



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, May 27, 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. **BLASTT 5K**

E. **Approve Concert In the Park at Lyman P. White**

F. **Approval of Fourth of July Event At Lyman P. White**

G. **Approval of Arts in The Park at Gregory Park**

6. **Presentations**

7. **Unfinished Business**

A. **Approve Ice Skating area and fencing improvements at Jaycees Park**

8. **New Business**

- A. **Approval of additional agreement with Brainerd Baxter Baseball Assoc. (BBBA)**
- B. **Approval of Buffalo Hills Expenditure Hydroseeding**
- C. **Approval of Grand Opening at Lum Park**
- D. **Grand Opening at Jaycees Park**
- E. **Discussion of Lum Park Clean Up on June 21st**
- F. **Approval For Lions Club to Seek Grants For Funding of Buffalo Hills Lions Park**
- G. **Approve request to change Buffalo Hills Lions Park to Lions Park.**
- H. **Discussion Of Girls Fall Softball Program**
- 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. **Staff Reports of What's Being Worked On, Upcoming Events, Update On Easter Egg Hunt, & Eater Ball Hunt**
- 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 Vice President Miller in the City Council Chambers.

Roll Call

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

Also noted as present Administrator Nick Broyles, Public Works Director Habighorst, and Recreational Specialist Kayla Huether. Mayor Badeaux was noted as absent.

Board Vice President Miller 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.

Upon roll, call the following board members voted “aye” Sandy, Shipe, Schaefer, and Berns. No member voted “nay”. The chair declared the motion carried.

Approval of Consent Calendar

- A. **Approval of Minutes**
- B. **Approval of Disbursements**
- C. **Financial Reports**
- D. **Approve Brainerd Night Out 2025 (Brainerd North-Side Neighborhood)**
- E. **Approve BLADE Coalition 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 Schardin Foundation Walk from Gregory Park to Lum Park**
- K. **Approval of Rosallini’s Block Party**

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER TO APPROVE THE CONSENT CALENDAR BUT PULLING ITEMS D, E, F, G, AND J FOR DISCUSSION.

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

Approval Brainerd Night Out 2025 (Brainerd North side Neighborhood)

Discussion was held about the process of the special event applications about how they are being utilized. Making sure we are asking the right questions. Talked about there was a discussion in the past on when to fill out special event applications, such as larger events that also include street closure for the City Council to approve, look at previous minutes to find out

April 22, 2025

what the decision was. Making sure that we are getting all the information such as no driving in the park to all event applications, organizers know our rules for each park are relayed and expectations are set.

MOVED AND SECONDED BY MEMBER SANDY AND MILLER TO APPROVE BRAINERD NIGHT OUT 2025 (BRAINERD NORTH SIDE NEIGHBORHOOD) EVENT APPLICATION.

Approve Blade Coalition at Kiwanis Park

Discussion was held about the special event application and how they listed three events for the next three years. Talked about how the special event application should be filled out yearly and that we should put it on a calendar to reach out for applicants to renew. The box on the special event application that is recurring event needs to be within the same year.

MOVED AND SECONDED BY MEMBER SCHAEFER AND SANDY TO APPROVE BLADE COALITION FOR SEPTEMBER 18TH 2025 EVENT APPLICATION.

Approve Two Paddles Mississippi River 145 Canoe and Kayak Race

Discussion was had about where the canoe and kayak race will be taking place and if they will be utilizing the beach to get to the water to make sure that they aren't interfering with anyone in the public utilizing the beach and reaching out to the applicant to inform them that they cannot block any areas as this is a public beach.

MOVED AND SECONDED BY MEMBER SANDY AND SCHAEFER TO APPROVE TWO PADDLES MISSISSIPPI RIVER 145 CANOE AND KAYAK RACE EVENT APPLICATION.

Approval of Yoga in the Park at Gregory Park

Discussion was held about the process for special event applications and if this process is clear to the applicant on what they need to fill out the special event application.

MOVED AND SECONDED BY MEMBER SHIPE AND MILLER TO APPROVE YOGA IN THE PARK AT GREGORY PARK, THE VENDOR AND SPECIAL EVENT APPLICATION.

Approval of Seth Schardin Foundation Walk from Gregory Park to Lum Park

Discussion was held about the event from walking from one park to the next, electrical usage, and closing of a street. Discussion about helping a large group and reaching out to the police. Discussion on whether this should be sent to the council to approve.

MOVED AND SECONDED BY MEMBERS SANDY AND SCHAEFER TO GRANT USAGE AT LUM PARK WITH THE REQUEST TO HAVE CITY COUNCIL TO APPROVE STREET CLOSURE.

Presentations

Community education Annual Spring Presentation

Annmarie Lacher the Community Education Director and Tim Sarych coordinator for Parks and Recreation. Discussed about Community Education about the guide that was just mailed out recently, went over registration and how it has been a little lower but hopefully more will be signing up. Stated that it's been slower with the older groups such as Pony Baseball and Fast Pitch Softball 12U, stating that these groups are wanting to sign up for travel baseball and

April 22, 2025

softball. States that they will expect numbers to continue to drop as people are busier and have more options. Annmarie stated that it's important to have options besides a traveling team and how it's beneficial to have the Community Education program. Went over the summer programming and the structure for this summer's Community Education programs. Talked about working with BBBA with youth kid sports.

Unfinished Business

Approval of Banner Quotes

Public Works Director Mike Habighorst discussed the standard procedures for the banners and what they should look like and sizing.

Member Schaefer asked about the price which was confirmed at \$150 plus the cost of the banner.

Public Works Director Mike Habighorst suggested giving banners back to the businesses at the end of the year. Updating the banner forms for anyone who wants to post banners at the fields.

Member Miller agrees with Minnesota T's as the designer to create the banners for any businesses.

Member Sandy also agreed with Minnesota T's as the designer and agrees that businesses should pick up their banners at the end of the season.

MOVED AND SECONDED BY MEMBER SANDY AND SCHAEFER TO APPROVE MINNESOTA T'S FOR THE BANNER PROGRAM.

New Business

Discussion of Credit Card Processing for Concession Stands

Public Works Director Mike Habighorst brought forth the information regarding credit card fees. With each purchase of any credit card there is a \$1.98 charge tacked on suggested to have cash as well as credit card usage.

Member Miller has no issue with staying with cash with the suggestion that we complete the inventory as needed and not order more than what we are selling and itemize money daily.

Public Works Director Mike Habighorst confirmed with staff policy and procedures with inventory we should see a profit along with standardized prices.

Member Miller talked about reassessing a new process for credit card fees next year. Looking into the fee structure for credit cards paying a service fee charge of 2.5%.

Member Shipe asked if this can be brought back in October after the concessions are closed for the year to talk more about next year's process.

Discuss Park Board Workshop

Public Works Director Mike Habighorst talked about the upcoming Park Board Workshop on May 6, 2025, to review priorities for staff, master planning, and projects moving forward.

MOVED AND SECONDED BY MEMBER SCHAEFER AND SHIPE TO MOVE FORWARD WITH THE PARK BOARD WORKSHOP ON MAY 6TH, 2025 STARTING AT 4:00PM AT CITY HALL.

Discussion of New Design for Ice Skating Area at Jaycees Park

Public Works Director Mike Habighorst talked about the ice-skating rink being at a lower elevation than some of the other areas in the park. The issues with the standing water at Jaycees and not soaking up the water that we should look at a new design. One option would be looking at leveling that area to have a flat surface area for ice skating, the other option would be to put up a fence and move the rocks, a surface road on the south end, and the fourth option would be the lights. would like to move forward with all four items with the Park Boards approval.

Member Miller mentioned that he thought there was a contingency if the water didn't drain the way that they were hoping it would.

Public Works Director Mike Habighorst stated that they were thinking about a preliminary design that was not put on paper, could have a drawing put together at the next Park Board meeting.

Member Miller stated that he would like to see these drawings at the next Park Board meeting. He suggested bringing the plan for next month and then talking about design. The fencing and the lights to be discussed once presented. Bring a plan for the updated suggestion for the ice-skating rink for the next meeting as well.

Member Shipec asked if we could bring this back to Widseth about the design issues that the ice-skating rink presented after the ice melted.

Public Works Director Mike Habighorst stated in his opinion since we checked off on the project that there wouldn't be must that the City of Brainerd could request Widseth to fix the ice-skating rink.

MOVED AND SECONDED BY MEMBER SCHAEFER AND SHIPE TO TAKE A LOOK AT STAFFS NEW DESIGN AT THE PARK BOARD WORKSHOP TO INCLUDE THE FENCE, PARKING LOT, HORSESHOE PITS AND THE LIGHTING ON MAY 6TH AND TO DESIGN AND PLAN TO FILL IN THE HOLE AT JAYCEES PARK AT NEXT MEETING.

Discussion of Pickleball Complex at Buffalo Hills/Lions Club Park

David Call representing the Lions Club discussed what the Lions Club is all about. Discussed that the Lions Club would like to construct an adaptive playground at the Buffalo Hills Lions Club Park, mentioned that there is nothing in the area that handicapped children can access playground equipment. Also, discussed the Pickleball Association and potentially working with them to get courts in the plans for Buffalo Hills Park. Stated that the park is underutilized facility and South Brainerd could use some economic stability. Requested approval to work with city staff to develop a plan, budget, and to start fundraising.

Public Works Director Mike Habighorst stated with this motion, it would be to approve of going out and get grants for the parking lot, playground equipment for the adaptive playground structure, and for the pickleball complex.

Member Schaefer discussed the financial areas in the next thirty years with cost in the budget with updates, looking at the long-term maintenance and how do we recover the cost.

Public Works Director Mike Habighorst confirmed that in the next thirty years what you paid initially, what you pay for the initial structure, you will be paying the same amount down the road to upkeep it.

Member Miller stated we need to find out the cost and what we need logistically. What needs to take place to move forward.

Public Works Director Mike Habighorst suggested that we revise the master plan and get City Council's approval.

Member Miller stated that he would like to have a foundation before we present it to the City Council. Suggested to have plans presented next month.

Member Shipe stated that having one place where we have handicapped accessible and combine some of our maintenances. Wants to have an accessible playground but as a board we make best use of the funds we do have.

Public Works Director Mike Habighorst understands where the board comes from and stated that having full access to a playground of all abilities throughout all infrastructures.

Public Forum

Member Miller opened public forum at 5:30 p.m.

Member Miller closed public forum at 5:31 p.m.

Staff Reports Recreational Events

Recreational Specialist Kayla Huether provided information about events coming up and registration for pickleball.

Board Reports

Chair Berns thanked staff for the Easter events. Suggested we secure a sound system as events are getting larger and need a sounds system to better hear. Wants to make sure City staff are focused on appearance to them, green grass, and curb appeal for citizens and visitors.

Member Miller also has the same sentiment, wants the curb appeal. Talked about the Pickleball Association and the meeting with Lions Club. Talked about the Pickleball Association with Trail Side and whether that would be something that can be looked at if the city still covers Trail Side and if that would be an option if it's still considered a park. Thanked staff for the research into credit card research for concession stands.

Member Shipe also thanked staff for looking into the credit card processor for concession stands. Also, wanted to thank Deane Berry for all the work she did for putting on Thursday night concerts in the Park at Gregory.

Member Schaefer is excited about everything that the staff is doing. Stated she would like to see more social media; this is a big piece we are missing out on.

Adjourn

MOVED AND SECONDED BY MEMBER SHIPE AND SCHAEFER, DULY CARRIED TO ADJOURN THE MEETING UNTIL WORKSHOP ON MAY 6.

April 22, 2025

Upon roll call, Members Miller, Schaefer, and Shipe voted “aye”. No member voted “nay” to adjourn meeting.

Member Miller adjourned the meeting at 5:43 p.m.

Respectfully Submitted,
Lisa Asbach, Administrative Specialist

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
331566/1 87643	ACE HARDWARE KEYS X12 PARKS 230-5204-42210	04/08/2025 pziemer	04/23/2025	35.88	0.00	Paid	Y 04/23/2025
	OPERATING SUPPLIES			35.88			
331498/1 87686	ACE HARDWARE PAINT ROLLERS 230-5200-42220	04/04/2025 pziemer	04/23/2025	10.79	0.00	Paid	Y 04/23/2025
	REPAIR & MAINT			10.79			
331603/1 87894	ACE HARDWARE BATTERIES, BIT SET, FASTENERS 230-5200-42220	04/09/2025 pziemer	05/07/2025	60.16	0.00	Paid	Y 05/07/2025
	REPAIR & MAINT			60.16			
332013/1 87969	ACE HARDWARE FASTENERS 230-5200-42220	04/29/2025 pziemer	05/07/2025	2.29	0.00	Paid	Y 05/07/2025
	REPAIR & MAINT			2.29			
332034/1 87970	ACE HARDWARE LIGHTBULBS 230-5200-42220	04/29/2025 pziemer	05/07/2025	49.49	0.00	Paid	Y 05/07/2025
	REPAIR & MAINT			49.49			
331905/1 87775	ACE HARDWARE GROMMETS/BOX 230-5200-42220	04/24/2025 pziemer	05/21/2025	41.36	0.00	Paid	Y 05/21/2025
	REPAIR & MAINT			41.36			
332322/1 88142	ACE HARDWARE SWINGSET REPAIR GREGORY PARK 230-5200-42220	05/12/2025 pziemer	05/21/2025	40.35	0.00	Paid	Y 05/21/2025
	REPAIR & MAINT			40.35			
332323/1 88143	ACE HARDWARE HOOKS/WD40 STRAWS - SHOP SUPPLIES 230-5200-42220	05/12/2025 pziemer	05/21/2025	9.88	0.00	Paid	Y 05/21/2025
	REPAIR & MAINT			9.88			
332342/1 88145	ACE HARDWARE SUPPLIES FOR LUM PARK PARK R&M 230-5200-42220	05/13/2025 pziemer	05/21/2025	40.24	0.00	Paid	Y 05/21/2025
	REPAIR & MAINT			40.24			
Total for vendor 0011 - ACE HARDWARE:				290.44	0.00		

Vendor 2902 - ADVANCE AUTO PARTS:

05/22/2025 09:22 AM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 2/9

EXP CHECK RUN DATES 04/19/2025 - 05/22/2025

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	Jrnalized Post Date
6574510121313 87895	ADVANCE AUTO PARTS BATTERY - 1 TON FLAT BED 230-5200-42220	04/11/2025 pziemer	05/07/2025	150.34	0.00	Paid	Y 05/07/2025
	REPAIR & MAINT			150.34			
	Total for vendor 2902 - ADVANCE AUTO PARTS:			150.34	0.00		

Vendor 2740 - AT&T MOBILITY:

X05032025/PARKS

87994	AT&T MOBILITY ACCT 287292136423 PARKS PHONE 230-5200-43321 230-5204-42210	04/25/2025 pziemer	05/13/2025	204.09	0.00	Paid	Y 05/13/2025
	TELEPHONE			167.62			
	OPERATING SUPPLIES			36.47			
	Total for vendor 2740 - AT&T MOBILITY:			204.09	0.00		

Vendor 0074 - BRAINERD GENERAL RENTAL:

250421-00002474-001

87814	BRAINERD GENERAL RENTAL BOOM RENTAL - LESS SALES TAX 230-5200-42221	04/24/2025 pziemer	05/07/2025	250.00	0.00	Paid	Y 05/07/2025
	R&M- MILLS FIELD			250.00			
	Total for vendor 0074 - BRAINERD GENERAL RENTAL:			250.00	0.00		

Vendor 2684 - BRAINERD PARKS & RECREATION:

4/22/25

87769	BRAINERD PARKS & RECREATION EARLY BIRD TOURNAMENT CASH PRIZES 230-5215-42210	04/22/2025 pziemer	04/24/2025	1,050.00	0.00	Paid	Y 04/24/2025
	OPERATING SUPPLIES			1,050.00			
	Total for vendor 2684 - BRAINERD PARKS & RECREATION:			1,050.00	0.00		

Vendor 0296 - BRAINERD PUBLIC UTILITIES:

MAR 25/PARKS

87954	BRAINERD PUBLIC UTILITIES 2/24/25-3/24/25 PARKS UTILITES 230-5200-43381	04/01/2025 pziemer	05/07/2025	3,293.18	0.00	Paid	Y 05/07/2025
	BPU UTILITIES			3,264.45			
	UTILITIES			28.73			

APR 25/PARKS

88130	BRAINERD PUBLIC UTILITIES 3/24/25-4/24/25 PARKS UTILITIES 230-5200-43381	04/24/2025 pziemer	05/21/2025	4,176.83	0.00	Paid	Y 05/21/2025
	BPU UTILITIES			3,979.08			
	UTILITIES			197.75			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			7,470.01	0.00		

Vendor 0307 - CENTERPOINT ENERGY:

05/22/2025 09:22 AM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 3/9

EXP CHECK RUN DATES 04/19/2025 - 05/22/2025

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	Jrnalized Post Date
92166-0/APR25/PKS							
87956	CENTERPOINT ENERGY	04/22/2025	05/07/2025	838.69	0.00	Paid	Y
	3/14/25-4/14/25 PARKS UTILITIES	pziemer					05/07/2025
	230-5200-43380 UTILITIES			838.69			
	Total for vendor 0307 - CENTERPOINT ENERGY:			838.69	0.00		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
257							
88010	CENTRAL LAKES FERTILIZING	05/08/2025	05/21/2025	495.00	0.00	Paid	Y
	JCP SPRING FERTILIZING	pziemer					05/21/2025
	230-5200-42220 REPAIR & MAINT			495.00			
	Total for vendor 4301 - CENTRAL LAKES FERTILIZING:			495.00	0.00		
Vendor MISC - CORY HEINLEN:							
86332722							
88054	CORY HEINLEN	05/07/2025	05/13/2025	445.00	0.00	Paid	Y
	REFUND MS2 SUMMER SOFTBALL - SPONSOR	pziemer					05/13/2025
	230-5215-34715 ADULT SOFTBALL USER FEES			445.00			
	Total for vendor MISC - CORY HEINLEN:			445.00	0.00		
Vendor 0125 - CTC - 446126:							
21581344							
88104	CTC - 446126	05/12/2025	05/21/2025	154.12	0.00	Paid	Y
	CAMPGROUND 4/24/25-6/11/25 (INCLUDES	pziemer					05/21/2025
	230-5280-43321 TELEPHONE			154.12			
21588225/PKS							
88107	CTC - 446126	05/12/2025	05/21/2025	333.31	0.00	Paid	Y
	5/12/25-6/11/25 PARKS INTERNETS	pziemer					05/21/2025
	230-5200-43321 TELEPHONE			333.31			
	Total for vendor 0125 - CTC - 446126:			487.43	0.00		
Vendor 1859 - ENTERPRISE FM TRUST:							
FBN5303771/PARKS							
87683	ENTERPRISE FM TRUST	04/03/2025	04/23/2025	10,124.72	0.00	Paid	Y
	MAR 2025 PARKS DEPT VEHICLE LEASES	pziemer					04/23/2025
	230-5200-43331 LEASE PAYMENTS			10,124.72			
FBN5320353/PARKS							
88071	ENTERPRISE FM TRUST	05/03/2025	05/21/2025	6,219.56	0.00	Paid	Y
	MAY 25 PARKS DEPT VEHICLE LEASES	pziemer					05/21/2025
	230-5200-43331 LEASE PAYMENTS			6,219.56			
	Total for vendor 1859 - ENTERPRISE FM TRUST:			16,344.28	0.00		

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DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 04/19/2025 - 05/22/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 4/9

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0170 - FASTENAL COMPANY:							
MNBAX272768 87644	FASTENAL COMPANY CABLE TIES 230-5200-42220	03/25/2025 pziemer	04/23/2025	54.04	0.00	Paid	Y 04/23/2025
	REPAIR & MAINT			54.04			
MNBAX272834 87645	FASTENAL COMPANY ZIP TIES AND HOSECLAMPS 230-5200-42220	03/27/2025 pziemer	04/23/2025	69.90	0.00	Paid	Y 04/23/2025
	REPAIR & MAINT			69.90			
Total for vendor 0170 - FASTENAL COMPANY:				123.94	0.00		
Vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:							
2109:015173 88155	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS MMP BEVERAGES 230-5204-42210	05/06/2025 pziemer	05/21/2025	67.56	0.00	Paid	Y 05/21/2025
	OPERATING SUPPLIES			67.56			
2109:015162 88156	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS - MMP BEVERAGES, CHIPS 230-5204-42210	05/05/2025 pziemer	05/21/2025	834.68	0.00	Paid	Y 05/21/2025
	OPERATING SUPPLIES			834.68			
Total for vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:				902.24	0.00		
Vendor 0223 - L & M STEEL:							
042518 87973	L & M STEEL BALLARD STEEL 235-3170-42210	04/30/2025 pziemer	05/07/2025	257.64	0.00	Paid	Y 05/07/2025
	OPERATING SUPPLIES			257.64			
Total for vendor 0223 - L & M STEEL:				257.64	0.00		
Vendor 0227 - LAKES PRINTING:							
00226345 87943	LAKES PRINTING EASTER EGG HUNT POSTER 230-5211-42210	04/08/2025 pziemer	05/07/2025	46.20	0.00	Paid	Y 05/07/2025
	OPERATING SUPPLIES			46.20			
Total for vendor 0227 - LAKES PRINTING:				46.20	0.00		
Vendor 0889 - MENARDS - BAXTER :							
43341 87884	MENARDS - BAXTER GGP FOUNTAIN MAINT 230-5200-42220	04/23/2025 pziemer	05/07/2025	144.55	0.00	Paid	Y 05/07/2025
	REPAIR & MAINT			144.55			

05/22/2025 09:22 AM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 5/9

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
44233 88089	MENARDS - BAXTER MMP REPAIRS - VOLTAGE TESTER, 230-5200-42220	05/06/2025 pziemer	05/21/2025	78.51	0.00	Paid	Y 05/21/2025
	REPAIR & MAINT			78.51			
	Total for vendor 0889 - MENARDS - BAXTER :			223.06	0.00		

Vendor 3394 - MIDWEST MACHINERY CO:

10431573 87896	MIDWEST MACHINERY CO EXMARK MOWER - PULLEY 230-5200-42220	04/24/2025 pziemer	05/07/2025	75.32	0.00	Paid	Y 05/07/2025
	REPAIR & MAINT			75.32			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			75.32	0.00		

Vendor 0147 - MINNESOTA SOFTBALL:

8241 87723	MINNESOTA SOFTBALL TOURNAMENT SANCTION - EARLY BIRD 230-5216-42210	04/02/2025 pziemer	04/23/2025	0.00	0.00	Void	N 04/23/2025
	OPERATING SUPPLIES			80.00			
8246 87724*	MINNESOTA SOFTBALL QTY 80 DZ SOFTBALLS 230-5215-42210	04/09/2025 pziemer	04/23/2025	3,440.00	0.00	Paid	Y 04/23/2025
	OPERATING SUPPLIES			5,600.00			
	OPERATING SUPPLIES			(2,160.00)			
8260 87725	MINNESOTA SOFTBALL QTY 40 TEAM SANCTIONS 230-5215-42210	04/14/2025 pziemer	04/23/2025	1,000.00	0.00	Paid	Y 04/23/2025
	OPERATING SUPPLIES			1,000.00			
8291 87840	MINNESOTA SOFTBALL ADULT UMPIRE REGISTRATION 230-5215-42210	04/25/2025 pziemer	05/07/2025	75.00	0.00	Paid	Y 05/07/2025
	OPERATING SUPPLIES			75.00			
8335 88085	MINNESOTA SOFTBALL ADULT EMPIRE REGISTRATION 230-5215-42210	05/09/2025 pziemer	05/21/2025	75.00	0.00	Paid	Y 05/21/2025
	OPERATING SUPPLIES			75.00			
	Total for vendor 0147 - MINNESOTA SOFTBALL:			4,590.00	0.00		

Vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:

2025013 86531	MINNESOTA/WISCONSIN PLAYGROUND MEMORIAL BENCH - 230-5225-42220	01/14/2025 pziemer	04/23/2025	1,148.00	0.00	Paid	Y 12/31/2024
	REPAIR & MAINT			1,148.00			

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User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 04/19/2025 - 05/22/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 6/9

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
2025106 88158	MINNESOTA/WISCONSIN PLAYGROUND MEMORIAL BENCH - MEMORY OF TUIL 230-5225-42220 REPAIR & MAINT	05/01/2025 pziemer	05/21/2025	1,237.67 1,237.67	0.00 0.00	Paid	Y 05/21/2025
	Total for vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:			2,385.67	0.00		
Vendor 3509 - MUTT MITT:							
758016 87697	MUTT MITT QTY 48 CASES MUTTMITTS 230-5200-42210 OPERATING SUPPLIES	04/09/2025 pziemer	04/23/2025	6,763.87 6,763.87	0.00 0.00	Paid	Y 04/23/2025
	Total for vendor 3509 - MUTT MITT:			6,763.87	0.00		
Vendor 3027 - PRATT'S AFFORDABLE EXCAVATING INC.:							
5311 88087	PRATT'S AFFORDABLE EXCAVATING INC. BHP PARKING LOT - FINAL 400-5200-45500 PARKS CAPITAL OUTLAY	05/07/2025 pziemer	05/21/2025	38,985.00 38,985.00	0.00 0.00	Paid	Y 05/21/2025
	Total for vendor 3027 - PRATT'S AFFORDABLE EXCAVATING INC.:			38,985.00	0.00		
Vendor MISC - THE PAINTED TURTLE:							
4/25/25 88096	THE PAINTED TURTLE FACE PAINTING - EASTER EGG HUNT 230-5211-42210 OPERATING SUPPLIES	04/25/2025 pziemer	05/21/2025	120.00 120.00	0.00 0.00	Paid	Y 05/21/2025
	Total for vendor MISC - THE PAINTED TURTLE:			120.00	0.00		
Vendor 0344 - WASTE PARTNERS INC:							
54X14709 88017	WASTE PARTNERS INC APR 25 PARKS DEPT WASTE REMOVAL 230-5200-43380 UTILITIES	04/30/2025 pziemer	05/21/2025	468.00 468.00	0.00 0.00	Paid	Y 05/21/2025
	Total for vendor 0344 - WASTE PARTNERS INC:			468.00	0.00		
Vendor 3914 - WATSON COMPANY:							
149174 88079	WATSON COMPANY MMP CONCESSIONS - CANDY, SNACKS, 230-5204-42210 OPERATING SUPPLIES	04/29/2025 pziemer	05/21/2025	876.55 876.55	0.00 0.00	Paid	Y 05/21/2025
	Total for vendor 3914 - WATSON COMPANY:			876.55	0.00		
Vendor 3199 - WEX BANK:							

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 04/19/2025 - 05/22/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 7/9

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
103793582/PARKS 87674	WEX BANK MAR 2025 PARKS DEPT FUEL 230-5200-42212	03/31/2025 pziemer	04/23/2025	789.45	0.00	Paid	Y 04/23/2025
	MOTOR FUELS			789.45			
104463241/PARKS 88051*	WEX BANK APR 25 PARKS DEPT FUEL 230-5200-42212	04/30/2025 pziemer	05/21/2025	928.78	0.00	Paid	Y 05/21/2025
	MOTOR FUELS			928.93			
	MOTOR FUELS			(0.15)			
	Total for vendor 3199 - WEX BANK:			1,718.23	0.00		

Vendor 0354 - ZIEGLER, INC:

IN001918943

88157	ZIEGLER, INC HARNES REPAIR 230-5200-42220	05/14/2025 pziemer	05/21/2025	452.06	0.00	Paid	Y 05/21/2025
	REPAIR & MAINT			452.06			
	Total for vendor 0354 - ZIEGLER, INC:			452.06	0.00		

PCard: 2257 U.S. BANK Card Holder: CITY HALL

Vendor 3698 - AMAZON:

4/10/25

87855	AMAZON UMPIRE CLICKER 230-5215-42210	04/10/2025 pziemer	05/07/2025	26.98	0.00	Paid	Y 05/07/2025
	OPERATING SUPPLIES			26.98			
4/1/25 - 2 87858	AMAZON PICKLEBALLS 230-5231-42210	04/01/2025 pziemer	05/07/2025	50.52	0.00	Paid	Y 05/07/2025
	OPERATING SUPPLIES			50.52			
	Total for vendor 3698 - AMAZON:			77.50	0.00		

Total PCard: 2257 U.S. BANK Card Holder: CITY HALL

77.50 0.00

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User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 04/19/2025 - 05/22/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 8/9

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
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PCard: 2257 U.S. BANK Card Holder: PARKS

Vendor 3711 - COSTCO:

4/17/25 87850	COSTCO CANDY - EASTER EGG HUNT 230-5211-42210	04/17/2025 pziemer OPERATING SUPPLIES	05/07/2025	107.35 107.35	0.00	Paid	Y 05/07/2025
4/18/25 87879	COSTCO EASTER EGG HUNT, CANDY 230-5211-42210	04/18/2025 pziemer OPERATING SUPPLIES	05/07/2025	228.69 228.69	0.00	Paid	Y 05/07/2025
Total for vendor 3711 - COSTCO:				336.04	0.00		

Vendor 0925 - ERICKSON'S GREENHOUSE:

4/23/25 87851	ERICKSON'S GREENHOUSE TREES FOR PARKS 230-5200-42220	04/23/2025 pziemer REPAIR & MAINT	05/07/2025	280.72 280.72	0.00	Paid	Y 05/07/2025
Total for vendor 0925 - ERICKSON'S GREENHOUSE:				280.72	0.00		

Vendor 2989 - HOME DEPOT:

4/10/25 87852	HOME DEPOT BREAKER, VALVE BOX 230-5280-42220 230-5200-42220	04/10/2025 pziemer REPAIR & MAINT REPAIR & MAINT	05/07/2025	140.58 93.96 46.62	0.00	Paid	Y 05/07/2025
Total for vendor 2989 - HOME DEPOT:				140.58	0.00		

Vendor 0932 - ORIENTAL TRADING CO., INC:

4/2/25 87853	ORIENTAL TRADING CO., INC EASTER EGG HUNT SUPPLIES 230-5211-42210	04/02/2025 pziemer OPERATING SUPPLIES	05/07/2025	159.96 159.96	0.00	Paid	Y 05/07/2025
Total for vendor 0932 - ORIENTAL TRADING CO., INC:				159.96	0.00		

Vendor 4408 - PILOT ROCK:

4/22/25 87854	PILOT ROCK QTY 12 - HEAT SHIELD FOR PICNIC 230-5280-42210	04/22/2025 pziemer OPERATING SUPPLIES	05/07/2025	1,015.00 1,015.00	0.00	Paid	Y 05/07/2025
Total for vendor 4408 - PILOT ROCK:				1,015.00	0.00		

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

PCard: 2257 U.S. BANK Card Holder: PARKS

Total PCard: 2257 U.S. BANK Card Holder: PARKS

# of Invoices:	54	# Due:	0	Totals:	88,022.86	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					88,022.86	0.00

* 2 Net Invoices have Credits Totalling:	(2,160.15)
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--- TOTALS BY GL DISTRIBUTION ---

230-5200-42210	OPERATING SUPPLIES	6,763.87
230-5200-42212	MOTOR FUELS	1,718.23
230-5200-42220	REPAIR & MAINT	2,101.62
230-5200-42221	R&M- MILLS FIELD	250.00
230-5200-43321	TELEPHONE	500.93
230-5200-43331	LEASE PAYMENTS	16,344.28
230-5200-43380	UTILITIES	1,306.69
230-5200-43381	BPU UTILITIES	7,243.53
230-5204-42210	OPERATING SUPPLIES	1,851.14
230-5211-42210	OPERATING SUPPLIES	662.20
230-5215-34715	ADULT SOFTBALL USER FEES	445.00
230-5215-42210	OPERATING SUPPLIES	5,666.98
230-5225-42220	REPAIR & MAINT	2,385.67
230-5231-42210	OPERATING SUPPLIES	50.52
230-5280-42210	OPERATING SUPPLIES	1,015.00
230-5280-42220	REPAIR & MAINT	93.96
230-5280-43321	TELEPHONE	154.12
230-5280-43380	UTILITIES	226.48
235-3170-42210	OPERATING SUPPLIES	257.64
400-5200-45500	PARKS CAPITAL OUTLAY	38,985.00

--- TOTALS BY FUND ---

230 - PARK & RECREATION FUND	48,780.22	0.00
235 - STREET & SEWER FUND	257.64	0.00
400 - CAPITAL PROJECTS FUND	38,985.00	0.00

--- TOTALS BY DEPT/ACTIVITY ---

3170 - TRAFFIC CONTROL	257.64	0.00
5200 - PARK MAIN/ADMINISTRATION	75,214.15	0.00
5204 - CONCESSIONS	1,851.14	0.00
5211 - SPECIAL EVENTS PROGRAM	662.20	0.00
5215 - ADULT SOFTBALL	6,111.98	0.00
5225 - MEMORIAL BENCHES & TREE PRC	2,385.67	0.00
5231 - PICKLEBALL	50.52	0.00
5280 - CAMPGROUND	1,489.56	0.00

As of April 30, 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	5,595	2,000	200	-	-	30,000	66	2,500	1,800	3,000	1,300
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	5,950	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	1,166	-	-	-	-	-	-	-	-	-	-
Total Other Revenue	2,000	7,116	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	49,250	13,232	2,000	200	-	-	30,000	66	2,500	1,800	3,000	1,300
Total Personal Services	913,297	239,163	444	97	11,637	11,644	20,684	-	-	-	-	261
Supplies												
Office and Operating Supplies	8,350	8,961	725	99	400	-	27,500	1,654	2,500	-	3,000	837
Motor Fuels	22,000	2,842	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	11,725	-	73	-	-	-	-	-	-	-	-
Repairs & Maintenance - Mills Field	10,000	772	-	-	-	-	-	-	-	-	-	-
Small Tools	2,000	753	-	-	-	-	-	-	-	-	-	-
Total Supplies	122,350	25,053	725	172	400	-	27,500	1,654	2,500	-	3,000	837
Services												
Professional Services	41,375	573	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,825	7,787	-	-	-	-	-	-	-	-	-	-
Telephone	3,804	1,486	-	-	-	-	-	-	-	-	-	-
Postage	50	19	-	-	-	-	-	-	-	-	-	-
Professional Development	3,000	5,304	-	-	-	-	-	-	-	-	-	-
Lease Payments	80,186	26,395	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	68	-	-	-	-	-	-	-	-	-	-
Insurance	27,726	4,585	-	-	-	-	-	-	-	-	-	-
Utilities	117,900	15,606	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,785	105	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	737	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,389	990	-	-	-	-	-	-	-	-	-	-
Total Services	287,040	63,655	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,322,687	327,871	1,169	269	12,037	11,644	48,184	1,654	2,500	-	3,000	1,098
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)	(266,571)	831	(68)	(12,037)	(11,644)	(18,184)	(1,588)	-	1,800	-	202

As of April 30, 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	31,089	2,000	649	75,000	15,847	179,750	56,545
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	5,950
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	20	1,000	1,186
Total Other Revenue	-	-	-	-	-	-	-	20	2,000	7,136
TOTAL REVENUES	3,000	-	50,000	31,089	2,000	649	75,000	15,867	216,750	64,202
Total Personal Services	2,975	-	28,493	-	-	-	-	-	977,529	251,165
Supplies										
Office and Operating Supplies	575	-	15,400	14,752	1,050	-	500	250	60,000	26,553
Motor Fuels	-	-	-	-	-	-	-	-	22,000	2,842
Repairs & Maintenance	-	-	5,000	-	-	-	1,500	171	86,500	11,969
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	10,000	772
Small Tools	-	-	-	-	-	-	-	-	2,000	753
Total Supplies	575	-	20,400	14,752	1,050	-	2,000	421	180,500	42,888
Services										
Professional Services	-	-	-	-	-	-	-	-	41,375	573
Computer Technical Support	-	-	-	-	-	-	-	-	6,825	7,787
Telephone	-	-	-	-	-	-	1,200	-	5,004	1,486
Postage	-	-	-	-	-	-	-	-	50	19
Professional Development	-	-	-	-	-	-	-	-	3,000	5,304
Lease Payments	-	-	-	-	-	-	-	-	80,186	26,395
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,000	68
Insurance	-	-	-	-	-	-	-	-	27,726	4,585
Utilities	-	-	-	-	-	-	7,000	103	124,900	15,709
Rent Expense	-	-	-	-	-	-	-	-	1,785	105
Miscellaneous	-	-	-	-	-	-	-	-	2,000	737
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,389	990
Total Services	-	-	-	-	-	-	8,200	103	295,240	63,759
TOTAL OPERATING EXPENSES	3,550	-	48,893	14,752	1,050	-	10,200	524	1,453,269	357,812
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	16,336	950	649	64,800	15,343	(1,227,519)	(245,541)



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	Brainerd Lakes Area Sex Trafficking Team (BLASTT)
Organization Address	NA
Event Contact Person	Kate Lepage / Mike Kulzer
Event Contact Phone	218-831-0781 / 218-513-0082
Event Contact Email	kate.LePage@lssmn.org / mike.kulzer@ci.brainerd.mn.us
Contact (Day of)	Kate Lepage
For Profit/Nonprofit Status	NA

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:

BLASTT Off - Run for a cause - 5k event. Event will include registration table and liability waiver for participants. Event will require minimal electric use for amplified announcements. Request restroom access at Kiwanis Park gazebo for event. 2-3 temp tents set up in park. Request park trash receptical use for the event (anticipating minimal use). Carribean Fusion food truck to operate at the event (owner/operator will contact City Hall reference food truck permits)

Kids Run will be around Boom Lake. Adult 5k will start at Kiwanis Park south on E. River Rd, on the trail to area of Buffalo Hills Lane area, turn around and finish at Kiwanis Park.

Request cones to alert vehicle traffic of possible pedestrian crossing at Pineview Drive and Trail intersection. Request cones to alert vehicle traffic of possible pedestrian crossing at Belle Rae Circle and Trail Intersection. Not requesting full road closure at these intersections due to minimal vehicle traffic and announcement to participants to use caution. Request

Event Details:

Event Date	Start Time	End Time	Event Location(s)
6/7/2025	10:00	12:00	Kiwanis Park trail/ East River Rd

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: Request use of Kiwanis Park 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: Request use of existing park receptacles, minimum

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

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):

Request road closure barrier at College Dr and E. River Rd (south side)

Request barrier at Jenny Street and E. River Rd. Road closure request is E River Rd south to Rotary Park.

Date and Time for beginning of street closure: 6/7/2024 - 10:00AM

Date and Time for reopening of streets: 6/7/2024 - 12:00PM

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):

Alternate Routes exist for access to businesses and residents. Kiwanis Park can be accessed by pedestrian traffic. Buster Dog Park can be accessed by both vehicle and pedestrian traffic during the event. Rotary Park would not be accessible by vehicle traffic for the duration of the race.

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.

Mike Kulzer
Digitally signed by Mike
Kulzer
Date: 2025.04.22
08:03:23 -05'00'

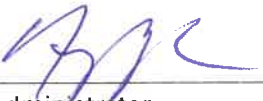
Signature of Applicant

Mike Kulzer

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: 5/15/25

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

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

Name of event: Concerts in the Park

Organizer Information

Organizer's Name: Brainerd Community Action
Organizer's Address: 321 S. 7th St Suite 105
Event Contact Person: Bill Satre
Event Contact Daytime Phone: 218-820-4558
Event Contact E-mail Address: info@BrainerdCommunityAction.org
Contact Name/Number Day of Event: _____
For Profit/Nonprofit Status (type): Nonprofit

Applicant information (if different from the event organizer):

Applicant Name: _____
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
6/5/25	5:00	9:00	Lyman P. White Park
7/10/25	5:00	9:00	Lyman P. White Park
8/28/25	5:00	9:00	Lyman P. White Park

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

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

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

Description of Activities

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

Concert Series at Amphitheater Presented by Hubbard Radio and Jack Pine Brewery

Site Information

Electrical usage

☒

Yes

☐

No

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

Sound Equipment using Amphitheater power supply

Amplified Sound

☒

Yes

☐

No

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

Standard sound system from 5:00-9:00

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:

Flyers will be posted at local businesses

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: Waste Partners if needed

Additional Event Information

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

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

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

Street Closure Request Information

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

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

Bill Satre

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	x			May be required before issuing a permit.
Sign/banner Permits	X			Contact the Planning Department for information/procedure.
Parade Permit				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

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: 4/8/2025

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

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

Name of event: Brainerd / Baxter 4th of July Celebration

Organizer Information

Organizer's Name: Brainerd Community Action
Organizer's Address: 321 South 7th St. Suite
Event Contact Person: Dave Badeaux - Exec. Director
Event Contact Daytime Phone: 218-829-5278
Event Contact E-mail Address: info@brainerdcommunityaction.org
Contact Name/Number Day of Event: _____
For Profit/Nonprofit Status (type): Non-Profit

Applicant information (if different from the event organizer):

Applicant Name: Dave Badeaux
Applicant Address: Same
Applicant Phone: _____
Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
7/4/2025	6 p.m	11p.m	Brainerd High School Lower Site

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

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

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

Description of Activities

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

Parade - 6 p.m. (See Map)

Family Activities - 8 p.m. (Sack Races, Relays, Various Competitions

Live Music - 8 p.m.

Fireworks - 10:15 p.m.

Site Information

Electrical usage

☒

Yes

☐

No

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

Food Vendors and Broadcasters will all use generators

Live music will utlize power at amphitheater

Amplified Sound

☒

Yes

☐

No

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

Hubbard radio will be broadcasting over the stadium PA as well as from a small

staged location at the end of the parade route. Live music at amphitheater

Restrooms provided

☒

Yes

☐

No

If yes, how many **65** (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: **Blakeman Pumping**

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

Signs, banners, and/or posters/flyers

☒

Yes

☐

No

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

Sponsorship banners will be placed along the fencing of the football stadium

and flyers and posters will be located through out town advertising the event

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: **Waste Partners**

Additional Event Information

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

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

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

Street Closure Request Information

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

Parade route will follow S. 5th Street to Laurel. Turn left and continue to East River Rd. Turn left and make its way down

East River Rd to the lower high school parking lot. A list of requested barricades, signs, and cones is attached.

Date and time for beginning of street closures: 5:00 p.m.

Date and time for reopening of streets: 8 p.m. or after parade has concluded

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.
This year access to College Drive will not be blocked and traffic will be allowed to continue as needed.

we will again be staging east of the High School utilizing the parking lots.

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

Dave Badeaux

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				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	4/8/25	See conditions below
Fire Department	4/8/25	See conditions below
Fire Support/EMS	_____	_____
Parks Department	_____	_____
Planning Department	_____	_____
Police Department	4/8/25	See conditions below

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

Apply for the fireworks permit through the Fire Department, Coordinate traffic control with the Police Department, request traffic control materials with the Public Works one week prior to the event at 218.513.4412, remove signs/banners following the event, provide certificate of insurance to City hall prior to event.

Certification of Street Closure Approval

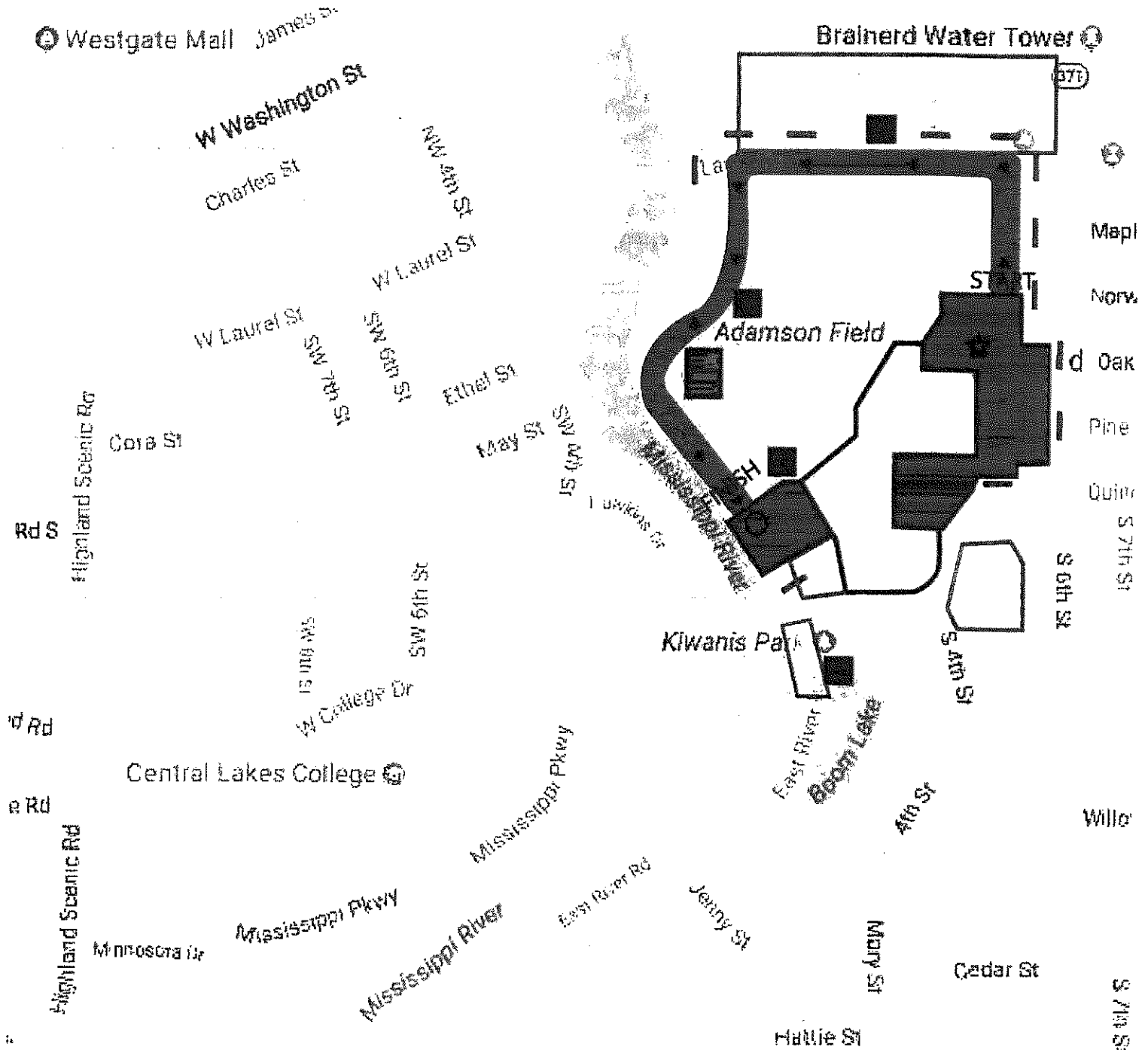
The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):

**BRAINERD 4TH OF JULY
PARADE** JULY 4TH AT 6PM

JULY 4TH AT 6PM

-  Parade Route
  Restrooms
  Staging Area
 Registration
  Emcee
  Concessions
 Barricade
  Parking
  Brd High School

Westgate Mall James D.



The following use of barricades, cones and no parking signs are being requested for the Community 4th of July Celebration:

Barricades:

- 5th & Quince
- 5th & Oak
- 5th & Norway
- 5th & Maple
- 5th & Laurel (East and North)
- 4th & Laurel
- 2nd & Laurel
- E. River Road & Laurel – Police & Fire Dept.
- E. River Road & College Dr.

Cones:

- 15 cones High School Parking lot North of Itchy Zebra
- 10 cones High School Lower Parking lot South of Stadium

No Parking Signs:

- Along parade route

Thank you,

Dave Badeaux

Executive Director

Brainerd Community Action



SPECIAL EVENT APPLICATION

Date of Application: _____

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

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

Name of event: _____

Organizer Information

Organizer's Name: _____

Organizer's Address: _____

Event Contact Person: _____

Event Contact Daytime Phone: _____

Event Contact E-mail Address: _____

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): _____

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

Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

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

Street Closure Request Information

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

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

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
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Police Department:	(218) 829-2805 police@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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



Park Board Agenda Request

MEETING DATE: May 27, 2025

TITLE OF ITEM: Approve Ice Skating area and fencing improvements at Jaycees Park

AGENDA:

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5

SUMMARY OF ISSUE: At Jaycees Park we need to fill in the Ice Skating area with fill so water does not collect in the area. To complete this, staff met with Park Board president and Mayor to discuss the options and all agree that a service road is needed. To level the ice rink area, Class 5 will be needed at a total of \$325. We will also need a fence for the service road.

Two options are available for fencing (see attached document):

1. Fencing for the entire project: \$6,636
2. Gate only for the service road: \$1,592

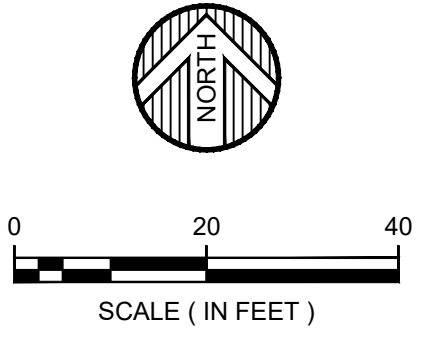
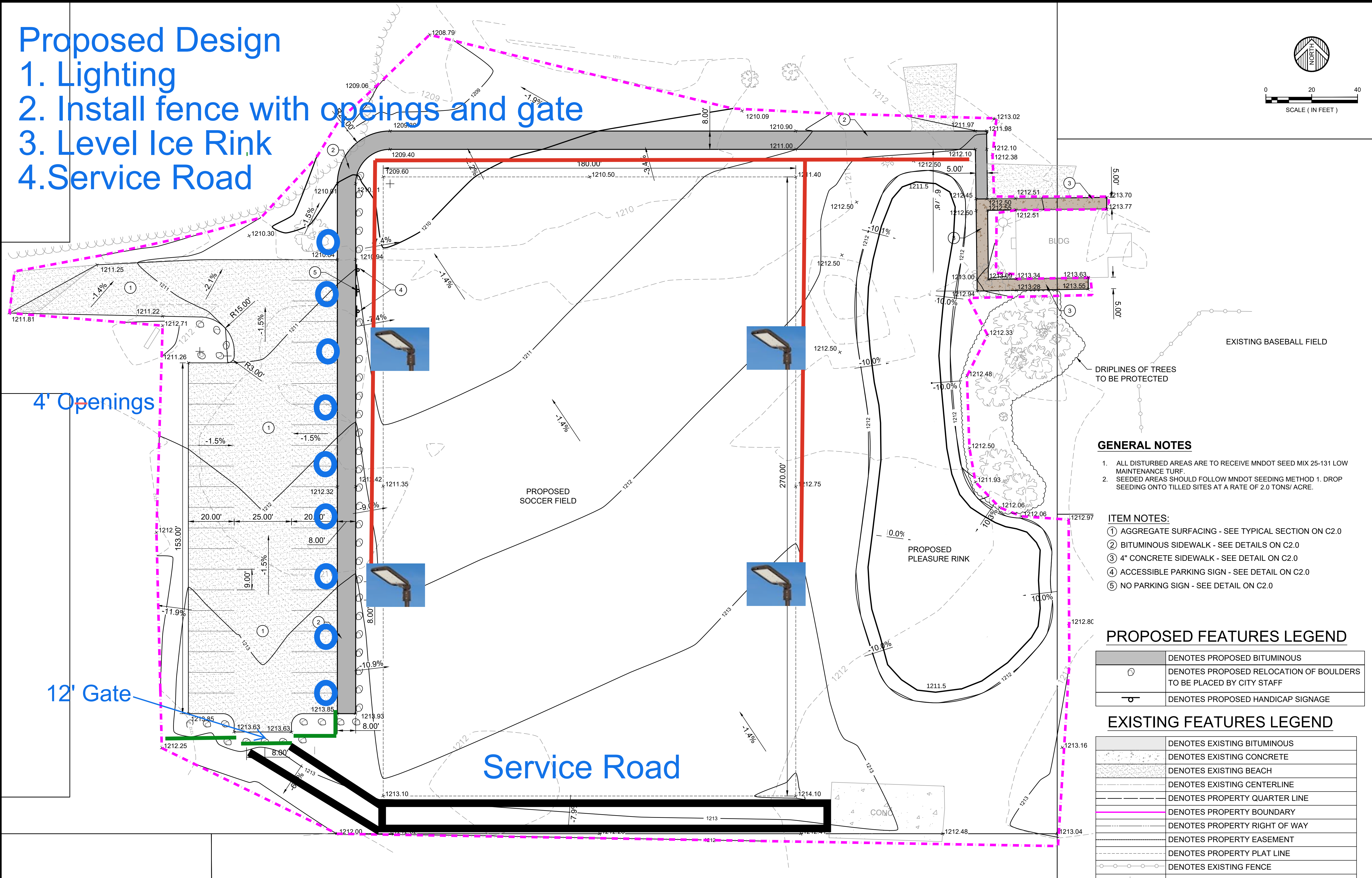
ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff is recommending approval to level ice skating area (class 5 \$325), build service road (material on hand), install 4' gate (along soccer field and service road, all fencing \$6,636; or just service road gate \$1,592).

FINANCIAL IMPACT: Entire fence and Class 5: \$6,961

Proposed Design

- 1. Lighting
- 2. Install fence with openings and gate
- 3. Level Ice Rink
- 4. Service Road



GENERAL NOTES

- 1. ALL DISTURBED AREAS ARE TO RECEIVE MNDOT SEED MIX 25-131 LOW MAINTENANCE TURF.
- 2. SEEDED AREAS SHOULD FOLLOW MNDOT SEEDING METHOD 1. DROP SEEDING ONTO TILLED SITES AT A RATE OF 2.0 TONS/ ACRE.

ITEM NOTES:

- ① AGGREGATE SURFACING - SEE TYPICAL SECTION ON C2.0
- ② BITUMINOUS SIDEWALK - SEE DETAILS ON C2.0
- ③ 4" CONCRETE SIDEWALK - SEE DETAIL ON C2.0
- ④ ACCESSIBLE PARKING SIGN - SEE DETAIL ON C2.0
- ⑤ NO PARKING SIGN - SEE DETAIL ON C2.0

PROPOSED FEATURES LEGEND

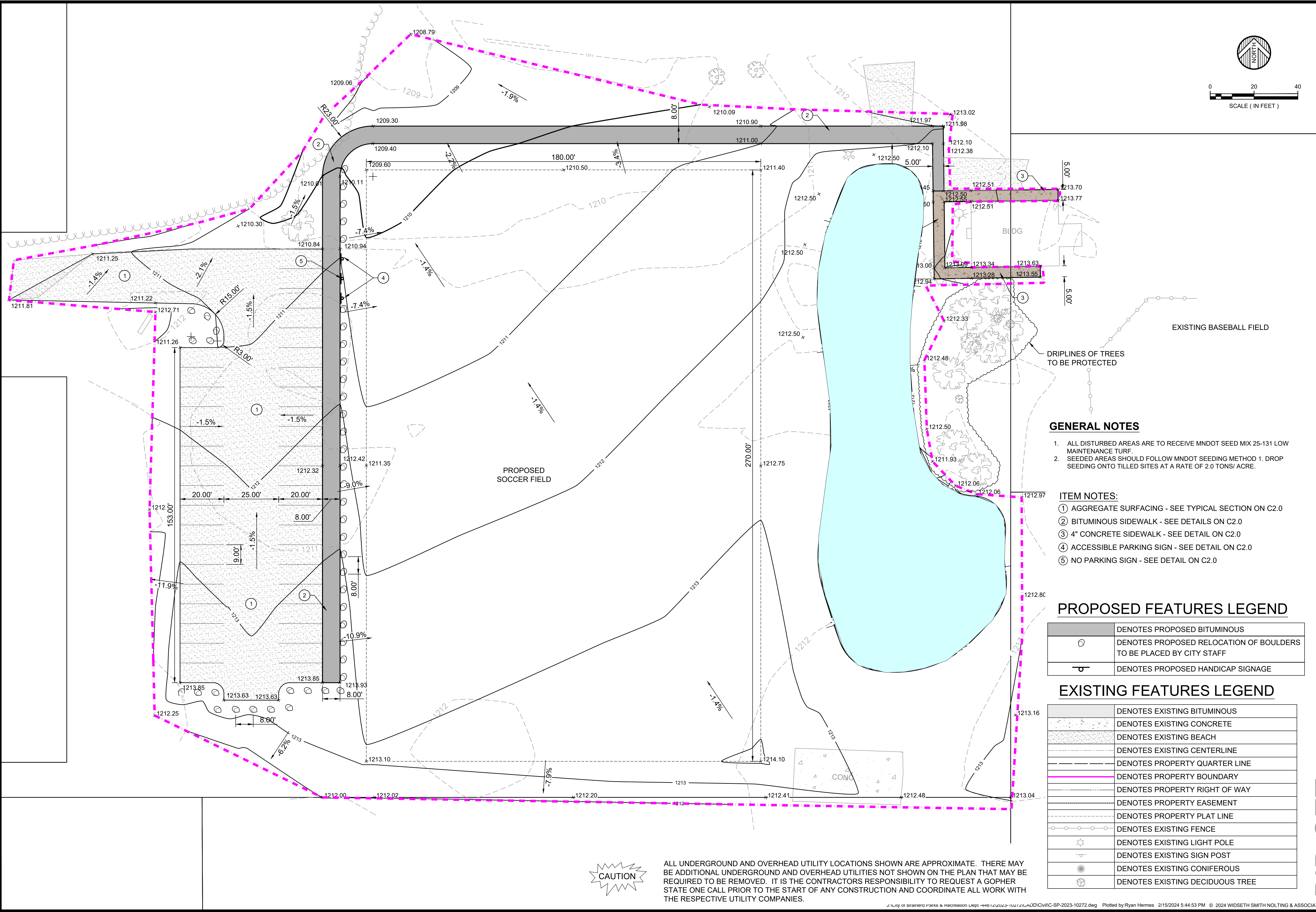
	DENOTES PROPOSED BITUMINOUS
	DENOTES PROPOSED RELOCATION OF BOULDERS TO BE PLACED BY CITY STAFF
	DENOTES PROPOSED HANDICAP SIGNAGE

EXISTING FEATURES LEGEND

	DENOTES EXISTING BITUMINOUS
	DENOTES EXISTING CONCRETE
	DENOTES EXISTING BEACH
	DENOTES EXISTING CENTERLINE
	DENOTES PROPERTY QUARTER LINE
	DENOTES PROPERTY BOUNDARY
	DENOTES PROPERTY RIGHT OF WAY
	DENOTES PROPERTY EASEMENT
	DENOTES PROPERTY PLAT LINE
	DENOTES EXISTING FENCE
	DENOTES EXISTING LIGHT POLE
	DENOTES EXISTING SIGN POST
	DENOTES EXISTING CONIFEROUS
	DENOTES EXISTING DECIDUOUS TREE



ALL UNDERGROUND AND OVERHEAD UTILITY LOCATIONS SHOWN ARE APPROXIMATE. THERE MAY BE ADDITIONAL UNDERGROUND AND OVERHEAD UTILITIES NOT SHOWN ON THE PLAN THAT MAY BE REQUIRED TO BE REMOVED. IT IS THE CONTRACTORS RESPONSIBILITY TO REQUEST A GOPHER STATE ONE CALL PRIOR TO THE START OF ANY CONSTRUCTION AND COORDINATE ALL WORK WITH THE RESPECTIVE UTILITY COMPANIES.



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GENERAL NOTES

- ALL DISTURBED AREAS ARE TO RECEIVE MNDOT SEED MIX 25-131 LOW MAINTENANCE TURF.
- SEEDED AREAS SHOULD FOLLOW MNDOT SEEDING METHOD 1. DROP SEEDING ONTO TILLED SITES AT A RATE OF 2.0 TONS/ ACRE.

ITEM NOTES:

- AGGREGATE SURFACING - SEE TYPICAL SECTION ON C2.0
- BITUMINOUS SIDEWALK - SEE DETAILS ON C2.0
- 4" CONCRETE SIDEWALK - SEE DETAIL ON C2.0
- ACCESSIBLE PARKING SIGN - SEE DETAIL ON C2.0
- NO PARKING SIGN - SEE DETAIL ON C2.0

PROPOSED FEATURES LEGEND

	DENOTES PROPOSED BITUMINOUS
	DENOTES PROPOSED RELOCATION OF BOULDERS TO BE PLACED BY CITY STAFF
	DENOTES PROPOSED HANDICAP SIGNAGE

EXISTING FEATURES LEGEND

	DENOTES EXISTING BITUMINOUS
	DENOTES EXISTING CONCRETE
	DENOTES EXISTING BEACH
	DENOTES EXISTING CENTERLINE
	DENOTES PROPERTY QUARTER LINE
	DENOTES PROPERTY BOUNDARY
	DENOTES PROPERTY RIGHT OF WAY
	DENOTES PROPERTY EASEMENT
	DENOTES PROPERTY PLAT LINE
	DENOTES EXISTING FENCE
	DENOTES EXISTING LIGHT POLE
	DENOTES EXISTING SIGN POST
	DENOTES EXISTING CONIFEROUS
	DENOTES EXISTING DECIDUOUS TREE

BID SET

JAYCEES PARK
CITY OF BRAINERD
BRAINERD, MN

SHEET NO.
C5.0

SITE & GRADING PLAN

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.
JILLIAN E. REINER
DATE: 02/16/2024 LIC. NO. 59038

DATE:	REVISIONS DESCRIPTION	BY:	DATE:
FEBRUARY, 2024			
AS SHOWN			
RSH			
JER			

DATE: FEBRUARY, 2024
SCALE: AS SHOWN
DRAWN BY: RSH
CHECKED BY: JER
JOB NUMBER: 2023-10272



OBERG FENCE CO.

P.O. Box 118

Deerwood, MN 56444

Sales@obergfence.com

www.obergfence.com

218-534-3118

218-534-3119 fax

Date: April 17, 2025

Updated May 16, 2025

Name: Brainerd Parks & Rec

Address: Mills Baseball Field

Phone Number:

Fax Number:

E-mail:

Description: Install 250' of 4' high 9g black galv chain link with four openings - \$ 5,044.00

Material only - \$ 3,629.00

Gate only with hinges/latch/posts- \$ 1,252.00

Install gate - \$ 340.00

No prevailing wages included!

If permits or private locates needed, home owner/contractor is responsible. All brushing & removal of brush must be done prior to installation by owner. All electrical to any operated gate openers to be supplied by customer. Layout/staking by customer.

Certificate of insurance is available upon request. All site preparation including grading, clearing, brushing, mowing, debris removal or disposal shall be by others. Signature on proposal indicates agreement with Oberg terms and conditions provided. Signed proposal and P.O. or 1/2 down are necessary to begin the scheduling process, balance is due upon completion. We will furnish material and labor in accordance with the above description for the sum of:

\$ see above

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. Owner to carry fire, tornado, and all other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Salesman Signature: _____ This proposal may be withdrawn if not accepted in 3 days.

Acceptance of Proposal: Signature: _____ Date: _____

You are authorized to do the work as specified. Payment will be made as outlined above.

This proposal may be withdrawn if not accepted within 7 days. Changes to above description must be executed with a written change order, and will become an extra charge over the above price. We are fully insured; also bonding is available if required at an additional cost.

Proposed Design

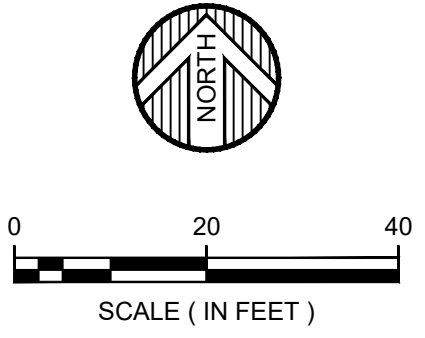
- 1. Lighting
- 2. Install fence with openings and gate
- 3. Level Ice Rink
- 4. Service Road
- 5. Park Sign

Jaycees Park sign

4' Openings

12' Gate

Service Road



GENERAL NOTES

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- 2. SEEDED AREAS SHOULD FOLLOW MNDOT SEEDING METHOD 1. DROP SEEDING ONTO TILLED SITES AT A RATE OF 2.0 TONS/ ACRE.

ITEM NOTES:

- ① AGGREGATE SURFACING - SEE TYPICAL SECTION ON C2.0
- ② BITUMINOUS SIDEWALK - SEE DETAILS ON C2.0
- ③ 4" CONCRETE SIDEWALK - SEE DETAIL ON C2.0
- ④ ACCESSIBLE PARKING SIGN - SEE DETAIL ON C2.0
- ⑤ NO PARKING SIGN - SEE DETAIL ON C2.0

PROPOSED FEATURES LEGEND

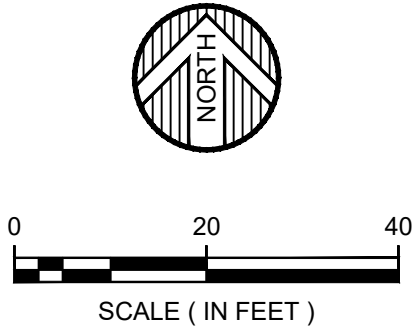
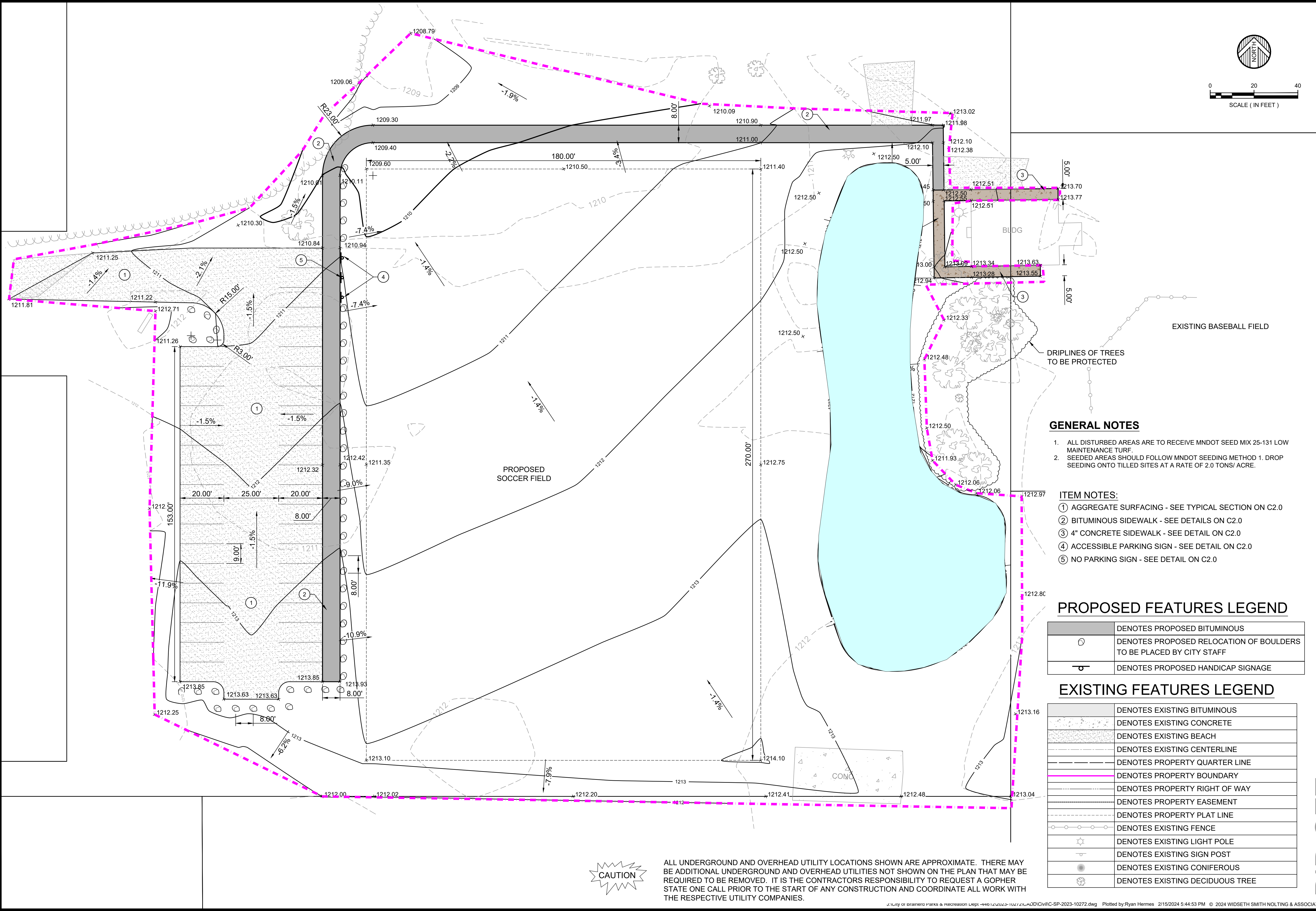
	DENOTES PROPOSED BITUMINOUS
	DENOTES PROPOSED RELOCATION OF BOULDERS TO BE PLACED BY CITY STAFF
	DENOTES PROPOSED HANDICAP SIGNAGE

EXISTING FEATURES LEGEND

	DENOTES EXISTING BITUMINOUS
	DENOTES EXISTING CONCRETE
	DENOTES EXISTING BEACH
	DENOTES EXISTING CENTERLINE
	DENOTES PROPERTY QUARTER LINE
	DENOTES PROPERTY BOUNDARY
	DENOTES PROPERTY RIGHT OF WAY
	DENOTES PROPERTY EASEMENT
	DENOTES PROPERTY PLAT LINE
	DENOTES EXISTING FENCE
	DENOTES EXISTING LIGHT POLE
	DENOTES EXISTING SIGN POST
	DENOTES EXISTING CONIFEROUS
	DENOTES EXISTING DECIDUOUS TREE



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GENERAL NOTES

- 1. ALL DISTURBED AREAS ARE TO RECEIVE MNDOT SEED MIX 25-131 LOW MAINTENANCE TURF.
- 2. SEEDED AREAS SHOULD FOLLOW MNDOT SEEDING METHOD 1. DROP SEEDING ONTO TILLED SITES AT A RATE OF 2.0 TONS/ ACRE.

ITEM NOTES:

- ① AGGREGATE SURFACING - SEE TYPICAL SECTION ON C2.0
- ② BITUMINOUS SIDEWALK - SEE DETAILS ON C2.0
- ③ 4" CONCRETE SIDEWALK - SEE DETAIL ON C2.0
- ④ ACCESSIBLE PARKING SIGN - SEE DETAIL ON C2.0
- ⑤ NO PARKING SIGN - SEE DETAIL ON C2.0

PROPOSED FEATURES LEGEND

	DENOTES PROPOSED BITUMINOUS
	DENOTES PROPOSED RELOCATION OF BOULDERS TO BE PLACED BY CITY STAFF
	DENOTES PROPOSED HANDICAP SIGNAGE

EXISTING FEATURES LEGEND

	DENOTES EXISTING BITUMINOUS
	DENOTES EXISTING CONCRETE
	DENOTES EXISTING BEACH
	DENOTES EXISTING CENTERLINE
	DENOTES PROPERTY QUARTER LINE
	DENOTES PROPERTY BOUNDARY
	DENOTES PROPERTY RIGHT OF WAY
	DENOTES PROPERTY EASEMENT
	DENOTES PROPERTY PLAT LINE
	DENOTES EXISTING FENCE
	DENOTES EXISTING LIGHT POLE
	DENOTES EXISTING SIGN POST
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DATE	REVISION DESCRIPTION	BY	DATE

DATE: FEBRUARY, 2024	AS SHOWN
SCALE: RSH	
DRAWN BY: JER	
CHECKED BY:	
JOB NUMBER: 2023-10272	



Park Board Agenda Request

MEETING DATE: May 27, 2025

TITLE OF ITEM: Approval of additional agreement with Brainerd Baxter Baseball Assoc. (BBBA)

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: This agreement will allow the BBBA to use Brainerd's equipment, have keys and access to our baseball facilities.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff recommends approval of this agreement for BBBA to use Brainerd's equipment and have access to our baseball facilities.

FINANCIAL IMPACT: N/A

FIELD MAINTENANCE AGREEMENT

This Agreement is entered into as of the date last written below (“Effective Date”) by and between Brainerd Baxter Baseball Association (“BBBA”), a Minnesota nonprofit corporation, and the City of Brainerd, a Minnesota municipal corporation (collectively the “Parties”).

Recitals

- A. The City owns and operates several baseball fields within the city limits. The City maintains these fields by hiring staff who operate city-owned equipment, including field groomers, walk-behind lawnmowers, riding lawnmowers, hand-held blowers, weed whippers, motorized pumps, hand rakes, field strippers, and other similar-use equipment (“Equipment”).
- B. BBBA uses the City’s baseball fields for games and tournaments and has expressed interest in using the City’s equipment to assist the City’s staff in preparing the fields before games.
- C. The City is willing to allow such volunteer use of City Equipment subject to the terms of this Agreement.

Agreement

1. **Equipment Use.** The City agrees to allow BBBA to use the Equipment to prepare and maintain the baseball fields before and after games so long as the Equipment is used in a responsible manner by BBBA members, officials, agents and volunteers (collectively, “BBBA staff”) 18 years of age or older. BBBA shall supervise use of the Equipment, which may only be used for the purposes for which it is intended. All field maintenance shall be undertaken in a reasonable manner appropriate for the intended use of the field. In using the Equipment, BBBA and BBBA staff shall not create a dangerous condition on the field for players, coaches and the public that may use the field.

2. **Indemnification.** BBBA shall defend and indemnify the City with respect to all claims brought by third parties, BBBA and BBBA staff for damages resulting from the negligence or otherwise wrongful act or omission by BBBA or BBBA staff while using the Equipment, including costs and reasonable attorneys’ fees.

3. **Notification.** BBBA shall notify the City if it becomes aware of any Equipment defects. Any defective Equipment shall not be used by BBBA or BBBA staff. Equipment repair shall be undertaken by the City.

4. **Relationship.** BBBA and BBBA staff are volunteers. By entering into this Agreement, no employment relationship is created between the City and any BBBA staff, nor are the Parties entering into a partnership or joint venture. The City does not provide supervision of the BBBA or BBBA staff when field maintenance work is undertaken.

5. **Assignment.** BBBA may not assign this Agreement without the written permission of the City.

**BRAINERD BAXTER BASEBALL
ASSOCIATION**

Dated: _____

By: _____

Name: _____

Title: _____

CITY OF BRAINERD

Dated: _____

By: _____

David Badeaux, Mayor

Dated: _____

By: _____

Jennifer Bergman, City Administrator

451678



Park Board Agenda Request

MEETING DATE: May 27, 2025

TITLE OF ITEM: Approval of Buffalo Hills Expenditure Hydroseeding

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: After improvements at Buffalo Hills park, we needed to hydroseed the berms and past drive way. The total invoice is \$3,500. The construction project has \$1,015 remaining and this will be applied to the hydroseeding invoice; the remaining to be paid is \$2,485.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: With discussing with finance, one option is to pay this from the Parks Weed & Seed Program (\$25,000 in budget).

RECOMMENDED ACTION/MOTION: Staff is recommending to pay \$2,485 from the Parks Weed and Seed account.

FINANCIAL IMPACT: \$2,485



Park Board Agenda Request

MEETING DATE: May 27, 2025

TITLE OF ITEM: Approval of Grand Opening at Lum Park

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): 10 minutes

SUMMARY OF ISSUE: Proposal to hold a grand opening celebration at Lum Park following the scheduled park clean-up event the week prior. The event would recognize the improvements made, thank volunteers, and officially welcome the community to enjoy the updated space. Ideas for timing, activities, and any partnerships or promotions will be discussed. Looking at having the Ski Loons, Rice Lake Association, possible vendors and organizations (Smiles for Jake and Jacobs Voice) at the grand opening.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff recommends Grand Opening date per Park Board.

FINANCIAL IMPACT: N/A



Park Board Agenda Request

MEETING DATE: May 27, 2025

TITLE OF ITEM: Grand Opening 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 Minutes

SUMMARY OF ISSUE: Discussion regarding the upcoming grand opening of Jaycees Park. The newly seeded grass is coming in nicely, and the park is nearly ready to welcome the community. Review possible dates, event ideas, and any final preparations needed to celebrate and welcome the community. Maybe a little soccer game to open the field.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Approve staff to host a Grand Opening event for Jaycees Park improvements.

FINANCIAL IMPACT: N/A



Park Board Agenda Request

MEETING DATE: May 27, 2025

TITLE OF ITEM: Discussion of Lum Park Clean Up on June 21st

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 National Guard will be in Brainerd on Saturday June 21st and staff will like to host a "Clean up Lum Park Beach" project. Staff would like to invite local community groups to help, such as Ski Loons and Rice Lake Asso. to help with the project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Approve staff to work on a Lum Park Beach Clean Up day on Saturday June 21st.

FINANCIAL IMPACT: \$0



Park Board Agenda Request

MEETING DATE: May 27, 2025

TITLE OF ITEM: Approval For Lions Club to Seek Grants For Funding of Buffalo Hills Lions Park

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): 10 Minutes

SUMMARY OF ISSUE: Review and discuss a request from the Lions Club to apply for grants and to host any fundraiser events. Discussion on applying for funding through Sourcewell to cover the cost of hiring a grant writer. This would support future park improvement projects and funding opportunities by enhancing our ability to pursue grants effectively.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff will ask grant to be written to include park improvements for the first 15 years of operation, to include pickleball re-surfacing, etc.

RECOMMENDED ACTION/MOTION: To approve the application for Sourcewell grant to hire grant writer, approve Lions Club to apply for grants and fundraising.

FINANCIAL IMPACT: N/A



Park Board Agenda Request

MEETING DATE: May 27, 2025

TITLE OF ITEM: Approve request to change Buffalo Hills Lions Park to Lions Park.

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE: The Lions Club would like to ask the Park Board to change the name of Buffalo Hills Park to Lions Club Park. Lions Club members are in attendance and would like to address the Park Board.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Two options are available:

1. Keep the Buffalo Hills Park name.
2. Approve to change the name of Buffalo Hills Park to Lions Club Park.

FINANCIAL IMPACT: At some point in time, we will need to change to mar



We Serve

April 17, 2025
Mike Habighorst, MPA
Public Works Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

RE: Renaming Park

Dear Mr. Habighorst:

On behalf of the Brainerd Lions Club, we are requesting the Park and Rec Board and City of Brainerd to rename the Buffalo Hills Park to the Lions Park.

In the past several years the Brainerd Lions have been called upon to help with the development of this particular park. We have helped with the installation of the softball fields, the fencing for the fields, supported the building of the restrooms and pavilion, planted trees, ground out tree stumps and have put \$80,000 toward a new adaptive playground.

It is our hope to collaborate with the City of Brainerd and the Pickleball Association to provide a park that encourages physical activity, health and wellness for all age groups. Our focus will be to develop a paved parking for wheelchair and walker accessibility, the adaptive playground; complete with a Lion fountain, and walking path that winds through the park.

We request that the City of Brainerd approve our request to rename the park located on Buffalo Hills Drive to the Lions Park.

Our vision is to make this park a destination. Thank you in advance for your consideration in this matter.

Sincerely,

Nancy Cross, President
Brainerd Lions Club
218-829-9079

Email: crossn00@gmail.com

Brainerdlionsclubmn2839@gmail.com



Park Board Agenda Request

MEETING DATE: May 27, 2025

TITLE OF ITEM: Discussion Of Girls Fall Softball Program

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 girls softball program was canceled and staff is working with the YMCA to host a girls softball program in August/September.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Direct staff to work with the YMCA to organize a girls softball program in the fall and bring an update in July.

FINANCIAL IMPACT:



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MAY 27, 2025; PW

RECREATION REPORT

- Fishing Clinic 5/24/25 at Lum Park
- Softball Leagues
- Concessions
- Pickleball

PARKS MAINTENANCE REPORT

- Gregory Park Playground Repair
- Water turned on in all park bathrooms and concession stands
- Landscape BHP
- Watering grass
- Docks/Piers are in
- JC Parking Lot
- Campground Driveway Repair
- Roped off JCP and BHP
- Cleaned Bap trail
- Repaired Memorial Water Heater
- Irrigation System Start Ups
- Daily Garbage/Restrooms
- Convert Tractor from Winter to Summer
- Construct Tree Farm Base
- Mayors Garden Start-Up
- Dog Park Water On
- Ground Stumps JCP/Dirt Work
- Replaced Bulbs Gregory/BHP/LMP
- Repaired water at Lum Memorial Flower Bed



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MAY 27, 2025; PW

- Firepits Out
- Watering Trees
- Replaced all Backflow Preventer
- Removed Homeless Camp at Rotary
- Cleaning Up Sod Piles
- Plumbed water line for shop
- Cleaning downtown islands and beds and miscellaneous garbage
- Prepping things for fishing clinic
- Installing memorial benches, assembling
- Installing heat shields on campground picnic
- Put out all fire pits
- Flags up downtown for Memorial Day
- Opened Splash Pad



Picnic heat shields for picnic tables



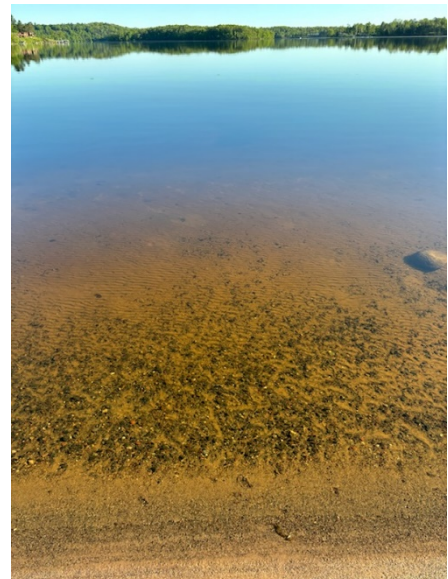
PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MAY 27, 2025; PW

New sprinkler at Jaycees for grass
beautification



Memorial Bench Placement

Lum Park Beach-Picture after
Waterfront Restoration Cleanup





PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MAY 27, 2025; PW



Shade structure is up

- **Community Garden Plots All Reserved for The First Time!!**



Brainerd Fishing Clinic

Date: May 24
9 AM-1:30 PM

Location: Lum Park
1619 Washington St. NE
Brainerd, MN 56401

Join us for a free clinic featuring informational sessions, lunch, fishing contest, prizes and a take-home goody bag. Ages 4-12



Registration
May 24
9 AM-9:30 AM

218-454-3427
khuether@ci.brainerd.mn.us



Fishing Clinic at Lum Park

Time	Event
9:00-9:30	Check In
9:30-9:45	Directions/Station Assignments
9:45-11:15	Learning Stations
11:15-11:45	Lunch
12:00-1:00	Fishing Contest
1:00-1:30	Prizes & Participation Bags



#	Station Event	Presenter
1	Invasive Education Station	DNR
2	Minnow Races	Brainerd Muskies Inc.
3	Boating Safety	Crow Wing County Sheriff's Department-Boat & Water
4	Fish Identification: Live Fish Display	DNR Fisheries
5	Wheel of Fish	Brainerd Muskies Inc.
6	Reel Race	Brainerd Muskies Inc.
7	How to Tie a Knot	Boy Scouts/Cub Scouts



Easter Egg hunt Event Summary

Event Title: 2025 Easter Egg Hunt

Date of Event: April 19, 2025

Location: Gregory Park



Organizer(s): City of Brainerd Parks and Recreation and Brainerd Rotary Club

Summary: The 2025 Gregory Park Easter Egg Hunt was a well-attended event held on Saturday, April 19. Hosted by Brainerd Parks and Recreation and the Brainerd Rotary Club, the free event welcomed children ages 2 to 9 for a morning of Easter fun.

Key highlights:

1. Meeting the Easter Bunny: Children and families had the opportunity to meet and take photos with the Easter Bunny.
2. Easter Egg Hunt: The main attraction of the event is the traditional Easter egg hunt, where children search for eggs hidden throughout Gregory Park divided by age quadrants.
3. Community Engagement: The event serves as a platform for neighbors and friends to come together, socialize, and strengthen community bonds.
4. Prizes: New this year! The Northern Pacific Center donated 8 bicycles towards the event!
5. Face Painting: Painted Turtle set up a stand for face painting!
6. Sponsors: Northern Pacific Center, Brainerd Noon Rotary Club, Mid Minnesota Federal Credit Union, Cub Foods

Attendees:

Although an exact count wasn't obtained, it's estimated that approximately 255 children took part in the Easter egg hunt. There were about 150 adults.

Approximately 29 volunteers generously contributed their time to assist with setup, event-specific tasks, and cleanup. These dedicated volunteers were provided by the Brainerd Rotary and some volunteers from Brainerd Parks and Recreation staff.

Agenda:

8:00 am – Fill Candy Bags and Hide eggs.

9:30am -9:55am – Bunny Photos

9:55 am- Instructions and Acknowledgements

10:00 am – Easter Egg Hunt Starts

10:15 am- Face Painting Starts

10:30 am: Clean Up

Challenges Faced:

1. Start Easter Bunny photos 15-30 minutes sooner. There was a long line when it was time for instructions.
2. Use a microphone and sound system for instructions and acknowledgements.
3. Apply for a bigger grant to help cover candy expenses.
4. If we have prizes again next year, mark the bottom of the winning bags to help track them, in case some aren't handed out.

Ideas for Future Events:

1. Adding additional games to the event. This would work best if it was after the initial easter egg hunt.

Additional Notes:

1. Candy purchased- Oriental Trading: 12,000 pieces of candy, 872 pieces of candy/toy assortment. Cub: 1.91 lb. bag (mini candy bars), 790 pieces Hershey eggs, 2 lbs. Chocolate Bars, 1600 Dum Dum suckers, 250 pieces of chocolate bars, 250 pieces of candy, 2 lbs. candy.
Total pieces of candy: 16,102 + 5.91 lbs. of candy + Costco 28.45=34.36 lbs. of candy
2. Bags purchased- Ordered 432 Oriental Trading.
3. We had extra bags and candy after the event. This candy was delivered to PORT homes, nursing homes, and others.
4. 6 tables in the warming house were used for filling the candy bags
5. 1 table for each quadrant placed in front of each section. This worked well to avoid long lines.

Kayla Huether – Recreation Specialist

05/12/2025.





Easter Ball Hunt Event Summary

Event Title: Easter Ball Hunt

Date of Event: April 19, 2025

Location: Buster Dog Park and Buffalo Hills Trail

Organizer: City of Brainerd Parks and Recreation

Sponsor: Brainerd High School Tennis, Pampered Pets

Summary:

Tails were wagging all over Buster Park as pups and their people gathered for the 2025 Easter Ball Hunt on April 19. Four-legged friends bounded along Buffalo Hills trails, sniffing out tennis balls generously donated by BHS Tennis Teams (~250 balls). The festive atmosphere was made even sweeter by Pampered Pets' contribution of Easter-themed gift baskets filled with goodies. Dogs of all sizes lived their best lives that morning, discovering hidden treasures and making the annual event a barking success.

Key Highlights/ Outcomes:

1. **Community Engagement:** Bringing together dog owners and enthusiasts from the community to celebrate the holiday in a fun and inclusive environment.
2. **Promotion of Physical Activity:** Encouraging dogs to engage in physical activity such as running and walking, which promotes their overall health and well-being.
3. **Socialization for Dogs:** Allowing dogs to interact with other dogs in a controlled and supervised setting, which can help improve their social skills and reduce anxiety.

Attendees:

Approximately 35 people, accompanied by 27-30 dogs, attended the 2025 Easter Ball Hunt

Agenda:

11:00 pm- Scatter Easter Balls around Boom Lake

11:55 pm- Announcement/Rules

12:00 pm- Event starts

1:00 pm- Clean Up

Challenges Faced:

Trying to explain the rules turned into a bark-fest! Those excited pups sure had a lot to say about it. Next time around, we'll pop some signs with the rules on the fence. That way, the doggos can keep their happy chatter going while their humans get the scoop on how things work.

Recommendations/ ideas for Future Events:

1. Photography Opportunities: Set up a photo booth with Easter props where owners can take pictures with their dogs to capture the memories of the day.

Additional Notes:

1. There was a limit of 10 tennis balls collected per dog to make sure all dogs received tennis balls.
2. 5 balls with hearts-If a dog found a ball with a heart (1 per dog) then that dog won a gift basket
3. The red tennis ball was the special prize winner with a bigger basket full of goodies
4. Every dog received a goody bag full of treats

Submitted By: Kayla Huether Recreation Specialist

Date Submitted: 05/13/25

Photos:

