PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, April 22, 2025 @ 4:00 PM

The public is invited to attend these meetings in person

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

1. **Call To Order**

2. **Roll Call**

   ___J. Miller___P. Sandy ___K. Schaefer ___A. Shipe ___J. Berns

3. **Pledge of Allegiance**

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

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

   A. **Approval of Minutes**

   B. **Approval of Disbursements**

   C. **Financial Reports**

   D. **Approve Brainerd Night Out 2025 (Brainerd North-Side Neighborhood)**

   E. **Approve BLADE Coalition Non-Profit with DJ, Food Trucks, Tents, and Banners at Kiwanis Park**

   F. **Approve Two Paddles Mississippi River 145 Canoe and Kayak Race**

   G. **Approval of Yoga in the Park at Gregory Park**

   H. **Approval of Heartland Symphony Orchestra/Summer Pops Concert at Lyman P. White**

   I. **Approval of Yoga in The Park/Carnegie Wellness at Lum Park**

   J. **Approval of Seth Lane Schardin Fountation Walk from Gregory Park to Lum Park**

K. **Approve Rosallini's Block Party with Yard Games, Police Collaboration, Live DJ, Dunk Tank, and Pizza**

6. **Presentations**

   A. **Community Education Annual Spring Presentation**

7. **Unfinished Business**

   A. **Approval of Banner Quotes**

8. **New Business**

   A. **Discussion of Credit Card Processing for Concession Stands**

   B. **Discuss Park Board Workshop**

   C. **Discussion of new design for Ice Skating Area at Jaycees Park**

   D. **Discussion of Pickleball Complex at Buffallo Hills/Lions Club Park**

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. **PW 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 Berns in the City Council Chambers.

Roll Call

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

Also noted as present Administrator Nick Broyles, Public Works Director Habighorst, Recreational Specialist 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 SANDY, AND SHIPE DULY CARRIED, TO APPROVE THE AGENDA ADDING 8E FOR COMMUNITY EMPOWERMENT GRANT AND MOVING 5C TO 8F AND MOVING THE PUBLIC FORUM TO PICKLEBALL DISCUSSIONS.

Upon roll, call the following board members voted “aye” Sandy, Shipe, Schaefer, and Berns. Member Miller voted “nay”. The chair declared the motion carried.

Approval of Consent Calendar

A. **Approval of Minutes**
B. **Approval of Disbursements**

MOVED AND SECONDED BY MEMBERS MILLER AND SCHAEFER TO APPROVE THE CONSENT CALENDAR.

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

Presentations

Gregory Park Tennis Court Usage

Public Works Director Mike Habighorst gave an overview of the tennis court usage from 2024 utilized by Discovery Woods and Community Education. Went over the percentage of the court usage, waived fees, and cost of resurfacing tennis courts in the future.

Larry Kellerman went over Gregory Park tennis court usage, pickleball court conversion concerns, and pickleball court construction considerations. Informed Park Board about talking with present and past coaches and the needs of tennis players and court usage versus pickleball courts and expressed that the community needs tennis courts and suggested that pickleball courts be constructed in another park and not converting tennis courts.

Unfinished Business

Pickleball Agreement

Public Works Director Mike Habighorst stated that Pickleball Association will be pulling their request to convert Gregory Park tennis courts to pickleball courts but requested that they still be able to have a presence with temporary courts. The Pickleball Association still wants to move forward with building pickleball courts at a different location.

Member Shipe wanted to confirm that the Pickleball Association was still interested in being involved with the banner program per the agreement.

Public Work Director Mike Habighorst confirmed that the Pickleball Association would still be a part of the banner program to help fundraising.

Mayor Badeaux agreed that Park Board should follow the banner procedures and policy once it's created for the amenities.

Chair opened the Public Forum at 4:20pm.

The Chair recognized Kirsta Soukup 606 Bluff Ave; President of North Side Brainerd Association discussed that she is happy that the pickleball agreement was pulled. Expressed that the tennis courts are great for the community as you can walk and bike to the courts, and great for all ages. Stated that she is opposed to the tennis courts converting to pickleball courts.

Chair closed the Public Form at 4:21pm.

Approval of Banner Quotes

Recreation Specialist Kayla Huether discussed the quotes for six different companies that are within the Brainerd Lakes Area who submitted quotes for 4x4 and 4x6 outdoor banners with recommended banner material of thirteen to eighteen ounces with the staff recommendation to approve Illusion Graphics as the business to choose for the banner program.

Mayor Badeaux asked a procedural question if it's allowed to get a quote and then have a business match another businesses quote.

Public Works Director Mike Habighorst agreed to follow up with finance to make sure we are complying.

Member Miller discussed standards and wants to see what the cost is and not the fee matched fee, wants to see this as a separate item.

Member Sandy asked if the previous meeting we discussed sending businesses to our selected vendor and having them supply the banner to us and pay the cost for the banner and the design.

Member Miller agreed and stated that there are two components, material cost and design cost, and some businesses don't need the design cost to complete the design, but small businesses might need to utilize the design cost.

Administrator Nick Broyles suggested to be very explicit on what Park Board is looking for and be similarly explicit on how Park Board wants them to produce their proposals for everyone, what Park Board wants and for all the vendors to have an equal footing as they submit their proposals. Recommended to defer this and come back with another proposal.

Member Shipe asked if the vendors could submit templates of their own proposed banner template.

Member Miller agreed that if vendors could put together their own logo, color scheme, typography on a 4x4 or 4x6 in a PDF for Park Board to go on.

MOVED AND SECONDED BY MEMBERS MILLER AND SCHAEFER TO CONTACT VENDORS TO HAVE THEM PUT TOGETHER A SIMPLE TEMPLATE FOR A 4X4 AND 4X6 BANNERS UTILIZING CITY OF BRAINERD COLORS AND TYPOGRAPHY STANDARDS UTLIZING THEIR LOGO IN SOFTBALL STYLE BANNERS IN PDF.

Members Miller, Sandy, Schaefer, Shipe, and Berns voted “aye”. No member voted “nay” in approval to defer to next meeting with proposed motion.

New Business

Discussion of Men’s Adult Softball League Rules

Public Works Director Mike Habighorst brought forth softball league rules and wants to make sure they are congruent.

Recreation Specialist Kayla Huether discussed rules from Minnesota US softball and our league abides by their rule book. Discussed the rules related to a player can only be on one roster within their league specifically MS1 and MS2 leagues.

Public Works Director Mike Habighorst explained that there was a complaint indicating that MS1 players are playing down to MS2 level. The complainant does not want any MS1 players to play at all in MS2 leagues, but rules define how many MS1 players can play in an MS2 league to help regulate the amount of MS1 players. Asked Park Board if they would like to have stronger rules for the leagues, for example not having any MS1 player allowed in the MS2 league. Also mentioned that a possibly of creating an MS3 league for next season.

Chair Berns asked if we had a list of players and their ranking.

Recreation Specialist Kayla Huether stated that she doesn’t have a list but can pull it from the USA website.

Mayor Badeaux doesn’t think that changing the rule for MS1 playing in MS2 leagues will solve the issue. Stated that we could dive into this issue if it continues to be a problem.

Member Miller stated that after a couple of years with running the leagues well after complaints from the previous year that we could reevaluate the rules.

Chair Berns asked since we are sanctioned if we can rank players.

Recreation Specialist Kayla Huether stated no.

Chair Berns stated that we can run the league with the rules as stated and if anything, further can be brought back to the Park Board for feedback.

Approval of Grand Opening Events at Jaycees and Lum Park

Public Works Director Mike Habighorst stated after completing a couple of projects at Jaycees and Lum Park would like to have a grand opening with inviting the public, organizations, and the Brainerd Dispatch to showcase them to the public.

Member Miller asked about the progress of the Lum Park beach cleaning.

Public Works Director Mike Habighorst stated that he is working with the DNR and a vendor who would complete the cleanup at Lum Park beach.

Member Schaefer asked if we could schedule the grand opening at Lum Park after the beach is ready.

Member Sandy stated that he's a little nervous with the grand opening at Jaycees if the grass isn't ready for anyone to walk on it.

Public Works Director Mike Habighorst stated that the shade structures and beach cleanup will be completed before the grand opening at Lum Park and with Jaycees the soccer field will not be open all summer. Stated that the field will be guarded off to make sure no foot traffic is happening.

Member Schaefer stated that maybe we should wait until October to do a grand opening for Jaycees, suggested to have the pumpkin festival at Jaycees with the grand opening.

Member Shipe stated that to the northeast of Lum Park lake there are a bunch of weeds and wondering if we could ask the DNR if we could clean that up as well, with the cleaning up of the weeds suggested that we could make the beach bigger.

MOVED AND SECONDED BY MEMBERS MILLER AND SCHAEFER TO APPROVE A GRAND OPENING EVENT IN THE SUMMER FOR LUM PARK AND THE PUMPKIN FESTIVAL BE HOSTED AT JAYCEES WITH A GRAND OPENING.

Members Miller, Sandy, Schaefer, Shipe, and Berns voted "aye". No member voted "nay" in approval of Lum Park and Jaycees grand openings.

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

Public Works Director Mike Habighorst stated the City of Brainerd and Brainerd High School are working together and wanted to put up a temporary fence with the conditions of Brainerd High School putting and taking down the fence.

Member Schaefer asked if fencing the field off signifies that the public can't utilize the field.

Public Works Director Mike Habighorst stated that the fencing is for regulatory rules for softball to signify a homerun.

Chair Berns stated that they are shortening the fields for their softball regulations.

Mayor Badeaux asked how that would work with putting in the new parking lot.

Public Works Director Mike Habighorst confirmed that the last day of Brainerd High School use will be May 19th.

MOVED AND SECONDED BY MEMBERS MILLER AND SANDY TO APRROVE THE INSTILLATION OF A TEMPORARY FENCE AT THE SOFTBALL FIELD AT BUFFALO HILLS.

Members Miller, Sandy, Schaefer, Shipe, and Berns voted "aye". No member voted "nay" in approval of temporary fence at Buffalo Hills Softball Fields for Brainerd High School.

Approval of Revised Agreement with Community Education

Public Works Director Mike Habighorst brought forth that in the agreement there was a change to the agreement stating they print the City of Brainerd logo on all their printed material to get acknowledgment and to signify our partnership. Community Education modified the agreement as they already printed their shirts.

MOVED AND SECONDED BY MEMBER MILLER AND SANDY TO APPROVE THE REVISED CONTRACT THIS YEAR WITH CONTIGENCY FOR NEXT YEAR AS IT WAS WRITEN THIS YEAR WITH COMMUNITY EDUCATION.

Members Miller, Sandy, Schaefer, Shipe, and Berns voted “aye”. No member voted “nay” in approval of revised agreement with Community Education.

Approval of Community Empowerment Grant

Public Works Director Mike Habighorst stated that this is a grant to continue movies in the park and to bring to the board to move forward in that direction.

Member Sandy asked what the amount of the grant is and if this was coming from Source Well.

Member Schaefer stated that the grant is through Community Action.

MOVED AND SECONDED BY MEMBER MILLER AND SANDY TO ENTERTAIN THE COMMUNITY EMPOWERMENT GRANT.

Members Miller, Sandy, Schaefer, Shipe, and Berns voted “aye”. No member voted “nay” in approval of Community Empowerment Grant.

Approval Granting Dangerously Thrilling Decibels Permission to Park in Gregory Park During Halloween

Public Works Director Mike Habighorst brought forth Dangerously Thrilling Decibels a program that has been put on for many years, recommending approving the event at no cost.

Member Shipe suggested not setting up the night before, suggested coming earlier to set up for the day of the event. Doesn’t want to set the president to allow people in the park after hours. Asked about the trailers and how he got them into the park last year.

Danny Thielen confirmed that he pulled them by hand last year and stated it was very difficult and that the closed trailer is a 6x10 and four to five thousand pounds. Doesn’t feel like it would be too much of an ask to pull into the park and park the trailers.

Member Shipe brought up safety concerns for people in the park and the damage of driving in the park. Asked Public Works Director Mike Habighorst if the parks department could be present to ensure the safety of the public who are at the park and that there is a path and no damage to the park and sidewalks, then this could be supported. Wants to make things practical but follow the general policies that have been put in place.

Public Works Director Mike Habighorst stated that he would work with Danny and the parks staff to ensure that it would be safe.

MOVED AND SECONDED BY MEMBER SHIPE AND MILLER TO APRROVE WITH THE CONDITION TO MOVE START TIME TO 9:00PM AND TO HAVE PARKS DEPARTMENT STAFF WORK WITH DANNY TO HELP PULL IN SAFELY AND TO HAVE A PATH FOR TRAILERS TO HELP PROVIDE SAFE RECOURSES FOR THE PARK.

Members Miller, Sandy, Schaefer, Shipe, and Berns voted “aye”. No member voted “nay” in approval of Dangerously Thrilling Decibels event application requests.

Public Forum

Chair Berns opened public forum at 5:12 p.m.

Dave Badeaux wanted to give heads up to Park Board that Community Actions special event applications will be starting to come through in the next month. Also, a potential they are looking to take over music in the park, they want to talk with the staff to see what that would look like, also looking at a couple of concerts, and a couple of smaller events as well.

Chair Berns closed public forum at 5:13 p.m.

Staff Reports Recreational Events

Recreational Specialist Kayla provided a list of all the events and activities for the year. Also, has upcoming events such as the Easter Egg Hunt, Easter Ball Hunt, and the Early Bird Special Tournament with information provided and flyers shown.

Member Shipe asked if the beach at Lum Park is big enough to have a beach volleyball tournament.

Recreational Specialist Kayla agreed with the idea and stated she will investigate it.

Staff Reports

Public Works Director Mike Habighorst is working on the 2026 budget and looking forward to setting up another meeting. With concession stands looking to streamline the efficiencies and looking at just accepting credit cards. Last year’s concession stands where in the red, is streamlining our menu with Viking Coco-Cola, and the goal is to get in the positive. Putting in measures with IT.

Member Miller stated after we talked about credit cards last time we were attaching a fee to each transaction. Asked if that would be the case again this year.

Public Works Director Mike Habighorst stated that it would be 3% charge.

Mayor Badeaux asked if we could build that into the price.

Public Works Director Mike Habighorst stated that it would be something we could investigate.

Member Miller stated that compared to last year’s cash transactions, it isn’t opposed to converting them to credit card transactions only but the 3% service fee would be a hesitant to confirm change.

Member Schaefer asked if we signed another agreement with Viking Coca-Cola.

Public Works Director Mike Habighorst stated that we are not signing another agreement until concessions are profitable and efficient.

Member Shipe asked if staff could send the copy of the merchant agreement with the point of sales system.

Public Works Director Mike Habighorst brought forth that upcoming we could have a workshop about fee structures and agreements for 2026 to have an open discussion.

Board Reports

Member Shipe stated he saw a photo in the Dispatch of kids playing outside and knows that we have a lot of amenities but just to see the kids outside playing running around and having fun, he is excited for the grass to turn green and to see kids at the parks. Also, seeing the list of all the upcoming programs is exciting to have everything mapped out and more proactive.

Kara Schaefer asked to have special events not under the consent calendar that would be out of the ordinary, wants to have discussions, and anything in the consent calendar wouldn't be able to be discussed without moving.

Member Miller confirmed with the Halloween special event application that his request was outside the normal and that any event that would require a discussion should go under New Business for a discussion.

Mayor Badeaux wants to be proactive with events that are not getting the necessary permits to keep an eye out and bring forth to Park Board. Asked staff to watch out for this and then bring it to the Park Board.

Mayor Badeaux brought forth the benefit of looking at reviews online and seeing what the public is writing and listening to what they are saying, right or wrong with the likes and dislikes, to take an approach to be mindful of all reviews.

Adjourn

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

Upon roll call, Members Miller, Sandy, Schaefer, Shipe, and Berns voted "aye". No member voted "nay" to adjourn meeting.

Chair Miller adjourned the meeting at 5:32 p.m.

Respectfully Submitted,
Lisa Asbach, Administrative Specialist

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 01/23/2025 - 04/18/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 3572 - AAA EQUIPMENT CENTER:								
121922								
87349	AAA EQUIPMENT CENTER		03/17/2025	04/09/2025	940.77	0.00	Paid	Y
	XMARK MOWER PARTS		pziemer					04/09/2025
	230-5200-42220	REPAIR & MAINT			940.77			
	Total for vendor 3572 - AAA EQUIPMENT CENTER:				940.77	0.00		
Vendor 0011 - ACE HARDWARE:								
330020/1								
86681	ACE HARDWARE		01/23/2025	02/05/2025	10.77	0.00	Paid	Y
	JCP PAINT ROLLER		pziemer					02/05/2025
	230-5200-42220	REPAIR & MAINT			10.77			
330438/1								
86957	ACE HARDWARE		02/13/2025	03/05/2025	100.78	0.00	Paid	Y
	SOCKET SETS - PARKS		pziemer					03/05/2025
	230-5200-42240	SMALL TOOLS			100.78			
330489/1								
87069	ACE HARDWARE		02/14/2025	03/05/2025	8.99	0.00	Paid	Y
	BATTERIES - GARAGE OPENER		pziemer					03/05/2025
	230-5200-42220	REPAIR & MAINT			8.99			
330698/1								
87152	ACE HARDWARE		02/27/2025	03/19/2025	19.78	0.00	Paid	Y
	PAINT ROLLER/SCRAPER		pziemer					03/19/2025
	230-5200-42220	REPAIR & MAINT			19.78			
330701/1								
87153	ACE HARDWARE		02/27/2025	03/19/2025	25.00	0.00	Paid	Y
	SPRAY PAINT - PARKS		pziemer					03/19/2025
	230-5200-42220	REPAIR & MAINT			25.00			
330731/1								
87159	ACE HARDWARE		02/28/2025	03/19/2025	7.80	0.00	Paid	Y
	FASTENERS - PARKS		pziemer					03/19/2025
	230-5200-42220	REPAIR & MAINT			7.80			
330856/1								
87240	ACE HARDWARE		03/07/2025	03/19/2025	22.49	0.00	Paid	Y
	CONNECTOR LOCK		pziemer					03/19/2025
	230-5200-42220	REPAIR & MAINT			22.49			
330914/1								
87274	ACE HARDWARE		03/11/2025	03/19/2025	10.78	0.00	Paid	Y
	PAINT ROLLER		pziemer					03/19/2025
	230-5200-42220	REPAIR & MAINT			10.78			

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 01/23/2025 - 04/18/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
330941/1							
87285	ACE HARDWARE	03/12/2025	03/19/2025	77.86	0.00	Paid	Y
	CABLE/BOLTS	pziemer					03/19/2025
	230-5200-42220 REPAIR & MAINT			77.86			
330749/1							
87340	ACE HARDWARE	03/03/2025	04/09/2025	44.85	0.00	Paid	Y
	QTY 15 KEYS - CAMPGROUND	pziemer					04/09/2025
	230-5280-42210 OPERATING SUPPLIES			44.85			
330764/1							
87341	ACE HARDWARE	03/03/2025	04/09/2025	43.12	0.00	Paid	Y
	PAINT -REPAIR	pziemer					04/09/2025
	230-5200-42220 REPAIR & MAINT			43.12			
330669/1							
87342	ACE HARDWARE	03/01/2025	04/09/2025	86.96	0.00	Paid	Y
	PAINT/PRIMER	pziemer					04/09/2025
	230-5200-42220 REPAIR & MAINT			86.96			
331017/1							
87352	ACE HARDWARE	03/14/2025	04/09/2025	152.99	0.00	Paid	Y
	SOCKET SET	pziemer					04/09/2025
	230-5200-42240 SMALL TOOLS			152.99			
330987/1							
87355	ACE HARDWARE	03/13/2025	04/09/2025	2.68	0.00	Paid	Y
	WIRE ROPE CLIP	pziemer					04/09/2025
	230-5200-42220 REPAIR & MAINT			2.68			
331071/1							
87361	ACE HARDWARE	03/18/2025	04/09/2025	17.98	0.00	Paid	Y
	TAPE	pziemer					04/09/2025
	230-5200-42220 REPAIR & MAINT			17.98			
331163/1							
87363	ACE HARDWARE	03/21/2025	04/09/2025	19.15	0.00	Paid	Y
	FASTENERS	pziemer					04/09/2025
	230-5200-42220 REPAIR & MAINT			19.15			
331207/1							
87367	ACE HARDWARE	03/24/2025	04/09/2025	6.29	0.00	Paid	Y
	GRAY SPRAYPAINT	pziemer					04/09/2025
	230-5200-42220 REPAIR & MAINT			6.29			
331238/1							
87491	ACE HARDWARE	03/25/2025	04/09/2025	21.58	0.00	Paid	Y
	GRAY GALVANIZING COMPOUND SPRAY	pziemer					04/09/2025
	230-5200-42220 REPAIR & MAINT			21.58			
	Total for vendor 0011 - ACE HARDWARE:			679.85	0.00		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 2670 - AMERICAN STEEL SUPPLY INC:								
124349								
87225	AMERICAN STEEL SUPPLY INC		02/26/2025	03/19/2025	618.75	0.00	Paid	Y
	PARKS SHOP SUPPLIES		pziemer					03/19/2025
	230-5200-42220	REPAIR & MAINT			618.75			
124470								
87343	AMERICAN STEEL SUPPLY INC		03/07/2025	04/09/2025	92.61	0.00	Paid	Y
	FLAP DISC/WHEELS		pziemer					04/09/2025
	230-5200-42220	REPAIR & MAINT			92.61			
124580								
87350	AMERICAN STEEL SUPPLY INC		03/17/2025	04/09/2025	31.95	0.00	Paid	Y
	MMP PLAYGROUND REPAIR		pziemer					04/09/2025
	230-5200-42220	REPAIR & MAINT			31.95			
124638								
87494	AMERICAN STEEL SUPPLY INC		03/19/2025	04/09/2025	170.73	0.00	Paid	Y
	SHEET METAL		pziemer					04/09/2025
	230-5280-42220	REPAIR & MAINT			170.73			
	Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:				914.04	0.00		
Vendor 2740 - AT&T MOBILITY:								
X02032025/PARKS								
86765	AT&T MOBILITY		01/25/2025	02/07/2025	187.62	0.00	Paid	Y
	ACCT 287292136423 PARKS 12/26-1/25		pziemer					02/07/2025
	230-5200-43321	TELEPHONE			167.62			
	230-5204-42210	OPERATING SUPPLIES			20.00			
X03032025/PKS								
87202	AT&T MOBILITY		02/25/2025	03/13/2025	187.62	0.00	Paid	Y
	ACCT 287292136423 PARKS DEPT 1/26-		pziemer					03/13/2025
	230-5200-43321	TELEPHONE			167.62			
	230-5204-42210	OPERATING SUPPLIES			20.00			
X04032025/PARKS								
87526	AT&T MOBILITY		03/25/2025	04/09/2025	187.62	0.00	Paid	Y
	ACCT 287292136423 PARKS PHONES		pziemer					04/09/2025
	230-5200-43321	TELEPHONE			167.62			
	230-5204-42210	OPERATING SUPPLIES			20.00			
	Total for vendor 2740 - AT&T MOBILITY:				562.86	0.00		
Vendor 0074 - BRAINERD GENERAL RENTAL:								
180903								
87282	BRAINERD GENERAL RENTAL		03/12/2025	03/19/2025	104.50	0.00	Paid	Y
	SCISSOR LIFT RENTAL - PARKS		pziemer					03/19/2025
	230-5200-43410	RENTAL EXPENSE			104.50			
	Total for vendor 0074 - BRAINERD GENERAL RENTAL:				104.50	0.00		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
JAN 25/PARKS							
86986	BRAINERD PUBLIC UTILITIES	02/20/2025	03/05/2025	3,971.35	0.00	Paid	Y
	12/24/24-1/24/25 PARKS UTILITIES	pziemer					03/05/2025
	230-5200-43381 BPU UTILITIES			3,942.99			
	230-5280-43380 UTILITIES			28.36			
FEB 25/PARKS							
87375	BRAINERD PUBLIC UTILITIES	03/01/2025	04/09/2025	4,101.82	0.00	Paid	Y
	1/24/25-2/24/25 PARKS DEPT UTILITIES	pziemer					04/09/2025
	230-5200-43381 BPU UTILITIES			4,073.58			
	230-5280-43380 UTILITIES			28.24			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			8,073.17	0.00		
Vendor 2106 - BSN SPORTS, LLC:							
928731494							
86952	BSN SPORTS, LLC	02/05/2025	03/05/2025	1,455.14	0.00	Paid	Y
	PITCHER MOUND/BASES	pziemer					03/05/2025
	230-5215-42210 OPERATING SUPPLIES			1,455.14			
	Total for vendor 2106 - BSN SPORTS, LLC:			1,455.14	0.00		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/JAN25/PKS							
86834	CENTERPOINT ENERGY	01/14/2025	02/19/2025	1,346.34	0.00	Paid	Y
	12/14/24-1/14/25 PW- PARKS PORTION	pziemer					02/19/2025
	230-5200-43380 UTILITIES			1,346.34			
92166-0/FEB25/PKS							
87184	CENTERPOINT ENERGY	02/21/2025	03/13/2025	1,619.08	0.00	Paid	Y
	1/15/25-2/13/25 PARKS UTILITIES -PW	pziemer					03/13/2025
	230-5200-43380 UTILITIES			1,619.08			
92166-0/MAR25/PARKS							
87744	CENTERPOINT ENERGY	03/24/2025	04/18/2025	1,214.12	1,214.12	Open	N
	2/14/25-3/14/25 PARKS UTILITIES	pziemer					04/18/2025
	230-5200-43380 UTILITIES			1,214.12			
	Total for vendor 0307 - CENTERPOINT ENERGY:			4,179.54	1,214.12		
Vendor 1653 - CIVICPLUS:							
330972							
87480	CIVICPLUS	03/27/2025	04/09/2025	6,945.75	0.00	Paid	Y
	CIVICREC ANNUAL FEE 4/27/25-4/26/26	pziemer					04/09/2025
	230-5200-43309 COMPUTER TECHNICAL SUPPORT			4,630.50			
	230-0000-15510 PREPAID OTHER			2,315.25			
	Total for vendor 1653 - CIVICPLUS:			6,945.75	0.00		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0125 - CONSOLIDATED TELEPHONE CO:							
21533560/PARKS							
86913	CONSOLIDATED TELEPHONE CO	02/12/2025	02/19/2025	245.81	0.00	Paid	Y
	2/12/25-3/11/25 PARKS PHONE/INTERNET	pziemer					02/19/2025
	230-5200-43321 TELEPHONE			245.81			
21550947/PARKS							
87305	CONSOLIDATED TELEPHONE CO	03/12/2025	03/20/2025	245.81	0.00	Paid	Y
	3/12/25-4/11/25 PARKS	pziemer					03/20/2025
	230-5200-43321 TELEPHONE			245.81			
21561617/PARKS							
87738	CONSOLIDATED TELEPHONE CO	04/12/2025	04/18/2025	245.81	245.81	Open	N
	4/12/25-5/11/25 PARKS PHONE INTERNET	pziemer					04/18/2025
	230-5200-43321 TELEPHONE			245.81			
	Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:			737.43	245.81		
Vendor 0134 - CWC SANITARY LANDFILL:							
208942							
87226	CWC SANITARY LANDFILL	02/25/2025	03/19/2025	13.00	0.00	Paid	Y
	JCP- OLD RUBBER MATS DISPOSAL	pziemer					03/19/2025
	230-5209-42220 REPAIR & MAINT			13.00			
	Total for vendor 0134 - CWC SANITARY LANDFILL:			13.00	0.00		
Vendor 1859 - ENTERPRISE FM TRUST:							
FBN5251687/PKS							
86864	ENTERPRISE FM TRUST	02/06/2025	02/19/2025	4,978.03	0.00	Paid	Y
	FEB 25 PARKS DEPT VEHICLE LEASES	pziemer					02/19/2025
	230-5200-43331 LEASE PAYMENTS			4,978.03			
2025/01/28							
86866	ENTERPRISE FM TRUST	02/06/2025	02/19/2025	(29,169.01)	0.00	Paid	Y
	PROCEEDS - GAIN ON 232BX3 VIN 6450	pziemer					02/19/2025
	230-0000-39101 SALE OF ASSETS			(29,169.01)			
FBN5274083/PKS							
87249	ENTERPRISE FM TRUST	03/05/2025	03/19/2025	5,411.91	0.00	Paid	Y
	MAR 25 PARKS DEPT VEHICLE LEASES	pziemer					03/19/2025
	230-5200-43331 LEASE PAYMENTS			5,411.91			
FBN5274083/PROCEEDS							
87264	ENTERPRISE FM TRUST	03/05/2025	03/19/2025	(27,499.00)	0.00	Paid	Y
	PARKS X2 LEASED 22JW72 & OWNED	pziemer					03/19/2025
	230-0000-39101 SALE OF ASSETS			(18,899.00)			
	400-0000-39101 SALE OF ASSETS			(8,600.00)			
	Total for vendor 1859 - ENTERPRISE FM TRUST:			(46,278.07)	0.00		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0170 - FASTENAL COMPANY:							
MNBAX272055							
86841	FASTENAL COMPANY	02/05/2025	02/19/2025	174.39	0.00	Paid	Y
	SAFETY VESTS/GLASSES	pziemer					02/19/2025
	230-5200-42209 SAFETY EQUIPMENT SUPPLIES			174.39			
MNBAX272504							
87328	FASTENAL COMPANY	03/06/2025	04/09/2025	41.07	0.00	Paid	Y
	MAINTENANCE - CABLE TIES	pziemer					04/09/2025
	230-5200-42220 REPAIR & MAINT			41.07			
MNBAX272478							
87329	FASTENAL COMPANY	03/05/2025	04/09/2025	92.00	0.00	Paid	Y
	ANCHORS	pziemer					04/09/2025
	230-5200-42220 REPAIR & MAINT			92.00			
MNBAX272611							
87478	FASTENAL COMPANY	03/13/2025	04/09/2025	33.78	0.00	Paid	Y
	CABLE TIES	pziemer					04/09/2025
	230-5200-42220 REPAIR & MAINT			33.78			
	Total for vendor 0170 - FASTENAL COMPANY:			341.24	0.00		
Vendor 1181 - GARAGE DOOR STORE:							
401646784							
86880	GARAGE DOOR STORE	02/05/2025	02/19/2025	170.00	0.00	Paid	Y
	DOOR REPAIR -PW GARAGE- PARKS	pziemer					02/19/2025
	230-5200-42220 REPAIR & MAINT			170.00			
	Total for vendor 1181 - GARAGE DOOR STORE:			170.00	0.00		
Vendor 3220 - IMPERIAL DADE:							
4347234/PKS							
87080	IMPERIAL DADE	02/25/2025	03/05/2025	55.00	0.00	Paid	Y
	JANITORIAL SUPPLIES - PARKS	pziemer					03/05/2025
	230-5200-42220 REPAIR & MAINT			55.00			
	Total for vendor 3220 - IMPERIAL DADE:			55.00	0.00		
Vendor 4386 - JENSEN, SAM:							
1/31/25							
86904	JENSEN, SAM	01/31/2025	02/19/2025	155.48	0.00	Paid	Y
	REIMBURSE MEALS/MILEAGE -CDL CLASS	pziemer					02/19/2025
	230-5200-43330 PROFESSIONAL DEVELOPMENT			155.48			
2/7/25							
86905	JENSEN, SAM	02/07/2025	02/19/2025	275.40	0.00	Paid	Y
	REMIBURSE EXPENSES - CDL CLASS	pziemer					02/19/2025
	230-5200-43330 PROFESSIONAL DEVELOPMENT			275.40			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	Total for vendor 4386 - JENSEN, SAM:			430.88	0.00		
Vendor 1196 - KROMER CO. LLC:							
582278							
87565	KROMER CO. LLC	03/07/2025	04/09/2025	763.03	0.00	Paid	Y
	GROOMER PARTS - SPRING TINES	pziemer					04/09/2025
	230-5200-42221 R&M- MILLS FIELD			763.03			
	Total for vendor 1196 - KROMER CO. LLC:			763.03	0.00		
Vendor 0227 - LAKES PRINTING:							
00225430							
86971	LAKES PRINTING	01/29/2025	03/05/2025	43.70	0.00	Paid	Y
	SKATING PARTY POSTER	pziemer					03/05/2025
	230-5211-42210 OPERATING SUPPLIES			43.70			
00225586							
87181	LAKES PRINTING	02/11/2025	03/19/2025	83.10	0.00	Paid	Y
	BUSINESS CARDS: K.HEUTHER/L.ASBACH	pziemer					03/19/2025
	230-5200-43350 PRINTING/LEGAL PUBLICATION			51.93			
	230-5200-43350 PRINTING/LEGAL PUBLICATION			15.59			
	101-1700-43350 PRINTING/LEGAL PUBLICATION			12.47			
	235-3100-43350 PRINTING/LEGAL PUBLICATION			3.11			
	Total for vendor 0227 - LAKES PRINTING:			126.80	0.00		
Vendor 4237 - LOCAL 49 TRAINING CENTER:							
1/31/25							
87333	LOCAL 49 TRAINING CENTER	01/31/2025	04/09/2025	4,000.00	0.00	Paid	Y
	CDL TRAINING/TESTING S.JENSEN	pziemer					04/09/2025
	230-5200-43330 PROFESSIONAL DEVELOPMENT			4,000.00			
	Total for vendor 4237 - LOCAL 49 TRAINING CENTER:			4,000.00	0.00		
Vendor 0889 - MENARDS - BAXTER:							
39559							
87162	MENARDS - BAXTER	02/25/2025	03/19/2025	16.76	0.00	Paid	Y
	CONCRETE MIX - PARKS	pziemer					03/19/2025
	230-5200-42220 REPAIR & MAINT			16.76			
40116							
87252	MENARDS - BAXTER	03/05/2025	03/19/2025	25.77	0.00	Paid	Y
	REPLACEMENT GRILLE W/LHT	pziemer					03/19/2025
	230-5200-42220 REPAIR & MAINT			25.77			
41594							
87517	MENARDS - BAXTER	03/28/2025	04/09/2025	8.98	0.00	Paid	Y
	PB ENTRY TULIP KNOB	pziemer					04/09/2025

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	230-5200-42221 R&M- MILLS FIELD			8.98			
	Total for vendor 0889 - MENARDS - BAXTER:			51.51	0.00		
Vendor 3394 - MIDWEST MACHINERY CO:							
10374034							
87227	MIDWEST MACHINERY CO	03/06/2025	03/19/2025	1,089.36	0.00	Paid	Y
	FILTERS/MOWER BLADES	pziemer					03/19/2025
	230-5200-42220 REPAIR & MAINT			1,089.36			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			1,089.36	0.00		
Vendor 0147 - MINNESOTA SOFTBALL:							
8237							
87467	MINNESOTA SOFTBALL	03/27/2025	04/09/2025	2,160.00	0.00	Paid	Y
	QTY 36 DOZEN SOFTBALLS	pziemer					04/09/2025
	230-5215-42210 OPERATING SUPPLIES			2,160.00			
8231							
87503	MINNESOTA SOFTBALL	03/24/2025	04/09/2025	525.00	0.00	Paid	Y
	QTY 7 UMP REGISTRATIONS	pziemer					04/09/2025
	230-5215-42210 OPERATING SUPPLIES			525.00			
	Total for vendor 0147 - MINNESOTA SOFTBALL:			2,685.00	0.00		
Vendor 4287 - MR TUBBS:							
353							
86889	MR TUBBS	01/01/2025	02/18/2025	44.55	0.00	Paid	Y
	JERSEY CLEANING 2024	pziemer					02/19/2025
	230-5209-42210 OPERATING SUPPLIES			44.55			
	Total for vendor 4287 - MR TUBBS:			44.55	0.00		
Vendor 0272 - MTI DISTRIBUTING CO:							
1463461-01							
87255	MTI DISTRIBUTING CO	02/27/2025	03/19/2025	1,479.84	0.00	Paid	Y
	SCARIFIER TEETH X3	pziemer					03/19/2025
	230-5200-42220 REPAIR & MAINT			1,479.84			
1463461-00							
87256	MTI DISTRIBUTING CO	02/26/2025	03/19/2025	683.94	0.00	Paid	Y
	ROTARY BLADE REPLACEMENTS	pziemer					03/19/2025
	230-5200-42220 REPAIR & MAINT			683.94			
	Total for vendor 0272 - MTI DISTRIBUTING CO:			2,163.78	0.00		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
1647-328645								
86616	O'REILLY AUTOMOTIVE STORES INC.		01/21/2025	02/05/2025	21.99	0.00	Paid	Y
	SKIDSTEER ANTIGEL		pziemer					02/05/2025
	230-5200-42220	REPAIR & MAINT			21.99			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:				21.99	0.00		
Vendor 0695 - PIONEER:								
INV-239788								
87332	PIONEER		03/13/2025	04/09/2025	5,030.00	0.00	Paid	Y
	FIELD MARKING PAINT		pziemer					04/09/2025
	230-5215-42210	OPERATING SUPPLIES			5,030.00			
	Total for vendor 0695 - PIONEER:				5,030.00	0.00		
Vendor 4239 - RADCO - BRAINERD:								
BRD-57280-01								
86840	RADCO - BRAINERD		02/05/2025	02/19/2025	1,547.70	0.00	Paid	Y
	RUNNING BOARDS - WORK TRUCK		pziemer					02/19/2025
	230-5200-42220	REPAIR & MAINT			1,547.70			
	Total for vendor 4239 - RADCO - BRAINERD:				1,547.70	0.00		
Vendor 0314 - SHANNON'S AUTO BODY:								
16061								
87070*	SHANNON'S AUTO BODY		02/20/2025	03/05/2025	913.70	0.00	Paid	Y
	SKIDSTEER PLOW & ASSEMBLY		pziemer					03/05/2025
	400-3100-45500	STREET CAPITAL OUTLAY			2,206.85			
	400-5200-45500	PARKS CAPITAL OUTLAY			2,206.85			
	400-0000-39101	SALE OF ASSETS			(3,500.00)			
	Total for vendor 0314 - SHANNON'S AUTO BODY:				913.70	0.00		
Vendor 0408 - TOWMASTER:								
475980								
87495	TOWMASTER		03/17/2025	04/09/2025	273.79	0.00	Paid	Y
	TARP FOR TRAILER		pziemer					04/09/2025
	230-5200-42220	REPAIR & MAINT			273.79			
	Total for vendor 0408 - TOWMASTER:				273.79	0.00		
Vendor 0344 - WASTE PARTNERS INC:								
51X00928								
86810	WASTE PARTNERS INC		01/31/2025	02/19/2025	468.00	0.00	Paid	Y
	JAN 25 PARKS DEPT WASTE REMOVAL		pziemer					02/19/2025
	230-5200-43380	UTILITIES			468.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
52X00876								
87173	WASTE PARTNERS INC		02/28/2025	03/19/2025	468.00	0.00	Paid	Y
	FEB 25 PARKS WASTE REMOVAL		pziemer					03/19/2025
	230-5200-43380	UTILITIES			468.00			
53X13459								
87551	WASTE PARTNERS INC		03/31/2025	04/09/2025	46.80	0.00	Paid	Y
	LUM PARK - EXTRA PICKUP		pziemer					04/09/2025
	230-5280-43380	UTILITIES			46.80			
53X13466								
87558	WASTE PARTNERS INC		03/31/2025	04/09/2025	520.65	0.00	Paid	Y
	MAR 25 PARKS DEPT WASTE REMOVAL		pziemer					04/09/2025
	230-5200-43380	UTILITIES			520.65			
	Total for vendor 0344 - WASTE PARTNERS INC:				1,503.45	0.00		
Vendor 3199 - WEX BANK:								
102535870/PARKS								
86852	WEX BANK		01/31/2025	02/19/2025	1,118.93	0.00	Paid	Y
	JAN 25 PARKS DEPT FUEL		pziemer					02/19/2025
	230-5200-42212	MOTOR FUELS			1,118.93			
103160206/PKS								
87217*	WEX BANK		02/28/2025	03/19/2025	933.49	0.00	Paid	Y
	FEB 25 PARKS DEPT FUEL		pziemer					03/19/2025
	230-5200-42212	MOTOR FUELS			934.56			
	230-5200-42212	MOTOR FUELS			(1.07)			
	Total for vendor 3199 - WEX BANK:				2,052.42	0.00		
Vendor 1159 - WINNERS TROPHY:								
13713								
87228	WINNERS TROPHY		02/28/2025	03/19/2025	20.00	0.00	Paid	Y
	2025 POND HOCKEY AWARDS		pziemer					03/19/2025
	230-5209-42210	OPERATING SUPPLIES			20.00			
	Total for vendor 1159 - WINNERS TROPHY:				20.00	0.00		
PCard: 2257 U.S. BANK Card Holder: CITY HALL								
Vendor 3698 - AMAZON:								
1/16/25								
86637	AMAZON		01/16/2025	02/05/2025	58.00	0.00	Paid	Y
	TIMECLOCKS X2		pziemer					02/05/2025
	230-5209-42210	OPERATING SUPPLIES			29.00			
	230-5211-42210	OPERATING SUPPLIES			29.00			

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 01/23/2025 - 04/18/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
2/4/25							
87010	AMAZON	02/04/2025	03/05/2025	36.98	0.00	Paid	Y
	MEGAPHONE SPEAKER - EVENTS	pziemer					03/05/2025
	230-5211-42210 OPERATING SUPPLIES			36.98			
3/5/25 - 3							
87459	AMAZON	03/05/2025	04/09/2025	59.99	0.00	Paid	Y
	SKATE SHARPENER - PARKS	pziemer					04/09/2025
	230-5209-42220 REPAIR & MAINT			59.99			
	Total for vendor 3698 - AMAZON:			154.97	0.00		
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				154.97	0.00		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: PARKS							
Vendor 4380 - BIGSPRINKLER.COM:							
1/28/25							
87041	BIGSPRINKLER.COM	01/28/2025	03/05/2025	1,856.14	0.00	Paid	Y
	JCP SPRINKLER CART	pziemer					03/05/2025
	230-5200-42210 OPERATING SUPPLIES			1,856.14			
	Total for vendor 4380 - BIGSPRINKLER.COM:			1,856.14	0.00		
Vendor 0900 - CUB FOODS - BRAINERD:							
2/7/25							
87063	CUB FOODS - BRAINERD	02/07/2025	03/05/2025	2.68	0.00	Paid	Y
	WATER BOTTLES - EVENT	pziemer					03/05/2025
	230-5211-42210 OPERATING SUPPLIES			2.68			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			2.68	0.00		
Vendor 0133 - CWC RECORDER:							
2/7/29							
87039	CWC RECORDER	02/07/2025	03/05/2025	20.00	0.00	Paid	Y
	NOTARY REGISTRATION L.ASBACH	pziemer					03/05/2025
	101-1700-43330 PROFESSIONAL DEVELOPMENT			8.00			
	235-3100-43330 PROFESSIONAL DEVELOPMENT			10.00			
	235-3100-43330 PROFESSIONAL DEVELOPMENT			2.00			
	Total for vendor 0133 - CWC RECORDER:			20.00	0.00		
Vendor 3719 - FLEET FARM:							
12/30/24							
86641	FLEET FARM	12/30/2024	02/05/2025	139.99	0.00	Paid	Y
	WINTER JACKET J.KOERING	pziemer					02/05/2025
	230-5200-42209 SAFETY EQUIPMENT SUPPLIES			139.99			
	Total for vendor 3719 - FLEET FARM:			139.99	0.00		
Vendor MISC - GRAND CASINO HOTEL:							
2/3/25							
87043	GRAND CASINO HOTEL	02/03/2025	03/05/2025	476.00	0.00	Paid	Y
	HOTEL CDL TRNG. S.JENSEN 2/3-2/7	pziemer					03/05/2025
	230-5200-43330 PROFESSIONAL DEVELOPMENT			476.00			
2/2/25							
87044	GRAND CASINO HOTEL	02/02/2025	03/05/2025	119.00	0.00	Paid	Y
	HOTEL CDL TRNG. S.JENSEN 2/2/25	pziemer					03/05/2025
	230-5200-43330 PROFESSIONAL DEVELOPMENT			119.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: PARKS							
1/30/25							
87045	GRAND CASINO HOTEL	01/30/2025	03/05/2025	119.00	0.00	Paid	Y
	HOTEL CDL TRNG. S.JENSEN 1/30	pziemer					03/05/2025
	230-5200-43330 PROFESSIONAL DEVELOPMENT			119.00			
	Total for vendor MISC - GRAND CASINO HOTEL:			714.00	0.00		
Vendor 3879 - HARBOR FREIGHT TOOLS:							
1/28/25							
87042	HARBOR FREIGHT TOOLS	01/28/2025	03/05/2025	104.97	0.00	Paid	Y
	JCP - QTY 3: 25FT HOSE	pziemer					03/05/2025
	230-5200-42220 REPAIR & MAINT			104.97			
	Total for vendor 3879 - HARBOR FREIGHT TOOLS:			104.97	0.00		
Vendor 2989 - HOME DEPOT:							
2/25/25							
87499	HOME DEPOT	03/01/2025	04/09/2025	288.47	0.00	Paid	Y
	JCP - LIGHTS REPAIR	pziemer					04/09/2025
	230-5200-42220 REPAIR & MAINT			288.47			
3/6/25 - 2							
87500	HOME DEPOT	03/06/2025	04/09/2025	34.97	0.00	Paid	Y
	JCP - LIGHTBULBS	pziemer					04/09/2025
	230-5200-42220 REPAIR & MAINT			34.97			
	Total for vendor 2989 - HOME DEPOT:			323.44	0.00		
Vendor 3492 - MN DEPT OF HEALTH:							
3/21/25							
87501	MN DEPT OF HEALTH	03/21/2025	04/09/2025	35.75	0.00	Paid	Y
	CERTIFIED FOOD PROTECTION MANAGER -	pziemer					04/09/2025
	230-5204-42210 OPERATING SUPPLIES			35.75			
	Total for vendor 3492 - MN DEPT OF HEALTH:			35.75	0.00		
Vendor 2011 - MRPA:							
1/30/25							
87040	MRPA	01/30/2025	03/05/2025	25.00	0.00	Paid	Y
	NMPRA CONFERENCE REGISTRATION	pziemer					03/05/2025
	230-5200-43330 PROFESSIONAL DEVELOPMENT			25.00			
3/3/25							
87496	MRPA	03/03/2025	04/09/2025	310.00	0.00	Paid	Y
	2025 MRPA MEMBERSHIP K.HUETHER	pziemer					04/09/2025
	230-5200-43433 DUES & SUBSCRIPTIONS			310.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: PARKS							
3/3/25 - 2							
87497	MRPA	03/03/2025	04/09/2025	310.00	0.00	Paid	Y
	2025 MRPA MEMBERSHIP M.HABIGHORST	pziemer					04/09/2025
	230-5200-43433 DUES & SUBSCRIPTIONS			310.00			
3/3/25 - 3							
87498	MRPA	03/03/2025	04/09/2025	310.00	0.00	Paid	Y
	2025 MRPA MEMBERSHIP T.HARRIS	pziemer					04/09/2025
	230-5200-43433 DUES & SUBSCRIPTIONS			310.00			
	Total for vendor 2011 - MRPA:			955.00	0.00		
Vendor 0932 - ORIENTAL TRADING CO., INC:							
3/3/25							
87502	ORIENTAL TRADING CO., INC	03/03/2025	04/09/2025	724.83	0.00	Paid	Y
	2025 EASTER EGG HUNT SUPPLIES	pziemer					04/09/2025
	230-5211-42210 OPERATING SUPPLIES			724.83			
	Total for vendor 0932 - ORIENTAL TRADING CO., INC:			724.83	0.00		
Vendor MISC - STATEFOODSAFETY:							
1/23/25							
86670	STATEFOODSAFETY	01/23/2025	02/05/2025	134.00	0.00	Paid	Y
	FOOD SAFETY COURSE/EXAM	pziemer					02/05/2025
	230-5200-43330 PROFESSIONAL DEVELOPMENT			134.00			
3/12/25							
87507	STATEFOODSAFETY	03/12/2025	04/09/2025	12.00	0.00	Paid	Y
	TESTING - FOOD SAFETY	pziemer					04/09/2025
	230-5204-42210 OPERATING SUPPLIES			12.00			
	Total for vendor MISC - STATEFOODSAFETY:			146.00	0.00		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				5,022.80	0.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
# of Invoices: 94	# Due: 2	Totals:		63,457.96	1,459.93		
# of Credit Memos: 2	# Due: 0	Totals:		(56,668.01)	0.00		
Net of Invoices and Credit Memos:				6,789.95	1,459.93		
* 2 Net Invoices have Credits Totalling:				(3,501.07)			

--- TOTALS BY GL DISTRIBUTION ---

101-1700-43330	PROFESSIONAL DEVELOPMENT	8.00
101-1700-43350	PRINTING/LEGAL PUBLICATION	12.47
230-0000-15510	PREPAID OTHER	2,315.25
230-0000-39101	SALE OF ASSETS	(48,068.01)
230-5200-42209	SAFETY EQUIPMENT SUPPLIES	314.38
230-5200-42210	OPERATING SUPPLIES	1,856.14
230-5200-42212	MOTOR FUELS	2,052.42
230-5200-42220	REPAIR & MAINT	8,024.72
230-5200-42221	R&M- MILLS FIELD	772.01
230-5200-42240	SMALL TOOLS	253.77
230-5200-43309	COMPUTER TECHNICAL SUPPORT	4,630.50
230-5200-43321	TELEPHONE	1,240.29
230-5200-43330	PROFESSIONAL DEVELOPMENT	5,303.88
230-5200-43331	LEASE PAYMENTS	10,389.94
230-5200-43350	PRINTING/LEGAL PUBLICATION	67.52
230-5200-43380	UTILITIES	5,636.19
230-5200-43381	BPU UTILITIES	8,016.57
230-5200-43410	RENTAL EXPENSE	104.50
230-5200-43433	DUES & SUBSCRIPTIONS	930.00
230-5204-42210	OPERATING SUPPLIES	107.75
230-5209-42210	OPERATING SUPPLIES	93.55
230-5209-42220	REPAIR & MAINT	72.99
230-5211-42210	OPERATING SUPPLIES	837.19
230-5215-42210	OPERATING SUPPLIES	9,170.14
230-5280-42210	OPERATING SUPPLIES	44.85
230-5280-42220	REPAIR & MAINT	170.73
230-5280-43380	UTILITIES	103.40
235-3100-43330	PROFESSIONAL DEVELOPMENT	12.00
235-3100-43350	PRINTING/LEGAL PUBLICATION	3.11
400-0000-39101	SALE OF ASSETS	(12,100.00)
400-3100-45500	STREET CAPITAL OUTLAY	2,206.85
400-5200-45500	PARKS CAPITAL OUTLAY	2,206.85

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			20.47	0.00		
	230 - PARK & RECREATION FUND			14,440.67	1,459.93		
	235 - STREET & SEWER FUND			15.11	0.00		
	400 - CAPITAL PROJECTS FUND			(7,686.30)	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			(57,852.76)	0.00		
	1700 - ENGINEERING			20.47	0.00		
	3100 - S & S MAINTENANCE			2,221.96	0.00		
	5200 - PARK MAIN/ADMINISTRATION			51,799.68	1,459.93		
	5204 - CONCESSIONS			107.75	0.00		
	5209 - POND HOCKEY PROGRAM			166.54	0.00		
	5211 - SPECIAL EVENTS PROGRAM			837.19	0.00		
	5215 - ADULT SOFTBALL			9,170.14	0.00		
	5280 - CAMPGROUND			318.98	0.00		

As of March 31, 2025

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	521	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	12,250	3,845	2,000	200	-	-	30,000	-	2,500	1,200	3,000	1,100
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	4,050	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	1,630	-	-	-	-	-	-	-	-	-	-
Total Other Revenue	2,000	5,680	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	**49,250**	**10,045**	**2,000**	**200**	**-**	**-**	**30,000**	**-**	**2,500**	**1,200**	**3,000**	**1,100**
Total Personal Services	913,297	182,375	444	97	11,637	11,644	20,684	-	-	-	-	261
Supplies												
Office and Operating Supplies	8,350	2,197	725	99	400	-	27,500	1,549	2,500	-	3,000	112
Motor Fuels	22,000	2,052	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	9,563	-	13	-	-	-	-	-	-	-	-
Repairs & Maintenance - Mills Field	10,000	-	-	-	-	-	-	-	-	-	-	-
Small Tools	2,000	600	-	-	-	-	-	-	-	-	-	-
Total Supplies	122,350	14,413	725	112	400	-	27,500	1,549	2,500	-	3,000	112
Services												
Professional Services	41,375	382	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,825	-	-	-	-	-	-	-	-	-	-	-
Telephone	3,804	1,073	-	-	-	-	-	-	-	-	-	-
Postage	50	6	-	-	-	-	-	-	-	-	-	-
Professional Development	3,000	1,304	-	-	-	-	-	-	-	-	-	-
Lease Payments	80,186	16,271	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	68	-	-	-	-	-	-	-	-	-	-
Insurance	27,726	-	-	-	-	-	-	-	-	-	-	-
Utilities	117,900	8,835	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,785	105	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	477	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,389	60	-	-	-	-	-	-	-	-	-	-
Total Services	287,040	28,579	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	**1,322,687**	**225,367**	**1,169**	**209**	**12,037**	**11,644**	**48,184**	**1,549**	**2,500**	**-**	**3,000**	**373**
Other Revenue (Expenses)												
Sale of Assets	9,000	48,068	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	9,000	48,068	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	**(1,264,437)**	**(167,253)**	**831**	**(9)**	**(12,037)**	**(11,644)**	**(18,184)**	**(1,549)**	**-**	**1,200**	**-**	**727**

As of March 31, 2025

	Kickball		Adult Softball		Pickleball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	-	-	35,000	521
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	3,000	-	50,000	23,904	2,000	-	75,000	14,196	179,750	44,445
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	4,050
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	20	1,000	1,650
Total Other Revenue	-	-	-	-	-	-	-	20	2,000	5,700
TOTAL REVENUES	**3,000**	**-**	**50,000**	**23,904**	**2,000**	**-**	**75,000**	**14,216**	**216,750**	**50,666**
Total Personal Services	2,975	-	28,493	-	-	-	-	-	977,529	194,377
Supplies										
Office and Operating Supplies	575	-	15,400	1,547	1,050	-	500	205	60,000	5,710
Motor Fuels	-	-	-	-	-	-	-	-	22,000	2,052
Repairs & Maintenance	-	-	5,000	-	-	-	1,500	-	86,500	9,576
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	10,000	-
Small Tools	-	-	-	-	-	-	-	-	2,000	600
Total Supplies	575	-	20,400	1,547	1,050	-	2,000	205	180,500	17,938
Services										
Professional Services	-	-	-	-	-	-	-	-	41,375	382
Computer Technical Support	-	-	-	-	-	-	-	-	6,825	-
Telephone	-	-	-	-	-	-	1,200	-	5,004	1,073
Postage	-	-	-	-	-	-	-	-	50	6
Professional Development	-	-	-	-	-	-	-	-	3,000	1,304
Lease Payments	-	-	-	-	-	-	-	-	80,186	16,271
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,000	68
Insurance	-	-	-	-	-	-	-	-	27,726	-
Utilities	-	-	-	-	-	-	7,000	28	124,900	8,863
Rent Expense	-	-	-	-	-	-	-	-	1,785	105
Miscellaneous	-	-	-	-	-	-	-	-	2,000	477
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,389	60
Total Services	-	-	-	-	-	-	8,200	28	295,240	28,608
TOTAL OPERATING EXPENSES	**3,550**	**-**	**48,893**	**1,547**	**1,050**	**-**	**10,200**	**233**	**1,453,269**	**240,923**
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	-	-	9,000	48,068
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	9,000	48,068
TOTAL REVENUE OVER/(UNDER)	**(550)**	**-**	**1,107**	**22,357**	**950**	**-**	**64,800**	**13,983**	**(1,227,519)**	**(142,189)**

SPECIAL EVENT APPLICATION

Date of Application: 3/26/2025

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: Brainerd Night Out 2025 (Brainerd North-side Neighborhood)

Organizer Information

Organizer's Name: Krista Soukup

Organizer's Address: 606 Bluff Ave Brainerd Mn 56401

Event Contact Person: Krista Soukup

Event Contact Daytime Phone: 218-828-4717

Event Contact E-mail Address: bluecottageagency@gmail.com

Contact Name/Number Day of Event: Krista Soukup

For Profit/Nonprofit Status (type): Non-profit

Applicant information (if different from the event organizer):

Applicant Name: Mike Kulzer

Applicant Address: 225 E River Rd Brainerd, MN 56401

Applicant Phone: 218-825-3478

Applicant E-mail Address: mike.kulzer@ci.brainerd.mn.us

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
8/12/2025	1700	1900	Gregory Park

☐ 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:

Temp tents set up near water fountain. Live Acoustic Music. Yard games and first responder/law enforcement presence with vehicles at the event parked on the 500 & 600 block of Juniper Street. Request use of picnic tables.

Site Information

Electrical usage ☑ Yes ☐ No

Describe the type of equipment to be used and how you intent to supply the power:
Will need access to the utility box near fountian for music and food warmers.

Amplified Sound ☑ Yes ☐ No

Describe any recording and sound amplification equipment to be used in your event along with the times:
Music will be from 1700-1900

Restrooms provided ☑ Yes ☐ No

If yes, how many 2 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: Request access to Gregory park restrooms
(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers ☐ Yes ☑ No

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

Trash Receptacle Disposal ☑ Yes ☐ No

Company contracted for trash receptacle disposal: Request use of existing Gregory park receptacles

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):

closure of the 500 and 600 block of Juniper Street.

Date and time for beginning of street closures: 8/12/2025 1630 hours

Date and time for reopening of streets: 8/12/2025 1930 hours

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.

No businesses will be effected. Residential on street parking conflicts will be resolved on a case by case basis. Event in 2024 no parking issues arose.

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

Signature of Applicant

MIKE KULZER

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

Contact Information

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

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):

_____

_____

_____

_____

Gregory Park
Park for play areas, basketball & tennis
Skating Rink
Ivy St
N 5th St
N 5th St
N 7th St
Picnic Tables
Games
Community Partner tables
Grills/Tents/Music
First Congregational Church
Road block
Road Barriers
N 5th St
Juniper St
Vehicle Staging Area
Juniper St
N 7th St
High Praise Brainerd Lakes
Road Barrier
Park United Methodist Church

SPECIAL EVENT APPLICATION

Date of Application: March 31, 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: _____

Organizer Information

Organizer's Name: BLADE Coalition

Organizer's Address: 8894A Stonewood Court

Event Contact Person: Talia Brodhead

Event Contact Daytime Phone: 651-497-6145

Event Contact E-mail Address: talia.brodhead@mnpra.org

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): non-profit BLADE Coalition

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
Thursday Septemeber 18 2025	Set up 2:00	Tear down 7:00	Kiwanis Park Brainerd
Thursday September 17 2026	set up 2:00	Tear down 7:00	Kiwanis Park Brainerd
Thursday September 16 2027	Set up 2:00	Tear down 7:00	Kiwanis Park Brainerd

☐ 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:

Free community event with fun and food. No parade, however we do have a walk at 6:00 pm around the park. We are there with resources for the recovery community.

Site Information

Electrical usage ☑ Yes ☐ No

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

We have a DJ

Amplified Sound ☑ Yes ☐ No

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

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:

We will have yard signs the week of the event along the road

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):

NO

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.

Talia Brodhead Digitally signed by Talia Brodhead
Date: 2025.03.31 07:11:01 -05'00'

Signature of Applicant

Talia Brodhead

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

Contact Information

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

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):

_____

_____

_____

_____

SPECIAL EVENT APPLICATION

Date of Application:__4/1/25_____

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 Park

Name of event: Mississippi River 145 Canoe and Kayak Race

Organizer Information

Organizer's Name: Scott Miller

Organizer's Address: 4138 40th Ave. S., Minneapolis, MN 55406

Event Contact Person: Scott Miller Event Contact Daytime Phone: 612.991.3953 Event Contact E-mail Address:info@twopaddles.org Contact Name/Number Day of Event: same as above_ For Profit/Nonprofit Status (type): For profit

Applicant information **(if different from the event organizer):**

NA

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6/13/25	9am	6pm	Lum Park

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 4th year of this event and we have been fortunate to be able to use Lum Park each time. This is an ultra-distance 145 mile canoe and kayak race that attracts participates from around the U.S. and Canada. Participants start at Lum Park and paddle upstream about six miles to Green’s Point before turning around and heading downstream. The racers have 50 hours to get to Mississippi Point Park in Champlin. We have been in touch with the Brainerd Parks Dept and rented Pavilion 1. We are also in touch with Public Works about portaging around the Brainerd Dam.

Site Information

Electrical usage Yes

Describe the type of equipment to be used and how you intent to supply the power: We use the outlets to plug in a laptop for registration and our two microphone speaker that we use for the safety meeting._

Amplified Sound Yes

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

portage PA speaker

_ Restrooms provided

We have used the bathrooms at Lum Park in the past and hope to use them again.

Signs, banners, and/or posters/flyers Yes

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

Race map and race name and sponsor banner

_ Trash Receptacle Disposal Yes

We have used the receptacles at the park

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.

We have used (and hope to again use) the beach at Lum Park for the launch at 3pm. We use the space around pavilion 1 for people to store their canoes and kayaks in the hours prior to the race. We rent pavilion one to have our safety meeting at 2pm

Street Closure Request Information

NA_____

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.

Scott E Miller

__ _____

Signature of Applicant

____Scott E Miller_____

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	X			Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support			X	Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses			X	All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.

Health Department Permit			X	All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate	X			May be required before issuing a permit.
Sign/banner Permits			X	Contact the Planning Department for information/procedure.
Parade Permit			X	Issued by the Police Department after complete submission of application.
Alcohol Use Permit			X	Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

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

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

_____

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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):

_____

_

_____

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_____

_

_____

_

Lum Park

1619 NE Washington Street

Park Features

- 38 Acres
- Restrooms
- Playground
- 18 RV Campsites
- 2 Pavillions with Grills
- 2 Small Shelters with Grills
- Beach on Rice Lake
- Boat Landing
- Fishing Pier
- Disc Golf
- 2 Sand Volleyball Courts

Parks and Recreation Department Office

1619 NE Washington Street
Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F

Produced by the City of Brainerd GIS, 2014.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/11/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
PADDLESPORT RISK MANAGEMENT, LLC
PO BOX 668
KINGS PARK NY 11754

CONTACT NAME: Maria Liquori
PHONE (A/C, No, Ext): (631)321-6859 **FAX (A/C, No):** (631)973-5383
E-MAIL ADDRESS: PADDLESPORTS@JACKA-LIQUORI.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Granite State Ins Co - AM Best A, XV	23809
INSURER B : Nat. Union Fire Ins Co- AM Best A, XV	19445
INSURER C : AXIS Ins Company AM Best A, XV	37273
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
PADDLESPORT RISK MANAGEMENT, LLC ITS MEMBER CLUBS ASSOCIATIONS & ORGANIZATIONS NAMED IN DESCRIPTIONS
PO BOX 668
Kings Park NY 11754

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**GENERAL LIABILITY** X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Watercraft Liability GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT X LOC	X	X	AIP0006058842900	01/01/2025	01/01/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Legal Liab to Participant	$ 1,000,000 $ 300,000 $ 5,000 $ 1,000,000 $ 3,000,000 $ 1,000,000 $ 1,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
B	**UMBRELLA LIAB** X OCCUR X **EXCESS LIAB** CLAIMS-MADE DED RETENTION $	X	X	AIX0003450355501	01/01/2025	01/01/2026	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $
C	PARTICIPANT EXCESS ACC/MED			SRPO0000018764400	01/01/2025	01/01/2026	Maximum per Accident Deductible per injury	25,000 500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CITY OF BRAINERD; IT'S OFFICERS, DIRECTORS, AGENTS, EMPLOYEES AND VOLUNTEERS ADDED AS ADDITIONAL INSUREDS WITH RESPECTS THE OPERATIONS OF THE NAMED INSURED AND MEMBER TWO PADDLES, LLC

MINNESOTA PADDLING OPENER
06/13-15/2025
LOCATION: MISSISSIPPI RIVER CHAMPLIN, MN

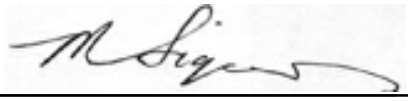
CERTIFICATE HOLDER

CITY OF BRAINERD
501 LAUREL ST
BRAINERD MN 56401-

CANCELLATION AI 001964

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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RECEIVED
APR 10 2025
CITY OF BRAINERD
ADMINISTRATION

Vendor Application

City of Brainerd Parks and Recreation Department
501 Laurel Street, Brainerd, MN 56401
218-828-2320

Applications will be accepted starting the first business day of each calendar year. Requests will be considered in the order received. Parks and Recreation activities, leagues, and events have priority over other requests. Please submit to the Parks and Recreation Department at 501 Laurel Street, Brainerd, MN 56401, or to parks@ci.brainerd.mn.us. Applicable fees and documentation will be due within 14 calendar days after permit issuance.

Date of Application April 2025

Your Name Jessica Monroe Phone 218 821 9078

E-mail Address jrdoud@hotmail.com

Address 818 N. 9th Street City/State/ZIP Brainerd, MN 56401

Organization/DBA (if applicable) Monroe Yoga Tax Exempt Y/N N

Address _____ City/State/ZIP _____

Contact Person if Different from Above _____

Phone _____ E-mail Address _____

General Terms and Conditions

- Vendors agree to return the applicable permit(s), required document(s), and fee(s) within 14 calendar days from the permit date.
- Vendors agree to submit a schedule of dates and times prior to the start of the program. Changes to the schedule must be communicated to the Brainerd Parks and Recreation Department.
- Vendors agree to set up in an area determined by the Brainerd Parks and Recreation Department. Changes must be approved in advance.
- Vendors agree to keep the area clean during operation and at the conclusion of each session.
- Vendors agree to furnish their own payment system for participants.
- Vendors agree to provide their own personnel.
- Vendors agree to accept all responsibility for any injury or claim and may be required to provide $1,000,000 in general liability insurance naming the City of Brainerd as additional insured.
- Vendors agree to direct any Mobile Food Trucks to apply for a permit from the Brainerd Parks and Recreation Department.

RECEIVED
APR 10 2025
CITY OF BRAINERD
ADMINISTRATION

SPECIAL EVENT APPLICATION

Date of Application: _____

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: Yoga in the Park @ Gregory Park

Organizer Information

Organizer's Name: Jessica Monroe

Organizer's Address: 818 N. 9th Street, Brainerd, MN

Event Contact Person: Jessica Monroe

Event Contact Daytime Phone: 218-821-9078

Event Contact E-mail Address: jrdavd@hotmail.com

Contact Name/Number Day of Event: Same

For Profit/Nonprofit Status (type): for profit

Applicant information (if different from the event organizer):

Applicant Name: Same

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

☐ 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:

Site Information

Electrical usage ☐ Yes ☑ No

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

battery operated small speaker- but usually use nothing.

Amplified Sound ☐ Yes ☑ No

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

Voice guided yoga session - 9:30 - 10:30 am Saturdays - June, July & Aug

Restrooms provided ~~please~~ ☐ Yes ☑ No

If yes, how many 1 male/1 female (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:

We practice near the Pergola area. Request that Bathrooms are unlocked for us.

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.

Signature of Applicant

Jessica R. Monroe

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):

_____

_____

_____

_____

SPECIAL EVENT APPLICATION

Date of Application: 4/16/2025

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: Summer Pops Concert #OnOurWay

Organizer Information

Organizer's Name: Navasha Kieffer / Heartland Symphony Orchestra

Organizer's Address: PO Box 241 Little Falls, MN 56345

Event Contact Person: Ryan Webber, Music Director

Event Contact Daytime Phone: 303-532-7213

Event Contact E-mail Address: ryangwebber@gmail.com

Contact Name/Number Day of Event: Fran Dosh 320-630-6498

For Profit/Nonprofit Status (type): Nonprofit

Applicant information (if different from the event organizer):

Applicant Name: Tom Kotval

Applicant Address: 1200 Riverview Dr. Little Falls, MN 56345

Applicant Phone: 320-260-3509

Applicant E-mail Address: tmktv13@gmail.com

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6/21/2025	2:00pm	9:30pm	City Park- Lyman P. White Amphitheater

☐ 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:

Music concert by Heartland Symphony Orchestra and Rusty Crayfish Brass Band.

Site Information

Electrical usage ☒ Yes ☐ No

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

speakers, microphone, sound/mix board

Amplified Sound ☒ Yes ☐ No

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

All instruments will need microphones, speakers will amplify sound during the concert, and will need one microphone for the announcer

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:

nothing staked into the ground just standing signs

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):

N/A

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

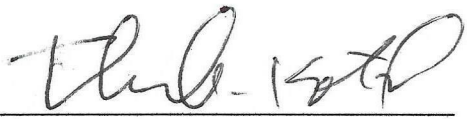
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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



Signature of Applicant

Thomas A Kotval

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			N/A	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			N/A	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			N/A	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			N/A	Issued by the Police Department after complete submission of application.
Alcohol Use Permit			N/A	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
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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):

_____

_____

_____

_____

SPECIAL EVENT APPLICATION

Date of Application: 4/17/25

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: _____

Organizer Information

Organizer's Name: Galina Weber - Carnegie Wellness

Organizer's Address: 206 N. 7th. St., Brainerd, MN, 56401

Event Contact Person: Galina Weber

Event Contact Daytime Phone: 612-810-2065

Event Contact E-mail Address: galchusha@comcast.net

Contact Name/Number Day of Event: Galina Weber/ 612-810-2065

For Profit/Nonprofit Status (type): Profit

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
6/14/25	11AM	12PM	Lum Park
7/12/25	11AM	12PM	Lum Park
7/19/25	11AM	12PM	Lum Park
8/9/25	11AM	12PM	Lum Park
8/16/25	11AM	12PM	Lum Park

☐ 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 a 60 minute yoga class with an expected 5-15 students per class.

Site Information

Electrical usage ☐ Yes ☑ No

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

_____

_____

Amplified Sound ☐ Yes ☐ No

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

_____

_____

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.

Galina Weber

Signature of Applicant

Galina Weber

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):

_____

_____

_____

_____

SPECIAL EVENT APPLICATION

Date of Application: 4/18/25

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

Type of Event:

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

Name of Event:

Organizer Information

Organization Name	Seth Lane Schardin Foundation
Organization Address	1001 Kingwood St. Ste 116A
Event Contact Person	Scott Schardin
Event Contact Phone	701-590-7680
Event Contact Email	scottschardin at gmail.com
Contact (Day of)	May 17th, 2025
For Profit/Nonprofit Status	Brainerd Community Action

Event Information

Description of Activities

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

Event Details:

Event Date	Start Time	End Time	Event Location(s)
5-17-25	1:00 PM	6:00 PM	From Gregory Park to Lum Park

City Locations/Facilities

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

Sit Information

Electrical Usage ☑ YES ☐ NO

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

Amplified Sound ☑ YES ☐ NO

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

Restrooms ☑ YES ☐ NO

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

Company contracted for restrooms:

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

Signs/Banners/Posters/Flyers ☐ YES ☑ NO

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

Trash Receptacle Disposal ☐ YES ☑ NO

Company contracted for trash receptacle disposal:

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
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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

Street Closure Request Information

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

Walk from Gregory Park to Lum Park crossing Mill/Ave. Approx 2PM

Date and Time for beginning of street closure:

Date and Time for reopening of streets:

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

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

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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.

Scott L Schardin

Signature of Applicant

Scott L. Schardin

Print Name

Event Application Approval

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

_____ _____

City Administrator Date

Approval Conditions:

SPECIAL EVENT APPLICATION

Date of Application: 4/8/25

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: Block Party

Organizer Information

Organizer's Name: Rosallini's

Organizer's Address: 1424 Mill Ave

Event Contact Person: Curtis Ross

Event Contact Daytime Phone: 218-820-3969

Event Contact E-mail Address: curtis.ross1982@gmail.com

Contact Name/Number Day of Event: Same as above

For Profit/Nonprofit Status (type): For profit

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
May 15th	5pm	7pm	Memorial Park

☐ 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:

Activities include yard games, police collaboration, live DJ, dunk tank, pizza by the slice, non alchohalic beverages

Site Information

Electrical usage ☒ Yes ☐ No

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

dj equipment, pizza warmer

Amplified Sound ☒ Yes ☐ No

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

DJ

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:

Advertising of Rosalini's

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):

n/a

Date and time for beginning of street closures: n/a

Date and time for reopening of streets: n/a

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.

Parking in Lot of Memorial Park - nothing affected for residents or streets

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

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

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

Hold Harmless Agreement and Insurance Information

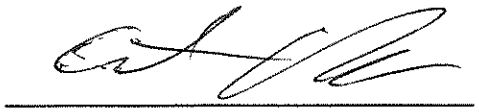
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

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

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

Signature of Event Applicant

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



Signature of Applicant

Curtis Ross

Print Name

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

_____ _____

City Administrator 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):

_____

_____

_____

_____

Park Board
Agenda Request

MEETING DATE: April 22, 2025

TITLE OF ITEM: Community Education Annual Spring Presentation

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY:

DEPARTMENT: Public Works

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE:

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT:

Park Board
Agenda Request

MEETING DATE: April 22, 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 a Brainerd company with the lowest quote to print banners. One option is Minnesota T as they do not charge a fee for design work.

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: _____

Company	4x4	4x6	Design fee	Material
Minnesota T's	$90	$110	Included	13 oz
Minnesota T's	$126	$150	Included	18 oz
First Impression	$64	$80	$75/hour	18 oz
Sign Spot	$104	$156	$1/min $60/hr	15 oz
Range Printing	$84	$105.81	$65/hour	13 oz
Digital Ink	$145	$185	$75/hour after 30min	18 oz
Illusion Graphics	$95	$130	No fee	13 oz
Illusion Graphics	$115	$155	No fee	18 oz

CITY OF
BRAINERD
PARKS & RECREATION

Address
Phone Number

We serve the Brainerd Lakes Area with high quality & affordable recreation opportunities

CITY OF
BRAINERD
PARKS & RECREATION

We serve the Brainerd Lakes Area with high quality & affordable recreation opportunities

Address
Phone Number

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**

Bleed edge

finished size

Safe imprint

FIRST IMPRESSION PRINT & DESIGN

print@firstimpressionprinting.net | brainerdprinting.com

401 Front Street
Brainerd, MN 56401

P 218-829-1860
P 218-829-7187

Bleed edge

finished size

Safe imprint

FIRST IMPRESSION PRINT & DESIGN

print@firstimpressionprinting.net | brainerdprinting.com

401 Front Street
Brainerd, MN 56401

P 218-829-1860
P 218-829-7187

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.

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	
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Quotation Date:	3/20/2025
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Page:	Page 2 of 2

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Contact:	Tony Sailer		
Phone:	218-828-2320	**Fax:**	218-829-1488

Job Information	
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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.

1/2 inch BLEED on all sides (49" x 49")

TRIM (48" x 48")

GROMMENTS (Every 24 inches)

3" Margin

LIVE AREA (42" x 42")
Keep importand information 3" from Trim.
Such as logos and text.

RANGE

A smarter way to manage your brand

1/2 inch BLEED on all sides (49" x 49")

TRIM (48" x 48")

GROMMENTS (Every 24 inches)

3" Margin

LIVE AREA (42" x 42")
Keep importand information 3" from Trim.
Such as logos and text.

1/2 inch BLEED on all sides (73" x 49")

TRIM (72" x 48")

GROMMENTS (Every 24 inches)

3" Margin

LIVE AREA (66" x 42")
Keep importand information 3" from Trim.
Such as logos and text.

RP RANGE

A smarter way to manage your brand

1/2 inch BLEED on all sides (73" x 49")

TRIM (72" x 48")

GROMMENTS (Every 24 inches)

3" Margin

LIVE AREA (66" x 42")
Keep importand information 3" from Trim.
Such as logos and text.

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

PLEASE DELETE THIS LAYER
BEFORE SAVING

EMBROIDERY ★ SCREEN PRINTING ★ PROMOTIONAL ★ GNG

MNTSHIRT.COM

All images must be embedded
All Fonts must be outlined
SAVE AS PDF

PLEASE DELETE THIS LAYER
BEFORE SAVING

EMBROIDERY ★ SCREEN PRINTING

MNTSHIRT.COM

★ PROMOTIONAL ★

FINISHED AREA - 72”W x 48”H
VISIBLE WHEN DISPLAYED

SAFE AREA - 70”W x 46”H
IMPORTANT TEXT IN THIS AREA

All images must be embedded
All Fonts must be outlined
SAVE AS PDF

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

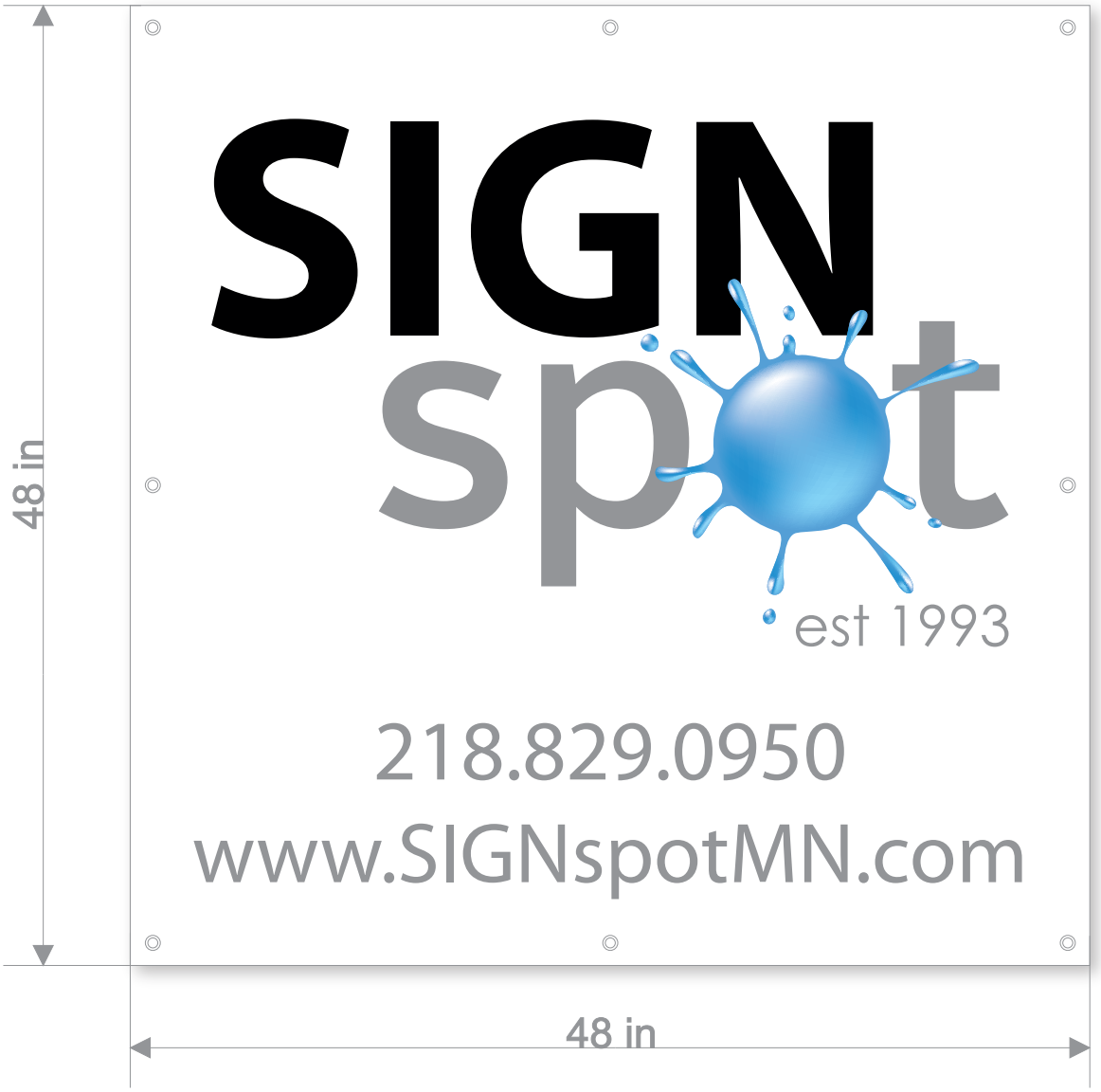
- **Material:** 15oz Vinyl, single-sided digitally printed graphics
- **Specifications:** 8 grommets per banner
    - 4'x4' - $104.00/each + tax if applicable
    - 4'x6' - $156.00/each + tax if applicable

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.



City of Brainerd 2025
4'x4' S/S 15 oz Banner
SIGNspot: Proof #1

* We ask that you look over the text closely to ensure the accuracy of your order.
You will be responsible for any typos/errors in final production.

© Copyright SIGNspot 2025
The ideas and designs contained in this original and unpublished drawing are the property of SIGNspot and may not be used or reproduced in whole or in part without written permission from SIGNspot, Brainerd, MN

City of Brainerd 2025
4'x6' S/S 15 oz Banner
SIGNspot: Proof #1

* We ask that you look over the text closely to ensure the accuracy of your order.
You will be responsible for any typos/errors in final production.

© Copyright SIGNspot 2025
The ideas and designs contained in this original and unpublished drawing are the property of SIGNspot and may not be used or reproduced in whole or in part without written permission from SIGNspot, Brainerd, MN

Illusion Graphics

100 Trackview Rd

Brainerd, MN 56401

218-820-0232

Notes: 15% discount on any amount of additional copies of the same banner.

I'm guessing most companies will be just using their logo on the banner, or sending a pre-designed file, but if there was any setup/design work required (adding service bullet points, contact information or other design work) I would apply a $25 one time set up fee for those banners. Those that are simply a logo or pre-designed file would not have a setup fee. I can provide a guideline of acceptable file types and other design info you can share with the sponsors if we move forward.

Grommets can be to your discretion but my recommendation would be 4 corners on 4'x4' banners and 3 across top and 3 across bottom on 4'x6' banners.

13oz is likely durable enough for the size and application of these (the tighter and more secure to a fence they are installed makes all the difference in longevity. But I will also provide pricing for 18oz banners and I am happy to bring in that material for this job.

As I said on the phone I have not quoted a whole lot of large quantity banner jobs so I will do my best to meet to beat any competitor quotes or previous prices you were paying.

4'x4' 13oz - $150 for first banner, $135 for additional

4'x4' 18oz - $180 for first banner, $155 for additional

4'x6' 13oz - $185 for first banner, $160 for additional

4'x6' 18oz - $220 for first banner, $185 for additional

ILLUSION GRAPHICS

ALL DESIGNS WITHIN THIS PROOF ARE PROPERTY OF
ILLUSION GRAPHICS AND DESIGN LLC.

218.820.0232

4'X4' hemmed edges 4 grommets

SPONSOR LOGO/ INFORMATION HERE

4'X6' hemmed edges 6 grommets

SPONSOR LOGO/ INFORMATION HERE

BY APPROVING THIS PROOF YOU ARE AGREEING TO, AND SIGNING OFF FOR PRODUCTION ON ALL DESIGN, SPELLING, SIZING, PLACEMENT AND COLORS. ANY CHANGES AFTER APPROVAL WILL RESULT IN DESIGN, LABOR AND MATERIAL FEES AT A COST TO YOU. COLORS CAN VARY FROM SCREEN TO REALITY. PLEASE CAREFULLY CHECK ANY WORDING OR NUMBERS FOR ERRORS PRIOR TO APPROVING.

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

digitalink
DESIGN & GRAPHICS

SIGNS ■ BANNERS

VEHICLE GRAPHICS

THINK IT. PRINT IT. STICK IT.

218.454.0800

DIGITALINKDESIGN.NET

SIGNS ■ BANNERS ■ VEHICLE GRAPHICS

digital ink

DESIGN & GRAPHICS

THINK IT. PRINT IT. STICK IT.

DIGITALINKDESIGN.NET

Park Board
Agenda Request

MEETING DATE: April 22, 2025

TITLE OF ITEM: Discussion of Credit Card Processing for Concession Stands

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Lisa Asbach, Admin Specialist

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE: The concession stand operation was in the negative at the end of the season last year. Staff are trying to implement measures and efficiencies to have a positive fiscal operation.

Note the fee is 2.5% with a minimum fee of $1.95. Therefore, a $1.00 transaction at the concession stand would be $2.95.

We don't have the ability to include the fee within the price because we are set up with Forte to use service fee pricing, which passes the fee along to the customer and does not show up in the transaction process until the credit card is being processed. It was also the direction of the Council in 2016 to pass all credit card fees on to the customer.

IT checking with a new process of fee structure in Forte.

Concessions open May 6th.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff recommends keeping the same process as last year by accepting cash and credit card at the concession stands.

FINANCIAL IMPACT:

Park Board
Agenda Request

MEETING DATE: April 22, 2025

TITLE OF ITEM: Discuss Park Board Workshop

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: The Park Board has several items to discuss and an opportunity to provide clear direction for the staff moving forward. Topics to discuss: 2026 Budget, Capital Improvement Plan, Master Plan, Pickleball Complext, and Operations & Maintenance Prioritization.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff recommends approval to organize a Park Board Workshop on April 22, 2025 at 4pm at City Hall.

FINANCIAL IMPACT:

Park Board
Agenda Request

MEETING DATE: April 22, 2025

TITLE OF ITEM: Discussion of new design for Ice Skating Area at Jaycees 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): 10

SUMMARY OF ISSUE: The Ice Skating Rink needs to be modified at Jaycees Park. Other items needs to be discussed, such as: a fence between the soccer field and parking lot, a service road for ball field maintenance that will also service to improve the skating rink.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: One option is to allow staff to provide a design at the Park Board Workshop.

RECOMMENDED ACTION/MOTION: Staff would like to provide a drawing with these new elements at the Park Board Workshop. Staff and Park Board members will be involved with the proposed design.

FINANCIAL IMPACT:

Park Board
Agenda Request

MEETING DATE: April 22, 2025

TITLE OF ITEM: Discussion of Pickleball Complex at Buffallo Hills/Lions Club 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): 15

SUMMARY OF ISSUE: The Lions Club would like to partner with the Pickleball Asso. and the City of Brainerd to install a Pickleball Complex at Buffalo Hills Park.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Lions Club and/or Pickleball Asso. would like to apply for grants to help fund the project.

RECOMMENDED ACTION/MOTION: Staff would like approval to continue working with both community groups and help with grant proposals to assist with funding of the Pickleball Complex.

FINANCIAL IMPACT:

PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
APRIL 7, 2025; CITY COUNCIL MEETING

RECREATION REPORT

- Registration for pickleball leagues opened
- Ordering for concessions
- Bracket for Early Bird Tournament
- Preparing schedules for the softball leagues
- Prepare schedule for umpires and concession workers
- Train concession workers
- Train tourney maintenance worker
- Manager softball meeting & Umpire meeting 4/29
-

PARKS MAINTENACE REPORT

- Put up batting cages
- Put out bases
- Installed 45’ bade pegs on softball fields
- Preparing for Eater Egg Hunt
- Testing all scoreboards
- Installed all Brainerd History signs and made posts
- Putting out all picnic tables
- Cleaning up concession stands
- Working on JCP warming house
- Put up all composite number plates
- Dragging, chalking, and painting fields
- Garbage collection
- Put decals & running boards on new trucks

PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
APRIL 7, 2025; CITY COUNCIL MEETING

Registration is now open for Brainerd Parks & Recreation Pickleball league!

Location: Memorial Park Pickleball Courts
1700 Mill Ave

Tuesday Competitive/Advanced league:

Format: Open Doubles (mixed, women's, or men's)
*Competitive/Advanced League (3.5 & higher Ratings): Geared towards more experienced players and a higher level of play.
Cost: $50/team ($25/person)
Sign up as a team
# of Teams: Minimum 8 teams, Maximum 16
Season: June 3 - August 12

Sign up at the City Hall: 501 Laurel St. Brainerd, MN 56401 or call 218-828-2320 or register online: https://secure.rec1.com/MN/brainerd-parks-recreation-mn/catalog?filter=c2VhcmNoPTM2MjczODk=

Thursday Recreational League:

Format: Open Doubles (mixed, women's, or men's)
*Recreational League: This league is focused on providing a fun and enjoyable experience for players who are rated 3.0 and under.
Cost: $50/team ($25/person)
Sign up as a team
# of Teams: Minimum 8 teams, Maximum 16
Season: June 5 - August 14

Sign up at the City Hall: 501 Laurel St. Brainerd, MN 56401 or call 218-828-2320 or register online: https://secure.rec1.com/MN/brainerd-parks-recreation-mn/catalog?filter=c2VhcmNoPTM2MjczOTI=