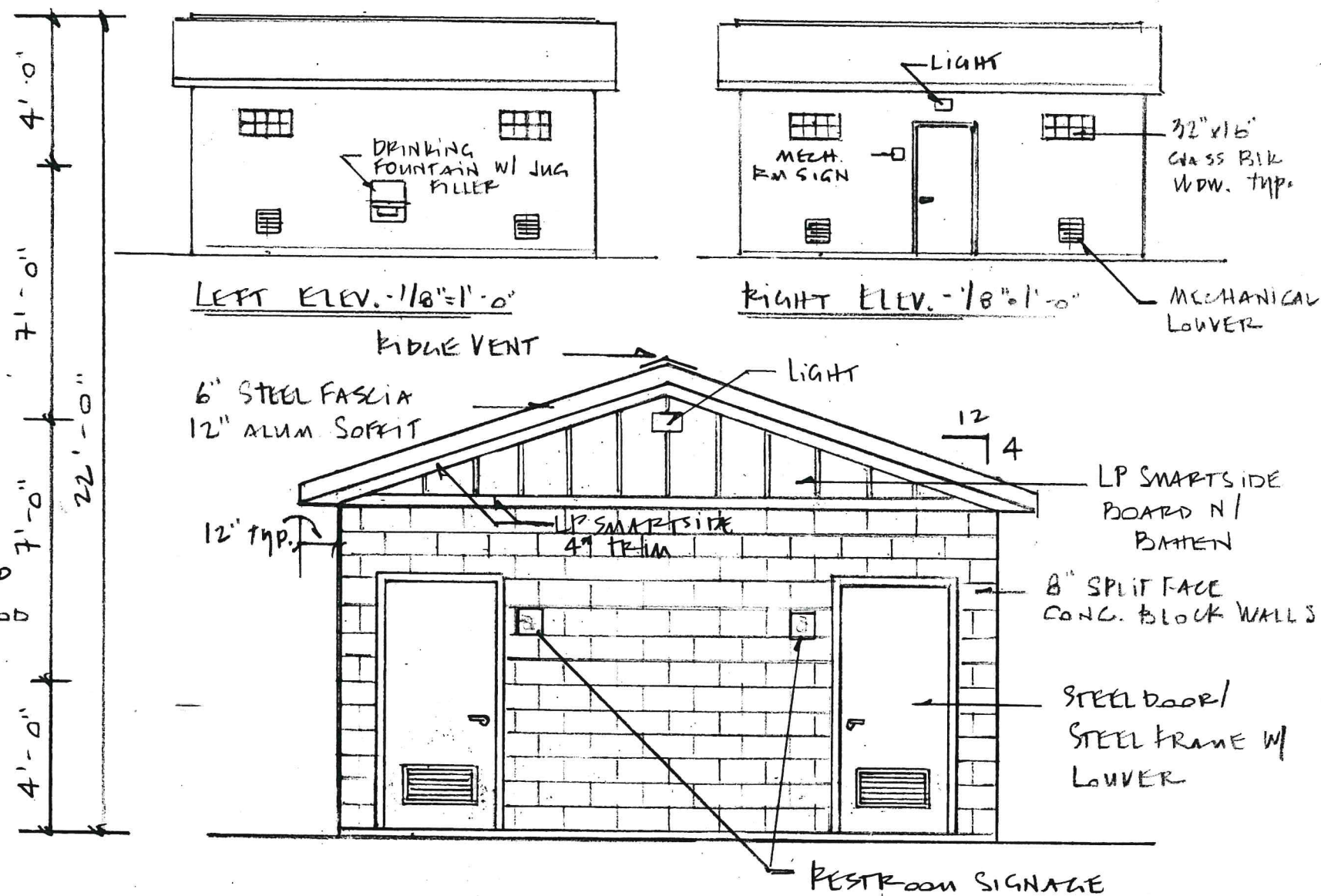
RESTROOMS EQUIPPED WITH:

- 1- MOTION ACTIVATED LIGHT
- 2- HANDICAP GRAB BARS
- 3- HAND DRIER
- 4- SOAP DISPENSER
- 5- SANITARY NAPKIN HOLDER
- 6- DOUBLE ROLL TOILET PAPER HOLDER
- 7- 18"x30" VANITY MIRROR

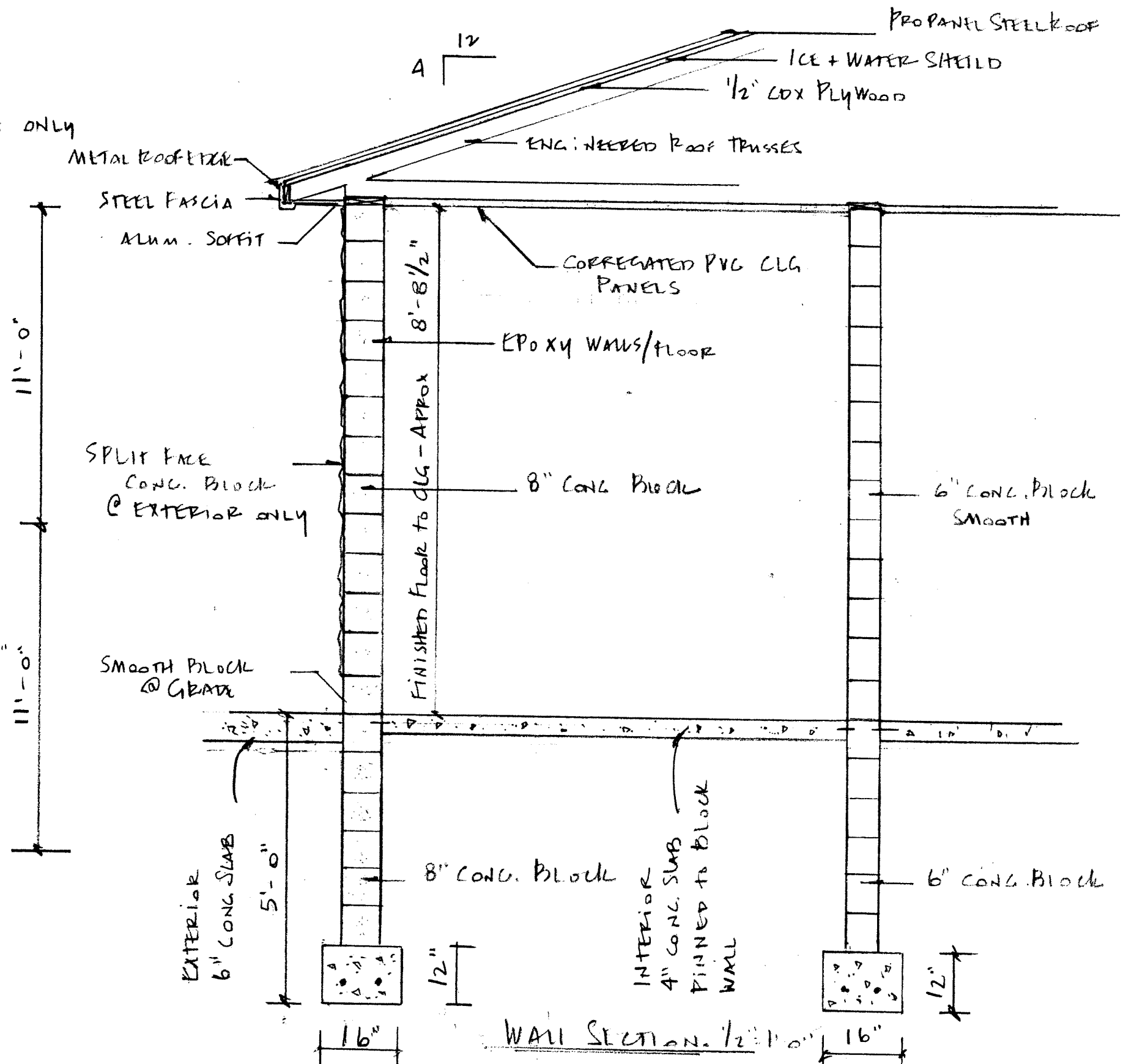
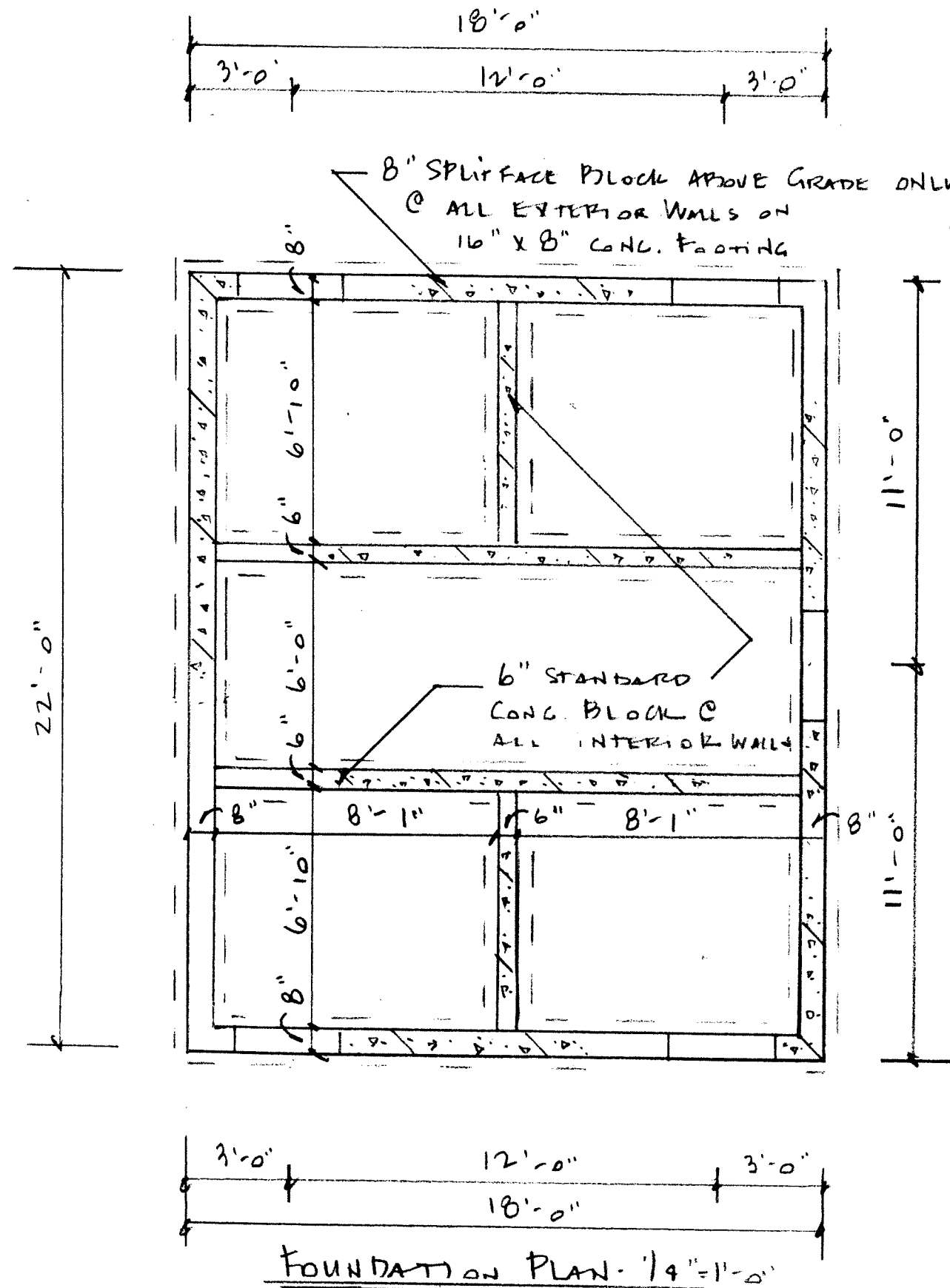
MECHANICAL ROOM EQUIPPED WITH:

- ELECTRIC HEATER
- 49 GALLON WATER HEATER
- 100 AMP ELECTRICAL PANEL
- RBL VALVE BLOWOUT ASSEMBLY TO DRAW WATER DOWN FOR WINTERIZATION

MISSISSIPPI LANDING
 TRAILHEAD PARK
 RESTROOM BUILDING



PLAN B - CONG. BLOCK BLDG.





Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐

INFORMATION ONLY

☐

ACTION REQUESTED

Action Requested:

☐

Direction Requested

☐

Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐

Yes

☐

No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐

Yes

☐

No

Please Explain:



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐

INFORMATION ONLY

☐

ACTION REQUESTED

Action Requested:

☐

Direction Requested

☐

Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐

Yes

☐

No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐

Yes

☐

No

Please Explain:



SPECIAL EVENT APPLICATION

Date of Application: 5/19/22

Event applications can be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us. Event applications that include a street closure must be submitted at least 30 calendar days prior to the event and will require City Council approval. All other event applications must be submitted at least 14 calendar days prior to the event.

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

Name of event: Arts in the Park

Organizer Information

Organizer's Name:

Brainerd Community Action

Organizer's Address:

321 S. 7th St. Suite 105

Event Contact Person:

Dave Badeaux - Executive Director

Event Contact Daytime Phone:

218-829-5278

Event Contact E-mail Address:

info@BrainerdCOmmunityAction.org

Contact Name/Number Day of Event:

For Profit/Nonprofit Status (type):

Nonprofit

Applicant information (if different from the event organizer):

Applicant Name:

Dave Badeaux

Applicant Address:

Same

Applicant Phone:

Applicant E-mail Address:

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6/26/2022	10am	4pm	Gregory Park

☐ Recurring event (requires only one application submittal per year)

Event locations (*all dimensions are parking lot usable space estimates*):

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

Description of Activities

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

Artist fair, Car Show, Live Music, Food Trucks, Community Corner, &
Beer Garden (in partnership with the Brainerd Jaycees)
See attached map for details.

Site Information

Electrical usage

☒

Yes

☐

No

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

Food vendors and Musicians will use power as done in previous years.

Amplified Sound

☒

Yes

☐

No

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

Live music from 10am - 4pm from the band stand

Restrooms provided

☒

Yes

☐

No

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

Company contracted for restrooms: Blakeman Pumping (plus park restrooms)

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

Signs, banners, and/or posters/flyers

☒

Yes

☐

No

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

Sponsorship banners may be placed in a few areas of the park
and flyers and posters will be located through out town advertising the event

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: Waste Partners

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit for publicly owned spaces ONLY is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

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

NA

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.

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

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

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

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	X			Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support	X			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	X			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	X			All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate	X			May be required before issuing a permit.
Sign/banner Permits	X			Contact the Planning Department for information/procedure.
Parade Permit	X			Issued by the Police Department after complete submission of application.
Alcohol Use Permit	X			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

ARTS IN THE PARK 2022



Hold Harmless Agreement and Insurance Information

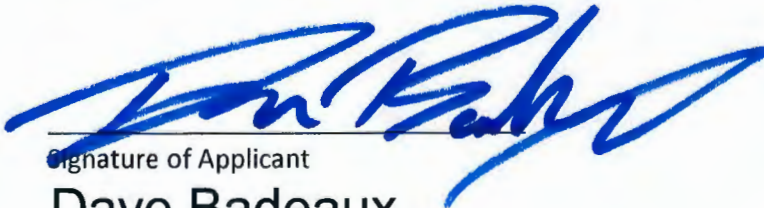
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and 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

Dave Badeaux

Print Name

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	_____
City Administration	_____	_____
Engineering Department	_____	_____
Fire Department	_____	_____
Fire Support/EMS	_____	_____
Parks Department	_____	_____
Planning Department	_____	_____
Police Department	_____	_____

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):



Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

☐

INFORMATION ONLY

☐

ACTION REQUESTED

Action Requested:

☐

Direction Requested

☐

Discussion Item

Submitted by:

Department:

Presenter (Name & Title):

Estimated Time Needed:

Summary of Issue:

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

☐

Yes

☐

No

What is the total cost, with tax and shipping

\$ _____

Is this budgeted?

☐

Yes

☐

No

Please Explain:



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT

May 24, 2022 PARK BOARD MEETING

Recreation Report

Recreation

Adult sports are now officially in full swing. Memorial Park fields 1 – 3 will be utilized 6 – 10 p.m. M- Th, now through mid-October.

We will open registration for the Last Dance of Summer mid-June roughly June 13 for the following tournaments: Adult Coed Softball, Mixed Doubles Pickleball, and Adult Coed Grass 4s Tournament. YMCA is handling the registration for the youth 3 on 3 competition and other games taking place at the Memorial Park Basketball Court. We are in discussion with the Skate Park Association brainstorming a location (original location suggestion in MMP parking lot is not a viable surface for what is needed).

Special Events

Fishing Clinic occurred on May 21, 2022 total number of participants and turn out of event will be communicated at Park Board. Community Partners for this event include: MN DNR Aquatic Invasive Species, DNR Fisheries, Muskies Inc, Walmart, Walleye alliance, Pillager & Brainerd Fishing Team, Gull Lake Army Corps of Engineers, Crow Wing County Water Division & Viking Coca Cola.

Preliminary organization of a winter special event has commenced.

Parks Maintenance Report

Maintenance Tasks Completed Month Prior

- Fixed broken windows in Jaycees Park. (vandalism)
- Water leak to host site (repaired & energized)
- Cleaned up & leveled host site
- Turning on more water to parks & irrigation
- Mulching leaves in all arks
- Dragging & lining fields daily
- Energized and tested splash pad
- Put out docks & pier at boat landing (Lum)
- Repairing Vandalism at Mills Field (downed fencing)
- Broken faucets at Lum Park. (replaced)
- Fields sprayed with herbicides/fertilizer
- Volleyball net hung at Lum Park
- Beach raked of seaweed
- Graffiti under bridge covered
- Fixing vandalized lock sets.
- Training BBBA in on fields & equipment
- Storm damaged trees and clean-up cutting/chipped
- Pea Rock to host site
- Debris off Basketball court
- More garbage receptacles from waste partners delivered and placed
- Vandalism Gregory Park restroom dividers and soap dispensers
- Fixing damaged electrical pedestal in Lum
- Getting ready for Fishing Clinic
- Black dirt to misc. parks for ruts
- Moved planters in Lum

- Removed graffiti at splash pad restroom
- AED delivered softball fields from Parks Garage
- Grinding Stumps
- Filling low spots
- Fixing Clay mounds