PARK BOARD AGENDA

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

The public is invited to attend these meetings in person

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

1. **Call To Order**

2. **Roll Call**

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

3. **Pledge of Allegiance**

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

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

   A. **Approval of Minutes**

   B. **Approval of Disbursements**

   C. **Consider granting Dangerously Thrilling Decibels permission to park in Gregory Park during halloween.**

6. **Presentations**

   A. **Gregory Park Tennis Court Usage**

7. **Unfinished Business**

   A. **Discussion on Pickleball Agreement**

   B. **Approval of Banner Quotes**

8. **New Business**

   A. **Discussion of Men's Adult Softball League Rules**

   B. **Approval of Grand Opening events at Jaycees and Lum Park**

C. **Approval Temporary Fence at Buffalo Hills Softball Fields for Brainerd High School**

D. **Approval of Revised agreement with Community Education**

9. **Public Forum**
   Time allocated for citizens to bring matters not on the agenda to the attention of the Board - Time limits may be imposed

10. **Staff Reports**
    (Verbal: Any Updates since Packet)

    A. **2025 Recreational Events**

    B. **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 Board President Miller in the City Council Chambers.

Roll Call

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

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

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

Approval of Agenda

MOVED AND SECONDED BY MEMBERS MILLER AND SANDY, DULY CARRIED, TO APPROVE THE AGENDA.

Approval of Consent Calendar

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

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE TO APPROVE THE CONSENT CALENDAR.

Upon roll call, Members Miller, Sandy, and Shipe voted “aye”. No member voted “nay” in approval of the consent calendar.

Approve the Park Board 2025 Meeting Schedule

MOVED AND SECONDED BY MEMBERS MILLER, AND SCHAEFER, DULY CARRIED, TO APPROVE 2025 PARK BOARD SCHEDULE.

Unfinished Business

Pickleball Agreement

The Public Works Director Habighorst stated that the city attorney has completed review for the agreement and the pickleball agreement, moving into an agreement and they would need to complete their fundraising for this to move forward. Stated that he reached out to the tennis community by Park Board request which he completed by talking to Helen, a previous Brainerd High School tennis coach, stated that “she understands the direction of removing tennis courts for pickleball”. Brought forth that there are other tennis courts that can be utilized. There are eight courts at Brainerd High School, Baxter Middle School also has tennis courts, and this would help improve the pickleball community. Public Works Director Habighorst also talked to the current Brainerd High School tennis coach, Garrett, and stated that he understands the process, Garrett was not in favor of the decision but understood the process behind needing

professional pickleball courts in the Brainerd Lakes Area. The last individual is Jean Larson how is in the community and forms a lot of tennis activities and she also understands that this movement across the nation and the Brainerd Lakes Area needs to have a representation of this new amenity, and this is a solution. When we have this group like the Pickleball Association come to us and raise funds to help save our city dollars and tax dollars they are going to privately go out and silicate sponsorship for this new amenity here at Gregory Park. Stated that he has done his due diligence, we might have some comments in the audience but if they are raising their funds, and they complete raising funds then we can move forward with the pickleball courts.

Member Shipe asked in terms of sharing the maintenance and upkeep, was there a more detailed discussion that city staff would be doing X and LAPA would do Y.

Public Works Director Habighorst answered he told the Pickleball Association before and after you are done with the courts to clean it up, which was agreed upon by the Pickleball Association. After that then it would be on the city to resurfacing and nets. Stated that he left the agreement like that because they need to clean up anyway before you play pickleball and any court activity. They would sweep as that would be in their own best interest. They are already doing enough just raising the funds and that isn't going to be cheap. When someone is going to do that amount of work and raise that amount of money to improve an amenity, will be a huge win for the City of Brainerd.

Member Sandy asked if there was any indication of what the price tag is.

Public Works Director Habighorst said no, they were hoping to put eight courts in there, reminded them about run off, you can't have the lines right next to each other, and the main reason is for professional play. Players want to get ranked and want to have sanctioned tournaments here and you can't just have portable nets. For sanctioned tournaments there are guidelines for that and to have these professional courts here in Brainerd will be a huge feather in our hats. We are going to be looking at the design and they have a professional firm in mind, they want to wait before they don't do any foot work, and he agrees with that. First, they need to get the agreement approved and they will need to raise the funds before we can officially approve this to move forward. Stated the Pickleball Association is optimistic that they can raise the funds.

Member Sandy that one of his questions related to the design of the courts, asked about the firm that will provide drawings to the Park Board.

Public Works Director Habighorst answered yes that they will be following the national standards for pickleball courts. When you have a sanctioned game there are national standards for runoff, weather it is four feet or five feet for that court. We are going to need to have at least one court be in that professional championship game is going to be played on and that will have a larger run-off than the other courts.

Member Sandy was thinking for a long-term maintenance standpoint, thinking about the subsurface under the courts, what is the condition of that, is this just a resurfacing project, has there been any investigation as to subsurface underneath, sated that he knows that it becomes an issue, tennis courts and things overtime. Wants to make sure that there is a professional on board and can do those investigations and that we are not missing anything, kind of pursuing a project that we don't know the full extent of the actual work that should be done when we are doing this and going forth with eyes wide open.

Public Works Director Habighorst understands with Member Sandy's construction background that after you remove the surface, now you must treat the concrete, epoxy any cracks, now get a clean surface, sanding any uneven areas if it is settling in any one area or

not, make sure that its level. States that will be a part of the scope he reviews that because cleaning the surface after we remove the existing surface is very critical.

Member Sandy, even examining the existing surface looks like we are going through this with the city of East Gull Lake right now, their underlining asphalt surfacing is deteriorating to the point where they can't resurface it anymore. Stating that these are the things that Park Board needs to be made aware of when this is going on we are not just resurfacing fruitlessly. Questioned how old the tennis courts are and when the last time they got resurfaced but generally that degradation is happening from the bottom up and the underline surface is the most important part when resurfacing the courts.

Public Works Director Mike Habighorst stated that it will be a part of the scope, is to improve the concrete surface itself before the pickleball is applied.

Member Sandy stated that if it is found to be in a state that isn't accepting of a new surface, what is the thought process behind that.

Public Works Director Mike Habighorst stated a large contingency budget on Pickleball Associations part, when we go to design, they must have a line item in their budget for resurfacing, improvement for the concrete, they need to have a line item for that and then a healthy contingency budget. Knows that contingency budgets and change orders aren't favorable but then again this is construction and change orders are part of the process. We don't know what it's going to be like when we take out that existing surface, so we must be well prepared with the contingency budget to cover that.

Mayor Badeaux had a question about line-item number four for insurance, stating that it's vague and wondering what it entails as this has never been done in the past.

Public Works Director Mike Habighorst agreed that the city attorney wanted to put in the verbiage in there.

Mayor Badeaux asked what it's specifically entailing, because it says that property and liability insurance in the amount approved by that city. Asked again for what purpose, for this surface in perpetuity because it just says approved by the city and that the line is very vague.

Member Sandy asked if that was for the use of the courts.

Public Works Director Mike Habighorst stated yes, because they are going to be granted eight o'clock to twelve o'clock usage so during that time frame that insurance that they have their own liability insurance for special events. They must have that and to put City of Brainerd on there as indemnified and that will cover their requirements.

Mayor Badeaux asked if that is just for the actual usage not for the surface itself.

Public Works Director Mike Habighorst stated no.

Mayor Badaux asked to have that spelled out in the agreement, just for future purposes when someone comes back to look at this, wants to make sure that there is no confusion because reading that sounds like the city has insurance for the surface itself.

Public Works Director Mike Habighorst stated that we could indicate the contractor that does the resurfacing would be liable.

Member Sandy stated that it's usually a warranty item.

Public Works Director Mike Habighorst stated yes whether it be a one year or five-year warranty.

Mayor Badeaux has no problem with it if it's regarding the usage which makes sense because we do that with everything but because this is more than that as it includes the actual building of it and the structure itself, wants to make sure that we are not having confusion between the two.

Member Sandy stated that he doesn't remember a specific time where the city has dedicated so much time to a specific entity to fully use the courts without going through the reservation process that the city has and is a little uncomfortable with that. Says he could probably be swayed either way but if we are blocking off this time and the main reason that they are trying to get people to join LAPA and have dedicated time, seven days a week from eight to noon seems we are allowing LAPA to get around the normal process of reservations, that this is a public park on public land and we have made everyone else reserve spaces. Suggest that each year they reserve the courts four days a week from eight to noon and go through that process and then you are required to submit insurance along with all that stuff, it is a little uncomfortable with having the courts seven days a week from eight to noon with it being a public park and public use. We have had instances where people have funding improvements and full improvements for the city without and do not request any type of consideration like this. I don't know what the appropriate number is, if there is a meet in the middle, maybe it's not the full seven days a week. If someone wants to go play pickleball at nine a.m. on a Saturday that they have the ability. Doesn't want to have the in saying that in perpetuity you have this right to have seven days a week from eight to noon.

Public Works Director Mike Habighorst understands what is being said, stated that the neighboring city in Ironton has several courts, and they use the same model, and they have the eight to noon seven days a week. This agreement is just for ten years, and we could reduce this to five or eight years, and we could do Monday through Friday and that would be a good compromise. We could look at the number of days and the number of years being put forth.

Member Shipe stated that the agreement proposal is for five years not for ten years. Agrees that seven days a week and that time block feels rough, stated if you wanted to go play pickleball that you can never go for five years during eight to noon. Giving them reserved time because they are raising all this money, it is a way to get investments in our parks that we can't otherwise by raising the capital for. Giving that reserved time but giving them five days a week and that the public would be able to utilize during the other two open days.

Member Miller wanted to speak on behalf of the association that the idea for eight to twelve time is more of an open play, rotate in and out, you can come from the public and not required to have a membership to play during eight to twelve, it is encouraged to come for people to come and play. Understanding that this is not spelled out in the contract but in the description in the agenda item. When it comes to 3A, direct support to the upkeep of the courts and the sustainability of the program. If it could be laid out a little more specifically that we are not roping of the courts from eight to noon so that the public is welcome without membership, Member Miller wants to make this clearer for everyone involved. Also, more clarification on the maintenance and upkeep of the court.

Public Works Director Mike Habighorst can eco that it is open to the public unless it is a paid reservation to make it exclusive. Will update the insurance, the actual usage, and from eight to twelve it is open to the public.

Member Miller, if they can elaborate in the programing, they like to move forward that involves the public which could elevate some of the confusion. Does not agree with roping off

the courts for five years, seven days a week, three hundred and sixty-five days a year with four-hour blocks for members only. If the promotion of usage and the public were involved, then it would be agreeable but with the contract laid out as is of members only then not very comfortable.

Member Shipe if there were curtain courts open for the public from eight to noon such as three courts and LAPA had three courts would feel better about that. It would give assess for the public to come and play. They would get half the courts from eight to twelve, something to go back to LAPA to discuss.

Member Miller said if they are rotate players off the bench and if they are doing the programing well and mediating and making it a good experience would be outstanding. Agrees that the agreement needs to be more specific.

Public Works Director Mike asked if we need to reduce the number of days Monday through Friday only.

Member Miller stated that it comes down to programming. If the public can come in and join in on this program and not have to be members and the LAPA group is funding everything then does see anything bad if the public can join in on this program, but it does need to be clearer in the agreement.

Chair Berns likes the idea of five of the seven days, and they get all the courts for five days and weekends can be open to anybody, to a point. The other option would be what Member Shipe suggested with the LAPA reserving the courts two thirds of the courts, they would be able to reserve four of the six courts as some people might not want to rotate in and just want to play their own game, this would allow the public to do that. Doesn't like the option of seven days a week one hundred percent. Member Berns is open to other ideas.

Member Sandy getting back to the maintenance portion of the agreement needs to be more detailed, such as who would be replacing the structure over the years. The agreement needs to be more detailed on who is responsible for what. The board is more concerned with the programming and maintenance and what it entails and to make that clear in the agreement.

Member Berns pointed out that we do already have pickleball courts in a different park as well for anybody to use.

Public Works Director Mike Habighorst wanted to confirm that the Parks Board wants the agreement changed to Monday through Sunday from eight to twelve with two courts open to the public.

Member Sandy said either the days need to be adjusted or the number of courts that need to be laid out.

Mayor Badeaux stated what he doesn't want to see is courts just sitting there not being utilized, suggested if someone comes to shoot over and allow people to unitize a court. Doesn't want courts sitting there which would be counterproductive.

Member Sandy asked that the days would be the better option.

Mayor Badeaux does not want courts sitting there not being utilized. We have down the same this with the Ski Loons and the baseball programs that we have run. We do block off certain amenities with certain times for certain organizations. He would like to see more progress with this, what he doesn't want to see happen is that the Park Board is asking for

these changes and then we wait another month. Wants to see this move quicker as we are just down to the final details.

Public Works Director Mike Habighorst again asked for clarification one what Park Board wants in the agreement, is it the amount of days as Monday through Friday or is it having two courts open for public usage, and then if no one is there LAPA would be able to use them and if someone does come in then people would need to move over to open up that court to allow people to play. States he can write it either way. Wants to keep it clean and say Monday through Friday for the Pickleball Association and then weekends are open.

Chair Berns likes Monday through Friday.

Member Sandy agreed Monday through Friday.

Member Shipe also agrees with Monday through Friday.

Chair Berns stated to be clear looking at 3A changing the agreement to add available court times for LAPA would be Monday through Friday from eight to noon, the insurance defining that more clearly, and maintenance defining more clearly.

Member Sandy also pointed out in 2D with construction it says that LAPA will oversee the renovation process ensuring construction is high quality, wants to add the city staff are being involved in oversight to some degree as it is a public facility. If there is a professional involved, he would assume that they will be on site and involved doing inspections and ensuring correct instillation. Asked to be spelled out more clearly in the agreement. Agrees that LAPA should have a lot of say about the construction but wants to ensure that city staff should have some oversight when there is construction in the public park.

Chair Berns agrees with this as well. He stated that it was in the agenda request but not noted in the agreement itself.

Public Works Director Mike Habighorst stated what we could do to ask for approval by on these changes brought forth by the Park Board and then the agreement could move forward. After changes, he stated that he could email Park Board for approval.

Mayor Badeaux stated potentially yes that it could be down and if a special meeting needs to be held, we could do that as well. The point about 2B it could be as simple as adding engineering for oversight approval.

Chair Berns asked how Park Board wants to proceed. Does the Park Board want to go with all the changes that were talked about or to have a special meeting.

Member Sandy stated that we could go with contingent approval to make these changes. Doesn't want it to go through email. Stated, if the attorney makes changes significant enough then a special meeting can be scheduled to review the agreement.

Mayor Badeaux has no problem with email going out but if the email does go out does not want any decisions made based on an email. If it is contingent, you can still send an email and the agreement can be reviewed, if someone has a problem then a special meeting can be held.

MOVED AND SECONDED BY MEMBERS SANDY AND SHIPE, DULY CARRIED TO APPROVE THE PICKLEBALL AGREEMENT CONTINGENT ON A NUMBER OF CHANGES; 3A LAPA ACCESS TO THE COURTS BEING MONDAY THROUGH FRIDAY AND NOT BEING SEVEN DAYS A WEEK, FUTURE MAINTENANCE BETWEEN CITY DUTIES AND LAPA

DUTIES AND ENSURING THE CITY STAFF HAVE THE APPROVAL OF OVERSEEING THE PLANS AND SPECIFICATIONS ONCE THEY ARE COMPLETED, ENSURING THAT MEMBERS OF THE PUBLIC ARE INDEED ALLOWED ON THE COURTS OF THE BLOCKED TIME, MONDAY THROUGH FRIDAY EIGHT TO NOON, AND ASKING THE CITY ATTORNEY TO BE MORE DESCRIPTIVE ON THE INSURANCE REQUIREMENTS.

Discussion on Banner Program

Public Works Director Mike Habighorst, the banner program is also being reviewed by the city attorney. I need to update with a couple of specific things. I have not been able to complete this due to the tax exempt can't be on the form, size of banners to be outlined, staff to install the banners, and the banners being up for the season of sport. Asked if we should have a special meeting to complete both the pickleball agreement and banner program outline.

Chair Berns asked when both will be completed.

Public Works Director Mike Habighorst stated this could be done by the end of the week.

Member Sandy asked when we typically solicit letters to people interested.

Public Works Director Mike Habighorst responded that we already have several people interested.

Chair Berns stated that we should look forward to setting up a special meeting but wants to ensure that they are completed by the city attorney before the meeting.

Public Works Director Mike Habighorst stated that the attorney was comfortable with city staff making those changes. The attorney requested that next year there should be a policy or procedure on the banner program but for now if the form is modified then the attorney is good with changes. Not to say that tax is included but the verbiage needs to be removed to form, we can't indicate if something is taxed or not.

Chair Berns asked if they should have a special meeting for March 11th.

Member Sandy agreed.

Injury Report

Public Works Director Mike Habighorst reported an injury that took place at one of the pleasure rinks where a girl broke her ankle. The city collected the skates and notified Minnesota Cities, and they have been reaching out the parents. Currently there is no claim, Minnesota Cities has indicated that he didn't see any fault with the skates. Just to be proactive there has been a procedure for attendants to review and follow.

Brainerd Baxter Baseball Association

Public Works Director Mike Habighorst brought forth an agreement to be approved by Park Board for the Brainerd Baxter Baseball Association. The agreement is for the usage of our fields, they would still be reserving these fields with the addition of allowing BBBA to take over two parks for the banner program to allow retrieving cost for the replacement of scoreboard costs. Understands that the agreement is not modified to the specifics that were just discussed with the pickleball association.

Member Sandy wanted to point out under 1B with competitive bids, suggested investigating Source Wells percurrent contracts to see if the model of the score board is

available through their process as they have better pricing, local vendor and contractor. If Source Well does have something similar or the same standard quality, it would be good to investigate but if they have something similar or is the same quality available it would be worth the time for the city to precure that.

Chair Berns likes the idea of going through Source Well then turns around and does donations and that it would be beneficial for all parties involved.

Member Sandy stated if BBBA is really hung up on the model and type, the Park Board isn't going to turn down new score boards, would still like this investigated Source Well to see what they have available.

Chair Berns stated that this should be offered to the BBBA, to offer those services through Source Well.

Mayor Badeaux wants to make sure that this doesn't take up more time as this has already been in the works for a couple of months. Wants to ensure we move forward and get the agreements completed.

Public Works Director Mike Habighorst stated that they have a contractor that is willing to do the work pro bono.

Member Shipe stated the only hesitation would be unlike pickleball where there are surface and some nets that wouldn't require a lot of money after the courts are made, the scoreboards are expensive electronic and in ten years when they break, do we need to increase our capital and ask council to start funding to replace the scoreboards. If we are going to partner with the BBBA to develop a replacement fund, maintenance plan or do we want to do something like Rotary. Wondering what the warranty would be for the scoreboards, if it would be a ten or fifteen warranty then would be less concerned whereas if it is a three- or five-year warranty then it would be concerned, wants Park Board to consider looking at the warranty for these scoreboards with this agreement.

Member Miller asked what our current maintenance plan for our current scoreboards.

Public Works Director Mike Habighorst doesn't believe that our current scoreboards are on the maintenance plan.

Member Shipe stated that he believed the current scoreboards are on the maintenance plan.

Member Sandy looked up the warranty and limitations of liability Daktronics warrant's equipment to be free from defects for one year from date of delivery or substantial issues.

Public Works Director Mike Habighorst stated that Daktronics are the industry's standards for professional scoreboards. BBBA is picking good quality equipment.

Chair Berns states the agreement does state under 1C ongoing maintenance; the city will be responsible for maintenance after the scoreboards are installed. Stating that this is something we will have to plan for in the capital plan.

Public Works Director Mike Habighorst stated that this agreement is for ten years, and they will have the ability to recoup their funds from banners being placed on the outfield fences.

Member Miller, to the point we are responsible for the currently installed scoreboards. Imagine that these are more expensive, and the maintenance will also be higher than the

scoreboards we have currently but the scoreboards we have right now we don't really maintain as they are.

Member Sandy, same comment on the insurance with the pickleball agreement which needs to be updated. The agreement requires BBBA to go through our standard scheduling procedure with staff. Where they required to submit insurance before when they were using our fields for tournaments and things. States we will need more clarity with the insurance portion of the agreement. Suggested this be added to the special meeting on March 11th.

Mayor Badeaux suggested keeping one of the scoreboards when they come down, to set it aside in case after a year we lose a scoreboard. Asked when the agreement became a ten-year agreement, they thought they were asking for a five-year contract.

Public Works Director Mike Habighorst confirmed that when he spoke with BBBA it was also a ten-year contract, since the scoreboards are such a large amount of money. We could move it to five but thought our discussion was always ten.

Mayor Badeaux said that ten years is a long time for the government.

Public Works Director Mike Habighorst stated that the BBBA would be fine with five years.

Member Sandy said as long as they can recoup their funds, we need to know what that price tag is and what the anticipated rate of return is for selling banners on the fields before the Park Board can make sole decision on that.

Mayor Badeaux stated that in the ten years he's been here they have removed a youth baseball field, signed a ten-year contract that says we now have rights to that baseball field for ten years puts the city in a position where they can't make that decision, not sure how comfortable with that long of a time frame.

Public Works Director Mike Habighorst stated he will reach out to the BBBA to confirm.

Chair Berns asked if this should be added to the special meeting on March 11th as well.

Member Miller agreed that this should be added to the special meeting on March 11th, stated that ten and five years is a significant change, wants the BBBA to recoup their money but does not want to be locked in this agreement for ten years if it wasn't necessary.

Member Millers asked if the Park Board wants a ten-year agreement.

Public Works Director Mike Habighorst stated he will reach out to BBBA to confirm his numbers are accurate and regarding a five-year contract.

New Business

Consider 2025 agreements with YMCA and Community Ed

Public Works Director Mike Habighorst stated that these are two agreements that we signed last year, they had great success with all their programing. The YMCA is asking for the same, their similar funding and support and they are also going to be expanding their programing out of goodwill and thought it was a gesture on their part to take on extra programming without asking for additional funding or resources. Following suit with the same agreement as last year.

Member Miller asked if the ask is not changing at all.

Public Works Director Mike Habighorst stated that they are asking for more fields for additional programming such as youth soccer, youth lacrosse, and youth flag football. They are not getting any extra funding.

Member Miller asked to confirm that the dollar amount has not changed. Wanted to confirm that their programming is bigger than last year.

Member Sandy asked if we had a spot for the YMCA to go while Jaycees is being established and during the spring of this year.
Public Works Director Mike Habighorst confirmed that Jaycees will not be used for this summer and that Gustafson will be utilized instead for the YMCA and then there is also Jaycees Park has an open area that can be utilized.

Mayor Badeaux stated that the YMCA utilized Gustafson last year.

Member Miller stated that Gustafson has a master plan to be as being a soccer field.

Mayor Badeaux stated that he's seeing the bi-annual part of the contract and that at some point it would behoove the city to reevaluate all the contracts. The issue for Community Ed, Community Ed is already looking at getting their programs in place for next year already. At some point we need to get ahead of ourselves, so the Park Board understands where we are going to be. It should be a priority to reevaluate ourselves and where we are going to be, what are the next steps. We have a new person in charge of the department, and they may have ideas on where things can go. It would be a start for us to have those conversations with them. Making sure we are not signing ourselves up with something that we can't make lateral movements.

Chair Berns stated that if we wanted to make changes for 2026, to start that planning process earlier.

Mayor Badeaux said that when we are handing over these agreements that we are having those conversations with the YMCA and Community Ed for future years now.

Member Sandy stated just like the budget process moving it back and having those discussions earlier.

Mayor Badeaux stated that we are now looking at for this year, planning agreements for this year. At this point they've already put themselves budgetary wise where they are already in motion.

Member Sandy stated that we should be talking about this in June.

Member Miller stated that they are starting to ask earlier. Need to figure out when we want our answers. That leads to the Recreational Specialist since she is going to be the go between with these organizations so, what's the best. Need to find time to pull in the YMCA and Community Ed. Need to be ready with the questions for the organizations and not to pull them in for them to tell us how many people are playing T-ball.

Mayor Badeaux stated yes, we are going to be signing these agreements now and that now is the time to have these discussions where this goes.

Public Works Director Mike Habighorst regarding contracts such as this, he will be wanting to have discussion with the Park Board about where they want to go. When we are

talking about a partnership, we want the win-win to be on both sides. The YMCA and Community Ed are great originations, right now it is, we are providing funding, and we are also waving the fees at our fields. Both wins are on the other side of the table. Stated that when you are reserving a field it should be strictly reserving a field just like the BBBA. When sitting down with the BBBA they understood that the win needs to be on both sides. This is something that we will need to discuss. Stated that revenue should be coming to the city for whatever group that is. The YMCA and Community Ed is getting revenue from programming as well as from the city, they are getting the fields for free. There needs to be some sort of business moto followed as they are expensive to maintain.

Chair Berns states part of that conversation is the inclusion of adding the city logo and the sponsorship from the City of Brainerd, we are subsidizing these programs, we want our name on their equipment. The Park Board wants people to know that the City of Brainerd is giving the cash to do this which was an inclusion that was add for this year's contracts.

Mayor Badeaux said that's what he's talking about and now is the time to start these discussions. Wants to be proactive.

Member Sandy agrees that these conversations should start mid this year and maybe have the agreements in place prior to 2026.

MOVED AND SECONDED BY MEMBERS MILLER, AND SANDY, DULY CARRIED, TO APPROVE YMCA AND COMMUNITY EDUCATION AGREEMENTS.

Award Proposal for Buffalo Hills/Lions Park Parking Lot Project

Public Works Director Habighorst stated that this is in our master plan, going to be removing the circular driveway and putting in a parking lot. Recommendation is to approve the low bid at $38,985.00.

Member Miller asked why the low bid was vague.

Member Sandy asked what kind of work the city sent to the contractors, did we send anything when this was getting priced out. Stated that the variation between bids is a little concerning. Did city staff send out the scope of work that they should be considering or was the master plan given.

Public Works Director Habighorst stated that this was handled by the city engineer, and that he would need to do more research to answer the question.

Member Sandy said looking at the bidders that this would be common, stated that he trusts that the engineer would scope this out equally with all the bidders. Stated that all the vendors have done work in the city and all are reputable, has no issue saying Pratt's Affordable Excavating would be a good contractor for this, just the quotes that were received a vague and wants more information. Wants the scope of work added to special meeting for approval.

Public Forum

Chair Miller opened public forum at 5:01 p.m.

Larry Kellerman lived by Gregory Park where his daughters played tennis and spent a lot of time at the tennis courts. After retirement he signed up with the Seniors for Tennis Group, and plays Monday, Wednesday, and Friday all summer long from May to October. States that this group required at least four or five tennis courts for everyone to play. Asked if anybody has talked to Park Board about the necessity for maintaining and keeping the tennis courts as

opposed to deconstructing three of the tennis courts into pickleball courts. Doesn't see the understanding behind as there are already pickleball courts on the east side and the modification of three courts at Gregory Park. Stated that the tennis community was not approached except for the three people listed today. Stated that there are no tennis courts all over the place, stated that he can't go to the high school to play tennis and stated that there are only five tennis courts in Brainerd and that there are more pickleball courts. Has a question about the actual cost of building the pickleball courts from the ground up as opposed to reconditioning the tennis courts.

Public Works Director Habighorst stated that he would have to scope the plans and get the cost and get quotes as construction costs would change.

Larry Kellerman asked what the average construction cost would be for eight courts, what kind of money are you expecting the Pickleball Association to raise before taring out the tennis courts.

Public Works Director Habighorst stated that we are going to get a design that is going to be of national standards and then they will raise funds and get a construction company to get the scope of work and a bid amount which will be the Pickleball Association will then raise funds.

Larry Kellerman asked if there was any rationality for the Pickleball Association to build from the ground up instead of converting the tennis courts.

Public Works Director Habighorst it would be a substantial dollar amount but has not researched the six inches of concrete that would take to get a good foundation.

Larry Kellerman asked if there will be someone who addressed those who play tennis when you get closer conclusion, and does this decision go to the City Council for final approval or is the Park Board the approving body that will automatically move it forward.

Chair Berns stated that with the pickleball courts being in the park that the Park Board would be the approving body of the amenities in the parks.

Larry Kellerman asked if you don't have to recommend this to the City Council for approval.

Chair Berns stated that no, we recommend our budget be allocated to us by the City Council. Stated that in the master plan for additional tennis courts for Buffalo Hills as well, stated that we are not giving up on tennis.

Larry Kellerman asked when the tennis courts were going to be installed.

Chair Berns stated that it is all budget based and didn't know exactly when.

Larry Kellerman stated that the tennis courts should be installed before the pickleball courts are converted.

Member Miller stated that there are public courts across the adjourning cities, we have five tennis courts in the City of Brainerd, in the City of Baxter also has tennis courts, Forrest View Middle School is public property which totals over ten tennis courts.

Larry Kellerman states that you must have an agreement between the city and the school district to allow the public to go through the same structured play as they do with senior programs that they do with Gregory.

Member Miller stated that you are an individual organization that can set up whatever agreements with the school districts that you want.

Larry Kellerman stated that when they have twenty to thirty people, they can't only use single courts.

Public Works Director Habighorst in speaking with the coach at Brainerd, those tennis courts at the High School are open. The tennis courts are not locked.

Larry Kellerman asked if they were not locked, how about scheduling them.

Chair Berns stated that it's an issue that he would have to take up with the school board not Brainerd Park Board.

Larry Kellerman how to we schedule the Gregory courts now with Park Board, as if the senior center does that.

Public Works Director Habighorst you would call the office to reserve the tennis courts, and you'd get a permit for the times that you indicated, otherwise they are open to the public but if you want exclusive use, you will need to reserve them.

Chuck Benson has lived next to Gregory Park for over a lifetime, talked to the people that built the tennis courts. Think that people get really focused on pickleball, which he likes to play, but the problem is like with East Gull Lake, doesn't know what the foundation is like under the concrete, and it was a disaster which had to be closed last year. I would like to see new pickleball courts but not tearing down the tennis courts, stated that we are short on tennis courts, wish we could do it differently than tearing down tennis courts.

Member Miller asked as a member of the public if the tennis courts that we have right now are of good quality.

Chuck Benson stated that three courts should be resurfaced, stated that underneath the tennis courts there should be cement.

Member Miller stated that two months ago he had looked for the public for participation in this conversation. There is no ill will, communications are now starting to come from the public, stated that he's happy people are starting to come in and that this process has been slow and communication with the public has been slower than the Park Board would prefer.

Chuck Benson stated that there is a way to build the pickleball courts without destroying the tennis courts.

Gary Nieme who lives in Baxter, is a tennis player, and a coach at the middle school for thirteen years. Did say that there is a need for pickleball courts. Had a question about the forgone conclusion of approving the pickleball courts.

Chair Berns said that the understanding of a memorandum of understanding that the Park Board entering into discussions for the Pickleball Association to fund pickleball courts, with the initial that it would be converting the tennis courts. As mentioned in the public forum if you raise money and they want to build from the ground up, we can address that later. We haven't approved of any project plans; we entered a memorandum understanding that they can raise money to resurface these courts.

Gary Nieme was a high school JV coach every home meet, JV plays at Gregory. There are clinics put on at Gregory for tennis, primarily the three south courts, to the point these courts get used, stated when seniors play JV uses Gregory and if both are playing and the courts are taken away, then the JV tennis program would be in trouble. Stated that he worked at MnDOT as an engineer, is familiar with the ability or inability to repave concrete. Worried that the concrete and resurfacing will have more issues.

Member Sandy's biggest concern is what is running into issues underneath the surface. Is this going to be a bigger project than planned.

Gary Nieme stated that the Tennis Association put in money, donations to help with resurfacing the tennis courts, stated that these courts weren't the Tennis Associations courts but the publics courts and to hear that they want to block out a period of time to utilize the pickleball courts bothers him.

Chair Berns closed public forum at 5:17 p.m.

Staff Reports

Public Works Director Habighorst stated that the skating party was a huge success of 160 participants, and sponsors were there. There was a snow fall that day, and the Parks crew were there before the party to get it all shoveled and cleaned up before the party. Also, at the next meeting we will have a list of our yearly activities. We have a great plan of champion what we did last year but will have some new programming for tournaments for this year.

Board Reports

Member Miller was in Buster Park today and stated the new pavilion is nice.

Chair Berns wanted to acknowledge the public that was here and appreciates them for being involved and hopes that you continue to stay involved and to pay attention to what is happening with the City of Brainerd amenities.

Member Shipe as the snow melting, there seems to be an owner with a large dop that is not picking up after himself at Gregory Park which is disappointing that people don't care and not picking up after their dogs. The agenda item with the skating injury reminded him of the issues last year during softball with sever weather that came in and some of the players were surprised by it. Wants to make sure that people are being notified of severe weather this year.

Mayor Badeaux stated that the city ordinance requires you to pick up after your dog and that the Park Board could take a strong stance about such things and ask the ordinance should be upheld at the highest level of priority. We will be meeting with councilman Johnson about budgeting before our next meeting. Good work with being proactive, this is the time to start those discussions now.

Member Sandy asked if we were going to set up a workshop with Park Board where we can review priorities and things for next year, capital plan, maintenance plan, start planning our priorities early. Looking at setting up a Park Board budget workshop before summer.

Mayor Badeaux, the concept behind this is to sit down with personnel and finance committee to start getting any ideas for city council. The more conversations we have more frequently the less we will be running up against it in August.

Member Shipe asked where we are at with the playground for Buffalo Hills.

Public Works Director Habighorst will be moving it from the back corner and moving it forward, will include for the next meeting.

Adjourn

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

Chair Miller adjourned the meeting at 5:25 p.m.

Respectfully Submitted,
Lisa Asbach, Administrative Specialist

Call to Order

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

Roll Call

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

Also noted as present Public Works Director Habighorst and Mayor Badeaux.

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

Approval of Agenda

Member Sandy asked if the Park Board wants to do a public forum today for any items on the agenda or if the special meeting will not have a public forum.

Chair Berns stated he thinks everyone that is here will speak on the items on the agenda and didn't think we needed a public forum with the special meeting today.

MOVED AND SECONDED BY MEMBERS SANDY, AND SCHAEFER DULY CARRIED, TO APPROVE THE AGENDA.

Unfinished Business

Pickleball Agreement

Public Works Director Mike Habighorst started with the Pickleball Association agreement that needed updated verbiage regarding the insurance and indemnification requirement from the attorney, believes that it will be the only topic if not there will be a conference call between the Pickleball Association and the attorney to get all the issues and concerns settled. As of right now LAPA wants to put a hold on the agreement until those topics can be resolved.

Member Schaefer, looking over the contract on 3A, looks like LAPA get all the primetime hours from eight to twelve every day, doesn't think that it would be fair.

Public Works Director Mike Habighorst what we spoke about at the last meeting, if LAPA is going to have Monday through Sunday from eight to noon that when public come LAPA will be giving up a court or they allow them to rotate in. The Pickleball Association was good with this proposition, the other option was Monday through Friday eight to noon and LAPA would like to keep Monday through Sunday eight to noon and would like the proposition from giving up court to the public or allowing the public to rotate in.

Member Schaefer asked if the Park Board was okay with this, said that not everyone would be comfortable going up to a full court and asking to play. There should be at least one open court.

Public Works Director Mike Habighorst stated that with this agreement we are also following Ironton Pickleball Association rules, stated that Ironton runs their Pickleball

Association Monday through Sunday eight to noon, and would be following that practice. The big thing is that LAPA would rotate the public in or give up a court. Stated that this is tabled, and we could go either way.

Member Shipe believed that the motion from the prior meeting was Monday through Friday eight to noon for the LAPA agreement.

Member Sandy stated that this was a big topic at the last meeting and what the Park Boards main issue was with Monday through Sunday eight to noon for only members of LAPA. Mike was working with LAPA with adding in the agreement to allow members of the public welcome to attend and to use the courts as an opportunity to get more members to LAPA and to get them involved as potential new members. Also talked about Monday through Friday and leaving weekends open to the public, making sure they leave a court open or allowing the public to rotate into the games, is open to leaving one court open.

Public Works Director Mike Habighorst stated that this would be a good compromise, to leave one court open. If the public sees one court open, then the public can see that they are welcome to go play on that court. By design there are eight courts which leave seven courts for LAPA, believes this would be understandable compromise in that manner.

Member Schaefer believes that there should always be one court open and to let the public rotate into the games. Stated that it should be both, both options should be in the agreement.

Member Shipe stated that he is a little frustrated that the Park Board motion from previous Park Board meeting was Monday through Friday and stating that this doesn't reflect that. I had to go back to watch the meeting to confirm that the motion was Monday through Friday, eight to noon and seeing no notes saying that Mike had to negotiate with LAPA to have one court open instead of Monday through Friday which was motioned. It feels like it got lost and needing to go back to investigate what was motioned and how one open court got into the agreement.

Public Works Director Mike Habighorst apologized for the confusion as he thought the direction was to have one open court. If the Pickleball Association would like to go either way, if they do want to go every day then they at least allow one court open and allow the public to rotate in.

Member Scheafer believes that it should be Monday through Friday with an open court, having all courts open for the weekends.

Mayor Badeaux stated that the only issue now is that you have a motion that was to be presented to LAPA, needs to be presented to LAPA of the motion that was decided. As the board you can take that motion back, but you have made a motion that has been set forth and without action saying that you are no longer taking that motion, you would need to readjust. Either a new motion of something different or the original motion should be followed.

Member Shipe rewatched to video and the motion was Monday through Friday, wasn't sure if the motion also included with the option to also to leave a court open.

Member Sandy asked if the agreement was to leave the court open and to also rotate public into the court. Also had a question about the insurance within the agreement. Asked if all of the Park Board was satisfied with the changes made to the agreement.

Chair Berns stated that it sounds like there is going to be a clarifying meeting between city staff, the attorney, and the Pickleball Association to clarify.

Public Works Director Mike Habighorst stated that the question LAPA has is when the public does come into their rotation and that person from the public gets injured is the insurance going under LAPA or the city. LAPA does not want the injury under insurance to be under the Pickleball Association, letting the city attorney to make that call.

Mayor Badeaux stated to clarify it would be the same as baseball, YMCA, and Community Education insurance, which is a requirement. Same thing for events, there needs to be insurance, this is standard operating procedures.

MOVED AND SECONDED BY MEMBERS SHIPE AND SCHAEFER, TO AMEND ITEM 3A IN PICKLEBALL AGREEMENT TO ALLOW ACCESS LAPA MEMBERS MONDAY THROUGH FRIDAY EIGHT TO NOON TO RETAIN THE SECTION TO ALLOW ONE COURT OPEN TO THE PUBLIC.

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

Discussion on Banner Program

Public Works Director Mike Habighorst modified the banner program to be what we’ve done in the past, added protocols to the banner program, working with one vendor, looking at having everything run by city staff. Noticing that there are no standard procedures which we will be working on.

Lisa Asbach put together a procedure for the banner program from start to finish to better streamline the process to allow anyone to follow. Having a better flow of all employees to be able to handle the process without question.

Public Works Director Mike Habighorst is going to be reaching out to more vendors to bring forth to the Park Board of all bids. Asked to come back with the bid proposals.

Member Shipe doesn’t have a strong option about the vendor we would be using, looking to the vendor do the organization and coordination.

Chair Berns requested that the vendor be from the Brainerd area.

Member Miller as far as the design if they are handling the logistics of handling the assets will need to see. Wondering how much they would be charging for the design and development and charge back to the city. Not sure if that would be included in the cost of the banner.

Public Works Director Mike Habighorst imagined that the vendor who wants a banner would be coming to the city with their design.

Member Sandy asked about installation, removed, and asked if the city staff would be installing and removing. Asked if there should be a cut-off date for banners or if this would be open all year or to have a removal date.

Member Miller likes the idea of an installation date and a removal date.

Chair Berns disagrees that we should have a cut-off date for ordering banners.

Member Sandy suggested having a removal date.

Public Works Director Mike Habighorst stated that our banner form states that the banners are installed and removed during the season of sport. Can be amended to have a removal date.

Member Schaefer wants to make sure that staff time is utilized and should have a couple of cut off dates such as spring and summer sports. Also agrees that we should get bids from the Brainerd area vendors.

Mayor Badeaux suggested that the banner program should be specific in what we are looking for on the banners, having a design standard, wanting to make sure that the logo itself is not grainy. Wants the organizations working with the vendor to create the high-quality logos and banners. Suggested raising the prices for the banners and having a set cost and not banner cost plus the price for the banner fee for the fields. Should banners be limited to placement or should there be different styles depending on the location of the banners.

Member Miller suggested after picking a vendor having small businesses being able to go to the vendor to help design their banners accordingly. Once a vendor is picked, they will be able to follow our design standards to help organizations.

Mayor Badeaux wants this process to be easy for organizations requesting a banner and that it needs to be worth it for the city.

Chair Berns stated on the banner form there are five places listed, and he was okay with those five locations.

Member Shipe asked if banners were square, thought banners were rectangular.

Public Works Director Mike Habighorst stated the BBBA measured all the fields appropriately.

Member Schaefer asked if there could be a packet put together to send to all the organizations.

Public Works Director Mike Habighorst asked if the Park Board wants the sponsor to go to the vendor or the sponsor to come to us.

Member Sandy liked the idea of the sponsors going to the vendor that we give our design criteria to, having the sponsor working directly with the vendor and purchasing the banner and then given to the city, then we just coordinate with staff.

Member Schaefer asked if the first step would get quotes from all the vendors, pick the vendor, then after Park Board can discuss the what the criteria for the banner and the standard of the banners to look like, then we can change prices.

Member Miller stated the direction for staff would be to reach out to vendors to get quotes, put together something that matches the Park Board design standards, use their own business as an example and bring them to Park Board, and what the cost would be.

Member Sandy asked what a good cost point is or what the city’s amount should be, and adequate number should be for the cost to put up the banner.

Public Works Director Mike Habighorst stated that this is part of his role in doing price pointing and cost analysis. Asked if he should do a price cost for staff time to add to the next meeting.

Mayor Badeaux stated that three hundred is a mark and two hundred and fifty is a deal, stated to find out what the banner cost and analyze from there.

Public Works Director Mike Habighorst suggested adding a sample of the banner which we could have an example of what the standard would be.

Member Shipe suggested giving the vendor a couple of banners to put up to compensate them for doing speck work for us and to get people interested. Seeing the list of parks and catalogues of other places we could potentially put up banners.

Member Millers stated if the design standard does fit into more areas, then we could start expanding.

Public Works Director Mike Habighorst asked if we could add the Memorial Park tennis courts to the banner program.

Member Miller stated that it all depends on how they look as they go up on the fences.

Member Sandy stated that after we see the concept we could make that decision at the next meeting.

Public Works Director Mike Habighorst asked for clarification on whether the sponsors will be going to the print shop or coming to the staff to handle it.

Member Miller stated it would be best if we provided the information to the vendor inside of the information sent out.

Brainerd Baxter Baseball Association

Public Works Director Mike changed the contract from ten years to five years, BBBA was a little concerned about his return on investment. We could issue another contract after three or four years to renegotiate another agreement if he hasn't made his cost back for the scoreboards.

Member Miller asked if there was any question about the insurance portion of the agreement.

Member Sandy asked if the cost for the scoreboards was ever talked about.

Member Shipe stated that he thought about twenty thousand plus cost of installation.

MOVED AND SECONDED BY MEMBERS SHIPE AND MILLER DULY CARRIED, TO APPROVE THE BRAINERD BAXTER BASEBALL ASSOCIATION AGREEMENT.

Award Proposal for Buffalo Hills/Lions Park Parking Lot Project

Public Works Director Mike Habighorst included the bid specks that was sent out to all the bidders, talked to the city engineer about the range of cost, the two high amounts are outside of the Brainerd Lakes Area.

Member Sandy main concern was what all the contracts were bidding on.

Member Schaefer asked the question if the parking lot would be wide enough in a surface area for people to get in and out or should there be another spot for people to exit. With the layout before where people were able to come in and out of the entire park.

Public Works Director Mike Habighorst stated that there is only one entrance and exit. City staff will be taking out that curb, putting up a barricade and redoing the sidewalk, reseeding the old driveway and having it roped off.

Member Schaefer asked if the parking lot would be wide enough for people to enter and exit.

Member Sandy stated that it looks twenty feet wide and would allow two-way traffic.

Mayor Badeaux asked when the berms, stating people want berms.

Member Sandy asked if the used material could be left on site to create berms.

Public Works Director Mike Habighorst stated that most likely he would have to go back out for bids.

Member Sandy stated that we could talk to the engineer, the common excavation number would most likely include time to remove that material from site and trucking it somewhere, if they don't have the trucking cost, they might be open for negotiation. If a change order is needed, then maybe we will need to have another discussion about it.

Member Shipe asked if staff would be able to create berms.

Member Sandy stated that most companies are more than happy to leave the dirt onsite.

MOVED AND SECONDED BY MEMBERS SANDY AND MILLER DULY CARRIED, TO APPROVE THE BUFFALO HILLS/LIONS PARK PARKING LOT PROJECT WITH PRATT'S AFFORDABLE EXCAVATING FOR $38,985.00.

Public Forum

Kep Johnson, who lives in Brainerd, was a tennis player and was caught off guard to hear the plans of Gregory Park and eliminating some of the tennis courts. Plays with a group that takes up four or five courts three days a week during the summer. I was surprised that the tennis courts were going to be taken away. Does not understand why the courts can't be shared. He is for leaving the tennis courts as is, getting removeable nets for pickleball instead of eliminating the tennis courts.

May Douglas has played tennis for many years at Gregory Park and has been well maintained. Is part of a group tennis program and would hate to see the tennis courts go, stated that the tennis courts can be used for pickleball.

Larry Kellerman wants to be on the agenda for the next meeting to bring forth documents and data about why it is important to keep the tennis courts and how it is plausible to convert the tennis courts to pickleball courts.

Adjourn

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

Chair Miller adjourned the meeting at 5:01 p.m.

Respectfully Submitted,
Lisa Asbach, Administrative Specialist

SPECIAL EVENT APPLICATION

Date of Application: 03/19/2025

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

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

Name of event: Dangerously Thrilling Decibels

Organizer Information

Organizer's Name: Danny Thielen

Organizer's Address: 20314 Lancelot Lane, Brainerd, MN 56401

Event Contact Person: Danny Thielen

Event Contact Daytime Phone: 218-851-1804

Event Contact E-mail Address: dannythielenfleury@outlook.com

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): Nonprofit

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
10/31/2025	10:00pm (10/30)	5:00am (11/01)	Gregory Park (Start to Finish)
10/31/2025	3:30pm	8:30pm	Gregory Park (Performance Time)

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

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

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

Description of Activities

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

This will be the 5th year of this event in Brainerd. I start setting up around 10:00pm on October 30th.

I create a large Halloween diplay and play Halloween themed music, which can be heard from blocks away.

I hand out goodie bags of candy to everyone and dog treats to their canine friends.

Last year we handed out over 3000 goodie bags before 7pm. We estimated over 4,000 people attended the event.

Site Information

Electrical usage ☑ Yes ☐ No

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

I need access to the power outlets inside of the kitchenette.

I provide 2 generators to power everything else.

Amplified Sound ☑ Yes ☐ No

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

I use 3 full-range speakers and 3 subwoofers. The music is only played from 3:30-8:30pm.

I need permission to park my 2 trailers inside of the park. I can remove my vehicle from the park, if necessary.

Restrooms provided ☐ Yes ☑ No

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

Company contracted for 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:

Trash Receptacle Disposal ☐ Yes ☑ No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

_____

_____

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

_____

_____

_____

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

Danny Thielen
_____
Signature of Applicant

Danny Thielen
_____
Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

_____ _____

City Administrator or Parks & Recreation Director 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):

_____

_____

_____

_____

12 SKULLS
FURY

BAT SKELLY
Happy
HALL

Park Board
Agenda Request

MEETING DATE: March 25, 2025

TITLE OF ITEM: Gregory Park Tennis Court Usage

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Mike Habighorst, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 10

SUMMARY OF ISSUE: The usage of the Tennis courts at Gregory Park have limited documented usage yet the 3 courts are in need of resurfacing. Local resident Larry Kellerman has more information to share.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Discussion Item

FINANCIAL IMPACT: Unknown

Park Board
Agenda Request

MEETING DATE: March 25, 2025

TITLE OF ITEM: Discussion on Pickleball Agreement

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Mike Habighorst, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 10

SUMMARY OF ISSUE: The Lakes Area Pickleball Association would like to have an agreement with the City of Brainerd to conduct pickleball play daily from 8am to 12 noon. This will allow the group to grow the sport of Pickleball while raising funds for a Picleball Complex.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: With the concerns about a permanent Pickleball nets/courts at Gregory Park, staff and Lakes Area Pickleball Association will research other possible locations for a Pickleball Complex. In the meantime, the Lakes Area Pickleball Association may desire an agreement to use temporary nets at Gregory Park for the association to raise funds and grow the sport of pickleball.

RECOMMENDED ACTION/MOTION: Staff is recommending time to research community needs for a permanent pickleball complex.

FINANCIAL IMPACT: Unknown

AGREEMENT

BETWEEN THE CITY OF BRAINERD AND

THE LAKES AREA PICKLEBALL ASSOCIATION

This Agreement is entered into effective_____, 2025 by and between the City of Brainerd, through its Park and Recreation Board (hereinafter the "City"), and the Lakes Area Pickleball Association (hereinafter the "LAPA").

Recitals

A. The City and LAPA mutually seek to repurpose three existing tennis courts at Gregory Park into six to eight pickleball courts to help meet a growing need for pickleball facilities.
B. Funding for modifying the existing tennis courts is to be provided by LAPA.
C. All courts are to be designed and constructed in accordance with national standards.

Agreement

2. LAPA Duties. The LAPA agrees to undertake the following:

a. **Develop comprehensive court designs**: LAPA will develop detailed plans for the court layout, surfacing, fencing, and amenities. The plans will be provided to City staff for review and approval.
b. **Fund and the renovation**: LAPA will endeavor to secure 100% of the funding necessary to complete the reconstruction project. All funding must be in place prior to putting the project out to bid.
c. **Secure competitive bids**: LAPA will assist in obtaining bids from multiple contractors to ensure cost-effective and high-quality construction of the new pickleball courts. The City will review the bids and select the installation contractor. LAPA shall hold the contract for reconstruction.
d. **Construction:** LAPA will involve the City for the approval of design and scope of work. The City will oversee the renovation process and inspections to ensure the construction of high-quality, durable pickleball courts that meet all safety and accessibility standards. LAPA is responsible for any temporary modifications to the existing fence to allow access to the courts. The fence shall be restored to its original condition following construction. The City reserves the right to inspect the fence modifications.

e. **Provide ongoing maintenance**: LAPA will partner with the city to support the ongoing maintenance and upkeep of the courts by sweeping the courts and picking up trash daily during the pickleball season
f. **Promote community engagement**: LAPA will organize leagues, tournaments, and lessons, fostering a vibrant and inclusive pickleball community at Gregory park. LAPA may also assist in broader community engagement efforts to address any concerns from tennis players or local residents regarding the project.
g. **Establish and help enforce court usage guidelines**: LAPA will develop and implement a standard of conduct and rules for court usage, ensuring fair and equitable play, including rotation procedures when courts are full, and promoting proper etiquette. These guidelines will be provided to the City for review and approval and thereafter posted at the courts on appropriate signage.
h. **Pay the usage fees for leagues and tournaments**: If the LAPA organizes any type of Pickleball event, other than the approved normal pickleball usage during designated LAPA member play time, on any City of Brainerd courts, usage fees will be applied.

3. **City Duties**:

a. **LAPA access to the courts**: The City agrees to reserve the Gregory Park courts for LAPA members Monday - Friday ~~daily~~ from 8:00 a.m. to noon ("Reserved Time"). The City will grant LAPA additional access for league play and tournaments after usage fees are paid and provided the use is consistent with City policy. Outside of the Reserved Time, LAPA's access is subordinate to the City's scheduled activities on the courts, if any, and subordinate to access by the general public.
b. **Collaborate on maintenance**: The City will collaborate with LAPA on the ongoing maintenance and upkeep of the courts, subject to LAPA's duties set forth in paragraph 2(e). The City will be responsible for resurfacing the court and net replacement of said amenity.
c. **Signage Rights**: The City grants LAPA the right to sell banner signage on the fence at the pickleball courts in Gregory Park and to retain the revenue to off-set the cost of building the courts. All banner signage is subject to City policy.
d. **Construction:** The City will approve the design and scope of work. The City will also oversee the renovation process and inspections to ensuring the construction of high-quality, durable pickleball courts that meet all safety and accessibility standards.

4. **Insurance**. LAPA shall secure property and liability insurance in amounts approved by the City and naming the City as an additional insured. This insurance shall cover LAPA play usage during the duration of the agreement.

5. **Participant Releases**. The LAPA shall obtain a written waiver of liability from all participants, signed by a parent, and shall keep the waiver on file for a period of six years. The LAPA shall provide the Recreation Coordinator with a copy of the waiver form if requested. Failure to obtain such waivers may result in termination of this Agreement.

6. **Indemnity**. To the extent allowed by law, the LAPA shall defend and indemnify the City against all claims of loss or damage arising out of the LAPA program operated by the LAPA under this Agreement or arising out of construction of the courts, except to the extent said loss or damage was caused by the negligent or intentional act of omission of the City, its employees or agents.

7. **Term**. This Agreement shall terminate as of January 30, 2030, unless otherwise extended in writing and signed by both parties.

For the City of Brainerd:

Name of Authorized City Official:

_____

Title: _____ Date: _____

Signature: _____

For the Lakes Area Pickleball Association:

Name of Authorized LAPA Official:

_____

Title: _____ Date: _____

Signature: _____

Kathleen Maloney Hermerding Comment

Lastly, Gregory Park. Tennis courts vs. pickle ball courts. It is clear to me from last night's meeting that many residents prefer the tennis courts remain in Gregory including me. I like seeing the young people there, think tearing them out could have a lot of unknowns, and am not sure the city has listened to all the opinions. These are the only public tennis courts in the city and upgrades were funded by USTA grant. Tennis camps, high school games and adults occur on these courts. I am not against pickleball, as activity/exercise is a value of mine, as is socialization. I think there are better places to construct these courts. Building them on new ground would allow for fewer unknowns. I believe there may be space at the Jaycees Park. The skate park out there has been under utilized. It is a park that could use more promotion. Gustafson Park in northeast; although this is a small park? I would be curious if the folks that are willing to fundraise for new pickleball courts live in north Brainerd? We need to live with any changes made to Gregory; those we like and those we don't. Perhaps it would be better to build pickle ball courts in the yards next door to primary funders of new pickleball courts? That way they could see them out their windows. Please take our concerns into consideration, as decisions are made.

Charles Benson Comment

I'm a math guy.....The cost of creating 3 new tennis courts would be in the $120,000-$300,000 range. Resurfacing of the 3 courts would be remarkably less. So factor your loss of the value of these three courts into your decision. The creation of new pickleball courts without the destruction of three valuable assets is clearly the best financial option. If one was to put a pizza hut by destroying the city hall, you would have to factor in the value of the city hall! Please have them build their courts separately.....I would be very supportive.

Pam Stock Comment

My name is Pam Stock and I reside at 317 N. 7th St. in Brainerd. I serve on the Brainerd Northside Neighborhood Association Board and attended the meeting we had at the Senior Center on 3/18. James Kramvik spoke, a representative from MNDOT spoke about the upcoming highway 210 project, and a few other attendees who service on boards/commissions also spoke, sharing updates in the community.

Our neighborhood had heard about the possibility of the south three tennis courts at Gregory Park being turned into pickle ball courts so Andrew gave an update. A number of neighborhood residents spoke against that change, including myself. One of our Northside residents told Andrew that the information Andrew shared with us was incorrect and that folks are generally not in favor of changing those south courts to pickle ball courts. I'm not

sure that the board is aware of how folks in the neighborhood really feel about this potential change.

These courts are the only public tennis courts in the city and upgrades were funded by USTA grant. Our high school uses the courts, Discovery Woods and St. Francis use the courts. Tennis camps take place at the courts, people use the courts for tennis all summer long.

I am not opposed to pickleball for any activity that gets us all out and moving. But, I think there are better places to build these courts. If the pickle ball group wants to build, great. Build on a new, known surface. Is there space within Gregory that would work? What about space at the Jaycees Park? Do the folks wanting this change actually live in north Brainerd? Are they aware of how the neighborhood and others use the park when they are not playing pickle ball.

I ask that you not approve the change and leave the three courts as tennis courts.

Park Board
Agenda Request

MEETING DATE: March 25, 2025

TITLE OF ITEM: Approval of Banner Quotes

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 5

SUMMARY OF ISSUE: To implement the Banner Program staff researched Brainerd businesses to provide quotes to print banners.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff is recommending approval of the Brainerd company with the lowest quote to print banners.

FINANCIAL IMPACT: Unknown

Advertising and Sponsorship Agreement
Please mail or deliver payment to:
Brainerd Parks and Recreation 501
Laurel St.
Brainerd, MN 56401

Advertiser: _____ Date: _____
Address: _____
Contact Person: _____
Phone: _____ Email: _____

Check box	Number of Fields	Term	Total Cost
	One Field	1 Year	Banner + $150.00
	Two Fields	1 Year	Banner + $250.00
	Three Fields	1 Year	Banner + $325.00

Please indicate which field(s) desired by placing an "X" next to the park/field listed to the right.

Memorial Park Field 1 Adult Softball		**Buffalo Hills Park Field 1** Youth Softball	
Memorial Park Field 2 Adult Softball		**Buffalo Hills Park Field 2** Youth Softball	
Memorial Park Field 3 Adult Softball		**Buster Dog Park** Fencing	

Total Amount Enclosed:

_____
(tax deductible contribution/donation)

I would like a receipt: ☐ Yes ☐ No

Specific Requests/Notes:

Terms & Conditions

Banner space is available on a first come, first served basis. Banners must be 4x4 or 4x6 with 8 grommets depending on which field the banner is placed. Banners are installed and removed during the season of sport.

The City may, at its discretion, remove any banner the City deems to be in poor condition. The advertiser shall be responsible for the replacement of the damaged sign.

The City will install the banners but is not responsible for repair or replacement of any banner for any reason.

Email your banner design proof for approval to be displayed on city property to Kayla Huether. khuether@ci.brainerd.mn.us

I, _____ agree to the terms and conditions listed above.

Signature: _____ Date: _____

Digital Ink Design & Graphics, Inc.
208 Washington St.
Brainerd, MN 56401 US
(218)454-0800

Estimate

ADDRESS
Kayla Huether
City of Brainerd - Parks and Rec
501 Laurel St.
Brainerd, MN 56401

SHIP TO
Kayla Huether
City of Brainerd - Parks and Rec
501 Laurel St.
Brainerd, MN 56401

ESTIMATE # 5777
DATE 03/17/2025

ACTIVITY	QTY	RATE	AMOUNT
Misc. Banner 4'x4' - printed 1-sided 18oz. banner with grommets (grommets every two feet along top and bottom edges) Qty 1 Field = $145 Qty 2 Fields = $95 per banner Qty 3 Fields = $70 per banner **to get field quantity discount, artwork needs to be the same on each banner	1		0.00T
Misc. Banner 4'x6' - printed 1-sided 18oz. banner with grommets (grommets every two feet along top and bottom edges) Qty 1 Field = $185 Qty 2 Fields = $135 per banner Qty 3 Fields = $110 per banner **to get field quantity discount, artwork needs to be the same on each banner	1	0.00	0.00T

SUBTOTAL	0.00
TAX (7.875%)	0.00
TOTAL	**$0.00**

Accepted By

Accepted Date

All unpaid balances over 30 days will be assessed a 1.5% service charge: 18% APR

Estimate

401 FRONT STREET • BRAINERD, MN 56401
218-829-1860 • FAX 218-825-7550

Date	Estimate No.	Project
03/21/25	**17177**	

Name/Address
CITY OF BRAINERD, PARKS AND REC **501 LAUREL STREET** **BRAINERD MN 56401** **218-454-3427**

Item	Description	Quantity	Cost	Total
BANNER/SIGN	**BANNERS - SD, 4 X 4, ONE SIDED, VINYL WITH 8 GROMMENTS**	**1**	**64.00**	**64.00T**
BANNER/SIGN	**BANNERS - SD, 4 X 6, ONE SIDED, VINYL WITH 8 GROMMENTS**	**1**	**80.00**	**80.00T**
BANNER/SIGN	**BANNERS - SD, 4 X 4, ONE SIDED, VINYL WITH 8 GROMMENTS**	**3**	**59.00**	**177.00T**
BANNER/SIGN	**BANNERS - SD, 4 X 6, ONE SIDED, VINYL WITH 8 GROMMENTS**	**3**	**75.00**	**225.00T**
TYPE SETTING	**TYPESETTING**	**1**	**75.00**	**75.00T**
	EXEMPT		**0.00**	**0.00**
			Total	**$621.00**

Minnesota T's
822 Front Street
Brainerd, MN 56401
218-829-0029

We typically order 18oz since its heavier duty.

If we give everyone a deadline and all banners are processed at the same time.
4x4 – 13oz - $55
4x4 – 18oz - $91
4x6 – 13oz - $75
4x6 – 18oz - $115

If banners are individually ordered
4x4 – 13oz - $90
4x4 – 18oz - $126
4x6 – 13oz - $110
4x6 – 18oz - $150

Additional Notes: Having a deadline would save you $35 each banner.

We would collect all information and get them prepped, after the deadline we would process all of them at the same time

Sign Spot
5186 Susanville Drive
Brainerd, MN 56401
218-829-0950

- **Material:** 15oz Vinyl, single-sided digitally printed graphics
- **Specifications:** 8 grommets per banner
  - 4'x4' - $104.00/each + tax if applicable
  - 4'x6' - $156.00/each + tax if applicable

Additional Notes:

Very basic banner layout is provided free of charge. If I have to get into more extensive art services the charge is $1.00/minute.

EPS/Vector files are ideal and will get you the highest quality print. That being said, we can also work with LARGE, HIGH RESOLUTION raster graphics if vector art is unavailable.

Will add simple taglines, phone etc, for no extra fees.

Additional Printing Companies:

Illusion Graphics
100 Trackview Road
Brainerd, MN 56401

Will receive a quote from Illusion Graphics on Monday, 3/24.

Lakes printing does not do vinyl banners.

Range Printing
1022 Madison St
Brainerd, MN 56401

Will receive a quote from Range Printing on Monday, 3/24.

$621.00

QUOTATION

RANGE PRINTING

Quote Information	
Quotation Number:	E2511365
Quotation Date:	3/20/2025
Sales Rep:	RP House
Estimator:	Edward A. Turner
Page:	Page 1 of 2

Customer Information

Customer Account:	BRDPKSRE		
Name:	Brainerd Parks and Recreation		
Address:	1619 Washington Street NE Brainerd, MN 56401		
Contact:	Tony Sailer		
Phone:	218-828-2320	**Fax:**	218-829-1488

Job Information

Job Description	Outfield Mesh Banner - 2 Sizes PDF Files Furnished/File Development PDF Proof 9oz. Strip Mesh Pro Banner Ink: Full Color Size #1: 48" x 48" Size #2: 48" x 72" Grommet 2' Spacing Customer Pick Up - Brainerd
Comments:	Additional: Production Design billed at $65.00/hr

Component Information

Group:	1		
Component:	Outfield Mesh Banner - Size #1		
Size:	48 X 48	**Stock Description**	StripMesh Pro LTX w/Liner (Vinyl Mesh)
Front Colors:	4	**Color:**	White
Back Colors	0	**BWT:**	0
Bleed:	No	**Thickness:**	.0000

Quantity	Price	Per Each
1	$96.55	$96.55
2	$170.99	$85.49
3	$245.42	$81.81

QUOTATION

RANGE PRINTING

Quote Information	
Quotation Number:	E2511365
Quotation Date:	3/20/2025
Sales Rep:	RP House
Estimator:	Edward A. Turner
Page:	Page 2 of 2

Customer Information

Customer Account:	BRDPKSRE		
Name:	Brainerd Parks and Recreation		
Address:	1619 Washington Street NE Brainerd, MN 56401		
Contact:	Tony Sailer		
Phone:	218-828-2320	**Fax:**	218-829-1488

Job Information

Job Description	Outfield Mesh Banner - 2 Sizes PDF Files Furnished/File Development PDF Proof 9oz. Strip Mesh Pro Banner Ink: Full Color Size #1: 48" x 48" Size #2: 48" x 72" Grommet 2' Spacing Customer Pick Up - Brainerd
Comments:	Additional: Production Design billed at $65.00/hr

Component Information

Group:	2		
Component:	Outfield Mesh Banner - Size #2		
Size:	48 X 72	**Stock Description**	StripMesh Pro LTX w/Liner (Vinyl Mesh)
Front Colors:	4	**Color:**	White
Back Colors	0	**BWT:**	0
Bleed:	No	**Thickness:**	.0000

Quantity	Price	Per Each
1	$123.22	$123.22
2	$224.33	$112.16
3	$325.44	$108.48

Thank You for giving us the opportunity to provide this quote. As always, quotes are based on a physical inspection of your originals and specifications submitted. Pricing is subject to prevailing raw material costs at the time of order/manufacturing.

Park Board
Agenda Request

MEETING DATE: March 25, 2025

TITLE OF ITEM: Discussion of Men's Adult Softball League Rules

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Mike Habighorst, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 10

SUMMARY OF ISSUE: Staff has recieved a concern with the softball rules allowing a MS1 player allowed to play in the MS2 league. Staff will explain the rules in detail.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: If rules are directed to be modified, staff would recommend that no "A" ranked player be allowed to play in MS2 league. Then for the 2026 season, staff highly market for a MS3/Beginner league.

RECOMMENDED ACTION/MOTION: Staff is recommending to keep the existing Softball rules as is.

FINANCIAL IMPACT: Unknown

2025 Men's Adult Softball League Rules

BRAINERD PARKS AND RECREATION IS SANCTIONED THROUGH MINNESOTA USA SOFTBALL AND OUR LEAGUE WILL ABIDE BY THEIR RULEBOOK FOR ALL OTHER RULES THAT ARE NOT SPECIFICALLY MENTIONED OR MODIFIED BELOW.

I. Rosters/Subbing

a. MS2 teams may have 1(one) A or B classified player **or** 2(two) C players total on their roster. They are not allowed to have 1 A player and 1 C player, 1 B player and 1 C player, more than 1 A or B player, or more than 2 C players. A list of Minnesota A, B, & C players will be provided to the teams. Everyone else who is D or under can play in any quantity on teams. If you are playing MS1 you will not be assigned a classification, those are assigned by the state. If you don't know your classification, there's a solid chance you don't have one. But, to check, go into gosoftball.com there should be current player classifications.

b. Rosters are handed out in your manager packets. It is recommended team managers fill out their roster online using www.gosoftball.com and have a printed copy to turn in first night of softball. Printed Rosters still need to have signatures next to the names to make players legal. We keep rosters in the concession stand in a binder. Players must sign a roster before they step foot onto the field. If you intend to sanction a different team than your league team, please have your tournament team on gosoftball.com and turn in a paper roster for your league team.
   a. A player can only be on one roster within their league. i.e. MS1 or MS2.
   b. If a player is not on any other roster within the league and they are "subbing" on your team; they must sign your roster before they play; "Sub" wisely. Once you sign the roster you cannot join any other team.
   c. Players must have their name written in the manuscript and then a signature next to their name.
   d. Rosters will be finalized on the last night of "League" play before the End of Season Tournament. You will not be able to have someone sign the roster right before the 6 p.m. game of playoffs.
   e. *NO FORGING SIGNATURES*.

c. Both Men's leagues are only allowed 1 inner league sub. The inner league sub can only be used if it is to make the game legal; being the 9th player. The inner league sub cannot be the 10th player. There are no inner league subs or additional subs allowed in the End of Season Tournament. All players that are playing in playoffs MUST be on your roster.

II. Number of Players

a. A team may start with 8 players but must end with 9 players. Teams may not bat more than 12 players.

III. Home Team

a. League Play: The "Home" team will be determined by schedule.
b. Tournament Play: High seed is "Home" throughout the tournament.
c. Championship Game of Tournament: Undefeated team is "Home" despite seed.
d. "If" game of Tournament: "Home" team is determined by a coin flip.
e. Responsibilities: The "Home" team is responsible for raking/dragging the field before the game to help eliminate the chance of a bad hop. The "Home" team at the end of the night is responsible for putting away the field equipment so that it does not get stolen.

IV. Home Runs

a. In the MS1 and MS2 League and Tournament play teams will be allowed 4 home runs. No "1 upping". In-the-park home runs do not count toward your home run limit.

V. Pitching

a. The ball shall be delivered with perceptible arc and reach a height at least 6 feet from the ground, while not exceeding a maximum height of 10 feet from the ground.
   i. A foot shall remain in contact with the pitcher's plate until the pitched ball leaves the hand. If a step is taken, it may be forward, backward, or to the side. (In special cases

where the pitcher is concerned with their own safety, if “okay-ed” by both managers they may pitch from a farther distance)

ii. Section 5- Foreign Substance: A defensive player shall not, at any time during the game, be allowed to use any foreign substance upon the ball, the pitching hand or the fingers. Under the supervision and control of the umpire, power resin may be used to dry the hands. The pitcher may wear tape on the fingers or a sweatband on the wrist or forearm of the pitching arm. Batting gloves shall not be worn on the pitching hand.

iii. The pitcher has 5 seconds to deliver the ball. If the ball is not delivered in 6 or more seconds, an illegal pitch is called and a ball is assigned if the batter chooses not to swing.

VI. Equipment

a. Softballs

i. Teams will be provided with a season’s worth of balls (2 dozen). Teams will bat their own softballs. They must use the 12” Composite 52/300 AD STARR Tattoo Softballs provided by Brainerd Parks and Recreation or purchased elsewhere. The teams may choose to use the softballs at the rate they desire. If you need new softballs because you ran out, then you will need to purchase more. $6/ball or $65 dozen.

b. Facemasks

i. Facemasks for the infielders are recommended but not required. By signing the roster, you assume the risk of potentially taking a ball to the face and the injuries that you could incur.

c. Bats

1. The official bat made up of the knob, handle, grip, taper, barrel and end cap shall be free of burrs, dents, cracks, sharp edges, rattles and show no signs of excessive wear. The official bat may be marked OFFICIAL SOFTBALL by the manufacturer and shall be no more than 34 inches long nor exceed 38 ounces in weight. The official bat shall not be more than 2.250 inches in diameter at its largest part, including any tolerance for expansion. The official bat must bear either the 2000 Certification Mark, 2004 Certification Mark, or 2013 Certification Mark (Slow Pitch, Men’s Adult Fast Pitch, Junior Olympic Boy’s Fast Pitch and Men’s Modified only), as shown below and must not be listed on the USA Softball Non-Approved Bat List with 2000 or 2004 Certification Mark.

NOTE: USA Softball has begun transitioning to the new USA Softball Certification Marks for the 2020 calendar year. On behalf of equipment manufacturers, the USA Softball Equipment Testing and Certification Committee requested that the new certification marks be approved for the 2019 calendar year and the USA Softball Board of Directors approved the new marks (seen here) for 2019 USA Softball Championship Play. The Official Rules of Softball, Rule 3, Sections 1 and 3 will be updated for 2020 to identify the new Certification Marks for Championship Play.

AND

2. must be included on a list of approved bat models published by USA Softball

OR

3. must, in the sole opinion and discretion of the umpire, have been manufactured prior to 2000 and if tested, would comply with USA Softball Bat Performance Standard. This includes wooden bats.

VII. Time Limit/Game Duration

a. The time limit is 60 minutes or 7 innings during league play.
    i. Stipulations
        1. If the visiting batter is in the batter's box OR the fielding team is in the field ready to field before the clock strikes zero a new inning is to be played.
        2. Run Rule:
            a. 20 run-rule after 3 innings; 15 run-rule after 4 innings; 10 run-rule after 5 innings.
            b. If the run rule does occur, teams have the option to remain on the field to scrimmage with or without an umpire until 5 minutes before game start of the next game. E.g., the 6:00 p.m. game is finished by run-rule at 6:30 p.m. Those two teams playing may continue to play "for fun" until 6:55 p.m.
        3. Tie Game:
            a. If the game is tied after 7 innings or the time limit is exhausted, teams will have the opportunity to try to break tie once. Starting with the top of the next inning the visiting team shall begin its turn at bat with the player who is scheduled to bat last in that respective half inning being placed on second base. (E.g. if the number five batter is the lead-off batter, the number four batter in the batting order will be placed on second base.
                i. A courtesy runner may be used for that runner. Same courtesy rules apply.
                ii. A rostered substitute may be used, however once subbed out that player may not re-enter. You will want to communicate the substitution to the ump.
    ii. A game called by the umpire shall be regulated if five or more complete innings have been played.
        1. The umpire is empowered to call a game at any time because of darkness, rain, fire, panic, or any other cause that places the patrons or players in peril.
        2. Games that are not considered regulation shall be resumed at the exact point where they stopped.

b. There is no time limit on games in the End of Season Tournament.

VIII. League Standings

a. We will be including the end of season tournament games as part of your winning percentage. So, if for some reason you get the #1 seed in MS2 that doesn't necessarily mean you will be the team to move up next year. The top winning percentage in MS2 will be forced to move to MS1(one for 2025 season), and opposingly the lowest winning percentage in MS1 will have the option to move down (just one team for 2025 season). If this changes due to enrollment numbers, you will be notified, and the rules will be modified.
    i. League standings are updated daily on our city website. If for some reason you notice an error email the league coordinator immediately to be corrected.

IX. Rule Emphasis

a. **In-Field-Fly**
    i. A fair fly ball, not including a line drive or an attempted bunt, which can be caught by an infielder, pitcher, or catcher with ordinary effort (if they have to dive for it, it is not an infield fly) when first and second, or first, second and third bases are occupied with less than two outs.
    ii. The batter is out. Runners may advance at their own risk.
        a. Why is this important? If this wasn't a rule people would purposely drop the ball and get an easy double or triple play.

b. **Batter's Box**
   i. Prior to the pitch, the batter must have both feet completely within the lines of the batter's box. The batter may touch the lines, but no part of the foot may be outside the lines prior to the pitch.
   ii. If a player intentionally wipes the box an automatic strike is assigned. -LEAGUE RULE
   iii. Automatic out is assigned:
      1. When an entire foot is touching the ground completely outside the lines of the batter's box at the time the ball makes contact with the bat.
      2. When any part of a foot is touching home plate at the time the ball makes contact with the bat.
      1. When the batter leaves the batter's box and returns to the box and makes contact with the ball.

c. **Catcher**
   i. The catcher must catch in the catcher's box. They must remain in this area until the pitched ball is batted, touches the ground, plate, or batter, or the ball reaches the catcher's box.
   ii. Catchers may not get in the way(obstruct) of the runner who is legally running the bases unless the catcher is in possession of the ball.

d. **Strike Zone**
   i. We are using a mat this year. If it hits the mat, it is a strike. If it hits the plate - including the black of the plate it is a ball.

e. **Courtesy Runner**
   i. Adult Slow Pitch Courtesy Runner. 1 A courtesy runner is officially in the game when reported to the plate umpire. 2 A player may be a courtesy runner only once an inning for any player other than the pitcher, any other players can run for the pitcher anytime the pitcher is on base.
   ii. Any eligible players that may participate on offense or defense and are on the official line-up including available substitutes may be used as a courtesy runner. In Coed two courtesy runners are allowed for players other than the pitcher, one male and one female. All courtesy runners including those running for the pitcher must be of the same gender as the player they replace.

f. **Ejections**
   i. A player/fan/manager is removed from the game by the umpire usually for an unsportsmanlike act or conduct. Including but not limited to physical contact, verbal abuse, profanity, throwing equipment, and anything else by the umpire's discretion as unsportsmanlike.
   ii. If ejected, a person will be expected to leave the park IMMEDIATELY. We own the parking lot now, so they will need to leave there as well.
   iii. By policy if you are ejected it is an automatically assumed 10-day suspension. Please follow up with the league coordinator as they will discuss with the umpire the next day the severity. If the 10-day suspension is warranted player/fan/manager will need to appear in front of the sportsmanship committee; where a finalized penalty is assigned.

g. **Miscellaneous**
   i. No Metal Cleats
   ii. No Stealing
   iii. Females may not sub or play on a MS1 team.
   iv. You may only go to state with your highest rostered team; you will not be allowed to go to state with a lower team you play on.
   v. City Parks legally close at 10 p.m. if your game for some reason ends after 10 p.m. please leave the fields immediately.
   vi. Legally only 3.2% alcohol beer is allowed in our parks. No glass bottles in the park. If public intoxication, suspensions due to intoxication, or excessive littering starts occurring the police department will be contacted and we will have patrols swing through nightly to help monitor the situation.

vii. A “Returning Team” will be defined the following year as you must have 5 returning players.

Park Board
Agenda Request

MEETING DATE: March 25, 2025

TITLE OF ITEM: Approval of Grand Opening events at Jaycees and Lum Park

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Mike Habighorst, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 5

SUMMARY OF ISSUE: Staff would like to conduct Grand Opening events this summer for Jaycess and Lum Park.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff is recommending the approval of Grand Opening events this summer at Jaycees Park and Lum Park.

FINANCIAL IMPACT: Just staff time no funds will be necessary.

Park Board
Agenda Request

MEETING DATE: March 25, 2025

TITLE OF ITEM: Approval Temporary Fence at Buffalo Hills Softball Fields for Brainerd High School

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE: Brainerd High School would like to install a temporary fence at one of the softball fields at Buffalo Hills to the right as you pull into the park. Would like the fence put at 190'. Brainerd High School grounds crew would install the sleeves and Brainerd High school coaches would make sure to put the fence away each day, or for any scheduled mowing.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff is recommending approval to install a temporary fence at one softball field at Buffalo Hills.

FINANCIAL IMPACT: Unknown

Temporary fence for softball fields at Buffalo Hills (picture of fence and sleeves to be temporarily installed)

Park Board
Agenda Request

MEETING DATE: March 25, 2025

TITLE OF ITEM: Approval of Revised agreement with Community Education

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE: The agreement was edited by Community Education after the agreement was approved. Issue with 2g under the agreement; agreement stated "Must print the City of Brainerd logo on all jerseys, shirts, etc.", Community Education added that "will not be possible this year, possible in future". Does Park Board approve of changes and does the MOU need correction and new signatures obtained by Community Education.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Community Education will print City of Brainerd logo on rules and any printed material.

RECOMMENDED ACTION/MOTION: Staff is recommending approval of the modified agreement with Community Action.

FINANCIAL IMPACT:

CITY OF BRAINERD

RECREATION PROGRAM AGREEMENT

This Agreement is entered into effective January 1, 2025, 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 historically operated several youth recreational programs for City residents.

B. The Board determined that it would be in the best interests of the City and the participants to partner with the Community Education Department of Independent School District No. 181, Brainerd Public Schools, to operate some of the programs, and the district is willing and able to operate those programs in accordance with the terms of this Agreement.

Agreement

1. Program Oversight. The district shall operate the following existing 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. Oversight Duties. Program responsibilities include the following:
   a. Program advertising, marketing, and fundraising.
   b. Registration of participants in the program.
   c. Scheduling of teams - A full schedule of field or facility usage should be provided to the city as soon as reasonably possible. Changes to the full schedule throughout the season should be relayed to the city with reasonable promptness. Reasonable promptness is defined as being two weeks or more before the use of the facility or field.
   d. Hire umpires or other game officials as needed.
   e. Hire and contract with officials, coaching staff, and volunteers.
   f. Provide necessary game equipment (e.g. basketballs, kickballs, soccer balls, jerseys, etc.)
   g. ~~Must~~ print the City of Brainerd logo on all jerseys, shirts, etc. — Will not be possible this year Possible in future. 3/11/25
   h. Provide the City Recreation Specialist with program information as requested.
   i. Maintain control of City scoreboard equipment, including controllers.
   j. As much as possible, balance the field usage across the two cities (Brainerd and Baxter) and the school district properties.
   k. **Present to the Brainerd Park Board twice annually. Once in spring summarizing the upcoming season's activities and registrations. Once in fall recapping the season's activities and participation. This presentation shall also include a requested budget amount for 2026.**

3. City Duties. The City shall continue to maintain the parks utilized by the programs, including maintenance and cleaning of restrooms. The city will stripe the ball fields and provide bases. With respect to Bane Park, the city will provide the District with keys to the ball field, restrooms, the warming house (for storage) and the announcer's booth. The concession stand at Bane Park will

continue to be operated by the City. The City shall purchase new equipment for use by the District at City-owned facilities if mutually agreeable by both parties at the beginning of the Agreement cycle, upon request by the District or its designee.

a. The City retains the sole right for all banner sales and posting on City of Brainerd fields.

4. Compensation. In consideration for operating the youth programs set forth above, the City shall pay the District an annual fee of $15,000. $7,500 shall be paid in a bi-annual sum on or before June 15 and September 15, 2025. Invoices should be remitted to the City by the 10th of each month payments are due.
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.
   b. Workers' compensation insurance at the statutory limits to cover its own employees.
6. Participant Releases. The District shall obtain a written waiver of liability from all participants, signed by a parent, and shall keep the waiver on file for a period of six years. The District shall provide the Recreation Coordinator with a copy of the waiver form if requested.
7. indemnity. To the extent allowed by law, the District shall defend and indemnify the City against all claims of loss or damage arising out of the youth programs operated by the District under this Agreement, except to the extent said loss or damage was caused by the negligent or intentional act of omission of the City, its employees or agents.
8. Term. This Agreement shall terminate as of December 31, 2025, unless otherwise extended in writing and signed by both parties.

City of Brainerd
Park and Recreation Board

Signature: _____

Title: Park Board Chair

Date: _____

Signature: _____

Title: _____

Date: _____

Independent School District No. 181

Signatutre: [signature]

Title: Director of Community Education

Date: 3/12/25

Signature: [signature]

Title: Director of ~~Community Education~~ Business Services

Date: 3/17/2025

Park Board
Agenda Request

MEETING DATE: March 25, 2025

TITLE OF ITEM: 2025 Recreational Events

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Mike Habighorst, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE: Staff is presenting all the 2025 events the Recreation division will be providing for residents.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Discussing Item

FINANCIAL IMPACT: Unknown

Event & Activity:	Date:
Adult Pond Hockey	1/14/2025-Beg of March
Youth Pond Hockey	1/25/2025-Beg of March
Ice Skating Party Event	8-Feb
Smooch a Pooch mini event	13-Feb
Easter Egg Hunt Event	19-Apr
Easter Egg Ball Hunt	19-Apr
Early Bird Softball Tournament (Mens)	26-Apr
Mens Lower Summer Softball Begins	5/6-End of Aug
Mens Upper Summer Softball Begins	5/7-Mid Aug
Womens Upper & Lower Summer Softball Begins	5/12-Mid Aug
Coed Upper & Lower Summer Softball Begins	5/15-Mid Aug
Competitive Summer Pickleball League Begins	6/3-Beg of Aug
Recreational Summer Pickleball league Begins	6/5-Beg of Aug
Grand Opening for Lum Park Beach	Sometime in May or June
Grand Opening for Jaycees Park	Sometime in June
Kids Fishing Clinic Event	24-May
Movie in the Park Event	3-Jul
Kickball Season Begins	8/18-Beg of Oct
Fall Co-rec Softball Begins	8/21-End of Sep
Fall Competitive Pickleball league Begins	8/26-End of Sep
Fall Just for Fun Pickleball league Begins	8/28-End of Sep
Lower Mens Fall Softball Begins	8/26-End of Sep
Upper Mens Fall Softball Begins	8/27-End of Sep
End of Summer Coed Softball Tournament	23-Aug
End of Summer Pickleball Tournament	23-Aug
4's Coed Grass Volleyball Tournament	24-Aug
Halloween Coed Softball Tournament?	18-Oct
Great Pumpkin Festival Event	25-Oct
Warming Houses Open	December

JOIN US FOR AN

Easter Egg Hunt

Ages 2–9

April 19, 2025

9:30-10 AM: EASTER BUNNY PHOTOS

10:00 AM SHARP: EASTER EGG HUNT!!

Location: Gregory Park
424 N 5th St.
Brainerd, MN 56401

Free Candy Bag for Participants!

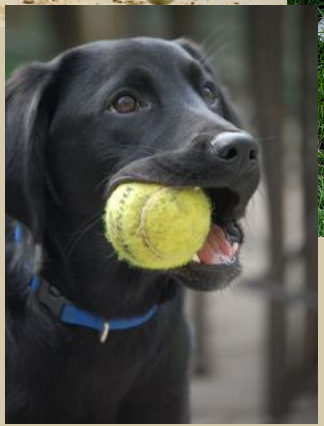
Remember to bring your own Easter Basket/Bag

Cub Foods

Brainerd Easter Ball Hunt

April 19, 2025

12:00-1:00 PM



Buster Park- A Playground for Dogs

1101 E River Rd, Brainerd, MN 56401

All dogs must be on a leash during the tennis ball hunt. We will meet at Buster Park, then search on the trail around Boom Lake.

Bring a bag to collect tennis balls

BRAINERD EARLY BIRD
MEN'S C/D SOFTBALL
TOURNAMENT

Saturday, April 26, 2025

Entry Fee: $200
Location: Memorial Park, Brainerd MN
Registration Deadline: Friday, April 18, 2025
Format: Guarantee 4 (3 pool play - single elimination Gold/Silver Division Tourney)
Softballs: 52/300 AD STARR TATTOO Composite 12".
Bring your own league balls or sold on site $65/dozen or $6/ball.

1st Place: $650 **2nd Place: $350**

If maximum of 12 teams is not met, payouts will be prorated down accordingly

FOE.com FRATERNAL ORDER OF EAGLES AND DUNMIRE'S BRAINERD, MN

The Eagles Club: Will be providing Beer & Water
Momma D's: Food Truck

All proceeds will be donated toward capital improvement to our Memorial Park Sofball Fields
Contact: Kayla Huether, Tournament Director
khuether@ci.brainerd.mn.us or 218-454-3427

Brainerd Early Bird Tournament Entry Form

Mail/Deliver Entry Fee & Form To:
Brainerd Parks and Recreation
501 Laurel St.
Brainerd, MN 56401

To Register Online:
Registration starts March 5, 2025
(Credit card surcharges may apply)
https://secure.rec1.com/MN/brainerd-parks-recreation-mn/catalog?filter=c2VhcmNoPTM1NzgyNDA=

Team Name: _____ Team Manager: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

*If the weather does not allow us to run the tournament (inclement rain/snow/low temps below 45 degrees and cloudy etc), we will refund all teams. Please note if you pay with credit card the surcharge/convenience fee is not refundable. If you pay in our office with cash or check the full amount will be refunded.

PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MARCH 25, 2025; PARK BOARD

RECREATION REPORT

- Easter Egg Hunt at Gregory Park 4/19
- Easter Ball Hunt at Buster Dog Park 4/19
- Registration for softball leagues opened
- Early Bird Softball Tournament 4/26
- Hiring for summer staff: Tournament maintenance worker, intern, umpires, and concession staff

PARKS MAINTENACE REPORT

- Replaced winter banners with summer ones
- Remodeling jcp warming house and restrooms
- Repaired broken playground equipment
- Sorted skates
- Put out tennis nets ggp
- Put up basketball nets at mmp
- Assembled pickleball nets for mmp
- Prepping and installing history signs
- Preparing for upcoming events
- Setting out garbage cans
- Put up flag downtown
- Garbage pickup in parks and downtown

PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MARCH 25, 2025; PARK BOARD

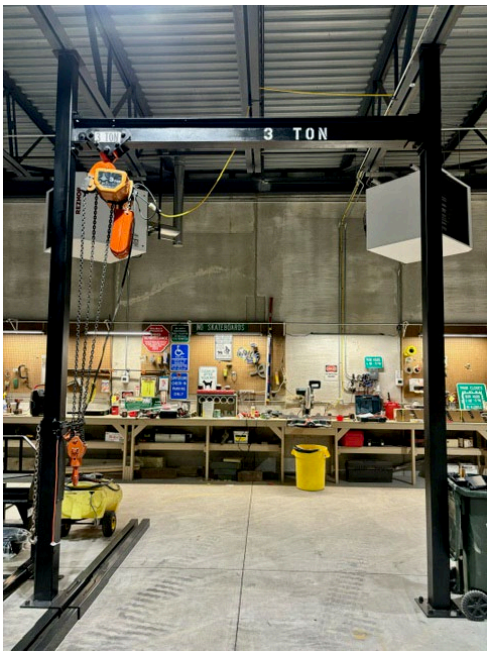
Historic Signs have been cleaned and will be reposted around the City of Brainerd

PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MARCH 25, 2025; PARK BOARD

Sign boards for any events

Assembling new pickleball nets to be put out soon

PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MARCH 25, 2025; PARK BOARD



Manufactured and installed 3-ton winch

Repainted & stored for winter

PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MARCH 25, 2025; PARK BOARD

Repainted & stored for winter

Serviced and ready for summer