



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, June 23, 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. **Approval Of Scripture Study Circle LLC At Rotary Riverside Park**

E. **Approval of Cultivating Communities Summit at Lyman P. White**

6. **Presentations**

7. **Unfinished Business**

A. **Lions Park Master Plan Update**

8. **New Business**

A. **Approval For Decisions Of Tree Placement**

B. **2026 Budget**

- C. **Approval To Enter Into An Agreement For The City Of Brainerd And LoonFest Staff To Conduct Concerts At Mills Field**
- D. **Fall Softball League Update with YMCA**
- 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. **Director Report**
 - B. **June Staff Reports**
 - C. **2025 Kids Fishing Clinic Event Summary**
 - D. **Movies In the Park 2025 Flyer**
 - E. **Lum Park Grand Opening July 2025**
 - F. **Adult Kickball League Flyer 2025**
- 11. **Board Member Reports**
- 12. **Adjourn**

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

MISSION

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

Call to Order

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

Roll Call

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

Also noted as present Public Works Director Habighorst via Webex. Mayor Badeaux was noted as absent.

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

Approval of Agenda

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

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. **BLASTT 5K**
- E. **Approval 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**

MOVED AND SECONDED BY MEMBE SANDY AND MEMBER SCHAEFER TO APPROVE THE CONSENT CALENDAR BY PULLING ITEM E FOR DISCUSSION.

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

MOVED AND SECONDED BY SANDY MEMBER AND MEMBER MILLER TO APPROVE THE CONCENT CALEDNAR.

Approval Concert in the Park at Lyman P. White

MOVED AND SECONDED BY MEMBER MILLER AND MEMBER SANDY TO APPROVE THE APPLICATION REQUEST FOR CONCERTS IN THE PARK AT LYMAN P. WHITE.

Unfinished Business

Approval of the Ice-Skating Area and Fencing Improvements at Jaycees Park

May 27, 2025

Public Works Director Habighorst stated that he met with some Park Board members and city staff at Jaycees Park to discuss improvements that are needed. To complete the improvements talked about approval for a service road into the ice-rink area to get it leveled. Public Works Director Habighorst requested a gate to be installed before the service road to prevent people from entering the field. Brought forth the bids for these requests with all options.

Chair Berns discussed the service road and fencing to prevent the soccer field from being entered. Stated that he would like to keep the rocks around the service road and not putting in fencing.

Member Sandy asked about the gate if it was a chain link fence or swing gate.

Public Works Director Habighorst stated that this was not a normal galvanized gate, it's black power gate coded, it's a two-swing hinge gate or twelve-foot opening.

Member Shipe asked what the service road would be made of, asked if we would be paving.

Public Works Director Habighorst stated the first step would be to put down fresh granite and then class five on top. Discussed how to design a park with amenities inside the park such as restrooms, warming house, and ball fields, you need to get a vehicle inside the park to service these amenities without having staff walk to and from the parking lot to service them.

Member Sandy wanted to confirm that access to other amenities with the crushed granite and class five to provide structure to get around the soccer fields rather than tracking a vehicle on the grass.

Chair Berns stated to the nature of vehicles in the park, this service road eliminates more driving on the grass and through the park, stated that vehicles are not allowed in the parks unless it's necessary.

Member Sandy agrees that this is the best option.

MOVED AND SECONDED BY MEMBER MILLER AND MEMBER SANDY TO APPROVE THE GATE WITH THE BOULDERS INSTEAD OF FENCING WITH A TWELVE-FOOT GATE AND THE SERVICE ROAD AS DISCRIBED.

Members Berns, Sandy, Schaefer, Shipe, and Miller voted "aye". No members voted "nay". The Chair declared the motion carried.

New Business

Approval of Additional Agreement with Brainerd Baxter Baseball Association (BBBA)

Public Works Director Habighorst requested to allow BBBA to use our equipment and have access to our baseball facilities, and didn't have this in the original agreement. This would be an amendment to the original 2025 agreement.

Member Sandy confirmed that this is just to utilize the equipment when on the field.

MOVED AND SECONDED BY MEMBER SANDY AND MEMBER SHIPE TO APPROVE THE AGREEMENT WITH THE CHANGE OF THE CITY ADMINISTRATOR.

Members Berns, Sandy, Schaefer, Shipe, and Miller voted “aye”. No members voted “nay”. The Chair declared the motion carried.

Approval of Buffalo Hills Expenditure Hydroseeding

Public Works Director Habighorst stated the city still has twenty-five thousand dollars and nothing budgeted for the line item, stated that we would still be using this money for Buffalo Hills and Jaycees for fertilizing.

Member Schaefer asked if we still have additional funds available out of this fund to use elsewhere.

Public Works Director Habighorst stated that last year we didn’t utilize all the funds. Stated that we won’t need extra money on this line item.

Member Sandy asked about the contract that we had with a vendor and if we still have that under contract.

Public Works Director Habighorst stated we do have the contract but are not sure how many times a year the vendor comes out.

Member Sandy stated regardless of the weed and feed program the hydroseed provides value.

MOVED AND SECONDED BY MEMBER SANDY AND MEMBER SHIPE TO USE THE TWENTY-FIVE THOUSAND DOLLARS BUDGET TO COVER THE ADDITIONAL COST OF THE HYDROSEEDING OUTSIDE THE BUDGETTED FUNDS AND TO PROVIDE UPDATE TO PARK BOARD WITH THE WEED AND FEED PROGRAM AT NEXT MEETING.

Members Berns, Sandy, Schaefer, Shipe, and Miller voted “aye”. No members voted “nay”. The Chair declared the motion carried.

Approval of Grand Opening at Lum Park

Public Works Director Habighorst discussed the grand opening at Lum Park on June 23rd or 25th instead of June 27th as there is already a big event in the area.

Member Miller suggested having the grand opening on a weekend day. Suggested that Monday through Thursday aren’t prime days to have a celebration with a grand opening.

Member Sandy asked how the status of grass and everything else on how it looks. Suggested that we should wait until after June to give the grass enough time to grow.

Member Schaefer asked if we were working with the Ski Loons to have it on one of their show days.

MOVED AND SECONDED BY MEMBER SANDY AND MEMBER MILLER TO HOLD THE GRAND OPENING EVENT ON JULY 13TH AT LUM PARK.

Members Berns, Sandy, Schaefer, Shipe, and Miller voted “aye”. No members voted “nay”. The Chair declared the motion carried.

Grand Opening at Jaycees Park

Public Works Director Habighorst discussed that Jaycees Park will be ready in late June or July for a grand opening. Suggest a soccer game for the event and invite all our partners to the grand opening.

Member Miller asked when all the work was going to be completed at Jaycees Park.

Public Works Director Habighorst stated that in the middle of July everything should be completed.

Member Schaefer brought up when it was discussed previously that the park would not be ready until the fall and the board talked about having the Pumpkin Fest at Jaycees Park in October.

Chair Berns commented on that he likes that idea of having the Pumpkin Fest at Jaycees this year.

Member Sandy suggested coming to a consensus that the Jaycees grand opening can be discussed later in the summer with the idea of having the Pumpkin Fest in October at Jaycees.

Discussion of Lum Park Clean Up on June 21st

Public Works Director Habighorst talked about the National Guard volunteering to clean up the parks in the City of Brainerd, a large service project at Lum Park has been decided on the National Guard to clean up. Public Works Director Habighorst discussed having a community event and talked about inviting residents to help.

Member Sandy asked if he would be concerned about having 40 National Guards and having enough for them to do. Asked if there is a list of all the things that need to be done and if there needs to be items purchased to help accommodate the National Guards to complete the improvements.

Public Works Director Habighorst stated that he has been discussing the projects with the city foreman.

Chair Berns stated that he doesn't think there needs to be more people other than the National Guards.

MOVED AND SECONDED BY MEMBER SCHAEFER AND MEMBER MILLER TO APPROVE THE CLEAN UP AT LUM PARK ON JUNE 21ST WITH THE NATIONAL GUARDS AND TO PROVIDE THE LIST TO PARK BOARD IN EMAIL.

Members Berns, Sandy, Schaefer, Shipe, and Miller voted "aye". No members voted "nay". The Chair declared the motion carried.

Approval of Lions Club to Seek Grants for Funding of Buffalo Hills Lions Park

Public Works Director Habighorst introduced the Lions Club.

Dave discussed the projects that they want to complete and want to start on grants for the improvements for the Buffalo Hills Lions Park. Discussed wanting to get a grant writer and get a new master plan started for adaptive playground, a walking path, and pickleball courts. Setting up a maintenance fund for any future maintenance projects at Buffalo Hills Lions Park.

Public Works Director Habighorst discussed the grants available at Sourcewell that includes a grant called grant initiator and discussed that this is a grant for 5 to 10 thousand dollars which we could then hire a grant writer to complete all the grants that Buffalo Hills is looking to apply for.

Member Sandy suggested to get the master plans drawn up and then bring back to Park Board for approval to then initiate the grant writers to move forward with.

Member Shipe brought up that the city needs to spend the money for Buffalo Hills Lions Park this year. Stated that we would need to get the equipment ordered and installed soon per City Councils approval for the Buffalo Hills Lions Park.

Public Works Director Habighorst discussed options for the money such as Memorial Park playground equipment, or another option would be to hold that money.

MOVED AND SECONDED BY MEMBER SANDY AND MEMBER SCHAEFER TO APPROVE THE CITY TO APPLY FOR THE SOURCEWELL WRITING GRANT AND ALLOW CITY STAFF TO MAKE THE APPLICATION TO SOURCEWELL.

No action on this motion, amended motion follows.

MOVED AND SECONDED BY MEMBER SANDY AND MEMBER SCHAEFER TO APPROVE THE CITY TO ADJUST THE MASTER PLAN AND BRING TO NEXT MEETING AND APPROVE THE CITY TO APPLY FOR THE SOURCEWELL WRITING GRANT AND ALLOW CITY STAFF TO MAKE THE APPLICATION TO SOURCEWELL.

Discussion continued with this topic but initially approved.

Members Berns, Sandy, Schaefer, Shipe, and Miller voted "aye". No members voted "nay". The Chair declared the motion carried.

MOVED AND SECONDED BY MEMBER SANDY AND MEMBER SCHAEFER TO ALLOW THE LIONS CLUB TO SEEK OUT FUNDS AND GRANTS FOR AMENITIES FOR THE APPROVED MASTER PLAN WHEN THE TIME COMES.

Members Berns, Sandy, Schaefer, Shipe, and Miller voted "aye". No members voted "nay". The Chair declared the motion carried.

Discussion continued following motion for a Park Board Workshop on June 10th at Buffalo Hills Lions Park at 2:00 p.m.

Approve Request to Change Buffalo Hills Lions Park to Lions Park

Dave from the Lions Club brought forth the request to change Buffalo Hills Lions Park to just Lions Park. Talked about how he wants this project to be bigger than just Brainerd Lions, that there is a community that stretches beyond Brainerd. Talked with other communities to get involved.

Member Schaefer stated that Buffalo Hills Lions Park just got a new sign and asked if it were to be replaced if the Brainerd Lions Club could help with cost.

Member Sandy stated that there needs to be some research as City Council just went through a full designation of our park areas after the Park Board decided which ones to hold onto and will need to get the resolutions. If we change the name of the park, then there will need to be a new resolution that changes the name of that park.

May 27, 2025

Member Shipe asked if we need to bring this to council.

Council Member Yeager spoke up that this was not on the list of participants in the resolution for the parks.

Member Shipe said that City Council would have to approve the change with the park name change.

MOVED AND SECONDED BY MEMBER SHIPE AND MEMBER SANDY FOR THE PARK BOARD, RECOMMENDED CITY COUNCIL TO CHANGE THE NAME FROM BUFFALO HILLS LIONS PARK TO LIONS PARK AND ASK THE CITY COUNCIL TO FORMALLY DESIGNATE WHATEVER LAND THAT CITY COUNCIL FEELS APPROPRIATE TO CHANGE JURIDICTION BACK TO THE PARK BOARD.

Members Berns, Sandy, Schaefer, Shipe, and Miller voted "aye". No members voted "nay". The Chair declared the motion carried.

Discussion of Girls Fall Softball Program

Public Works Director Habighorst discussed with Community Education cancelling the girls slow pitch softball program. Discussed that YMCA is willing to have a program in August but now they don't have enough staff to add this program now.

Member Schaefer stated that she had reached out to Public Works Director Habighorst who wasn't aware of the cancelled program. Brought up that there was no option to join another program in the letter that was sent out by Community Education. Talked about what these kids' options are now that slow pitch softball was cancelled, discuss that a parent would be willing to do a clinic for slow pitch softball to get all the kids' who had signed up originally or any girl that would be interested, stated that this falls back on Park Board and the City of Brainerd and that it's unfortunate for all these girls that want to play do not have an option to sign up for another program and that this cancelled program is represented by the City of Brainerd and Park Board.

Member Miller stated that he feels very strongly about this issue in a negative way. Brought up the fact that the Community Education's numbers every year keep on dwindling. Stated that the Park Board subsidizes this program and Community Education is a reflection on our area of sports. Stated that the communication with city staff, the recreational specialist to keep them in the loop and there was no conversation about this. Stated that the city is putting money into this and there should have been a conversation about this issue, stated that the city could have advertised or moved things around to help Community Education to fill up the program for our community.

Member Sandy stated that every year we go into a contract with organizations and asked Public Works Director Habighorst to reach out to the city attorney about what repercussions there are that are explicitly in the agreement for not providing the programs. Asked what repercussions there are and why the City of Brainerd is entering into these agreements in the first place.

Member Miller stated that there was no attempt to inform the City of Brainerd about the struggles to fill the program before cancelling the program. Stated that there was no attempt to spend the City of Brainerd's money a little better.

Member Schaefer asked city staff if we could reach out to Emily who would be willing to conduct a clinic. To have something to come back to the community with.

May 27, 2025

Public Works Director Habighorst stated that he has already reached out to the BBBA for the cancelled Pony league and BBBA will be reaching out to the parents. He will also be reaching out to the lawyer. Talked about wanting to talk at a later day about the contracts specifically and making some changes.

MOVED AND SECONDED BY MEMBER SANDY AND MEMBER SCHAEFER TO DIRECT STAFF TO WORK WITH EMILY WITH THE SOFTBALL CLINICS UNTIL THE YMCA CAN TAKE OVER THE PROGRAM AND TO HAVE THE CITY ATTORNEY REVIEW THE CONTRACTS AND POTENTIAL FINANCIAL RAMIFICATIONS TO PULL BACK SOME OF THE FUNDING FROM COMMUNITY EDUCATION.

Public Forum

Member Miller opened public forum at 5:21 p.m.

Kevin Yaeger at 325 Bluff Ave Brainerd, came to represent Brainerd EDA and the Brainerd HRA about housing redeveloping and housing the City of Brainerd. Wants to start the conversation about the parks and land lots and to put this on a future agenda to see if the Park Board has any parallel thoughts about other developments and discuss the potential in the future to purchase those lots in the parks.

Erik Charpentier 324 East River Road from the Brainerd HRA stated that we don't have a plan yet but there are needs in the city such as housing and childcare. As we look at available land for development we look at the low-income houses as well as redevelopment. Looking for opportunities and starting the discussion if there is any interest.

Member Miller closed public forum at 5:28 p.m.

Staff Reports Recreational Events

Public Works Director Habighorst discussed the Fishing Clinic event that was just held, stated that the turnout was a success.

Board Reports

Member Shipe asked if there were any ongoing updates with the items that were discussed at the Park Board Workshop. Wants to keep this as an ongoing focus moving forward.

Public Works Director Habighorst stated that we are making this an ongoing action plan. Stated that he can have something at the next Park Board meeting.

Member Shipe asked when Memorial Benches are getting installed that the City of Brainerd Park Department reseed after the benches are installed.

Adjourn

MOVED AND SECONDED BY MEMBER MILER AND MEMBER SANDY, DULY CARRIED TO ADJOURN THE MEETING UNTIL WORKSHOP ON JUNE 10, 2025, AT BUFFALO HILLS LIONS PARK.

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

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

May 27, 2025

Respectfully Submitted,
Lisa Asbach, Administrative Specialist

May 27, 2025

06/16/2025 01:15 PM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/23/2025 - 06/16/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 3572 - AAA EQUIPMENT CENTER:							
124762 88630	AAA EQUIPMENT CENTER 2025 EXMARK MOWER 400-5200-45500	06/11/2025 pziemer	06/18/2025	44,598.00	44,598.00	Open	N 06/18/2025
	PARKS CAPITAL OUTLAY			44,598.00			
	Total for vendor 3572 - AAA EQUIPMENT CENTER:			44,598.00	44,598.00		
Vendor 0011 - ACE HARDWARE:							
332473/1 88220	ACE HARDWARE FASTENERS 230-5200-42220	05/19/2025 pziemer	06/04/2025	55.72	0.00	Paid	Y 06/04/2025
	REPAIR & MAINT			55.72			
332548/1 88224	ACE HARDWARE SPLASH PAD: BATTERIES, UTILITY KNIFE 230-5200-42220	05/21/2025 pziemer	06/04/2025	21.98	0.00	Paid	Y 06/04/2025
	REPAIR & MAINT			21.98			
332565/1 88235	ACE HARDWARE HAMMER, KEYS X10 230-5200-42220	05/22/2025 pziemer	06/04/2025	65.88	0.00	Paid	Y 06/04/2025
	REPAIR & MAINT			65.88			
332978/1 88557	ACE HARDWARE KEYS X24 - PARKS 230-5200-42210	06/09/2025 pziemer	06/18/2025	71.76	71.76	Open	N 06/18/2025
	OPERATING SUPPLIES			71.76			
332688/1 88567	ACE HARDWARE MMP REPAIR - ELBOW 230-5200-42220	05/28/2025 pziemer	06/18/2025	5.39	5.39	Open	N 06/18/2025
	REPAIR & MAINT			5.39			
332725/1 88568	ACE HARDWARE DUCT TAPE & X15 KEYS 230-5200-42220	05/29/2025 pziemer	06/18/2025	57.88	57.88	Open	N 06/18/2025
	REPAIR & MAINT			13.03			
	OPERATING SUPPLIES			44.85			
332841/1 88569	ACE HARDWARE CONCRETE MIX 230-5200-42220	06/03/2025 pziemer	06/18/2025	25.98	25.98	Open	N 06/18/2025
	REPAIR & MAINT			25.98			
332870/1 88571	ACE HARDWARE QTY 5 KEYS 230-5200-42210	06/04/2025 pziemer	06/18/2025	14.95	14.95	Open	N 06/18/2025
	OPERATING SUPPLIES			14.95			

06/16/2025 01:15 PM
User: lasbach
DB: Brainerd

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
332907/1 88572	ACE HARDWARE PRIMER/PAINT 230-5200-42220	06/05/2025 pziemer REPAIR & MAINT	06/18/2025	19.78 19.78	19.78	Open	N 06/18/2025
332996/1 88589	ACE HARDWARE RAKE X3 230-5200-42240	06/10/2025 pziemer SMALL TOOLS	06/18/2025	80.97 80.97	80.97	Open	N 06/18/2025
Total for vendor 0011 - ACE HARDWARE:				420.29	276.71		

Vendor 2740 - AT&T MOBILITY:

X06032025/PKS 88534	AT&T MOBILITY ACCT 287292136423 PARKS PHONES 230-5200-43321 230-5204-42210	05/25/2025 pziemer TELEPHONE OPERATING SUPPLIES	06/12/2025	244.08 167.62 76.46	0.00	Paid	Y 06/12/2025
Total for vendor 2740 - AT&T MOBILITY:				244.08	0.00		

Vendor 2684 - BRAINERD PARKS & RECREATION:

6/2/25 88428	BRAINERD PARKS & RECREATION JAYCEE CONCESSION CHANGE FUND 230-0000-10300	06/03/2025 pziemer CHANGE FUND	06/03/2025	75.00 75.00	0.00	Paid	Y 06/03/2025
6/12/25 88618	BRAINERD PARKS & RECREATION ADDTL CONCESSION CHANGE FUNDS 230-0000-10300	06/12/2025 pziemer CHANGE FUND	06/13/2025	75.00 75.00	0.00	Paid	Y 06/13/2025
Total for vendor 2684 - BRAINERD PARKS & RECREATION:				150.00	0.00		

Vendor 0296 - BRAINERD PUBLIC UTILITIES:

INV22561 88484	BRAINERD PUBLIC UTILITIES JAYCEES PARK 15TH & ROSEWOOD	05/09/2025 pziemer	06/18/2025	19,802.00	19,802.00	Open	N 06/18/2025
Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:				19,802.00	19,802.00		

Vendor 0092 - BRIAN'S WELDING:

54750 88620	BRIAN'S WELDING REPAIR ALUMINUM TRAILER 230-5200-42220	05/29/2025 pziemer REPAIR & MAINT	06/18/2025	178.00 178.00	178.00	Open	N 06/18/2025
Total for vendor 0092 - BRIAN'S WELDING:				178.00	178.00		

06/16/2025 01:15 PM
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/MAY25/PKS							
88455	CENTERPOINT ENERGY	05/22/2025	06/12/2025	370.46	0.00	Paid	Y
	4/15/25-5/14/25 PARKS UTILITIES	pziemer					06/12/2025
	230-5200-43380 UTILITIES			370.46			
	Total for vendor 0307 - CENTERPOINT ENERGY:			370.46	0.00		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
266							
88243	CENTRAL LAKES FERTILIZING	05/22/2025	06/04/2025	4,195.00	0.00	Paid	Y
	SPRING WEED & FEED BHP, JCP, LMP	pziemer					06/04/2025
	400-5200-45500 PARKS CAPITAL OUTLAY			4,195.00			
291							
88255	CENTRAL LAKES FERTILIZING	05/24/2025	06/04/2025	5,100.00	0.00	Paid	Y
	SPRING WEED & FEED: BANE, MILLS	pziemer					06/04/2025
	400-5200-45500 PARKS CAPITAL OUTLAY			5,100.00			
	Total for vendor 4301 - CENTRAL LAKES FERTILIZING:			9,295.00	0.00		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2471917							
88621	DAHLHEIMER BEVERAGE	05/22/2025	06/18/2025	716.10	716.10	Open	N
	JANITORIAL SUPPLIES - PARKS	pziemer					06/18/2025
	230-5200-42210 OPERATING SUPPLIES			716.10			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			716.10	716.10		
Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:							
FBN5348502/PKS							
88541	ENTERPRISE FM TRUST - ATTN: BILLING	06/05/2025	06/18/2025	6,232.15	6,232.15	Open	N
	JUNE 25 VEHICLE LEASES	pziemer					06/18/2025
	230-5200-43331 LEASE PAYMENTS			6,232.15			
	Total for vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:			6,232.15	6,232.15		
Vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:							
2109:015225							
88344	FIRST CHOICE FOOD & BEVERAGE	05/19/2025	06/04/2025	229.92	0.00	Paid	Y
	CONCESSIONS - BEVERAGES	pziemer					06/04/2025
	230-5204-42210 OPERATING SUPPLIES			229.92			
2109-015283							
88553	FIRST CHOICE FOOD & BEVERAGE	06/04/2025	06/18/2025	779.68	779.68	Open	N
	BANE CONCESSIONS - BEVERAGES	pziemer					06/18/2025
	230-5204-42210 OPERATING SUPPLIES			779.68			

06/16/2025 01:15 PM
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2109-015285 88554	FIRST CHOICE FOOD & BEVERAGE JAYCEES CONCESSIONS - BEVERAGES 230-5204-42210 OPERATING SUPPLIES Total for vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:	06/04/2025 pziemer	06/18/2025	849.44 849.44 1,859.04	849.44 1,629.12	Open	N 06/18/2025
Vendor 0177 - FIRST IMPRESSION PRINTING:							
94267 88629	FIRST IMPRESSION PRINTING NO PARKING SIGNS -STRTS/PARKS 237-3190-43350 230-5200-43350 PRINTING/LEGAL PUBLICATIONS PRINTING/LEGAL PUBLICATION Total for vendor 0177 - FIRST IMPRESSION PRINTING:	06/10/2025 pziemer	06/18/2025	165.00 110.00 55.00 165.00	165.00 165.00	Open	N 06/18/2025
Vendor 0193 - GOODIN COMPANY :							
6682210-00 88570	GOODIN COMPANY SHOP REPAIR 230-5200-42220 REPAIR & MAINT	05/20/2025 pziemer	06/18/2025	19.61 19.61	19.61	Open	N 06/18/2025
6682116-00 88603	GOODIN COMPANY PIPES/COUPLERS 230-5200-42220 REPAIR & MAINT	05/16/2025 pziemer	06/18/2025	474.75 474.75	474.75	Open	N 06/18/2025
6682212-00 88604	GOODIN COMPANY RETURN PIPES/COUPLERS 230-5200-42220 REPAIR & MAINT Total for vendor 0193 - GOODIN COMPANY :	05/20/2025 pziemer	06/18/2025	(381.91) (381.91) 112.45	(381.91) 112.45	Open	N 06/18/2025
Vendor 0203 - HOLDEN ELECTRIC:							
80361 88576	HOLDEN ELECTRIC QTY 5 LIGHTS 230-5200-42220 REPAIR & MAINT Total for vendor 0203 - HOLDEN ELECTRIC:	06/05/2025 pziemer	06/18/2025	725.00 725.00 725.00	725.00 725.00	Open	N 06/18/2025
Vendor MISC - KELLY STENSON:							
REFUND 6/5/25 88505	KELLY STENSON REFUND CAMPING 230-5280-34710 101-0000-31410 CAMPGROUND REVENUE LODGING TAX	06/05/2025 pziemer	06/18/2025	480.00 432.92 12.99	480.00	Open	N 06/18/2025

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-0000-20810	STATE TAX PAYABLE		29.77			
	101-0000-20811	COUNTY SALES TAX		2.16			
	101-0000-20812	CITY TAX PAYABLE		2.16			
Total for vendor MISC - KELLY STENSON:				480.00	480.00		

Vendor 0889 - MENARDS - BAXTER :

45054							
88195	MENARDS - BAXTER	05/16/2025	06/04/2025	213.47	0.00	Paid	Y
	SHOP REPAIRS-COPPER PIPING AND	pziemer					06/04/2025
	230-5200-42220	REPAIR & MAINT		213.47			
44689							
88196	MENARDS - BAXTER	05/12/2025	06/04/2025	199.00	0.00	Paid	Y
	GRASS MAINTENANCE JCP & BHP QTY 100	pziemer					06/04/2025
	230-5200-42220	REPAIR & MAINT		199.00			
46506							
88577	MENARDS - BAXTER	06/04/2025	06/18/2025	59.32	59.32	Open	N
	COM DOCK REPAIR	pziemer					06/18/2025
	230-5200-42220	REPAIR & MAINT		59.32			
46696							
88578	MENARDS - BAXTER	06/06/2025	06/18/2025	16.69	16.69	Open	N
	BAP -REPAIRS	pziemer					06/18/2025
	230-5200-42220	REPAIR & MAINT		16.69			
Total for vendor 0889 - MENARDS - BAXTER :				488.48	76.01		

Vendor 3365 - MIDC:

I0052389							
88200	MIDC	05/13/2025	06/04/2025	1,252.10	0.00	Paid	Y
	SPRINKLER HEADS	pziemer					06/04/2025
	230-5200-42220	REPAIR & MAINT		1,252.10			
Total for vendor 3365 - MIDC:				1,252.10	0.00		

Vendor 3394 - MIDWEST MACHINERY CO:

10504068							
88627	MIDWEST MACHINERY CO	06/06/2025	06/18/2025	239.99	239.99	Open	N
	JD MOWER REPAIR	pziemer					06/18/2025
	230-5200-42220	REPAIR & MAINT		239.99			
10496855							
88628	MIDWEST MACHINERY CO	06/02/2025	06/18/2025	342.97	342.97	Open	N
	JD SKIDSTEER REPAIRS	pziemer					06/18/2025
	230-5200-42220	REPAIR & MAINT		342.97			
Total for vendor 3394 - MIDWEST MACHINERY CO:				582.96	582.96		

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Vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:							
2025180 88233	MINNESOTA/WISCONSIN PLAYGROUND	05/21/2025	06/04/2025	1,237.67	0.00	Paid	Y 06/04/2025
	MEMORIAL BENCH - MEMORY OF KIRSTEN	pziemer					
	230-5225-42220	REPAIR & MAINT		1,237.67			
	Total for vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:			1,237.67	0.00		
Vendor 1449 - M-R SIGN CO., INC.:							
227704 88190	M-R SIGN CO., INC.	05/08/2025	06/04/2025	394.91	0.00	Paid	Y 06/04/2025
	PARK SIGNS	pziemer					
	230-5280-42210	OPERATING SUPPLIES		133.90			
	230-5200-42210	OPERATING SUPPLIES		261.01			
227834 88191	M-R SIGN CO., INC.	05/16/2025	06/04/2025	46.61	0.00	Paid	Y 06/04/2025
	CAMPGROUND SPEED LIMIT SIGN	pziemer					
	230-5280-42210	OPERATING SUPPLIES		46.61			
227002 88192	M-R SIGN CO., INC.	05/01/2025	06/04/2025	506.44	0.00	Paid	Y 06/04/2025
	QTY 29 LOGO SIGNS - CAMPGROUND	pziemer					
	230-5280-42210	OPERATING SUPPLIES		506.44			
	Total for vendor 1449 - M-R SIGN CO., INC.:			947.96	0.00		
Vendor 0798 - MR TIRE:							
41183 88625	MR TIRE	06/11/2025	06/18/2025	295.65	295.65	Open	N 06/18/2025
	REPAIR TORO MOWER TIRES	pziemer					
	230-5200-42220	REPAIR & MAINT		295.65			
41097 88626	MR TIRE	06/03/2025	06/18/2025	45.29	45.29	Open	N 06/18/2025
	JOHN DEERE REPAIR	pziemer					
	230-5200-42220	REPAIR & MAINT		45.29			
	Total for vendor 0798 - MR TIRE:			340.94	340.94		
Vendor 0273 - NAPA AUTO PARTS:							
807680 88225	NAPA AUTO PARTS	05/21/2025	06/04/2025	42.59	0.00	Paid	Y 06/04/2025
	AIR GAUGE AND SAWZALL BLADE	pziemer					
	235-3100-42220	REPAIR & MAINT		42.59			
	Total for vendor 0273 - NAPA AUTO PARTS:			42.59	0.00		
Vendor 0284 - OFFICE SHOP:							

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1155719-0 88583	OFFICE SHOP CONCESSIONS - POUCHES, PAPER 230-5204-42210	06/10/2025 pziemer	06/18/2025	83.58 83.58	83.58	Open	N 06/18/2025
1155720-0 88606	OFFICE SHOP LAMINATE POUCHES -PW 101-1940-42200	06/10/2025 pziemer	06/18/2025	67.30 67.30	67.30	Open	N 06/18/2025
	OFFICE SUPPLIES			67.30			
	Total for vendor 0284 - OFFICE SHOP:			150.88	150.88		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							
1647-356426 88622	O'REILLY AUTOMOTIVE STORES INC. BATTERY 230-5200-42220	05/23/2025 pziemer	06/18/2025	103.95 103.95	103.95	Open	N 06/18/2025
	REPAIR & MAINT			103.95			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			103.95	103.95		
Vendor 4169 - PERFECTION DOCK AND LIFT:							
852 88284	PERFECTION DOCK AND LIFT 2024 FALL DOCK REMOVAL 230-5200-43300	05/01/2025 pziemer	06/04/2025	575.00 575.00	0.00	Paid	Y 06/04/2025
	PROFESSIONAL SERVICES			575.00			
	Total for vendor 4169 - PERFECTION DOCK AND LIFT:			575.00	0.00		
Vendor 0291 - PIKE PLUMBING AND HEATING:							
90477 88380	PIKE PLUMBING AND HEATING LUM PARK ANNUAL BACKFLOW PREVENTER 230-5200-42220	05/22/2025 pziemer	06/04/2025	120.00 120.00	0.00	Paid	Y 06/04/2025
	REPAIR & MAINT			120.00			
	Total for vendor 0291 - PIKE PLUMBING AND HEATING:			120.00	0.00		
Vendor 3027 - PRATT'S AFFORDABLE EXCAVATING INC.:							
5317 88617	PRATT'S AFFORDABLE EXCAVATING INC. HYDROSEED BUFFALO HILLS PARK 400-5200-45500	05/12/2025 pziemer	06/18/2025	3,500.00 3,500.00	3,500.00	Open	N 06/18/2025
	PARKS CAPITAL OUTLAY			3,500.00			
	Total for vendor 3027 - PRATT'S AFFORDABLE EXCAVATING INC.:			3,500.00	3,500.00		
Vendor 3793 - SAFETYFIRST PLAYGROUND EQUIPMENT:							
9837 88590	SAFETYFIRST PLAYGROUND EQUIPMENT PLAYGROUND SURFACING	06/10/2025 pziemer	06/18/2025	3,251.30	3,251.30	Open	N 06/18/2025

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	400-5200-45500	PARKS CAPITAL OUTLAY		3,251.30			
	Total for vendor 3793 - SAFETYFIRST PLAYGROUND EQUIPMENT:			3,251.30	3,251.30		
Vendor 0349 - W.W. THOMPSON CONCRETE:							
2506-770819 88580	W.W. THOMPSON CONCRETE GGP - REPAIRS 230-5200-42220	06/04/2025 pziemer REPAIR & MAINT	06/18/2025	12.25 12.25	12.25	Open	N 06/18/2025
	Total for vendor 0349 - W.W. THOMPSON CONCRETE:			12.25	12.25		
Vendor 0344 - WASTE PARTNERS INC:							
55X18069 88468	WASTE PARTNERS INC MAY 2025 CAMPGROUND WASTE REMOVAL 230-5280-43380	05/31/2025 pziemer UTILITIES	06/18/2025	69.88 69.88	69.88	Open	N 06/18/2025
55X18076 88489	WASTE PARTNERS INC MAY 25 PARKS DEPT WASTE REMOVAL 230-5200-43380	05/31/2025 pziemer UTILITIES	06/18/2025	936.00 936.00	936.00	Open	N 06/18/2025
	Total for vendor 0344 - WASTE PARTNERS INC:			1,005.88	1,005.88		
Vendor 4418 - WATERFRONT RESTORATION LLC:							
25004 88180	WATERFRONT RESTORATION LLC LUM PARK BEACH CLEANUP 230-5200-42220	05/15/2025 pziemer REPAIR & MAINT	06/04/2025	1,250.00 1,250.00	0.00	Paid	Y 06/04/2025
	Total for vendor 4418 - WATERFRONT RESTORATION LLC:			1,250.00	0.00		
Vendor 3914 - WATSON COMPANY:							
149665 88221	WATSON COMPANY CONCESSIONS - CANDY/CHEESE/FROZEN 230-5204-42210	05/20/2025 pziemer OPERATING SUPPLIES	06/04/2025	292.86 292.86	0.00	Paid	Y 06/04/2025
150135 88564	WATSON COMPANY BANE CONCESSIONS - CANDY, FROZEN, 230-5204-42210	06/06/2025 pziemer OPERATING SUPPLIES	06/18/2025	425.47 425.47	425.47	Open	N 06/18/2025
150133 88565	WATSON COMPANY MMP CONCESSIONS - CANDY, SEEDS, 230-5204-42210	06/06/2025 pziemer OPERATING SUPPLIES	06/18/2025	155.06 155.06	155.06	Open	N 06/18/2025

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150134 88566	WATSON COMPANY JCP CONCESSIONS - CANDY, SEEDS, 230-5204-42210	06/06/2025 pziemer	06/18/2025	439.41 439.41	439.41	Open	N 06/18/2025
150186 88600	WATSON COMPANY CONCESSIONS - CHIPS, FROZEN - 230-5204-42210	06/10/2025 pziemer	06/18/2025	131.08 131.08	131.08	Open	N 06/18/2025
150188 88623	WATSON COMPANY CONCESSIONS - CANDY, CHEESE, 230-5204-42210	06/10/2025 pziemer	06/18/2025	339.00 339.00	339.00	Open	N 06/18/2025
150187 88624	WATSON COMPANY CONCESSIONS - ICE POPS 230-5204-42210	06/10/2025 pziemer	06/18/2025	38.00 38.00	38.00	Open	N 06/18/2025
Total for vendor 3914 - WATSON COMPANY:				1,820.88	1,528.02		

Vendor 3199 - WEX BANK:

105060335/PKS 88448*	WEX BANK MAY 25 PARKS DEPT FUEL 230-5200-42212	05/31/2025 pziemer	06/18/2025	1,924.83 1,925.20 (0.37)	1,924.83	Open	N 06/18/2025
Total for vendor 3199 - WEX BANK:				1,924.83	1,924.83		

Vendor 0354 - ZIEGLER, INC:

IN001921876 88182	ZIEGLER, INC PARKS SKID STEER ADAPTORS FOR 400-3100-45500	05/16/2025 pziemer	06/04/2025	109.64 54.82 54.82	0.00	Paid	Y 06/04/2025
IN001933924 88343	ZIEGLER, INC TOOL FOR FITTING NEW HARLEY RAKE ON 230-5200-42220	05/28/2025 pziemer	06/04/2025	22.65 22.65	0.00	Paid	Y 06/04/2025
Total for vendor 0354 - ZIEGLER, INC:				132.29	0.00		

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Vendor 3698 - AMAZON:

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
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5/22/25							
88273	AMAZON	05/22/2025	06/04/2025	19.98	0.00	Paid	Y
	BINDER CLIPS - CAMPGROUND	pziemer					06/04/2025
	230-5280-42220	REPAIR & MAINT		19.98			
5/22/25 - 2							
88274	AMAZON	05/22/2025	06/04/2025	24.28	0.00	Paid	Y
	SOFTBALL BUCKET	pziemer					06/04/2025
	230-5215-42210	OPERATING SUPPLIES		24.28			
5/22/25 - 3							
88275	AMAZON	05/22/2025	06/04/2025	31.08	0.00	Paid	Y
	COMMAND CLIPS	pziemer					06/04/2025
	230-5280-42210	OPERATING SUPPLIES		31.08			
5/6/25							
88276	AMAZON	05/06/2025	06/04/2025	33.49	0.00	Paid	Y
	WRISTBANDS/BAGS	pziemer					06/04/2025
	230-5211-42210	OPERATING SUPPLIES		33.49			
5/22/25 - 4							
88277	AMAZON	05/22/2025	06/04/2025	57.98	0.00	Paid	Y
	PICKLEBALLS	pziemer					06/04/2025
	230-5231-42210	OPERATING SUPPLIES		57.98			
Total for vendor 3698 - AMAZON:				166.81	0.00		
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				166.81	0.00		

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Vendor 4380 - BIGSPRINKLER.COM:

4/25/25 88364	BIGSPRINKLER.COM COUPLERS/ADAPTORS 230-5200-42210	05/01/2025 pziemer	06/04/2025	137.70	0.00	Paid	Y 06/04/2025
	OPERATING SUPPLIES			137.70			
	Total for vendor 4380 - BIGSPRINKLER.COM:			137.70	0.00		

Vendor 3711 - COSTCO:

4/28/25 88352	COSTCO CREDIT - RETURN CANDY 230-5211-42210	05/01/2025 pziemer	06/04/2025	(228.69)	0.00	Paid	Y 06/04/2025
	OPERATING SUPPLIES			(228.69)			
5/6/25 88365	COSTCO CONCESSIONS - HOTDOGS, PLATES, 230-5204-42210	05/06/2025 pziemer	06/04/2025	92.18	0.00	Paid	Y 06/04/2025
	OPERATING SUPPLIES			92.18			
	Total for vendor 3711 - COSTCO:			(136.51)	0.00		

Vendor 3879 - HARBOR FREIGHT TOOLS:

5/6/25 88366	HARBOR FREIGHT TOOLS HOSE - JCP MAINT 230-5200-42220	05/06/2025 pziemer	06/04/2025	69.98	0.00	Paid	Y 06/04/2025
	REPAIR & MAINT			69.98			
	Total for vendor 3879 - HARBOR FREIGHT TOOLS:			69.98	0.00		

Vendor 1248 - HOLIDAY STATIONSTORE:

5/23/25 88367	HOLIDAY STATIONSTORE FISHING CLINIC - ICE & BAIT 230-5211-42210	05/23/2025 pziemer	06/04/2025	44.92	0.00	Paid	Y 06/04/2025
	OPERATING SUPPLIES			44.92			
5/6/25 88368	HOLIDAY STATIONSTORE ICE - SAFETY SUPPLIES 230-5200-42209	05/06/2025 pziemer	06/04/2025	7.50	0.00	Paid	Y 06/04/2025
	SAFETY EQUIPMENT SUPPLIES			7.50			
5/6/25 - 2 88371	HOLIDAY STATIONSTORE ICE - SAFETY SUPPLIES 230-5200-42209	05/06/2025 pziemer	06/04/2025	5.00	0.00	Paid	Y 06/04/2025
	SAFETY EQUIPMENT SUPPLIES			5.00			

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5/6/25 - 3 88372	HOLIDAY STATIONSTORE CREDIT - ICE 230-5200-42209	05/06/2025 pziemer	06/04/2025	(5.00)	0.00	Paid	Y 06/04/2025
	SAFETY EQUIPMENT SUPPLIES			(5.00)			
	Total for vendor 1248 - HOLIDAY STATIONSTORE:			52.42	0.00		

Vendor 4420 - NATIONAL RECREATION AND PARK ASSOC.:

5/2/25 88374	NATIONAL RECREATION AND PARK ASSOC. MEMBERSHIP DUES 230-5200-43433	05/02/2025 pziemer	06/04/2025	700.00	0.00	Paid	Y 06/04/2025
	DUES & SUBSCRIPTIONS			700.00			
	Total for vendor 4420 - NATIONAL RECREATION AND PARK ASSOC.:			700.00	0.00		

Vendor MISC - S & W BAIT TACKLE & SPORTING:

5/23/25 88375	S & W BAIT TACKLE & SPORTING BAIT - NIGHTCRAWLERS 230-5211-42210	05/23/2025 pziemer	06/04/2025	39.95	0.00	Paid	Y 06/04/2025
	OPERATING SUPPLIES			39.95			
	Total for vendor MISC - S & W BAIT TACKLE & SPORTING:			39.95	0.00		

Vendor 4417 - TEAM SIDELINE:

5/20/25 88353	TEAM SIDELINE 6/1/25-5/31/26 SCHEDULING SOFTWARE 230-5209-42210	05/20/2025 pziemer	06/04/2025	599.00	0.00	Paid	Y 06/04/2025
	OPERATING SUPPLIES			149.75			
	OPERATING SUPPLIES			149.75			
	OPERATING SUPPLIES			149.75			
	OPERATING SUPPLIES			149.75			
	Total for vendor 4417 - TEAM SIDELINE:			599.00	0.00		

Vendor 0006 - WALMART COMMUNITY/GECRB:

5/14/25 88369	WALMART COMMUNITY/GECRB FISHING CLINIC SUPPLIES 230-5211-42210	05/14/2025 pziemer	06/04/2025	8.17	0.00	Paid	Y 06/04/2025
	OPERATING SUPPLIES			8.17			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			8.17	0.00		

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1,470.71	0.00
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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

# of Invoices:	79	# Due:	40	Totals:	106,340.65	87,773.46
# of Credit Memos:	3	# Due:	1	Totals:	(615.60)	(381.91)
Net of Invoices and Credit Memos:					105,725.05	87,391.55

* 1 Net Invoices have Credits Totalling: (0.37)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20810	STATE TAX PAYABLE	29.77
101-0000-20811	COUNTY SALES TAX	2.16
101-0000-20812	CITY TAX PAYABLE	2.16
101-0000-31410	LODGING TAX	12.99
101-1940-42200	OFFICE SUPPLIES	67.30
230-0000-10300	CHANGE FUND	150.00
230-5200-42209	SAFETY EQUIPMENT SUPPLIES	7.50
230-5200-42210	OPERATING SUPPLIES	1,246.37
230-5200-42212	MOTOR FUELS	1,924.83
230-5200-42220	REPAIR & MAINT	5,466.52
230-5200-42240	SMALL TOOLS	80.97
230-5200-43300	PROFESSIONAL SERVICES	575.00
230-5200-43321	TELEPHONE	167.62
230-5200-43331	LEASE PAYMENTS	6,232.15
230-5200-43350	PRINTING/LEGAL PUBLICATION	55.00
230-5200-43380	UTILITIES	1,306.46
230-5200-43433	DUES & SUBSCRIPTIONS	700.00
230-5204-42210	OPERATING SUPPLIES	3,932.14
230-5209-42210	OPERATING SUPPLIES	149.75
230-5211-42210	OPERATING SUPPLIES	(102.16)
230-5212-42210	OPERATING SUPPLIES	149.75
230-5215-42210	OPERATING SUPPLIES	174.03
230-5225-42220	REPAIR & MAINT	1,237.67
230-5231-42210	OPERATING SUPPLIES	207.73
230-5280-34710	CAMPGROUND REVENUE	432.92
230-5280-42210	OPERATING SUPPLIES	718.03
230-5280-42220	REPAIR & MAINT	19.98
230-5280-43380	UTILITIES	69.88
235-3100-42220	REPAIR & MAINT	42.59
237-3190-43350	PRINTING/LEGAL PUBLICATIONS	110.00
400-3100-45500	STREET CAPITAL OUTLAY	54.82
400-5200-45500	PARKS CAPITAL OUTLAY	60,699.12

06/16/2025 01:15 PM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/23/2025 - 06/16/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 14/14

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			114.38	114.38		
	230 - PARK & RECREATION FUND			24,902.14	16,015.87		
	235 - STREET & SEWER FUND			42.59	0.00		
	237 - SANITARY SEWER FUND			110.00	110.00		
	400 - CAPITAL PROJECTS FUND			60,753.94	51,349.30		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			197.08	47.08		
	1940 - CITY HALL			67.30	67.30		
	3100 - S & S MAINTENANCE			97.41	0.00		
	3190 - SANITARY SEWER EXPENSE			110.00	110.00		
	5200 - PARK MAIN/ADMINISTRATION			78,461.54	63,621.65		
	5204 - CONCESSIONS			3,932.14	3,240.72		
	5209 - POND HOCKEY PROGRAM			149.75	0.00		
	5211 - SPECIAL EVENTS PROGRAM			(102.16)	0.00		
	5212 - KICKBALL PROGRAM			149.75	0.00		
	5215 - ADULT SOFTBALL			174.03	0.00		
	5225 - MEMORIAL BENCHES & TREE PRC			1,237.67	0.00		
	5231 - PICKLEBALL			207.73	0.00		
	5280 - CAMPGROUND			1,240.81	502.80		

As of May 31, 2025

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	521	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	34,728	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	12,250	7,709	2,000	200	-	-	30,000	2,649	2,500	1,800	3,000	1,500
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	50,073	2,000	200	-	-	30,000	2,649	2,500	1,800	3,000	1,500
Total Personal Services	913,297	303,040	444	97	11,637	11,644	20,684	640	-	699	-	261
Supplies												
Office and Operating Supplies	8,350	8,961	725	99	400	-	27,500	3,643	2,500		3,000	1,499
Motor Fuels	22,000	3,771	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	80,000	15,664	-	73	-	-	-	-	-	-	-	-
Repairs & Maintenance - Mills Field	10,000	1,022	-	-	-	-	-	-	-	-	-	-
Small Tools	2,000	753	-	-	-	-	-	-	-	-	-	-
Total Supplies	122,350	30,171	725	172	400	-	27,500	3,643	2,500	-	3,000	1,499
Services												
Professional Services	41,375	764	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,825	7,787	-	-	-	-	-	-	-	-	-	-
Telephone	3,804	1,987	-	-	-	-	-	-	-	-	-	-
Postage	50	35	-	-	-	-	-	-	-	-	-	-
Professional Development	3,000	5,304	-	-	-	-	-	-	-	-	-	-
Lease Payments	80,186	32,615	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	68	-	-	-	-	-	-	-	-	-	-
Insurance	27,726	18,530	-	-	-	-	-	-	-	-	-	-
Utilities	117,900	25,744	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,785	105	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	737	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,389	990	-	-	-	-	-	-	-	-	-	-
Total Services	287,040	94,665	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,322,687	427,875	1,169	269	12,037	11,644	48,184	4,283	2,500	699	3,000	1,760
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)	(329,734)	831	(68)	(12,037)	(11,644)	(18,184)	(1,634)	-	1,101	-	(260)

As of May 31, 2025

	Kickball		Adult Softball		Pickleball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	-	-	35,000	521
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	34,728
Charges for Services - User Fees	3,000	-	50,000	31,154	2,000	803	75,000	25,911	179,750	71,726
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	5,950
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	-	120	1,000	1,286
Total Other Revenue	-	-	-	-	-	-	-	120	2,000	7,236
TOTAL REVENUES	3,000	-	50,000	31,154	2,000	803	75,000	26,031	216,750	114,211
Total Personal Services	2,975	-	28,493	1,935	-	-	-	-	977,529	318,316
Supplies										
Office and Operating Supplies	575	-	15,400	14,929	1,050	51	500	1,268	60,000	30,450
Motor Fuels	-	-	-	-	-	-	-	-	22,000	3,771
Repairs & Maintenance	-	-	5,000	-	-	-	1,500	277	86,500	16,014
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	10,000	1,022
Small Tools	-	-	-	-	-	-	-	-	2,000	753
Total Supplies	575	-	20,400	14,929	1,050	51	2,000	1,545	180,500	52,009
Services										
Professional Services	-	-	-	-	-	-	-	-	41,375	764
Computer Technical Support	-	-	-	-	-	-	-	-	6,825	7,787
Telephone	-	-	-	-	-	-	1,200	154	5,004	2,141
Postage	-	-	-	-	-	-	-	-	50	35
Professional Development	-	-	-	-	-	-	-	-	3,000	5,304
Lease Payments	-	-	-	-	-	-	-	-	80,186	32,615
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,000	68
Insurance	-	-	-	-	-	-	-	-	27,726	18,530
Utilities	-	-	-	-	-	-	7,000	330	124,900	26,074
Rent Expense	-	-	-	-	-	-	-	-	1,785	105
Miscellaneous	-	-	-	-	-	-	-	-	2,000	737
Dues and Subscriptions	-	-	-	-	-	-	-	-	1,389	990
Total Services	-	-	-	-	-	-	8,200	484	295,240	95,149
TOTAL OPERATING EXPENSES	3,550	-	48,893	16,864	1,050	51	10,200	2,029	1,453,269	465,474
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	14,290	950	752	64,800	24,002	(1,227,519)	(303,195)



SPECIAL EVENT APPLICATION

Date of Application: _____

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	.
Organization Address	
Event Contact Person	
Event Contact Phone	
Event Contact Email	
Contact (Day of)	
For Profit/Nonprofit Status	

Event Information

Description of Activities

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

Event Details:

Event Date	Start Time	End Time	Event Location(s)

City Locations/Facilities

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

Sit Information

Electrical Usage ☒ YES ☐ NO

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

Amplified Sound ☒ YES ☐ NO

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

Restrooms ☐ YES ☒ NO

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

Company contracted for restrooms:

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

Signs/Banners/Posters/Flyers ☒ YES ☐ NO

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

Trash Receptacle Disposal ☐ YES ☒ NO

Company contracted for trash receptacle disposal:

Contacts, Permits, and Fees Checklist

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

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

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park		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				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

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):

Date and Time for beginning of street closure:

Date and Time for reopening of streets:

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

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

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

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

Hold Harmless Agreement and Insurance Information

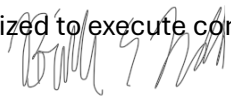
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the “City”) from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

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: 06/13/2025

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

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

Name of event: Cultivating Communities Summit

Organizer Information

Organizer's Name: The Sowing Room
Organizer's Address: 14936 Welton Road, Baxter, MN 56425
Event Contact Person: Dawn Espe
Event Contact Daytime Phone: 320.492.6335
Event Contact E-mail Address: despe@sowingroom.org
Contact Name/Number Day of Event: same as above
For Profit/Nonprofit Status (type): nonprofit 501(c)(3)

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
09/22/2025	2:00pm	8:00pm	Lyman P. White Ampitheater

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

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

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

Description of Activities

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

Food trucks or grilling, music, art stations

Site Information

Electrical usage



Yes



No

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

sound equipment

Amplified Sound



Yes



No

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

music played from 4-6:30pm

Restrooms provided



Yes



No

If yes, how many 2 (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:

musicians, food trucks, art activities

Trash Receptacle Disposal



Yes



No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

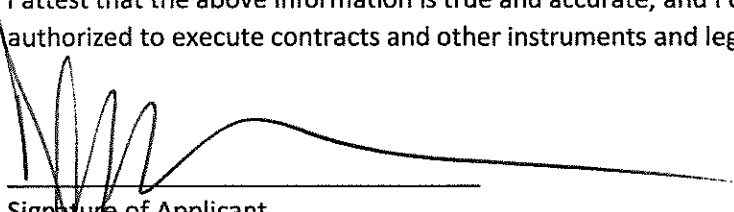
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

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

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

Signature of Event Applicant

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



Signature of Applicant

Dawn Espe

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

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



Park Board Agenda Request

MEETING DATE: June 23, 2025

TITLE OF ITEM: Lions Park Master Plan Update

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: A Park Board workshop was held on June 10th at Lions Park at Buffalo Hills to discuss the ongoing updates to the park master plans. During the meeting, the Board reviewed and discussed potential changes, and a few elements of the original plans are being reworked.

We are currently waiting for revised plans from Council Member Yeager to reflect those proposed changes. Once the updated plans are received, the next step will be to obtain cost estimates for the proposed improvements.

Further updates will be provided as this process continues.

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

RECOMMENDED ACTION/MOTION: No formal action at this time. Staff recommends the Park Board continue to review the master plans revisions once received from Council Member Yeager

FINANCIAL IMPACT: Nothing at this time.



Park Board Agenda Request

MEETING DATE: June 23, 2025

TITLE OF ITEM: Approval For Decisions Of Tree Placement

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Community Development Director and Public Works Director is seeking direction and approval from the Park Board regarding how tree placement decisions are made within city parks. Historically, tree planting locations have been determined by staff based on site conditions, future park plans, and available resources. To streamline operations and allow for timely planting, staff will submit a tree placement plan to Park Board and will work in conjunction with the Park Board on final tree placement.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

- There are multiple factors that go into the tree placement and staff want to consider the Park Board and the maintenance division and the community development directors' input on the final tree location.

RECOMMENDED ACTION/MOTION: Staff will submit a tree placement plan to the Park Board for input prior to placement of tree annually.

FINANCIAL IMPACT: N/A



Park Board Agenda Request

MEETING DATE: June 23, 2025

TITLE OF ITEM: 2026 Budget

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Staff will be submitting a 2026 maintenance replacement plan for discussion on the final budget.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: If the Park Board would like to have a workshop to finalize the plan in mid-July, staff will schedule such a workshop. Staff will present a capital maintenance budget plan for approval, and it will be submitted to City Council for final approval.

RECOMMENDED ACTION/MOTION: Direct staff to either schedule a workshop or email the Park Board for final review of the capital maintenance plan for 2026.

FINANCIAL IMPACT: N/A



Park Board Agenda Request

MEETING DATE: June 23, 2025

TITLE OF ITEM: Approval To Enter Into An Agreement For The City Of Brainerd And LoonFest Staff To Conduct Concerts At Mills Field

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE: Staff is seeking Park Board approval to enter into an agreement between the City of Brainerd and Loonfest organizers to host a series of concerts at Mills Field. This partnership would allow Loonfest staff to coordinate and conduct live music events at the field on designated dates, subject to city requirements regarding insurance, event logistics, noise ordinances, and facility use.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Details of the Loonfest contract will be discussed at future Park Board meetings.

RECOMMENDED ACTION/MOTION: Approve staff to draft a contract with and work with Loonfest for concerts at Mills Field pending final review of the city attorney.

FINANCIAL IMPACT: N/A



Park Board Agenda Request

MEETING DATE: June 23, 2025

TITLE OF ITEM: Fall Softball League Update with YMCA

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE: Community Education has canceled the youth slow pitch softball program that was expected to be offered in partnership with the City.

Discussion Points:

1. An email was sent to the YMCA to explore their interest in taking over the youth slow pitch softball program for fall. A response is still pending.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Action Points for Staff for Fall Slow Pitch Softball:

1. Partnering with local clubs, non-profits, or volunteer coaches
2. Organizing a City-led fall league or shortened instructional clinics
3. Coordinating with school staff or other recreation providers to offer programming

RECOMMENDED ACTION/MOTION: Follow up with the YMCA regarding their potential involvement in offering a fall youth slow pitch softball program, and to explore additional alternative programming options if needed.

FINANCIAL IMPACT:

RECREATION REPORT

Current:

Softball league-Monday-Thursdays

Pickleball league-Tuesdays & Thursdays

Concessions @ 3 locations: Memorial, Bane, Jaycees.

Working on:

Movies in the Park: July 5th 9 pm @ Lyman P. White Park

Lum Park Grand Opening: July 13 @ 5 pm. Loons Show 6-7pm.

Open registration for fall kickball league

End of June-Open registration for fall pickleball leagues

End of June-Open registration for fall softball leagues

Prepare for End of Summer Softball themed softball tournament

Prepare for End of Summer Pickleball tournament

PARKS MAINTENANCE REPORT

- Trimming trees at Lum Park Campground
- Repaired stone pillar at Gregory Park
- Watering flowers & grass
- Fixed outfield fencing at Jaycees Park
- Fixing sprinkler heads
- Preparing for tournaments for BBBA
- Putting in signage (misc.)
- Repaired hand dryer Lum Park
- Installing benches & slabs
- Painted soccer field for YMCA
- Weed whipping & mowing
- Chips at dog park

- Fixing equipment
- Whip welcome signs
- Restroom
- Supplies
- Wood chips
- Splash pad
- Herbicide

2025 Kids Fishing Clinic Event Summary

Event Title: 2025 Kids Fishing Clinic

Date of Event: May 24, 2025

Location: Lum Park, Brainerd, MN

Organizers: City of Brainerd Parks and Recreation



Summary

The kids Fishing Clinic at Lum Park, is an annual event designed to introduce young anglers to the joys of fishing. Held on May 24, 2025, the clinic featured hands-on learning stations where kids could gain valuable fishing knowledge and skills.

Participants, aged 4-12, were guided by experienced mentors through educational fishing sessions, followed by a fishing contest divided into age groups: 4-6, 7-9, and 10-12. To qualify for the contest, children had to complete all learning stations.

The event also included a complimentary lunch provided by Dunmires, take-home goody bags, and prizes for contest winners. Families enjoyed a fun-filled day by the water, making lasting memories while learning how to fish.

Key Highlights

1. Educational Stations:

Children rotated through seven different educational stations, participating in activities led by volunteers from the DNR, Crow Wing County Sheriff's Office, boy scouts, cub scouts and Brainerd Muskies. They learned about boat safety, fish identification, how to tie a knot, had minnow races, wheel of fish, reel race and how to use a fishing rod.

2. Fishing Contest:

Kids participated in a one-hour fishing contest with rods and tackle provided for those who needed them. Volunteers and parents assisted, measuring and recording the length of each catch. Prizes were awarded based on age groups. Each age group had a winner for most fish caught and the biggest fish.

3. Refreshments:

Attendees enjoyed a free lunch provided by Dunmire's between stations and the fishing contest, featuring pulled pork sandwiches, beans, coleslaw, chips, and bottled water.

Attendance

- **Children:** 55
- **Adults:** Approximately 40
- **Volunteers:** Around 20, from the DNR, Crow Wing County Sheriff's Office, Cub scouts, Boy scouts, Brainerd High School fishing team, Pillager fishing team, and Brainerd Muskies.

Agenda

Time	Event		#	Station Event	Presenter
9:00-9:30	Check In		1	Invasive Education Station	DNR
9:30-9:45	Directions/Station Assignments		2	Minnow Races	Brainerd Muskies Inc.
9:45-11:15	Learning Stations		3	Boating Safety	Crow Wing County Sheriff's Department-Boat & Water
11:15-11:45	Lunch		4	Fish Identification: Live Fish Display	DNR Fisheries
12:00-1:00	Fishing Contest		5	Wheel of Fish	Brainerd Muskies Inc.
1:00-1:30	Prizes & Participation Bags		6	Reel Race	Brainerd Muskies Inc.
			7	How to Tie a Knot	Boy Scouts/Cub Scouts

Challenges Faced

1. Station Mix Up

One of the scheduled volunteers did not show up for their assigned station. We adapted by having the Muskies take over and run a casting station instead.

2. Volunteer Help

Could use more volunteer help for serving food, set up, and take down

3. Fishing Contest Log

Simplify the fish logging process to make sorting by age group, size, and quantity more efficient. Provide volunteers with the log ahead of time so they can familiarize themselves with the procedure, ensuring prize winners can be identified more quickly. Each helper should take a copy with them, as the fishing contest is spread out across a large area.

4. Timing of Stations

Remind organizers to have backup plans for station timing, as some stations were shorter than others. Include a game or activity to keep the kids engaged.

Recommendations for Future Events

1. Ideas for new stations:

- **DIY Lure Making:** Create fishing lures.
- **Fishing Simulator:** Use digital tools to teach casting and reeling techniques.
- **Fish Cleaning Station:** Educate kids on fish anatomy and proper cleaning techniques.
- **Fish Art Station:** Craft area for creating fish-themed art projects.
- **Fishing Trivia Quiz:** Trivia game about fishing, aquatic life, and conservation with prizes for correct answers.

2. Engaging Contest:

- **Best Fishing Outfit:** Prizes for the most creative fishing-themed outfits.

Additional Notes

1. Food:

- Plan for about 115 people next year. There was a lot of extra food.

2. Weather Considerations:

- Attendance varies based on weather conditions.

3. Future Bookings:

- Reserve Pavilion 1, only need Pavilion 2 if it is raining

4. Volunteers/Donations:

1. Walmart-\$100 Gift Card towards prizes, goody bags
2. Walleye Alliance-\$200 towards bait, goody bags
3. S & W Bait- Bag full of fishing gear-used towards goody bags and prizes
4. Brainerd High School fishing team- Helped with stations, set up and fishing contest
5. Pillager High School fishing team- Helped with stations, set up and fishing contest
6. Cub Scouts/Boy Scouts- Station, helped with set up

7. Muskies Inc- Stations, helped with set up and planning
8. DNR- Station
9. Sheriff's Office Boat & Water- Station
10. Dunmire's-Lunch
11. Charles Smith- Volunteer help all day- Set up, take down, photos, registration, attendance count
12. Kim Huether-Volunteer help all day- Set up, take down, photos, registration, attendance count
13. Chris Bible-Helped serve food, take down

Reminders

- Bought 20 dozen night crawlers. There were a few left over. Next year purchase 18 dozen.
- Plan extra time for setting up since a lot of people showed up early
- Used whistle for switching stations-worked well
- Announcements/directions/prizes: Used megaphone. Worked well.
- Used wrist bands for different ages and station numbers. Next year: no need to split up by age groups. Just station numbers. This will make for a quicker registration process.
- Change map around to make it easier for kids to know where to go. Use bigger brighter signs for stations.
- Have a volunteer only parking sign down by the lake
- Plenty of prizes
- Will need to purchase more materials for the goody bags
- Next year-purchase bait through S&W again

Submitted By: Kayla Huether – Recreation Specialist

Date Submitted:06/11/2025.

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

















CITY OF BRAINERD

MOVIES IN THE PARK



Free Admission

July 5th, 9 PM
Lyman P White Park
484 E River Rd,
Brainerd, MN 56401

Popcorn for purchase

Bring your own chair or blanket to
enjoy the movie, "The Goonies"!





Come and join us for the

Lum Park

Grand Opening

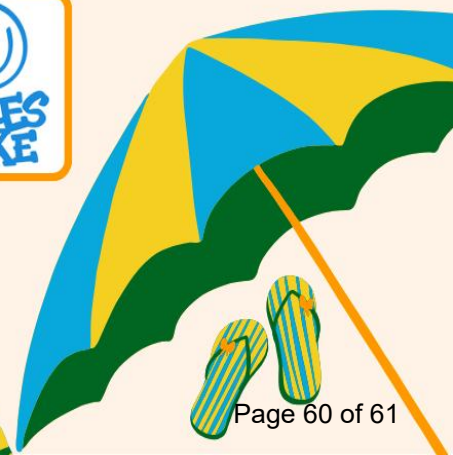
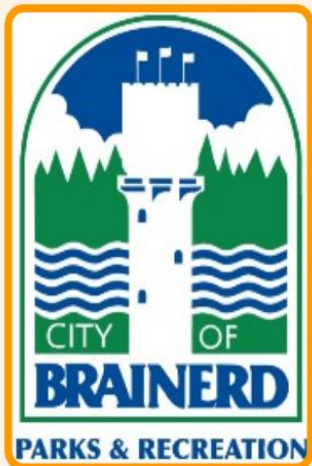
Sunday, July 13th 4pm

Ski Loons

performance at 5pm

1619 NE, Washington St,
Brainerd, MN 56401

Food served by the Ski
Loons starting at 4pm





Brainerd Parks and Recreation Adult Fall Kickball League at Memorial Park

Registration is now open. You can register one of three ways:

- By Phone: 218-828-2320 • In Person: City Hall, 501 Laurel St., Brainerd, MN 56401
- Online: Register: <https://secure.rec1.com/MN/brainerd-parks-recreation-mn/catalog?filter=c2VhcmNoPTM3NjU4OTk=>



Games are played Monday evenings, August 25 to October 20, 2025 (tentative dates)

Cost is \$350

Deadline to register a team is August 8, 2025

