



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, January 27, 2026 @ 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. Michelson ___J. Miller ___A. Shipe ___J. Berns

3. **Pledge of Allegiance**

4. **Oath of Office**

John Mickelson

A. **John Mickelson**

5. **Election of President and Vice President**

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

7. **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**

8. **New Business**

A. **Consider Gustafson Park Development**

B. **Discussion on BPU Main Lift Station Exterior Facade**

C. **Discussion on BPU CMAR Reclaim Tank Improvements near Rotary Park - Exterior Facade**

D. **Approve Pool Engineering and Architectural Services Letters of Interest (LOI) and Statement of Qualifications (SOQ)**

- E. **Approval of Lakes Area Youth Soccer Association Agreement**
- F. **Approval of Brainerd Baxter Baseball Association Agreement**
- G. **Ice Skate Party—Food Sponsorship Proposal**
- H. **Discussion and Motion of Letter Regarding Agreement From Community Education**
- 9. **Unfinished Business**
 - A. **Approval of Youth Tournament Staffing and Fee Structure**
 - B. **Approval of Adult Tournament Staffing and Fee Structure**
- 10. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Board - Time limits may be imposed
- 11. **Staff Reports**

(Verbal: Any Updates since Packet)

 - A. **Staff Reports**
 - B. **Ice Skating Party 2026**
 - C. **Hockey Rink Temperatures at Memorial Park**
 - D. **Rink Attendance**
 - E. **Rotary Riverside Biochar Release**
- 12. **Board Member Reports**
- 13. **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 Chair Berns in the City Council Chambers.

Roll Call

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

Also noted as present Public Works Director Habighorst and Recreation Specialist Kayla Huether.

Chair Berns opened the meeting with the Pledge of Allegiance to the flag.

Approval of Agenda

MOVED AND SECONDED BY MEMBER MILLER AND SCHAEFER, DULY CARRIED TO APPROVE THE AGENDA.

Approval of Consent Calendar

- A. **Approval of Minutes**
- B. **Approval of Disbursements**
- C. **Financial Reports**
- D. **Approve Rotary Riverside Great River Greening Volunteer Event at Rotary Park**

MOVED AND SECONDED BY MEMBER MILLER AND SHIPE, DULY CARRIED TO APPROVE THE CONSENT CALENDAR.

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

Public Forum

Chair Berns opened public forum at 4:02 p.m.

Chair Berns closed public forum at 4:03 p.m.

Mayor Badeaux was noted at arriving at the Park Board meeting at 4:03 p.m.

Unfinished Business

Approval of Youth Tournament Staffing and Fee Structure

Discussion was held regarding the fee structure for youth tournaments and employee costs. Discussed the challenges that staff have had with getting applicants to work on the weekends, in 2025 there was only one applicant. With the challenges of recruiting weekend staff this has caused challenges for staff to not accrue overtime hours when tournaments are

scheduled. Options were provided with cost differences and what Park Board would approve of when it comes to limited staff.

Member Miller agrees with charging staff cost and chalking, does not agree with the amount of overtime and charging organizations. Discussed that the city has been relinquishing recreational responsibilities for both youth and adult sports to organizations across the city. The issue with no internal responsibilities for youth and adult sports and charging organizations that have taken on the responsibilities in the absence of the city running these programs, does not feel comfortable charging so much money to organizations for overtime for staff. In the future, Park Board would like to see a sustainable method for no overtime of staff for any tournaments.

MOVED AND SECONDED BY MEMBER MILLER AND SHIPE TO TAKE STAFF RECOMMENDATION TO CHARGE STAFF COST AND CHALKING FOR YOUTH TOURNAMENTS STAFFING AN FEE STRUCTURE.

Discussion continued with suggestions to eliminate overtime costs to organizations.

Upon roll call, Member Miller voted “yay”, Members Schaefer, Shipe, and Berns voted “nay”, the motion was not passed.

MOVED AND SECONDED BY MEMBER SHIPE AND MILLER, DULY CARRIED TO DIRECT STAFF TO SCHEDULE A WORKSHOP FOR JANUARY TO DISCUSS THE YOUTH AND ADULT TOURNAMENT FEES AND FEE STRUCTURE.

Approval of Adult Tournament Staffing and Fee Structure

MOVED AND SECONDED BY MEMBER MILLER AND SHIPE, DULY CARRIED TO TABLE DISCUSSION UNTIL AFTER THE WORKSHOP.

Approval of YMCA and Community Education 2026 Contracts

Discussion held about the revised agreement for Brainerd YMCA and Community Education and the revisions made, met with both groups on input and overall programs itself. Discussed the expectations for YMCA and Community Education to communicate if there are shortages in registrations to have a backup plan if not enough registrations to hold programs and to prep the public. Park Board will expect registration numbers and what they are going to do about the low registrations with backup plans.

MOVED AND SECONDED BY MEMBER SCHAEFER AND MILLER, DULY CARRIED TO APPROVE THE 2026 CONTRACTS WITH YMCA AND COMMUNITY EDUCATION PROGRAMING.

Staff Reports

Public Works Director Habighorst mentioned that the ice-skating rinks have been doing well but Memorial Park has melted down to concrete. Jaycee and Bane Park are hoping to open next week.

Board Reports

Member Miller questioned if we will be having any issues with the 2026 fee structure since we are tabling the tournament cost and the approval of the fee structure on hold.

Chair Berns thanked Member Schaefer for all her years on the Park Board and staff for a good year.

Member Shipe thanked Member Schaefer for helping with Park Board and orienting him when he first became a member. Thanked her for all her years of service. At Gregory Park mentioned that for three weeks we have been plowing the sidewalks around a tree branch, asking if the tree branch can be removed.

Member Schaefer talked about the past seven years of service and talked about how hard the decision was to make.

Mayor Badeaux discussed how Member Schaefer was the first member he recruited and appreciated all the effort that she's put in over the years. Mayor Badeaux discussed the skating rink at Memorial Park, and he would really like to come up with a solution this year.

Adjourn

MOVED AND SECONDED BY MEMBER SCHAEFER AND MILLER, DULY CARRIED TO ADJOURN THE MEETING.

Chair Berns adjourned the meeting at 4:33 p.m.

JD Berns
Park Board President

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 12/11/2025 - 01/20/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
336645/1 90977	ACE HARDWARE WINTER GLOVES - RINKS 230-5200-42209	11/26/2025 pziemer	12/17/2025	22.49	0.00	Paid	Y 12/17/2025
		SAFETY EQUIPMENT SUPPLIES		22.49			
336700/1 90978	ACE HARDWARE PARKS KEYS X9 230-5200-42220	12/01/2025 pziemer	12/17/2025	17.91	0.00	Paid	Y 12/17/2025
		REPAIR & MAINT		17.91			
336723/1 90979	ACE HARDWARE TORCH HEAD - SHOP SUPPLY 230-5200-42220	12/02/2025 pziemer	12/17/2025	58.49	0.00	Paid	Y 12/17/2025
		REPAIR & MAINT		58.49			
336724/1 90980	ACE HARDWARE TAPCUBE - CH XMAS TREE 101-1940-42220	12/02/2025 pziemer	12/17/2025	7.19	0.00	Paid	Y 12/17/2025
		REPAIR & MAINT		7.19			
336734/1 90981	ACE HARDWARE EXTENSION CORD/PAINT 101-1940-42220	12/03/2025 pziemer	12/17/2025	89.54	0.00	Paid	Y 12/17/2025
		REPAIR & MAINT		71.98			
		REPAIR & MAINT		17.56			
336771/1 91037	ACE HARDWARE BUNGEE CORD - CH TREE 101-1940-42220	12/04/2025 pziemer	12/17/2025	30.58	0.00	Paid	Y 12/17/2025
		REPAIR & MAINT		30.58			
336808/1 91038	ACE HARDWARE FASTENERS 230-5200-42220	12/05/2025 pziemer	12/17/2025	8.96	0.00	Paid	Y 12/17/2025
		REPAIR & MAINT		8.96			
336891/1 91130	ACE HARDWARE IMPACT DRILL/GREASE GUN KIT 230-5200-42240	12/10/2025 pziemer	12/30/2025	690.98	0.00	Paid	Y 12/30/2025
		SMALL TOOLS		690.98			
337173/1 91252	ACE HARDWARE BATTERIES - PARKS 230-5200-42220	12/23/2025 pziemer	12/30/2025	15.99	0.00	Paid	Y 12/30/2025
		REPAIR & MAINT		15.99			
337358/1 91530	ACE HARDWARE USB CHARGER - POND HOCKEY 230-5209-42210	01/06/2026 pziemer	01/21/2026	6.29	6.29	Open	N 01/21/2026
		OPERATING SUPPLIES		6.29			

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Total for vendor 0011 - ACE HARDWARE:				948.42	6.29		
Vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:							
6574533720376 90982	ADVANCE AUTO PARTS - FINANCIAL SVCS DOWNTOWN REPAIR FOR SNOWBLOWER 230-5200-42220	12/03/2025 pziemer	12/17/2025	4.49	0.00	Paid	Y 12/17/2025
Total for vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:				4.49	0.00		
Vendor 2683 - ASCAP:							
500821295/2026 91423	ASCAP 2026 ANNUAL LICENSE 230-5200-43430	12/20/2025 pziemer	01/07/2026	458.00	0.00	Paid	Y 01/07/2026
Total for vendor 2683 - ASCAP:				458.00	0.00		
Vendor 0077 - BRAINERD HYDRAULICS/AIR:							
37619 91165	BRAINERD HYDRAULICS/AIR SKIDSTEER REPAIR-COUPPLERS PIPE 230-5200-42220	12/01/2025 pziemer	12/30/2025	34.00	0.00	Paid	Y 12/30/2025
Total for vendor 0077 - BRAINERD HYDRAULICS/AIR:				34.00	0.00		
Vendor 0079 - BRAINERD LICENSE OFFICE:							
2026 PARKS 91519	BRAINERD LICENSE OFFICE 2026 PARK VEHICLE TAB RENEWALS 230-5200-43430	01/06/2026 pziemer	01/21/2026	233.75	233.75	Open	N 01/21/2026
Total for vendor 0079 - BRAINERD LICENSE OFFICE:				233.75	233.75		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
NOV 25/PKS 91196	BRAINERD PUBLIC UTILITIES 10/24/25-11/24/25 PARK DEPT 230-5200-43381	12/18/2025 pziemer	12/30/2025	5,394.85	0.00	Paid	Y 12/30/2025
				5,013.84			
				381.01			
DEC 25/PARKS 91482	BRAINERD PUBLIC UTILITIES 11/24/25-12/24/25 PARKS DEPT 230-5200-43381	12/24/2025 pziemer	01/21/2026	5,919.65	5,919.65	Open	N 12/31/2025
				5,663.38			
				256.27			
Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:				11,314.50	5,919.65		

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/NOV25/PKS 91063	CENTERPOINT ENERGY 10/17/25-11/14/25 PARKS UTILITIES 230-5200-43380 UTILITIES	11/24/2025 pziemer	12/17/2025	452.83 452.83	0.00	Paid	Y 12/17/2025
92166-0/DEC25/PKS 91462	CENTERPOINT ENERGY 11/15/25-12/16/25 PARKS GARAGE 230-5200-43380 UTILITIES	12/23/2025 pziemer	01/07/2026	651.58 651.58	0.00	Paid	Y 12/31/2025
Total for vendor 0307 - CENTERPOINT ENERGY:				1,104.41	0.00		
Vendor 0125 - CTC - 446126:							
21713961/PKS 91140	CTC - 446126 12/12/25-1/11/26 PARKS 230-5200-43321 TELEPHONE	12/12/2025 pziemer	12/19/2025	320.81 320.81	0.00	Paid	Y 12/19/2025
21714129 91145	CTC - 446126 12/12/25-1/11/26 CAMPGROUND 230-5280-43321 TELEPHONE	12/12/2025 pziemer	12/19/2025	250.70 250.70	0.00	Paid	Y 12/19/2025
21740645 91584	CTC - 446126 1/12/26-2/11/26 CAMPGROUND 230-5280-43321 TELEPHONE	01/12/2026 pziemer	01/21/2026	250.70 250.70	250.70	Open	N 01/21/2026
21740361/PKS 91587	CTC - 446126 1/11/26-2/11/26 PARKS 230-5200-43321 TELEPHONE	01/12/2026 pziemer	01/21/2026	320.81 320.81	320.81	Open	N 01/21/2026
Total for vendor 0125 - CTC - 446126:				1,143.02	571.51		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2656642 91421	DAHLHEIMER BEVERAGE TP/LINERS/CLEANER - PARKS RESTROOMS 230-5200-42220 REPAIR & MAINT	12/26/2025 pziemer	01/07/2026	339.20 339.20	0.00	Paid	Y 12/31/2025
Total for vendor 3438 - DAHLHEIMER BEVERAGE:				339.20	0.00		
Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:							
FBN5511205/PKS 91078	ENTERPRISE FM TRUST - ATTN: BILLING DEC 25 PARKS DEPT VEHICLE LEASES 230-5200-43331 LEASE PAYMENTS	12/03/2025 pziemer	12/17/2025	6,262.15 6,262.15	0.00	Paid	Y 12/17/2025

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 User: lasbach
 DB: Brainerd

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FBN5533265/PKS 91554	ENTERPRISE FM TRUST - ATTN: BILLING JAN 2026 PARKS VEHICLE LEASES 230-5200-43331 LEASE PAYMENTS	01/06/2026 pziemer	01/21/2026	6,262.15	6,262.15	Open	N 01/21/2026
Total for vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:				<u>6,262.15</u>	<u>6,262.15</u>		
				<u>12,524.30</u>	<u>6,262.15</u>		

Vendor 4467 - GREAT RIVER GREENING:

4648 91632	GREAT RIVER GREENING ROTARY PARK - COOPERATIVE MATCH 230-5200-42220 REPAIR & MAINT 230-0000-15510 PREPAID OTHER	12/01/2025 pziemer	01/21/2026	12,500.00	12,500.00	Open	N 12/31/2025
Total for vendor 4467 - GREAT RIVER GREENING:				<u>12,500.00</u>	<u>12,500.00</u>		

Vendor 0203 - HOLDEN ELECTRIC:

82271 90947	HOLDEN ELECTRIC CAMPGROUND WIFI EXPANSION 230-5280-42220 REPAIR & MAINT	11/21/2025 pziemer	12/17/2025	943.75	0.00	Paid	Y 12/17/2025
Total for vendor 0203 - HOLDEN ELECTRIC:				<u>943.75</u>	<u>0.00</u>		

Vendor 3220 - IMPERIAL DADE:

4470472/PARKS 91613	IMPERIAL DADE PARKS DEPT JANITORIAL SUPPLIES 230-5200-42220 REPAIR & MAINT	01/13/2026 pziemer	01/21/2026	59.89	59.89	Open	N 01/21/2026
Total for vendor 3220 - IMPERIAL DADE:				<u>59.89</u>	<u>59.89</u>		

Vendor 3418 - LAKES AREA LOCK & DOOR HARDWARE, IN:

126284 91188	LAKES AREA LOCK & DOOR HARDWARE, IN KEYS - WARMING HOUSES - LESS SALES 230-5200-42220 REPAIR & MAINT	12/18/2025 pziemer	12/30/2025	80.00	0.00	Paid	Y 12/30/2025
				80.00			
126281 91205	LAKES AREA LOCK & DOOR HARDWARE, IN QTY 8 KEYS - LESS SALES TAX 230-5200-42220 REPAIR & MAINT	12/18/2025 pziemer	12/30/2025	48.00	0.00	Paid	Y 12/30/2025
Total for vendor 3418 - LAKES AREA LOCK & DOOR HARDWARE, IN:				<u>48.00</u>	<u>0.00</u>		
				<u>128.00</u>	<u>0.00</u>		

Vendor 0237 - LOCATORS - SUPPLIES INC:

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0324846-IN 91256	LOCATORS - SUPPLIES INC WINTER JACKETS X6 230-5200-42209	12/23/2025 pziemer	12/30/2025	763.53	0.00	Paid	Y 12/30/2025
	SAFETY EQUIPMENT SUPPLIES			763.53			
	Total for vendor 0237 - LOCATORS - SUPPLIES INC:			<u>763.53</u>	<u>0.00</u>		

Vendor 0889 - MENARDS - BAXTER :

58470 90961	MENARDS - BAXTER MMP LUMBER 230-5200-42220	11/14/2025 pziemer	12/17/2025	250.32	0.00	Paid	Y 12/17/2025
	REPAIR & MAINT			250.32			
59281 90983	MENARDS - BAXTER GLOVES X4 - PARK MAINT 230-5200-42209	11/25/2025 pziemer	12/17/2025	108.96	0.00	Paid	Y 12/17/2025
	SAFETY EQUIPMENT SUPPLIES			108.96			
59989 90984	MENARDS - BAXTER FASTENERS CH TREE 101-1940-42220	12/04/2025 pziemer	12/17/2025	15.18	0.00	Paid	Y 12/17/2025
	REPAIR & MAINT			15.18			
59188 91002	MENARDS - BAXTER HITCH/MOUNT/GAS CANS 230-5200-42220	11/24/2025 pziemer	12/17/2025	198.92	0.00	Paid	Y 12/17/2025
	REPAIR & MAINT			198.92			
60540 91131	MENARDS - BAXTER ICE MELT X49 235-3165-42210	12/11/2025 pziemer	12/30/2025	636.51	0.00	Paid	Y 12/30/2025
	OPERATING SUPPLIES			636.51			
61504 91422	MENARDS - BAXTER MMP REPAIRS 230-5200-42220	12/23/2025 pziemer	01/07/2026	133.92	0.00	Paid	Y 12/31/2025
	REPAIR & MAINT			133.92			
61938 91493	MENARDS - BAXTER ICE MELT X49 235-3165-42210	12/31/2025 pziemer	01/21/2026	636.51	636.51	Open	N 12/31/2025
	OPERATING SUPPLIES			636.51			
62256 91529	MENARDS - BAXTER ICE MELT QTY 49 235-3165-42210	01/06/2026 pziemer	01/21/2026	636.51	636.51	Open	N 01/21/2026
	OPERATING SUPPLIES			636.51			
62339 91581	MENARDS - BAXTER ICE MELT X49	01/07/2026 pziemer	01/21/2026	636.51	636.51	Open	N 01/21/2026

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	235-3165-42210	OPERATING SUPPLIES		636.51			
	Total for vendor 0889 - MENARDS - BAXTER :			3,253.34	1,909.53		
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Vendor 3394 - MIDWEST MACHINERY CO:							
10721505 90985	MIDWEST MACHINERY CO SNOW THROWER REPAIR 230-5200-42220	11/24/2025 pziemer REPAIR & MAINT	12/17/2025	17.98	0.00	Paid	Y 12/17/2025
10729798 90986	MIDWEST MACHINERY CO JOHN DEERE SKIDSTEER 230-5200-42220	12/02/2025 pziemer REPAIR & MAINT	12/17/2025	440.97	0.00	Paid	Y 12/17/2025
10735069 91132	MIDWEST MACHINERY CO PARTS 750X TRACTOR & BLOWER 230-5200-42220	12/08/2025 pziemer REPAIR & MAINT	12/30/2025	1,804.44	0.00	Paid	Y 12/30/2025
10736710 91133	MIDWEST MACHINERY CO BACKPACK BLOWER AND SPARK PLUGS 230-5200-42240 230-5200-42220	12/10/2025 pziemer SMALL TOOLS REPAIR & MAINT	12/30/2025	698.71 649.99 48.72	0.00	Paid	Y 12/30/2025
10738891 91137	MIDWEST MACHINERY CO ANTIFREEZE 230-5200-42220	12/12/2025 pziemer REPAIR & MAINT	12/30/2025	36.48	0.00	Paid	Y 12/30/2025
10741910 91189	MIDWEST MACHINERY CO BATTERY FOR X750 230-5200-42220	12/16/2025 pziemer REPAIR & MAINT	12/30/2025	176.59	0.00	Paid	Y 12/30/2025
10743530 91190	MIDWEST MACHINERY CO NEW CHAINSAW 230-5200-42240	12/18/2025 pziemer SMALL TOOLS	12/30/2025	429.99	0.00	Paid	Y 12/30/2025
10747553 91413	MIDWEST MACHINERY CO JD 54SB SNOWBLOWER VIN1911 230-5200-42240	12/23/2025 pziemer SMALL TOOLS	01/07/2026	4,799.00	0.00	Paid	Y 12/31/2025
	Total for vendor 3394 - MIDWEST MACHINERY CO:			8,404.16	0.00		

Vendor 0264 - MN DEPT LABOR & INDUSTRY :

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Vendor 0272 - MTI DISTRIBUTING CO:							
1503615-00 91615	MTI DISTRIBUTING CO CLUTCH REPAIR - TORO FIELD GROOMER 230-5200-42220	01/08/2026 pziemer	01/21/2026	1,996.13	1,996.13	Open	N 12/31/2025
	Total for vendor 0272 - MTI DISTRIBUTING CO:			<u>1,996.13</u>	<u>1,996.13</u>		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							
1647-400143 90987	O'REILLY AUTOMOTIVE STORES INC. GLASS CLEANER 230-5200-42210	11/25/2025 pziemer	12/17/2025	14.98	0.00	Paid	Y 12/17/2025
	OPERATING SUPPLIES			14.98			
1647-403595 91134	O'REILLY AUTOMOTIVE STORES INC. WIPER BLADE 230-5200-42220	12/10/2025 pziemer	12/30/2025	14.39	0.00	Paid	Y 12/30/2025
	REPAIR & MAINT			<u>14.39</u>			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			<u>29.37</u>	<u>0.00</u>		
Vendor 4465 - PLAY IT AGAIN SPORTS WAITE PARK:							
4609 91438	PLAY IT AGAIN SPORTS WAITE PARK SKATE SHARPENING KIT 230-5220-42210	12/09/2025 pziemer	01/07/2026	1,428.43	0.00	Paid	Y 12/31/2025
	OPERATING SUPPLIES			<u>1,428.43</u>			
	Total for vendor 4465 - PLAY IT AGAIN SPORTS WAITE PARK:			<u>1,428.43</u>	<u>0.00</u>		
Vendor 0344 - WASTE PARTNERS INC:							
5BX62548 90957	WASTE PARTNERS INC NOV 2025 PARKS DEPT WASTE REMOVAL 230-5200-43380	11/30/2025 pziemer	12/17/2025	468.00	0.00	Paid	Y 12/17/2025
	UTILITIES			468.00			
5CX00893 91469	WASTE PARTNERS INC DEC 2025 PARKS WASTE REMOVAL 230-5200-43380	12/31/2025 pziemer	01/21/2026	468.00	468.00	Open	N 12/31/2025
	UTILITIES			<u>468.00</u>			
	Total for vendor 0344 - WASTE PARTNERS INC:			<u>936.00</u>	<u>468.00</u>		

01/21/2026 09:15 AM
 User: lasbach
 DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 12/11/2025 - 01/20/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 3199 - WEX BANK:							
109009477/PKS 90973	WEX BANK NOV 25 PARKS DEPT FUEL 230-5200-42212	11/30/2025 pziemer	12/17/2025	636.67	0.00	Paid	Y 12/17/2025
	MOTOR FUELS			636.67			
109662472/PKS 91491	WEX BANK DEC 2025 PARKS FUEL 230-5200-42212	12/31/2025 pziemer	01/21/2026	1,530.68	1,530.68	Open	N 12/31/2025
	MOTOR FUELS			1,530.68			
	Total for vendor 3199 - WEX BANK:			<u>2,167.35</u>	<u>1,530.68</u>		

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

Vendor 3698 - AMAZON:							
12/11/25 91305	AMAZON CREDIT - RETURN CH XMAS TREE LIGHTS 101-1940-42220	12/11/2025 pziemer	01/07/2026	(410.02)	0.00	Paid	Y 12/31/2025
	REPAIR & MAINT			(410.02)			
12/1/25 - 2 91306	AMAZON LIGHTS - CH XMAS TREE 101-1940-42220	12/01/2025 pziemer	01/07/2026	174.95	0.00	Paid	Y 12/31/2025
	REPAIR & MAINT			174.95			
12/18/25 91307	AMAZON GAFFERS TAPE 230-5200-42220	12/18/2025 pziemer	01/07/2026	26.00	0.00	Paid	Y 12/31/2025
	REPAIR & MAINT			26.00			
12/17/25 91431	AMAZON RUBBERMAID CAN - MOVIE SCREEN 230-5211-42210	12/17/2025 pziemer	01/07/2026	285.99	0.00	Paid	Y 12/31/2025
	OPERATING SUPPLIES			285.99			
	Total for vendor 3698 - AMAZON:			<u>76.92</u>	<u>0.00</u>		

Vendor 2740 - AT&T MOBILITY:

12/18/25 - PKS 91428	AT&T MOBILITY DEC 2025 PARKS PHONES/DEVICES 230-5200-43321	12/18/2025 pziemer	01/07/2026	194.66	0.00	Paid	Y 12/31/2025
	TELEPHONE			164.66			
	OPERATING SUPPLIES			30.00			
	Total for vendor 2740 - AT&T MOBILITY:			<u>194.66</u>	<u>0.00</u>		

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

271.58 0.00

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 12/11/2025 - 01/20/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

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

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

Vendor 3699 - AED SUPERSTORE:

12/5/25							
91397	AED SUPERSTORE	12/05/2025	01/07/2026	587.00	0.00	Paid	Y
	AED ELECTRODES	pziemer					12/31/2025
	235-3100-42209	SAFETY EQUIPMENT SUPPLIES		230.00			
	230-5200-42209	SAFETY EQUIPMENT SUPPLIES		357.00			
12/8/25							
91398	AED SUPERSTORE	12/08/2025	01/07/2026	100.09	0.00	Paid	Y
	AED ELECTRODES	pziemer					12/31/2025
	101-1940-42210	OPERATING SUPPLIES		100.09			
	Total for vendor 3699 - AED SUPERSTORE:			687.09	0.00		

Vendor 4174 - FIREHOSEDIRECT:

12/5/25							
91399	FIREHOSEDIRECT	12/05/2025	01/07/2026	244.27	0.00	Paid	Y
	1 1/2" BRASS WASHDOWN NOZZLE	pziemer					12/31/2025
	230-5200-42220	REPAIR & MAINT		244.27			
	Total for vendor 4174 - FIREHOSEDIRECT:			244.27	0.00		

Vendor 3719 - FLEET FARM:

12/3/25 - 2							
91402	FLEET FARM	12/03/2025	01/07/2026	128.35	0.00	Paid	Y
	EXTENSION CORD - CH XMAS TREE	pziemer					12/31/2025
	101-1940-42220	REPAIR & MAINT		128.35			
12/3/25 - 3							
91403	FLEET FARM	12/03/2025	01/07/2026	(9.37)	0.00	Paid	Y
	CREDIT SALES TAX CHARGED	pziemer					12/31/2025
	101-1940-42220	REPAIR & MAINT		(9.37)			
12/5/25							
91404	FLEET FARM	12/05/2025	01/07/2026	399.97	0.00	Paid	Y
	COLD WEATHER GEAR -TROY HARRIS &	pziemer					12/31/2025
	230-5200-42209	SAFETY EQUIPMENT SUPPLIES		399.97			
	Total for vendor 3719 - FLEET FARM:			518.95	0.00		

Vendor 4462 - PLAY IT AGAIN SPORTS:

12/18/25							
91400	PLAY IT AGAIN SPORTS	12/18/2025	01/07/2026	824.36	0.00	Paid	Y
	SKATES AND HELMETS	pziemer					12/31/2025
	230-5209-42210	OPERATING SUPPLIES		356.94			
	230-5220-42210	OPERATING SUPPLIES		467.42			

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 User: lasbach
 DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 12/11/2025 - 01/20/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

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

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

Total for vendor 4462 - PLAY IT AGAIN SPORTS:	824.36	0.00
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Vendor 0006 - WALMART COMMUNITY/GECRB:

12/19/25							
91401	WALMART COMMUNITY/GECRB	12/19/2025	01/07/2026	7.84	0.00	Paid	Y
	SHARPIES	pziemer					12/31/2025
	230-5220-42210	OPERATING SUPPLIES		7.84			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			7.84	0.00		

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

2,282.51	0.00
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# of Invoices:	68	# Due:	14	Totals:	63,712.52	31,457.58
# of Credit Memos:	2	# Due:	0	Totals:	(419.39)	0.00

Net of Invoices and Credit Memos:	63,293.13	31,457.58
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--- TOTALS BY GL DISTRIBUTION ---

101-1940-42210	OPERATING SUPPLIES	100.09
101-1940-42220	REPAIR & MAINT	8.84
230-0000-15510	PREPAID OTHER	10,000.00
230-5200-42209	SAFETY EQUIPMENT SUPPLIES	1,651.95
230-5200-42210	OPERATING SUPPLIES	14.98
230-5200-42212	MOTOR FUELS	2,167.35
230-5200-42220	REPAIR & MAINT	8,598.62
230-5200-42240	SMALL TOOLS	6,569.96
230-5200-43321	TELEPHONE	806.28
230-5200-43331	LEASE PAYMENTS	12,524.30
230-5200-43380	UTILITIES	2,040.41
230-5200-43381	BPU UTILITIES	10,677.22
230-5200-43430	MISCELLANEOUS	691.75
230-5204-42210	OPERATING SUPPLIES	30.00
230-5209-42210	OPERATING SUPPLIES	363.23
230-5211-42210	OPERATING SUPPLIES	285.99
230-5220-42210	OPERATING SUPPLIES	1,903.69
230-5280-42220	REPAIR & MAINT	943.75
230-5280-43321	TELEPHONE	501.40
230-5280-43380	UTILITIES	637.28
235-3100-42209	SAFETY EQUIPMENT SUPPLIES	230.00
235-3165-42210	OPERATING SUPPLIES	2,546.04

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			108.93	0.00		
	230 - PARK & RECREATION FUND			60,408.16	29,548.05		
	235 - STREET & SEWER FUND			2,776.04	1,909.53		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			10,000.00	10,000.00		
	1940 - CITY HALL			108.93	0.00		
	3100 - S & S MAINTENANCE			230.00	0.00		
	3165 - DOWNTOWN SNOW REMOVAL (DTSP			2,546.04	1,909.53		
	5200 - PARK MAIN/ADMINISTRATION			45,742.82	19,034.79		
	5204 - CONCESSIONS			30.00	0.00		
	5209 - POND HOCKEY PROGRAM			363.23	6.29		
	5211 - SPECIAL EVENTS PROGRAM			285.99	0.00		
	5220 - OUTDOOR RINKS			1,903.69	0.00		
	5280 - CAMPGROUND			2,082.43	506.97		



Park Board Agenda Request

MEETING DATE: January 27, 2026

TITLE OF ITEM: Consider Gustafson Park Development

AGENDA:

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Community Development

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

The Brainerd HRA approached the Park Board at their May 27th meeting during open forum to discuss the potential for development of residential housing at Gustafson Park as a conversation starter. The Park Board was receptive to having this item on an upcoming agenda to formally review this opportunity further.

To view City Council discussion and motion regarding Gustafson Park: [City of Brainerd - City Council Special Meeting - 12/8/25](#)

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The park has historically been utilized for some of our youth programming activities but was left off the designated parks list. The Parks Department currently maintains Gustafson Park which primarily consists of mowing the grass as needed.

According to Park Staff, Gustafson was utilized in 2025 for Youth T-ball on Tuesday, Wednesday, and Thursday evenings. An alternative location for Youth T-ball could be Jaycees Park, but final details would need to be discussed. The Parks Department believes it's good to have Gustafson Park available as sometimes green space is hard to find and it seems to be applicable to all sports, especially T-ball. It can be difficult scheduling and sharing baseball fields in the summer and we have not solidified discussions about field use for summer of 2026. However, moving forward they do not anticipate many opportunities for programs to utilize Gustafson Park.

RECOMMENDED ACTION/MOTION City Council is seeking a formal recommendation from the Park Board concerning the development of Gustafson Park.

Options:

1. Recommend City Council to develop Gustafson Park for single-family homes or duplexes.
2. Recommend City Council designate Gustafson Park as a City Park.

3. Recommend the City Council delay a decision until all youth programs have been moved to an alternative location.

FINANCIAL IMPACT

MEMO



TO: Park Board

FROM: James Kramvik, Community Development Director

DATE: January 27, 2025

RE: Consider Gustafson Park Development

INTRODUCTION

The Brainerd HRA approached the Park Board at their May 27th meeting during open forum to discuss the potential for development of residential housing at Gustafson Park as a conversation starter. The Park Board was receptive to having this item on an upcoming agenda to formally review this opportunity further.

The City Council considered the development of Gustafson Park at their December 8th special meeting. City Council motioned for staff to further investigate the feasibility of residential development, obtain a quote to subdivide the lots, and to receive a formal recommendation from the Park Board.

GUSTAFSON PARK

Gustafson Park is located along N St NE, between 9th Ave NE and 10th Ave NE, and consists of approximately 1.2 acres with an alley bisecting the two existing fields. The park consists of grass fields with 4 back stops and a utility shed. The park has historically been utilized for some of our youth programming activities but was left off the designated parks list. The Parks Department currently maintains Gustafson Park which primarily consists of mowing the grass as needed.

According to Park Staff, Gustafson was utilized in 2025 for Youth T-ball on Monday, Tuesday, Wednesday, and Thursday evenings. An alternative location for Youth T-ball could be Memorial Park Mills Field, but final details would need to be discussed. The Parks Department believes it's good to have Gustafson Park available as sometimes green space is hard to find and it seems to be applicable to all sports, especially T-ball. It can be difficult scheduling and sharing baseball fields in the summer and we have not solidified discussions about field use for summer of 2026. However, moving forward they do not anticipate many opportunities for programs to utilize Gustafson Park.

DEVELOPMENT OPPORTUNITIES

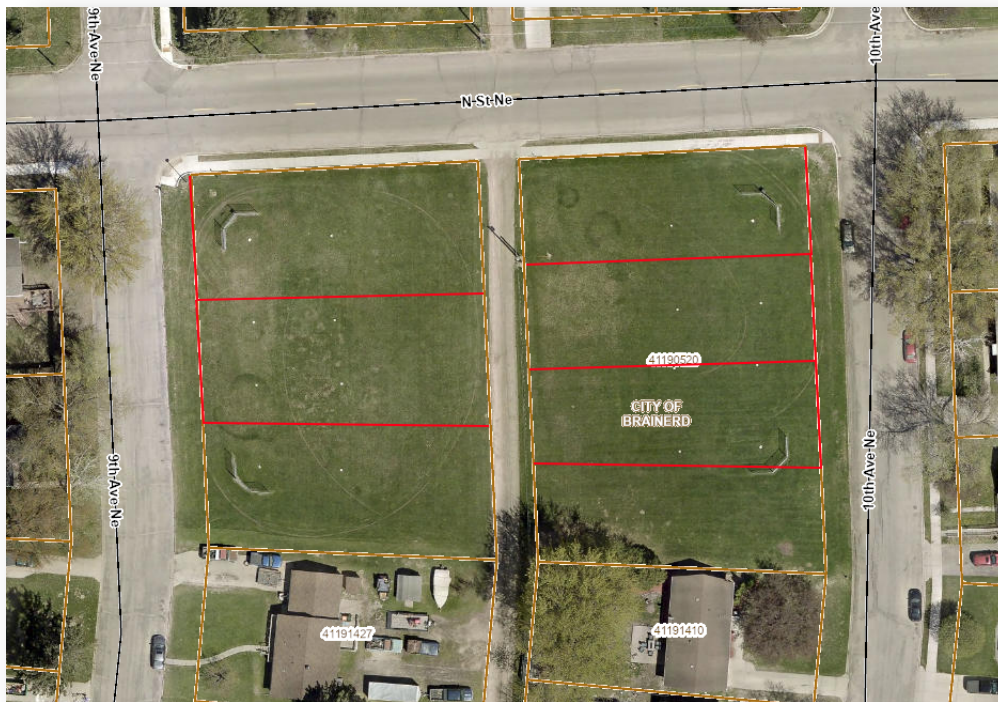
The City could retain the property and subdivide the parcels to sell at market rate through the EDA. The properties would not have to be conveyed to the EDA until final sale. In the current

market, many developers are interested in shovel ready in-fill sites throughout Brainerd for the construction of duplex rentals. Vacant properties are currently selling between \$15,000 and \$30,000 dependent on the size of the parcel. To list the property, the City should replat the parcels to sell them individually. Gustafson Park could be re-plated and become six or seven individual lots for the construction of single-family homes or duplexes. A purchase and development agreement could most likely be utilized to ensure the intended outcome of each parcel.

According to the 2020 HRA Crow Wing County Workforce Housing Study, the City of Brainerd needs significant numbers of housing units and the City is currently not on pace to meet the demands.

https://brainerdhra.org/wp-lib/wp-content/uploads/2020/03/FINAL_WFH-Study-for-CWC.pdf

PRELIMINARY SUBDIVISION MAP



RECOMMENDATION

City Council is seeking a formal recommendation from the Park Board concerning the development of Gustafson Park.

Options:

- 1) Recommend City Council to develop Gustafson Park for single family homes or duplexes.
- 2) Recommend City Council designate Gustafson Park as a City Park.
- 3) Recommend the City Council delay a decision until all youth programs have been moved to an alternative location.

From: [Logan Klisch](#)
To: [Lisa Asbach](#)
Subject: Gustafson Park
Date: Sunday, January 18, 2026 3:54:45 PM
Attachments: [Gustafson 11826 pdf.pdf](#)

You don't often get email from klischlogan01@gmail.com. [Learn why this is important](#)

***** Warning:** External sender, use extreme caution with attachments and links ***

Attached is a PDF of the Gustafson Park Petition signatures as of 1/18/26 @ 3:45PM.

This petition was created by me, Logan Klisch, to try to prevent the proposed development of Gustafson Park in North East Brainerd. This park serves the community as a common ground for those of us in the area with young children, pets, and even older children who are not in organized sports. I understand there is a need for housing, however once this asset is destroyed the community will never get the opportunity to possess anything like this again. It will be destroyed for future generations and the idea of this park will be lost to history. Currently this petition has 118 verified signatures from all around the country. Whether they be individuals that winter elsewhere or even individuals who have moved out of the area. This park has impacted everyone one way or another and has the ability to keep impacting families for generations to come.

-Logan Klisch

petition_signatures_jobs_490937351_20260118213607

Name	City	State	Postal Code	Country	Signed On
Logan Klisch	Brainerd	MN	56401	United States	2025-12-22
Blake Klisch	Brainerd	MN	56401	United States	2025-12-22
Nathan Cyr	Brainerd	MN	56401	United States	2025-12-22
Donna Carner	Brainerd	MN	56401	United States	2025-12-22
Tim Gens	Brainerd	MN	56401	United States	2025-12-22
Brandon Pederson	Brainerd	MN	56401	United States	2025-12-22
Hannah Moody	Brainerd	MN	56401	United States	2025-12-22
Duante Carner	Brainerd	MN	56401	United States	2025-12-22
James Carner	Brainerd	MN	56401	United States	2025-12-22
Danielle Carner	Brainerd	MN	56401	United States	2025-12-22
Des Parker	Baxter	MN	56425	United States	2025-12-22
Erin Klisch	Baxter	MN	56425	United States	2025-12-22
Mardell Swenson	Merrifield	MN	56465	United States	2025-12-22
Kaleigh Klisch	Brainerd	MN	56401	United States	2025-12-22
Tina Klisch	Brainerd	MN	56401	United States	2025-12-23
Machel Marshall	Motley	MN	56466	United States	2025-12-23
Alan Marshall	Motley	MN	56466	United States	2025-12-23
Penny Anderson	Brainerd	MN	56401	United States	2025-12-23
Tori Winter	Brainerd	MN	56401	United States	2025-12-23
Sheila Mills	Baxter	MN	56425	United States	2025-12-23
Farrah Hines Farrah Hines	Brainerd	MN	56401	United States	2025-12-23
Kendra Vice	Brainerd	MN	56401	United States	2025-12-23
Haley Pederson	Brainerd	MN	56401	United States	2025-12-23
Tim Vice	Brainerd	MN	56401	United States	2025-12-23
alexi vice	Brainerd	MN	56401	United States	2025-12-23
Matthew King	Brainerd	MN	56401	United States	2025-12-23
Tammy DeRosier	Fort Ripley	MN	56449	United States	2025-12-23
Marie Walker	Baxter	MN	56425	United States	2025-12-23
Lance Armor		HI		United States	2025-12-23

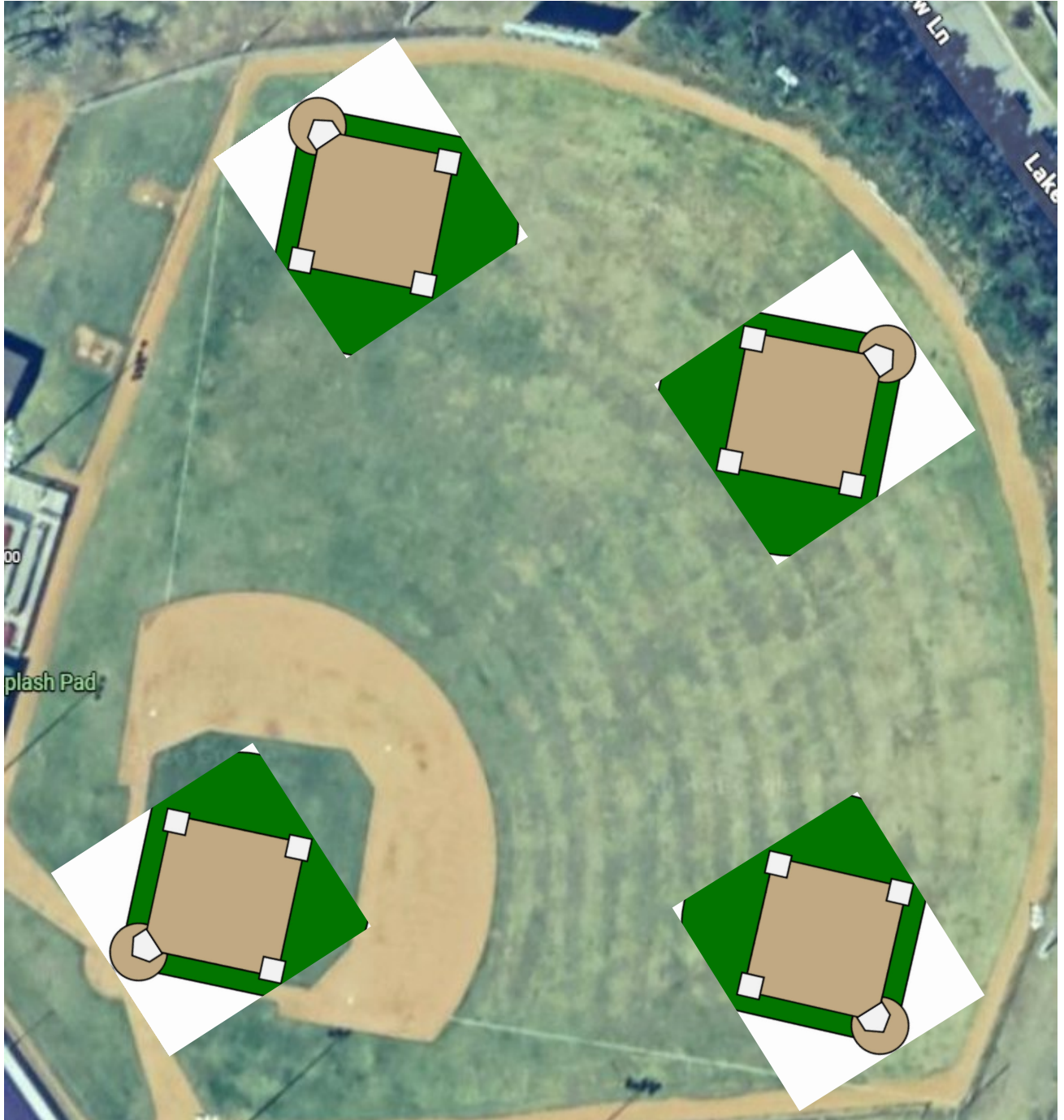
Susana Muñoz	Madrid		28019	Spain	2025-12-23
Jon Inwood	Brooklyn	NY	11226	United States	2025-12-23
Dave Hutchison	Brainerd	MN	56401	United States	2025-12-23
Cynthia vice	Brainerd	MN	56401	United States	2025-12-23
McKinzie Vander Weyst	Milaca	MN	56353	United States	2025-12-23
Noelle Oleson	Palisade	MN	56469	United States	2025-12-23
Jami Koranda	Brainerd	MN	56401	United States	2025-12-23
Peggy Hall	Pilot Mountain	NC	27041	United States	2025-12-23
Leah Christensen	Staples	MN	56479	United States	2025-12-23
Jake Marty	Brainerd	MN	56401	United States	2025-12-24
Ethan Klisch	Baxter	MN	56425	United States	2025-12-24
Richard Ellinghuysen	Baxter	MN	56425	United States	2025-12-24
Mary Winscher	Waconia	MN	56373	United States	2025-12-24
Kayla Cluever	Brainerd	MN	56401	United States	2025-12-24
Tim⁸ Larson	Pequot Lakes	MN	56472	United States	2025-12-24
Daniel Larson	Bay City	MI	48708	United States	2025-12-24
Dean Bemis	Foreston	MN	56330	United States	2025-12-24
Dawson Gapinski	Sauk Rapids	MN	56379	United States	2025-12-24
Gary Lembeck	Saint Cloud	MN	56303	United States	2025-12-24
Linda Svendsen	Saint Cloud	MN	56301	United States	2025-12-24
Roberta Talley	Saint Cloud	MN	56303	United States	2025-12-24
Staci Stangl	Brainerd	MN	56401	United States	2025-12-24
Gordon Giswold	Saint Cloud	MN	56301	United States	2025-12-24
Tamalea Landrith	Coleraine	MN	55722	United States	2025-12-24
Jay Bartz	Minneapolis	MN	55432	United States	2025-12-24
Evie Rager	Pillager	MN	4468	United States	2025-12-24
Michelle Brown	Minneapolis	MN	55421	United States	2025-12-24
susan c	Saint Cloud	MN	56303	United States	2025-12-24
Billy Johnson	Minneapolis	MN	55446	United States	2025-12-24
Tim Vice	Brainerd	MN	56401	United States	2025-12-25
Emma Voss	Brainerd	MN	56401	United States	2025-12-25
Krystal Graf	BRAINERD	MN	56401	United States	2025-12-27

Sadie Hart	Brainerd	MN	56401	United States	2025-12-31
Laura Smith	Brainerd	MN	56401	United States	2026-01-06
Shae Godfrey	Brainerd	MN	56401	United States	2026-01-07
Samantha Gorman	Brainerd	MN	56401	United States	2026-01-07
Cheri Drake	Brainerd	MN	56401	United States	2026-01-07
Faye Abrahamson	Brainerd	MN	56401	United States	2026-01-07
Louis Anderson	Casa Grande	AZ	85122	United States	2026-01-07
Robert Taylor	Brainerd	MN	56401	United States	2026-01-07
Lauren Yates	Saint Cloud	MN	56303	United States	2026-01-07
Justin Granholm	Brainerd	MN	56401	United States	2026-01-08
Dave Mullen	Brainerd	MN	56401	United States	2026-01-08
Rebecca Smith	Pillager	MN	56473	United States	2026-01-08
PJ Larson	Brainerd	MN	56401	United States	2026-01-08
Gracie Miles	Brainerd	MN	56401	United States	2026-01-08
Eric Norstrom	Brainerd	MN	56401	United States	2026-01-08
Timothy Moody	Brainerd	MN	56401	United States	2026-01-09
Amy Moody	Brainerd	MN	56401	United States	2026-01-09
Nancy55431 Anderson	Brainerd	MN	56401	United States	2026-01-09
Debra Doucette	Brainerd	MN	56401	United States	2026-01-09
Susan Beaulieu	Baxter	MN	56425	United States	2026-01-09
Michele Berger	Brainerd	MN	56401	United States	2026-01-10
Cassie Kappes	Merrifield	MN	56465	United States	2026-01-10
Ashley Bilderback	Brainerd	MN	56401	United States	2026-01-10
Scott Soulak	Brainerd	MN	56401	United States	2026-01-11
Troy Kampen	Brainerd	MN	56401	United States	2026-01-12
Empty Trash	Place	AA	47265	United States	2026-01-12
Tyler B	KC Metro	MO	64030	United States	2026-01-12
Kristina Peterson	Brainerd	MN	56401	United States	2026-01-13
Kimberly Pilgrim	Staples	MN	56479	United States	2026-01-13
Rebekah Kent Ehlebracht	Brainerd	MN	56401	United States	2026-01-13
Josephine Jost	Elk River	MN	55330	United States	2026-01-13
Abigail Marana	Brainerd	MN	56401	United States	2026-01-14

Ahad Sedaghat	Beachwood	OH	44122	United States	2026-01-14
Calista Smude	Rockford	IA	55987	United States	2026-01-14
Heather Michaud	Dover-Foxcroft	ME	4426	United States	2026-01-14
Yvonne Newman	Hollsopple	PA	15935	United States	2026-01-14
Evan Morris	Rice	MN	56367	United States	2026-01-14
Morgan Anderson	Brainerd	MN	56401	United States	2026-01-15
Nichole Erickson	Baxter	MN	56425	United States	2026-01-15
Deanna Olson	Brainerd	MN	56401	United States	2026-01-15
JEAN CELUS BERNARD	Miami	FL	33068	United States	2026-01-15
Quinn Marana	Brainerd	MN	56401	United States	2026-01-15
Kaitlin Del Negro	Pearl River	NY	10965	United States	2026-01-15
farnaz kamali	Las Vegas	NV	89139	United States	2026-01-15
Cindy Helstrom	Baxter	MN	56425	United States	2026-01-15
Makeda Wiley	Brainerd	MN	56401	United States	2026-01-15
Cheryl winkelman	Brainerd	MN	56401	United States	2026-01-16
Matthew McCormick	Brainerd	MN	56401	United States	2026-01-16
James Dotzler	Crosby	MN	56441	United States	2026-01-16
Michael Ziebell	Baxter	MN	56425	United States	2026-01-16
Robert Ressen	Brainerd	MN	56401	United States	2026-01-16
Denise DeCarlo	Brainerd	MN	56425	United States	2026-01-16
Jennifer Jacoby	Vesper	WI	54489	United States	2026-01-16
mike olejnicak	Brainerd	MN	56401	United States	2026-01-17
Tanya Smith	Brainerd	MN	56401	United States	2026-01-18
Lori Thramer	Brainerd	MN	56401	United States	2026-01-18
Darren Thramer	Brainerd	MN	56401	United States	2026-01-18

Mills Field

T-ball Program — 4 Game Layout





Park Board Agenda Request

MEETING DATE: January 27, 2026

TITLE OF ITEM: Discussion on BPU Main Lift Station Exterior Facade

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Paul Sandy, Public Utilities Director **DEPARTMENT:** Public Works

PRESENTER: Paul Sandy, Public Utilities Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE

Brainerd Public Utilities (BPU) has engaged Widseth and HRGreen to complete the final design for the replacement of the City's main lift station, located between Rotary Riverside Park and Kiwanis Park along East River Road. Final design plans are currently being prepared, with reconstruction of the main lift station tentatively scheduled for 2027. The final plans must be submitted to the Minnesota Pollution Control Agency (MPCA) for certification by March 2026.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

A kickoff meeting for the main lift station final design and bidding contract was held on December 19, 2025. Staff and the consultant team reviewed the contract schedule and deliverables and discussed preliminary concepts for the exterior façade and site layout. During this meeting, the Park Board's design standards were reviewed. Because the original design standards were prepared by Widseth, there are efficiencies in incorporating the Park Board's standards into the project design.

Attached to this request is a rendering of the proposed new lift station building, along with a copy of the Park Board's design standards for review and reference. Staff is seeking Park Board discussion and feedback on the attachments, including any comments or requested changes to the proposed building rendering, prior to finalizing exterior façade improvements. Site layout options are still being evaluated with the project team to ensure the design best supports safe, reliable, and efficient operation for one of the City's most critical utility facilities.

RECOMMENDED ACTION/MOTION

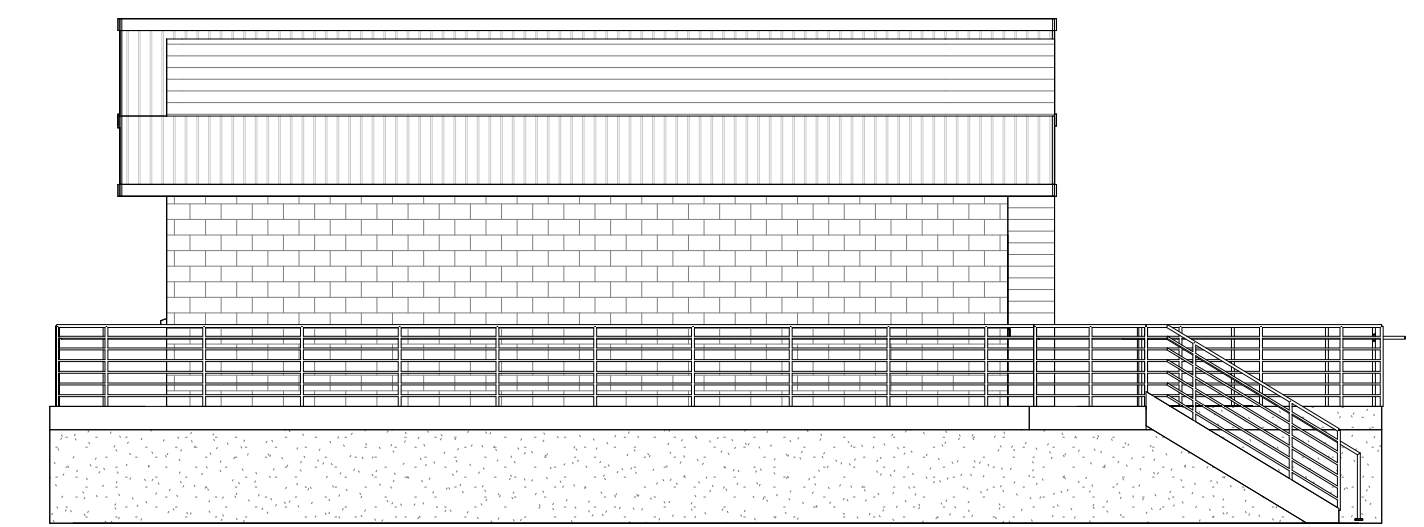
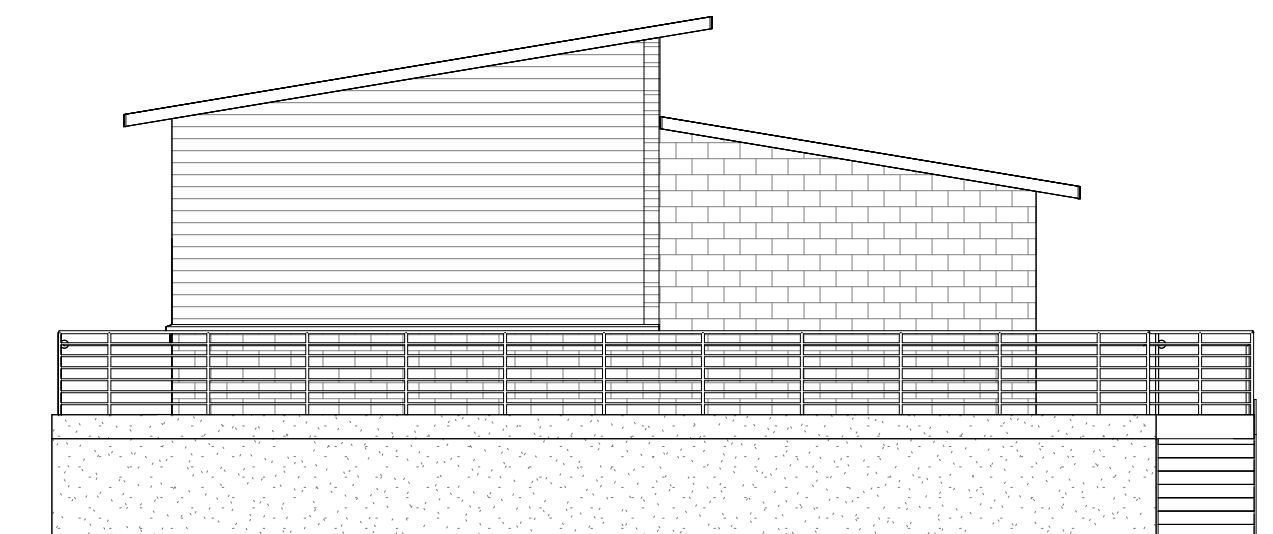
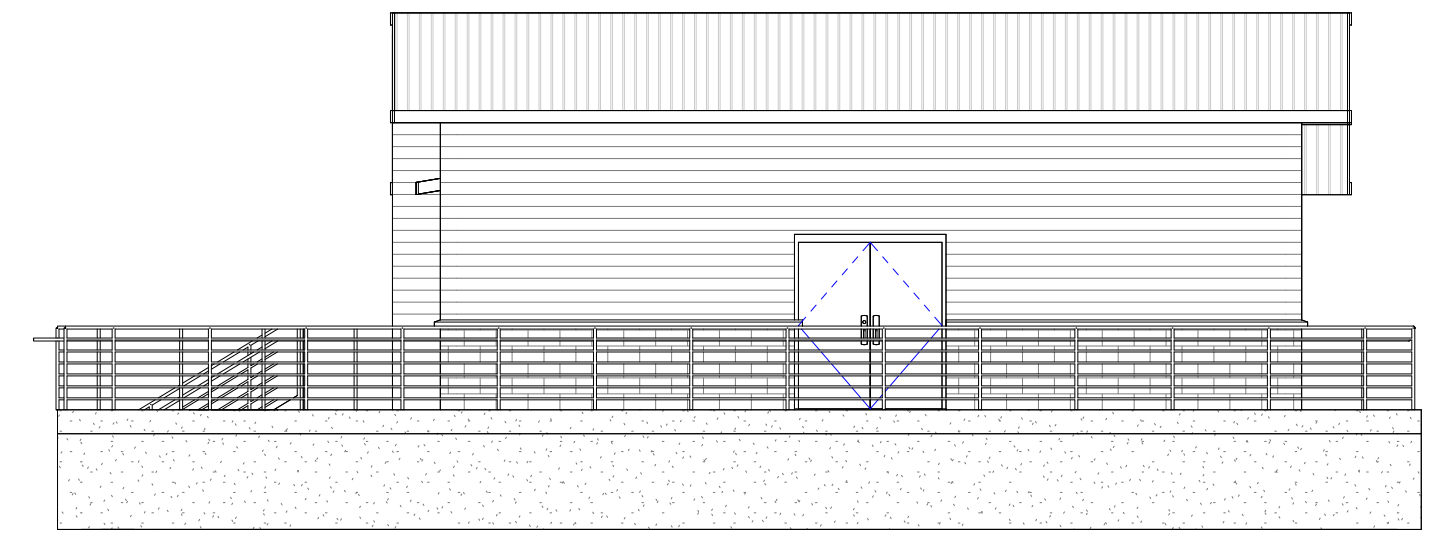
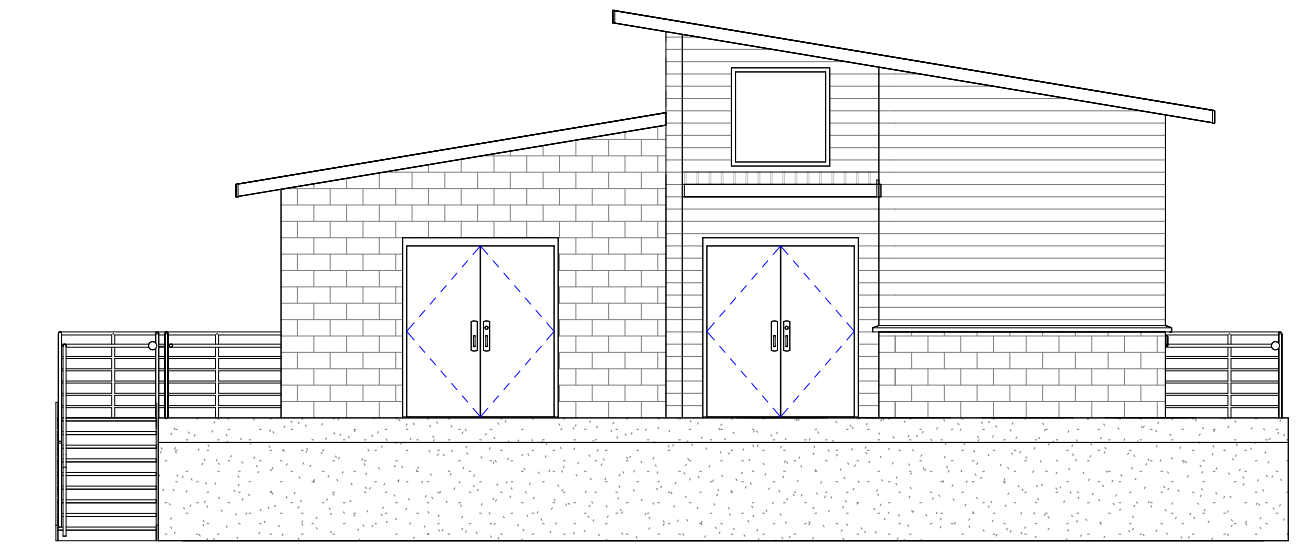
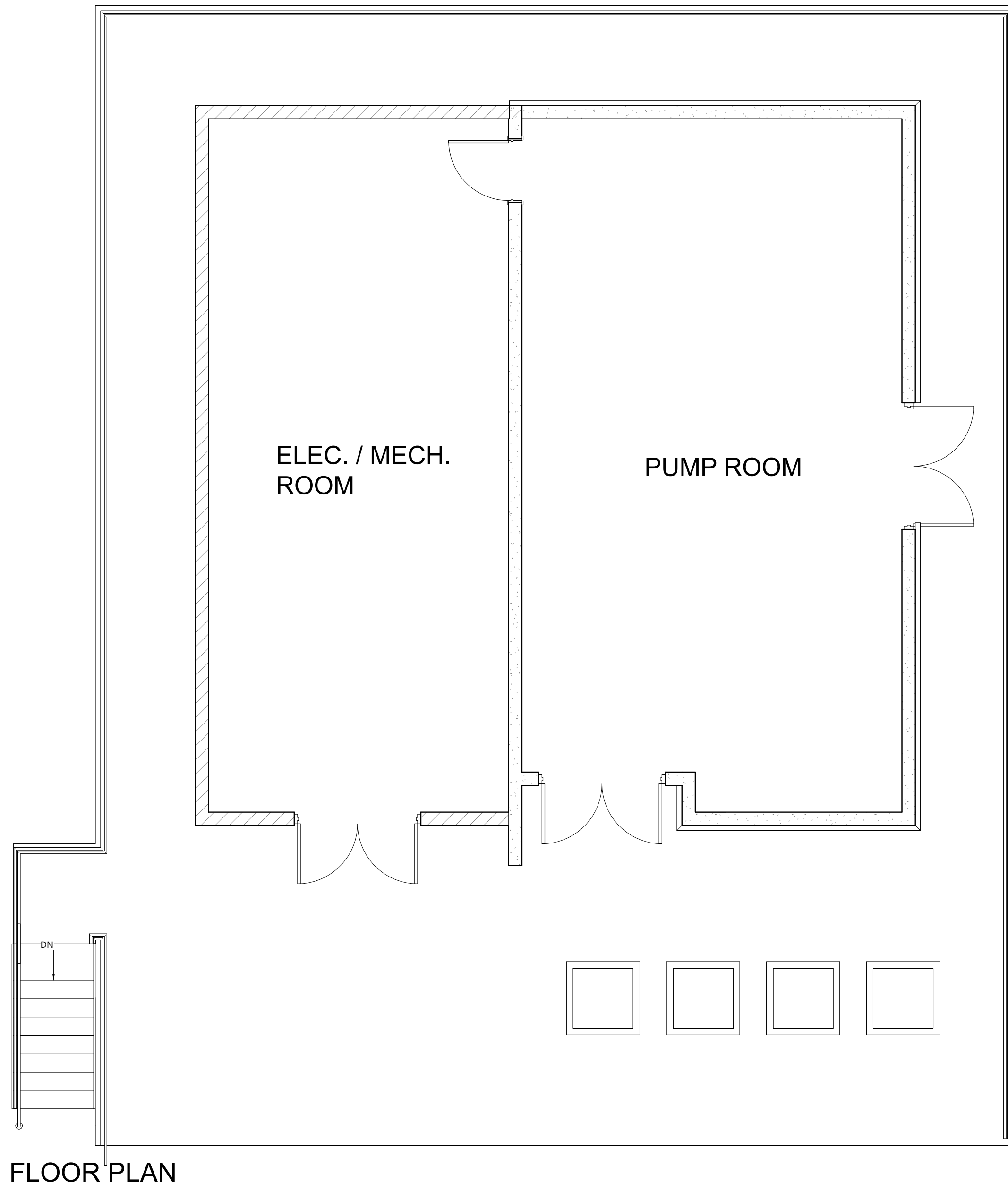
Discussion and comments from the Park Board are requested as it relates to the attached information.

FINANCIAL IMPACT

Cost estimates for the current rendering have not been prepared. In discussions with the project team, staff will make every effort to match the Park Board's design standards for the facility.

Brainerd Public Utilities: Main Lift Station

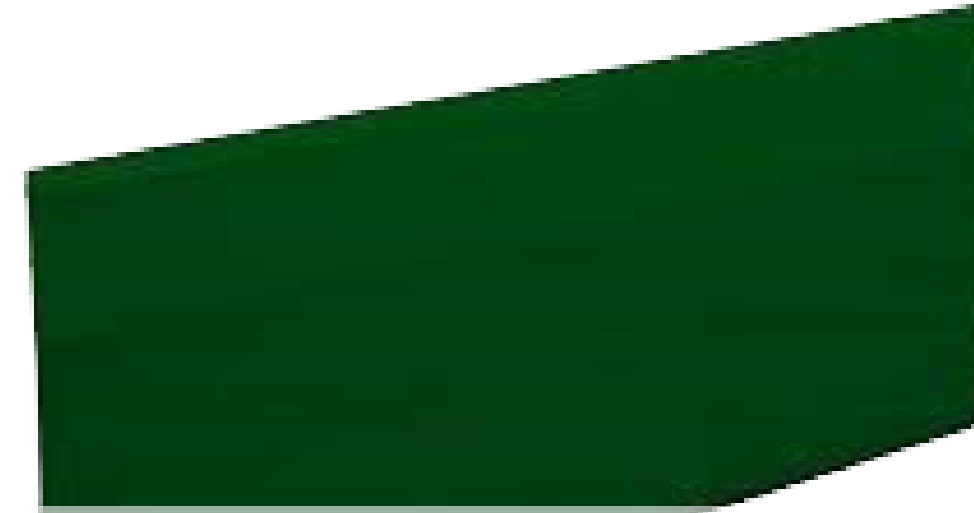
The new lift station will be designed to match the Brainerd Park Board's established design standards and fit in with surrounding park buildings. Its materials, colors, and overall appearance will be selected to blend naturally with nearby structures and maintain a consistent look throughout the park.



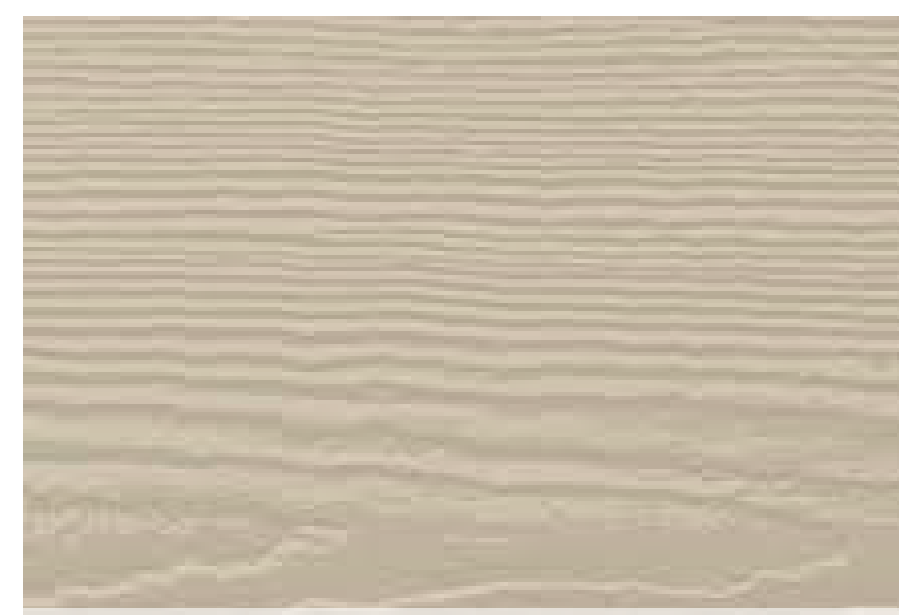
Masonry:
Rock Faced & Smooth Block
(CC Lakes Area Blend Light #09)



Roofing:
Metal Roofing
(Metal Sales Forest Green #26)

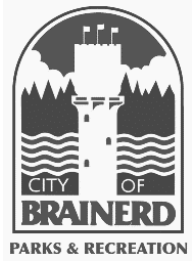


Sofit & Fascia:
Metal Trim
(Metal Sales Forest Green #26)



Siding:
Hardie Plank
(Navajo Beige)





Brainerd Park Board Agenda Request

Requested Meeting Date:

Title of Item:

<input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/> ACTION REQUESTED	Action Requested: <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item
Submitted by:	Department:
Presenter (Name & Title):	Estimated Time Needed:
Summary of Issue: 	
Alternatives, Options, Effects on Others/Comments: 	
Recommended Action/Motion: 	
Financial Impact: <i>Is there a cost associated with this request:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>	

BRAINERD PARKS & RECREATION

DESIGN STANDARDS



- BANE PARK
- BUFFALO HILLS/LIONS PARK
 - BUSTER PARK
 - GREGORY PARK
- GUSTAFSON PARK
- HITCH WAYNE PARK
- JAYCEES PARK
- KIWANIS PARK
- LUM PARK
- LUM PARK RV CAMPGROUND
 - MEMORIAL PARK
- MISSISSIPPI RIVER LANDING
 - OBRIEN PARK
 - TRALSIDE PARK
 - TRIANGLE PARK

UPDATED: 09/07/2021

■ DESIGN STANDARD GOALS



Mission

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

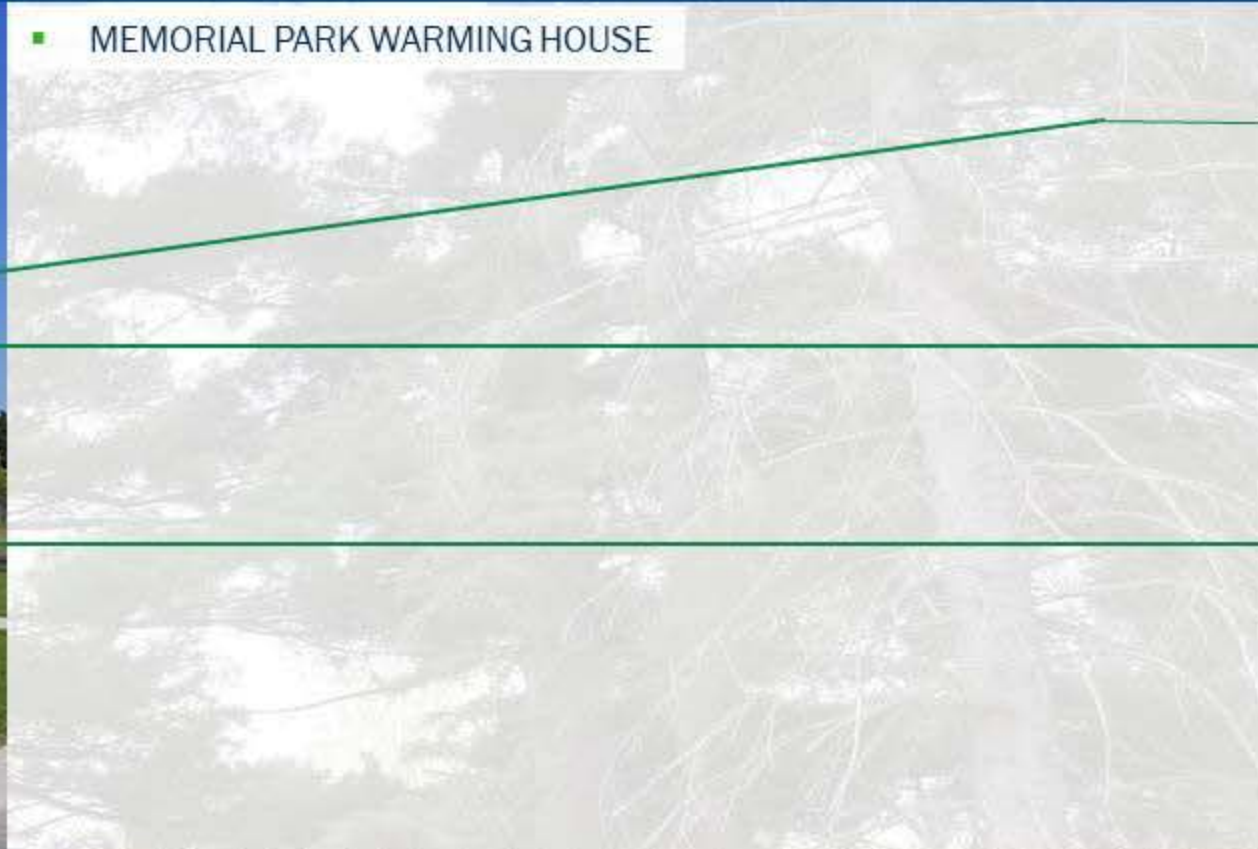
Vision

Offer residents and visitors a first-class parks and recreation system. Our parks will be areas of land that are designed, maintained and strategically located to meet active and passive recreational needs of residents and visitors.

Goals

- Update existing parks so that they are clean, functional, and an asset to the city and surrounding areas.
- Develop parks and trails to meet the needs of new and expanding programs and accommodate future growth.
- Expand recreational activities to accommodate the interests of broad range of people.

■ EXTERIOR MATERIALS



■ MEMORIAL PARK WARMING HOUSE

- ASPHALT SHINGLES
 - OWENS CORNING
 - CHATEAU GREEN

- SOFFIT & FASCIA
 - METAL SALES
 - FOREST GREEN

- EXTERIOR SIDING
 - JAMES HARDIE
 - 8" HARDIE PLANK
 - HARDI SHINGLE
 - HARDI TRIM
 - NAVAJO BEIGE



■ GREGORY PARK WARMING HOUSE



- WOOD SOFFIT
 - PINE TOUNGE & GROOVE
 - CLEAR FINISH

- MASONRY
 - WW THOMPSON
 - CC LAKES AREA BLEND LIGHT #09

■ BUILDING SIGNAGE



RESTROOM SIGNAGE



HISTORICAL SIGNAGE



COMMUNITY INFORMATION



VIDEO SURVEILLANCE

HISTORIC SIGNAGE



KIWANIS PARK HISTORICAL SIGNAGE KIOSK

- MATERIALS ARE CONSISTENT WITH STANDARD BUILDING EXTERIOR MATERIALS

- LUM PARK HISTORICAL SIGNAGE DESIGN CONCEPT**
- CREATE SPACES FOR GATHERING
 - ENCLOSURE FOR HISTORIC ARTIFACTS



MILFORD MINE HISTORIC SIGNAGE KIOSK/GATHERING SPACE

■ DOORS & WINDOWS



■ GREGORY PARK WARMING HOUSE

ALUMINUM STOREFRONT

- MANKO 2450 SERIES
- DARK BRONZE FRAME
- TEMPERED, CLEAR, LOW-E GLAZING

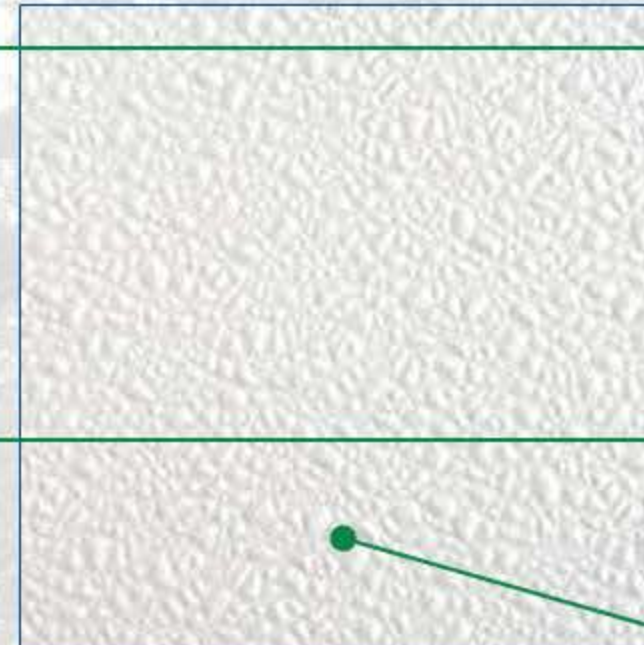
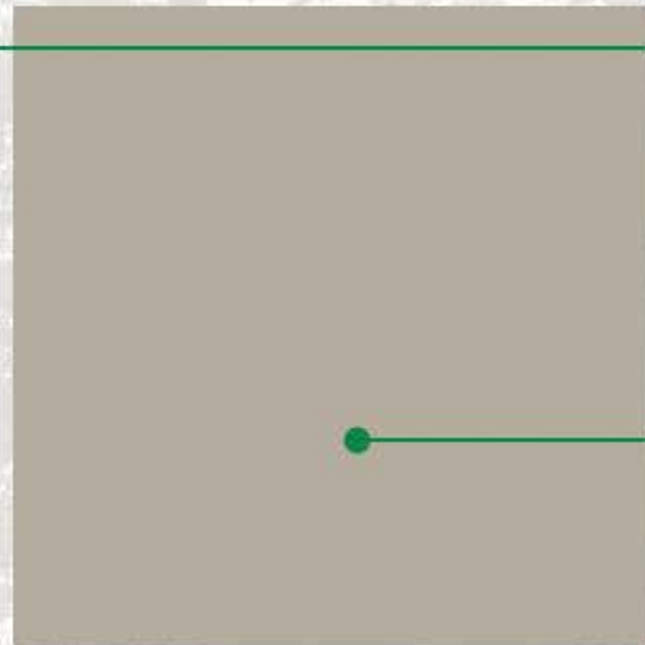
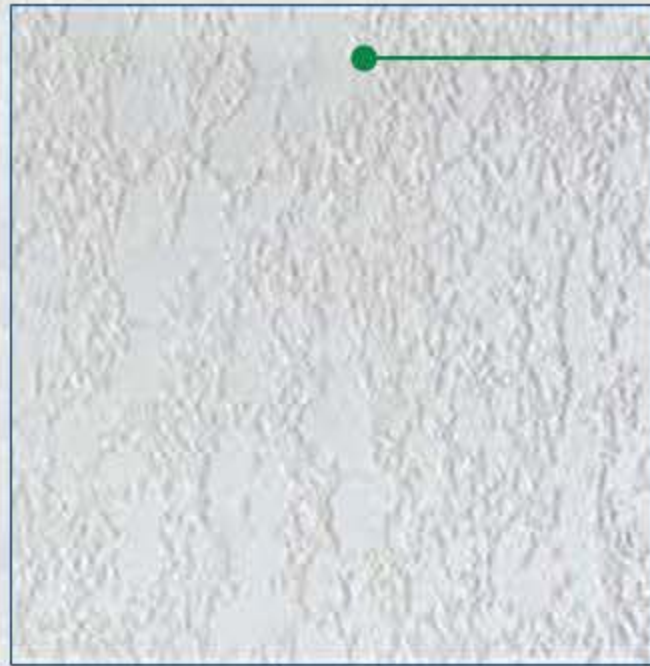
SECURITY SCREEN

- FLATTENED EXPANDED METAL SCREEN
- BLACK

EXTERIOR DOORS

- CECO
- HOLLOW METAL DOORS & FRAMES
- GREEN (BITUMINOUS COATING FOR INTERIOR)

■ INTERIOR FINISHES



- GYPSUM BOARD**
- CERTAINTEED
 - EXTREME ABUSE
 - SMOOTH FINISH WALLS
 - KNOCKDOWN TEXTURE FOR CEILINGS
 - WHITE

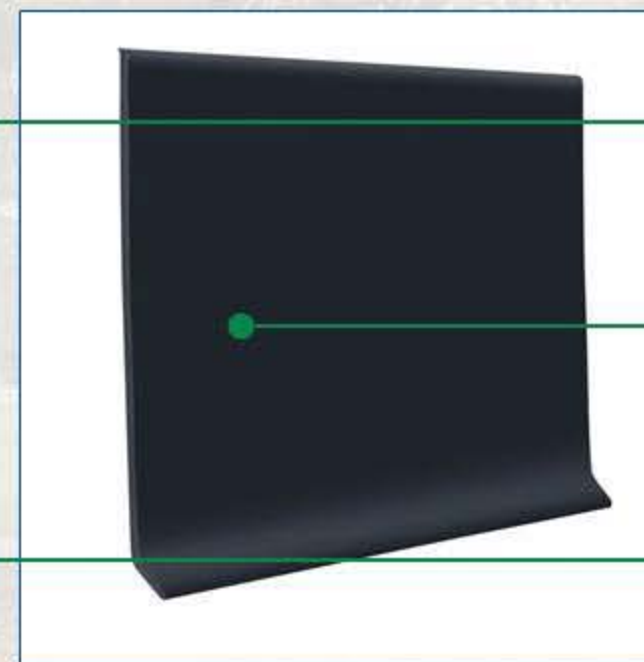
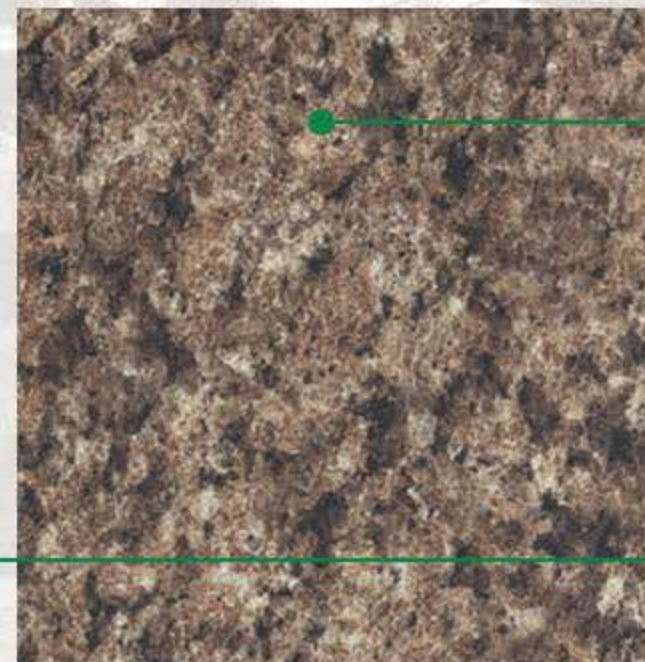
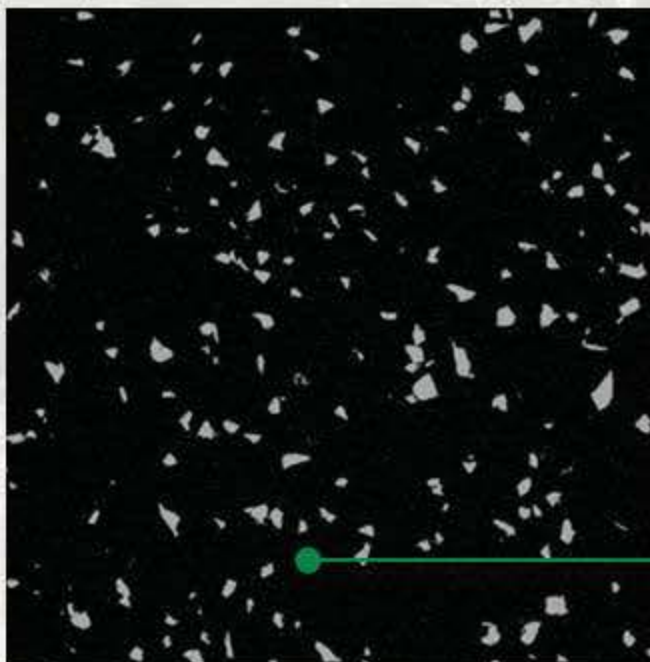
- RESTROOM PARTITIONS**
- BRADLEY
 - MILLS
 - WARM GRAY (0412)

- FRP**
- GLASTEEL
 - GLASLINER
 - WHITE

- CASEWORK**
- PLASTIC LAMINATE COUNTER
 - MILANO BROWN 4725-60

- VINYL BASE**
- ROPPE
 - 4" HEIGHT
 - BLACK

- RUBBER FLOORING**
- DINOFLECX
 - SPORT MAT ½" THICK
 - #40 BLACK



■ DESIGN STANDARDS GUIDELINES

■ NEW CONSTRUCTION - BUILDINGS



WARMING HOUSE
■ GREGORY PARK

GAZEBO
■ BUSTER PARK



PAVILION
■ ROTARY PARK

WARMING HOUSE
■ MEMORIAL PARK

■ DESIGN STANDARDS GUIDELINES

■ NEW CONSTRUCTION – PARK AMENITIES



PLAYGROUND EQUIPMENT

- MEADOWS PARK
- RED, GREEN & TAN COLORS

SPLASH PAD

- MEMORIAL PARK
- GLASTEEL



HOCKEY RINK

- BECKER ARENA PRODUCTS
- ATHLETICA 5.0 PRO-SERIES OUTDOOR HOCKEY DASHER BOARD SYSTEM
- MEMORIAL PARK

PICNIC TABLES

- GREGORY PARK

■ DESIGN STANDARDS GUIDELINES

■ MAINTENANCE PROJECTS



PICNIC SHELTER
■ KIWANIS PARK

PICNIC SHELTER
■ KIWANIS PARK
■ EXISTING MATERIALS ARE REPLACED WITH NEW MATERIALS THAT ARE CONSISTENT WITH DESIGN STANDARDS



PARK SIGNAGE
■ TRIANGLE PARK
■ DISPROPORTIONATE SIGNAGE

PARK SIGNAGE
■ TRIANGLE PARK
■ PROPORTIONAL RECONSTRUCTED SIGN WITH LARGER 6X6 POSTS AND SURROUNDED BY A CONCRETE SLAB

■ DESIGN STANDARDS GUIDELINES

■ LANDSCAPING



TREES

- GREGORY PARK
- LIMB UP TREES TO PROVIDE TRANSPARENCY AND AVOID SAFETY ISSUES

OVERGROWN VEGETATION

- GREGORY PARK
- TRIM UP VEGETATION ADAJACENT TO FENCING

BENCHES

- GREGORY PARK
- PREVENT EROSION AROUND BENCH BY POURING CONCRETE SLAB BENEATH BENCHES



PLAYGROUND GROUND COVER

- MEADOWS PARK
- NATURAL TAMARACK WOOD CHIPS

EROSION

- GREGORY PARK
- ESTABLISH GROUND COVER IMMEDIATELY AFTER CONSTRUCTION

DESIGN STANDARDS GUIDELINES

CONCEPTUAL DESIGNS

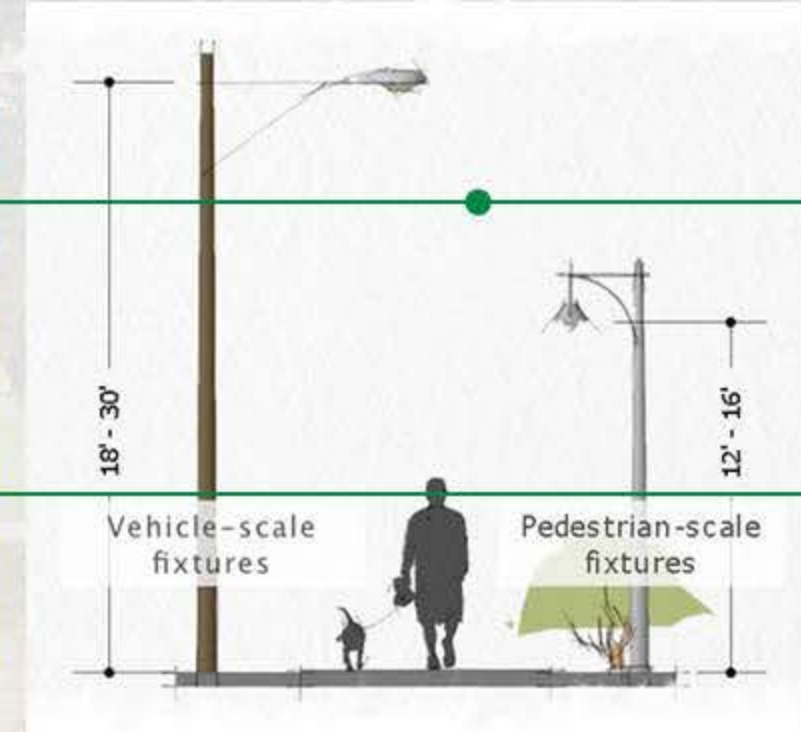


NEW TRAILS

- 8' WIDE BITUMINOUS TRAIL
- 12'-16' TALL LIGHT POLES
- DESIGN CONSISTENT WITH EXTERIOR BUILDING STANDARDS

ROADWAYS & TRAILS

- BUFFALO HILLS ROAD
- 26' WIDE ROADWAY
- 5' WIDE GREEN SPACE BUFFER
- 8' WIDE BITUMINOUS TRAIL



EXTERIOR LIGHTING HEIGHT

- 12'-16' TALL LIGHT POLES
- PROVIDE WELL ILLUMINATED WALKWAY
- IMPROVED SECURITY

EXTERIOR LIGHTING

- LIGHT POLE DESIGN IS CONSISTENT WITH EXTERIOR MATERIALS & HISTORIC CONTEXT OF PARKS

■ DESIGN STANDARDS GUIDELINES

■ CONCEPTUAL DESIGNS



- KAYAK RACKS**
- PROVIDE PUBLIC WITH KAYAK STORAGE
 - POTENTIAL KAYAK RENTAL STORAGE

- UPLAND BOARDWALK**
- ALLOWS WALKWAY THROUGH UNDERUTILIZED PORTION OF PARKS



- PAVILION**
- NEW PAVILION THAT PROVIDES ADDITIONAL REVENUE GENERATING SPACE

- TRAILHEAD/CHECK-IN BUILDING**
- NEW STRUCTURES THAT PROVIDE RESTROOMS, ACCESS TO CAMPGROUND, EQUIPMENT RENTAL, ETC.

■ DESIGN STANDARDS GUIDELINES

■ CONCEPTUAL PARK AMENITIES



BAG TOSS

- PERMANENT CONCRETE BAG TOSS BOARDS
- POTENTIAL FOR PUBLIC TO CHECK-OUT/RENT EQUIPMENT

HORSHOE PIT

- MULTIPLE HORSHOE PITS FOR LEAGUES
- MAINTENANCE FREE TURF DESIGN



BOCCE BALL / LAWN BOWLING

- MULTIPLE LANES FOR LEAGUES
- MAINTENANCE FREE TURF DESIGN
- POTENTIAL FOR PUBLIC TO CHECK-OUT/RENT EQUIPMENT

GARBAGE RECEPTACLE

- PERMANENT RECEPTACLE THAT IS MORE CONSISTENT WITH DESIGN STANDARDS

DESIGN STANDARDS GUIDELINES

CONCEPTUAL DESIGNS



LUM PARK MASTER PLAN

LUM PARK IS ONE OF BRAINERD'S MOST HISTORIC PARKS, LOCATED ON THE SHORES OF RICE LAKE. THE PARK PROVIDES ACCESS TO RICE LAKE, CAMPGROUND, DISC GOLF COURSE, PLAYGROUND EQUIPMENT, LARGE OPEN GREEN SPACE AND MATURE TREES. IN AN EFFORT TO MAINTAIN AND PRESERVE LUM PARK FOR FUTURE GENERATIONS, THE BRAINERD PARKS & RECREATION BOARD HAS DEVELOPED A MASTER PLAN FOR LUM PARK THAT PROVIDES A VISUAL FOR HOW THIS WILL BE ACHIEVED. THERE ARE SIX FEATURES TO THIS MASTER PLAN, WHICH INCLUDE THE FOLLOWING:

HISTORY

- THE HISTORIC ENTRANCE WILL ONCE AGAIN BECOME A PROMINENT ENTRY INTO THE PARK FOR PEDESTRIANS. THE HISTORIC STRUCTURE LOCATED IN THE NORTHEAST CORNER OF THE PARK WILL BE HIGHLIGHTED WITH INTERPRETIVE SIGNAGE THAT IS LOCATED WITHIN A SHELTERED GATHERING SPACE.

PEDESTRIAN CONNECTIVITY

- LUM PARK WILL BECOME MORE ACCESSIBLE DUE TO ACCESS PROVIDED BY THE PROPOSED EXPANSION OF THE CUYUNA BIKE TRAIL SYSTEM. THE SOUTHWEST PORTION OF THE PARK WILL NOW SERVE AS A TRAILHEAD TO ACCOMMODATE THE INCREASED CONNECTIVITY WITH PEDESTRIAN USE.

CAMPGROUND

- THE EXISTING CAMPGROUND AT LUM PARK WILL BE EXPANDED TO ACCOMMODATE ADDITIONAL CAMPERS AND POTENTIAL TENT SITES ALONG THE SOUTHERN PORTION OF THE PARK THAT WILL BE ADJACENT TO THE NEW CUYUNA BIKE TRAIL. EXPANSION OF THE EXISTING CAMPGROUND IS IN RESPONSE TO THE POPULARITY AND REVENUE THAT IS GENERATED.

PARK AMENITIES

- HORSHOE PITS, BAG TOSS, NEW PLAYGROUND EQUIPMENT, EXPANSION OF THE EXISTING DISC GOLF COURSE AND PAVILIONS INCLUDE THE NEW AND IMPROVED PARK AMENITIES. ONE EXAMPLE OF THIS IS THE REPLACEMENT OF THE BATH HOUSE WITH A LAKE SIDE PAVILION.

RICE LAKE

- A LARGE PORTION OF THE EXISTING PARKING ADJACENT TO THE LAKE WILL BE REPURPOSED INTO AN EXPANSION OF THE BEACH AREA. ACCESSIBLE PARKING WILL BE SALVAGED TO PROVIDE ACCESS FOR ALL USERS, HOWEVER PRIORITY FOR THIS AREA WILL BE PLACED ON ENGAGING WITH THE LAKE. STRATEGIC CLEARING OF VEGETATION ALONG THE LAKESHORE WILL PROVIDE UNOBSTRUCTED VIEWS OUT TOWARDS RICE LAKE.

SIGNAGE

- ADDITIONAL SIGNAGE WILL BE CONSTRUCTED AT THE INTERSECTION OF WONDERLAND PARK ROAD AND HIGHWAY 210 IN AN ATTEMPT TO INCREASE AWARENESS OF LUM PARK.

LUM PARK ROAD

- PENDING A SUCCESSFUL AWARD OF THE STATE PARK ROAD GRANT, LUM PARK ROAD WILL BE IMPROVED AND ENHANCED FROM THE ENTRANCE INTO THE PARK TO THE BOAT LANDING. ENHANCEMENTS WILL INCLUDE A PEDESTRIAN PATH ADJACENT TO THE ROAD FOR PEDESTRIAN SAFETY.



■ DESIGN STANDARDS GUIDELINES

■ SPECIFICATIONS



Brainerd Parks & Recreation Design Standards

Material & Equipment Schedule

Last Updated - 2021-09-07

Division #	Material	Manufacturer	Specifications		General Notes
04 2000	Masonry	WW Thompson	Type:	Rock Faced & Smooth	
			Color:	CC Lakes Area Blend Light #09	
07 4000	Exterior Siding	James Hardie	Type:	8" Hardie Plank, Hardie Shingle & 4" Trim	
			Color:	Navajo Beige	
07 4000	Asphalt Shingles	Owens Corning	Type:	Duration	
			Color:	Chateau Green	
07 6000	Metal Flashing	Metal Sales	Type:	Soffit, Fascia & Trim	
			Color:	Forest Green	
07 9000	Sealants	BASF	Type:	Polyurethane	
			Color:	Match Adjacent Surface	

DESIGN STANDARDS GUIDELINES

SPECIFICATIONS



08 1000	Hollow Metal Doors	Ceco	Type:	Hollow Metal Doors & Frames	Doors to Recieve Bituminous Coating on Interior Side
			Color:	Green	
			Glazing:	Tempered, Clear, Low E	
08 4000	Aluminum Storefront	Manko	Type:	2450 Series	Hot Rolled 3/4" No. 13 Flattened Expanded Metal Screen, Powder Coated to Match Window
			Color:	Dark Bronze	
			Glazing:	Tempered, Clear, Low E	
09 2000	Gypsum Board	CertainTeed	Type:	Extreme Abuse	5/8" Thickness, Smooth Wall Finish, Knockdown Ceiling Finish
09 2600	Resilient Flooring	Dinoflex	Type:	Sport Mat (Rubber Flooring)	1/2" Thickness
			Color:	#40 Black	
		Roppe	Type:	Vinyl Base	4" Height
			Color:	#100 Black	
09 77100	Fiberglass Reinforced Panels	Glasteel	Type:	Glasliner	Installed Over Smooth Plywood
			Color:	White	
09 9000	Paint and Coatings	Sherwin Williams	Type:	Epoxy Paint	
			Color:	White	
10 4260	Signage	MR Sign Co.	Type:	Street Signs	
10 800	Toilet Accessories	Bradley	Type:	Mills	Wall Hung Urinal Screens & Floor Mounted Pedestals
			Color:	Warm Gray (0412)	
			Material:	Powder Coated	

DESIGN STANDARDS GUIDELINES

SPECIFICATIONS



11 6500	Recreational Equipment	Becker Arena Products	Type:	Athletica 5.0 Pro-Series Outdoor Hockey Dasher Board System	
		St. Croix Recreation	Type:	Burke - Playground Equipment	
			Color:	Red & Green	
12 3000	Casework	Custom Countertop	Type:	Plastic Laminate Countertop	1 1/2" Countertop w/6" Skirt
			Color:	Milano Brown 4725-60	
		A & M Hardware	Type:	Countertop Support Bracket	15" x 21"
			Color:	Black	
22 4200	Plumbing Fixtures	American Standard	Type:	Toilet	
			Model Number:	215CA.004.020	
			Color:	White	
		Bemis	Type:	Toilet Seat	
			Model Number:	1955SSCTWH	
			Color:	White	
		American Standard	Type:	Urinals	
			Model Number:	6590.001.020	
			Color:	White	
		Sloan	Type:	Flush Valve	
			Model Number:	3782645	
		American Standard	Type:	Lavatory	
			Model Number:	0355.012.020	
			Color:	White	
		Delta	Type:	Faucet	
			Model Number:	501LF-HDF	

DESIGN STANDARDS GUIDELINES

SPECIFICATIONS



	Elkay	Type:	Kitchen Sink	
		Model Number:	LR33214	
	Delta	Type:	Faucet	
		Model Number:	400-DST	
	Elkay	Type:	Drinking Fountain	Hi/Low Drinking Fountain w/Bottle Filler
		Model Number:	EDFPVR217RC	
	Global Industrial	Type:	Drinking Fountain	Outdoor Pedestal Bottle Filling Station
		Model Number:	761222BK	
		Color:	Black	
	Mustee	Type:	Mop Basin	
		Model Number:	MU63MX	
		Color:	White	
	Chicago	Type:	Faucet	
		Model Number:	897-MPRCF	
	Woodford	Type:	Hose Bibs	
		Model Number:	67C12	
	A.O. Smith	Type:	Water Heater	50 gallon capacity
		Model Number:	ENT-50	
	Antrol	Type:	Expansion Tank	
		Model Number:	ST-5	
	Sioux Chief	Type:	Floor Drain	
		Model Number:	833-2PNR	
	Sioux Chief	Type:	Floor Clean Out	
		Model Number:	832-2PNR	

DESIGN STANDARDS GUIDELINES

SPECIFICATIONS



23 000	HVAC	RenewAire	Type:	ERV - Energy Recovery Ventilation
			Model Number:	EV450IN
		Thermolec	Type:	Electric Duct Reheat
			Model Number:	ZON-10-3-240
		Ruskin	Type:	Control Damper
			Model Number:	CDRS25-1
26 000	Electrical	Halo	Type:	LED 6" Recessed Can Light
			Model Number:	SLD612
			Color Rendering Index:	8-80CRI
			Color Temperature:	35-3500K
			Trim Color:	White
		Sure-Lites	Type:	Exit Light
			Model Number:	LPXR5SD
			Trim Color:	White
		Sure-Lites	Type:	Emergency Light
			Model Number:	SEL25
			Trim Color:	White
		Sure-Lites	Type:	Emergency Light - Remote
			Model Number:	SRM30WH
			Trim Color:	White
		Metalux	Type:	LED 4' Ceiling Mounted Strip Light
			Model Number:	4SLSTP4035DD-UNV
			Color Temperature:	35-3500K
			Trim Color:	White

DESIGN STANDARDS GUIDELINES

SPECIFICATIONS



		Metalux	Type:	LED 4' Wall Mounted Strip Light	
			Model Number:	2SWLED-20SL-LW-UNV-L835-CD1-U	
			Color Temperature:	35=3500K	
			Trim Color:	White	
		Lumark	Type:	LED Wall Pack	
			Model Number:	XTOR3B-W	
			LED Kelvin Color:	Neutral White, 4000K	
			Trim Color:	Carbon Bronze	
		Lumark	Type:	LED Round Canopy Light	
			Model Number:	RPGC25S	
			Trim Color:	Carbon Bronze	
		Intermatic	Type:	Wall Mount Photocontrol	
			Model Number:	K4321C	
		diversa	Type:	Ceiling Mounted Occupancy Sensor	
			Model Number:	(7) WORSDD1-R-N (6) WP-PP20-D	
		XLERATOReco	Type:	Hand Drier	
			Model Number:	XL-BW-ECO	
		dyson airblade V	Type:	Hand Drier	
			Model Number:	HU02	
28 000	Security	Midwest Security & Fire	Type:	Digital Watchdog - MEGA Pix IP Cameras	
				Digital Watchdog - Spectrum IPVMS Video Management	



Park Board Agenda Request

MEETING DATE: January 27, 2026

TITLE OF ITEM: Discussion on BPU CMAR Reclaim Tank Improvements near Rotary Park - Exterior Facade

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Paul Sandy, Public Utilities Director **DEPARTMENT:** Public Works

PRESENTER: Paul Sandy, Public Utilities Director **ESTIMATED TIME (MIN):** 10 Minutes

SUMMARY OF ISSUE

Brainerd Public Utilities (BPU) has been engaged since 2024 in the planning, design, and preparation of plans and specifications for a proposed water reclaim tank to be constructed at the Water Treatment Plant site near Rotary Riverside Park. The project received significant financial support through a \$5 million direct legislative appropriation to fund the design and construction of the water reclaim tank.

In 2025, following the receipt of construction bids that exceeded the available project budget, BPU elected to transition the project to a Construction Manager at Risk (CMAR) delivery method. This approach allows for early contractor involvement, enhanced cost control, and collaborative value engineering efforts to align the project scope with available funding while maintaining project objectives.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The proposed water reclaim tank at the Water Treatment Plant is intended to capture, store, and reuse process water generated during normal treatment operations, such as filter backwashing and equipment washdown. Rather than discharging this water to waste, the reclaim tank allows it to be reintroduced into the treatment process in a controlled manner. This improves overall plant efficiency, reduces raw water demand, minimizes operational losses, and supports regulatory compliance by better managing residuals and discharges. The reclaim tank also provides operational flexibility during maintenance activities and high-demand periods, contributing to long-term system reliability and sustainability.

BPU transitioned to a CMAR delivery method after bids were received and rejected during a traditional design/bid/build process. The CMAR construction delivery method involves the early engagement of a Construction Manager during the design phase to provide constructability reviews, cost estimating, scheduling input, and risk management. Under this approach, the Construction Manager commits to delivering the project within a Guaranteed Maximum Price (GMP), transferring cost overrun risk away

from the City. CMAR allows design and construction activities to overlap, which can shorten the overall project schedule and improve coordination among the owner, designer, and contractor. This delivery method is particularly well-suited for complex infrastructure projects, such as water treatment facilities, where maintaining plant operations, managing technical risks, and controlling costs are critical to successful project delivery.

Upon transitioning to the Construction Manager at Risk (CMAR) delivery method, staff initiated early coordination meetings with Rice Lake Construction Group, serving as the CMAR, and BPU's consulting engineer, Bolton & Menk. These meetings have focused on value engineering opportunities and potential scope reductions necessary to align the project with the Utilities' overall projected budget of \$5.6 million. Ongoing pricing reviews and value engineering discussions are being conducted to identify reductions in construction scope, construction efficiencies, and to review current cost modeling for the proposed improvements.

One of the items discussed during the initial pricing and value engineering meeting was the exterior façade of the proposed water reclaim tank. As part of the original design intent, the exterior of the reclaim tank was envisioned to match, to the greatest extent practical, the exterior finishes of the recently constructed ground storage reservoirs located immediately adjacent to the planned reclaim tank site. Rice Lake Construction Group provided early cost estimates for the use of concrete form liners to achieve a similar rock-face finish, as illustrated in the attachments included with this agenda item.

Also included in the attachments is an excerpt from the original cost model addressing the structural construction and exterior façade finishes. This cost model evaluated several exterior finish options, including a concrete form liner, brick veneer, and Nichiha fiber cement siding. The brick and fiber cement siding options were eliminated from further consideration due to their higher costs and the need to remove premium-priced elements in order to manage the overall project budget.

The form liner option shown in the attachments reflects pricing for three sides of the structure at an estimated cost of \$65,700. Based on early-stage estimating, staff anticipates that extending the form liner treatment to all four sides of the reclaim tank would result in an additional project cost in the range of approximately \$90,000 to \$100,000 to achieve an exterior appearance consistent with the adjacent ground storage reservoirs.

As a courtesy and for informational purposes, staff is presenting this information to the Park Board. As the CMAR process continues and additional pricing and value engineering meetings are held, the inclusion of the form liner rock-face finish may remain under consideration for inclusion in the bid package as part of the Guaranteed Maximum Price, or it may ultimately be removed based on operational priorities for the reclaim tank and available project funding.

Staff will continue to provide the Park Board with regular updates as pricing and value engineering efforts progress, including whether the form liner rock-face exterior is ultimately incorporated into the final Guaranteed Maximum Price for the project.

RECOMMENDED ACTION/MOTION

Staff will be available at the meeting to discuss any questions or considerations with the Park Board.

FINANCIAL IMPACT

N/A





BPU WTP Backwash Reclamation Tank

CIP Concrete

CMAR Redesign

1/15/2026

CATEGORY	DESCRIPTION	
DIV 03	Cast-In-Place Concrete	\$ 1,276,599
	Rebar - 120 Tons	\$ 287,845
	Purchase Concrete - 1175 CY	\$ 327,232
	Concrete Install	\$ 661,522
Reclaim Tank Exterior Finish Options		
	Form liner	\$ 65,700
	Brick Exterior façade	\$ 205,400
	Nichiha Fiber Cement Siding	\$ 308,040



Park Board Agenda Request

MEETING DATE: January 27, 2026

TITLE OF ITEM: Approve Pool Engineering and Architectural Services Letters of Interest (LOI) and Statement of Qualifications (SOQ)

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Paul Sandy, Public Utilities Director **DEPARTMENT:** Public Works

PRESENTER: Paul Sandy, Public Utilities Director **ESTIMATED TIME (MIN):** 10 Minutes

SUMMARY OF ISSUE

Staff is requesting review, discussion, and approval for staff to solicit LOIs and SOQs to establish a consultant pool for all public works functions where professional engineering, architectural, and related services are required. The City Council reviewed this process and RFP at their last regularly scheduled City Council meeting on January 20, 2026, and allowed staff to move forward with presentations to the Public Utilities Commission and Park Board at their meetings on January 27th, with final review by the City Council planned for February 2, 2026.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Staff is requesting Park Board review of a Request for Letters of Interest (LOIs) and Statements of Qualifications (SOQs) to establish a multi-award, on-call consultant pool for professional engineering and architectural services supporting Public Works, Brainerd Public Utilities (BPU), and Parks-related infrastructure and facilities projects. The purpose of this solicitation is to prequalify experienced firms and create a roster from which the City can efficiently deliver projects across a wide range of municipal disciplines.

The consultant pool will cover fifteen (15) defined service categories, including street resurfacing and reconstruction, traffic engineering, water, wastewater, and stormwater system studies, treatment plant engineering, environmental and regulatory services, surveying and GIS, geotechnical and materials testing, construction administration, municipal facilities, parks and trail planning, and lead service line replacement. Firms may submit qualifications for one or multiple categories, with separate SOQs evaluated for each category.

Firms selected through this process will enter into a City-prepared Master Services Agreement and be placed on the on-call roster for a five-year term (2027–2031), with the option for extensions at the City’s discretion. Project work will be authorized through individual task orders or limited “mini-RFPs” issued only to firms within the approved pool. Each task order will define scope, schedule, deliverables, and a negotiated not-to-exceed fee, while remaining subject to the terms of the master agreement and

established fee schedules that are reviewed and negotiated on an annual basis.

The RFP establishes a transparent and competitive evaluation process using a 100-point scoring system that prioritizes relevant experience, team qualifications, fees, references, QA/QC procedures, and unique qualifications. The intent is to finalize the consultant pool in early April 2026 for use beginning with the 2027 project delivery year.

Benefits to Moving to a Consultant Pool Structure

Transitioning to a consultant pool model provides significant efficiency, control, and consistency advantages for the City:

1. Front-End Qualification and Reduced Procurement Burden

By evaluating qualifications once at the outset, the City eliminates the need to repeatedly solicit and score full SOQs for each individual project. This streamlines procurement, reduces staff workload, and allows project teams to focus on delivery rather than administrative processes.

2. Master Contracts in Place

Executing Master Services Agreements upfront ensures consistent contractual terms, insurance requirements, and fee structures across all consultants. This reduces legal review time, avoids repetitive negotiations, and accelerates project start-up.

3. City Control of Scope, Schedule, and Priorities

With prequalified consultants under contract, the City retains control over project scope and sequencing. Task orders can be tailored precisely to City needs, schedules can be aligned with funding and construction windows, and consultants can be mobilized quickly when issues or opportunities arise.

4. Shorter, Targeted, and Consolidated Solicitations

Future project solicitations are limited to firms already in the pool and can be brief and focused on approach, availability, and most importantly, price. This improves response quality, shortens timelines, and increases competitiveness while reducing administrative overhead.

5. Improved Consistency and Long-Term Planning

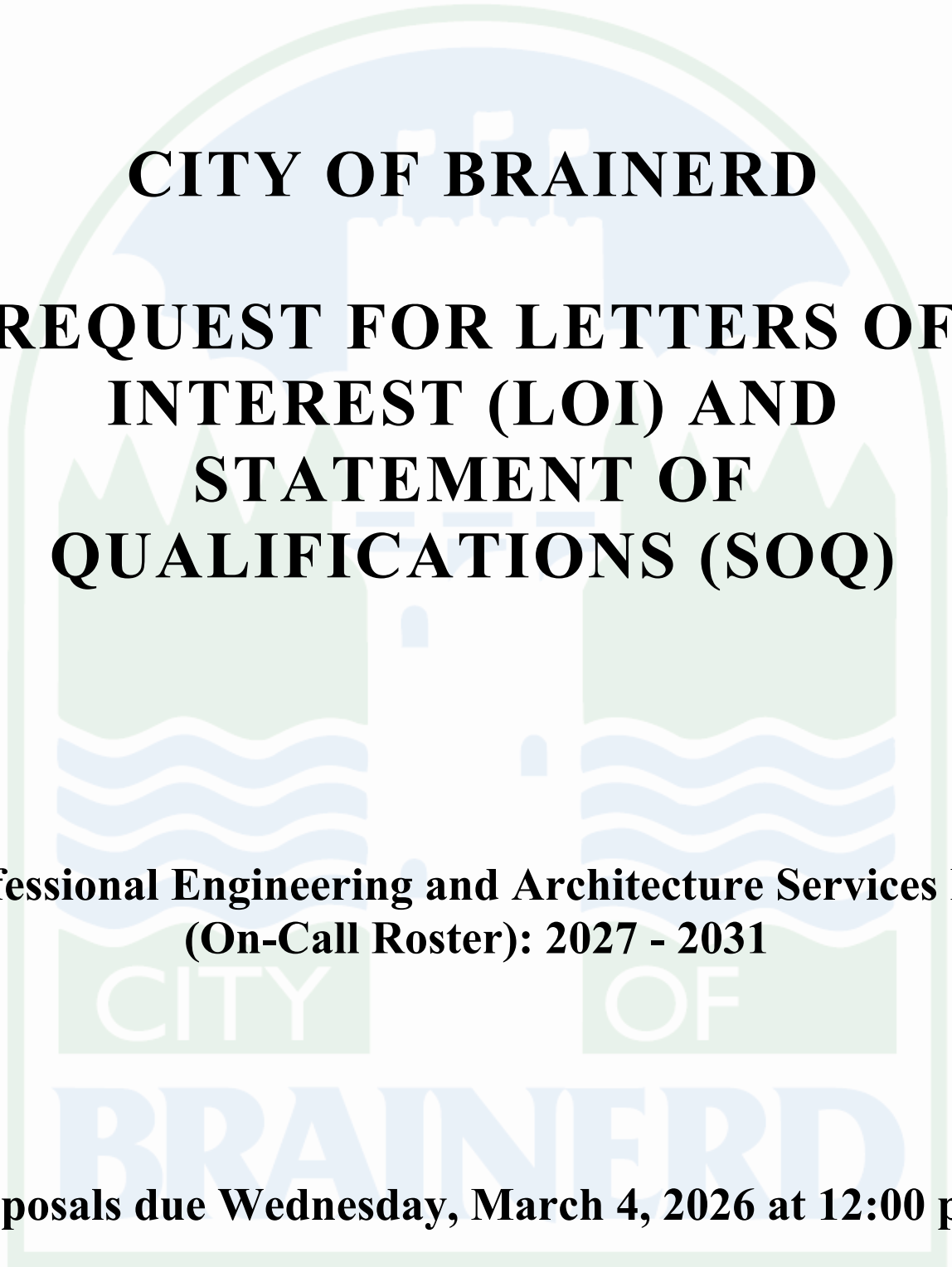
A multi-year pool supports continuity across the City's 10-Year Street, Sewer, and Water CIP, BPU's 5-Year CIP, and the City's 30-Year Capital Facility Plan. Consultants gain familiarity with City standards and systems, resulting in more consistent deliverables, fewer revisions, and improved coordination across projects.

RECOMMENDED ACTION/MOTION

Staff recommends approval of the attached solicitation for LOIs and SOQs to set up a multi-award, on-call consultant pool and to solicit proposals from interested firms pursuant to the schedule within the document.

FINANCIAL IMPACT

There is no financial impact to the Park Board as it relates to these services. The consultant pool is a tool to allow efficient and competitive solicitations with pre-qualified consultants to streamline procurement for professional engineering, architectural, and related services.



CITY OF BRAINERD
REQUEST FOR LETTERS OF
INTEREST (LOI) AND
STATEMENT OF
QUALIFICATIONS (SOQ)

**Professional Engineering and Architecture Services Pool
(On-Call Roster): 2027 - 2031**

Proposals due Wednesday, March 4, 2026 at 12:00 p.m.

OVERVIEW

The City of Brainerd hereby requests Letters of Interest (LOIs) and Statements of Qualifications (SOQs) from experienced and qualified professional engineering and architecture firms for the purpose of establishing an on-call roster (pool) to provide comprehensive engineering and architecture services for all public works functions. Firms selected through this process will assist the City by providing expertise for planning, design, evaluation, construction support, and other engineering and architecture services on an as-needed basis.

BACKGROUND

The City of Brainerd is interested in receiving services from experienced and qualified consultants that can demonstrate an understanding of municipal services and public works operations including sanitary sewer, stormwater, watermain, water treatment, wastewater treatment, transportation, surveying, geotechnical, construction administration, municipal facilities and related disciplines. The City intends to establish a multi-award roster from which task orders or mini requests for proposals (RFPs) will be issued as needed. The specific areas of practice considered for professional engineering and architecture services include, but are not limited to:

- Preliminary engineering and design for street and utility reconstruction and resurfacing projects.
- Plans, specifications, and cost estimates.
- Traffic modeling and planning services.
- Hydraulic modeling and utility analyses.
- Water and wastewater process engineering.
- Permitting and regulatory coordination.
- Public works planning and studies.
- Facilities planning, engineering, architecture, and construction.
- Construction contract administration and inspection.
- Surveying, GIS, and CAD support.
- Geotechnical and materials testing.
- Project documentation and as-builts.
- 3rd party development plan review services.
- Special assessment support pursuant to Minnesota Statute 429.

Selected firms will be placed on an on-call roster for up to 5 (five) years with options to extend at the discretion of the City of Brainerd. Task orders will be negotiated individually. The City may solicit mini proposals among rostered firms for specific projects.

SERVICE CATEGORIES

The specific areas of practice considered for professional engineering and architectural services are as follows:

- **Category 1: General Municipal Engineering – Street Resurfacing Projects** – This category includes, but is not limited to, projects identified in the City’s 10-Year Capital Improvement Plan as street resurfacing projects. Typical work may include mill and overlay, bituminous overlay, full-depth pavement resurfacing, limited utility improvements, ADA upgrades, traffic control signing, pavement marking, and other associated or appurtenant work. Specified project-related services include all work necessary to deliver assigned projects, including topographic and boundary surveys, preliminary design, final design and preparation of detailed plans and specifications, bidding and procurement support, special assessment procedures pursuant to Minnesota Statutes Chapter 429, and construction administration and observation.
- **Category 2: General Municipal Engineering – Street Reconstruction Projects** – This category includes professional engineering services for projects identified in the City’s 10-Year Capital Improvement Plan as street reconstruction projects. Typical work may include full-depth street reconstruction and associated improvements such as replacement of sanitary sewer, watermain, storm sewer, curb and gutter, sidewalks, trails, ADA improvements, traffic control signing, pavement marking, and other related or appurtenant work. Services may also include coordination with utilities and stakeholders, preparation of plans and specifications, permitting, bidding assistance, and construction administration and observation. In addition, this category may include support for private development projects, including review of development plans for compliance with City standards, coordination with developers and their consultants, and construction observation to ensure proper installation of public infrastructure associated with private developments.
- **Category 3: Traffic Engineering and Studies** - This category includes professional engineering services associated with traffic operations, safety, mobility, and multimodal transportation planning within the City. Work may include traffic data collection and analysis, traffic impact studies, corridor and intersection operational evaluations, signal warrant analyses, traffic signal design and timing optimization, signing and pavement marking plans, speed studies, pedestrian and bicycle safety evaluations, and school zone safety assessments. Services may also include review of traffic studies and transportation analyses submitted as part

of private development projects, evaluation of compliance with City and regulatory standards, coordination with developers and their consultants, and recommendations for mitigation or improvements. Additional tasks may include preparation of technical reports, public engagement support, coordination with MnDOT and other agencies, and preparation of documentation to support funding applications or implementation of recommended improvements.

- **Category 4: Utility System Studies – Water, Sanitary Sewer** - This category includes professional engineering services related to planning, evaluation, and analysis of the water distribution, and sanitary sewer utility systems. Water system services may include system modeling, capacity and pressure evaluations, pressure zone planning, hydrant and valve assessment, fire flow analysis, and infrastructure planning to support growth or system reliability. Sanitary sewer services may include inflow and infiltration (I/I) evaluations and mitigation planning, sewer system modeling, capacity and deficiency analyses, lift station planning and design, and identification of rehabilitation or expansion needs. Services may also include development review support, preparation of technical reports and feasibility studies, coordination with regulatory agencies, and support for grant or funding applications.
- **Category 5: Stormwater Management, BMP Design, and MS4 Support** - This category includes professional engineering services related to the planning, design, review, and implementation of stormwater management projects and regulatory compliance activities for the City. Work may include design of stormwater Best Management Practices (BMPs), stormwater treatment systems, flood mitigation improvements, storm sewer reconstruction and rehabilitation projects, drainage analysis, hydrologic and hydraulic modeling, and development of project plans, specifications, and cost estimates. Services may also include stormwater plan review and coordination for private development projects, construction observation to ensure compliance with City standards, and support for MS4 permit compliance, including SWPPP development, inspections, documentation, and reporting. Additional services may include assistance with funding applications, public education and outreach related to stormwater management, coordination with regulatory agencies, and preparation of technical reports and recommendations to support long-term stormwater system performance and environmental protection.
- **Category 6: Trenchless Rehabilitation – Water, Sanitary Sewer, and Storm Sewer Systems** - This category includes professional engineering services related to planning, design, evaluation, and implementation of trenchless rehabilitation methods for the City’s utility infrastructure. Work may include assessment of existing watermain, sanitary sewer, and storm sewer systems; development of rehabilitation strategies; and preparation of feasibility studies and recommendations. Services may involve technologies such as cured-in-

place pipe (CIPP), pipe bursting, slip lining, structural lining systems, sectional point repairs, and related trenchless techniques. Typical tasks include condition assessment and prioritization, field investigations, hydraulic and structural evaluations, development of plans and specifications, cost estimating, coordination with regulatory agencies, funding and grant support, bidding assistance, and construction administration and observation.

- **Category 7: Water Treatment and Storage Engineering:** This category includes professional engineering services related to planning, design, evaluation, and optimization of the City’s water treatment and storage facilities. Work may include condition assessments, capacity analyses, treatment process evaluations, regulatory compliance support, and development of facility rehabilitation or expansion plans. Services may also include design of new or upgraded treatment systems, storage tanks, reservoirs, booster stations, and chemical feed systems; preparation of feasibility studies and technical reports; preparation of plans and specifications; cost estimating; funding and grant support; coordination with regulatory agencies; and bidding assistance, construction administration, and observation.
- **Category 8: Wastewater Treatment Plant Engineering:** This category includes professional engineering services associated with the planning, evaluation, design, and improvement of the City’s wastewater treatment plant facilities and processes. Work may include facility capacity and condition assessments, treatment process optimization, regulatory and permit compliance planning, biosolids handling and management evaluations, energy efficiency and resiliency planning, and development of rehabilitation or expansion recommendations. Services may also include preparation of feasibility studies and technical reports, design of process and structural improvements, cost estimating, coordination with regulatory agencies, funding application support, bidding assistance, and construction administration and observation.
- **Category 9: Environmental and Regulatory Services -** This category includes professional services to support environmental compliance, permitting, and regulatory coordination across all public works functions. Work may include preparation of Environmental Assessment Worksheets (EAW) and Environmental Impact Statements (EIS) support documentation; National Environmental Policy Act (NEPA) documentation; and wetland delineation, permitting, mitigation planning, and coordination with regulatory agencies. Services may also include Phase I and Phase II Environmental Site Assessments, contaminated soil and groundwater evaluations, hazardous materials assessment and remediation planning, cultural and historic resource coordination, endangered species review, and air, odor, and noise evaluations as applicable to public infrastructure projects. Assistance may further include permitting strategy development, grant and funding

support, public engagement assistance, and preparation of clear technical reports and regulatory submittals to ensure timely and compliant project delivery.

- **Category 10: Surveying, Mapping, and GIS Support** - This category includes professional services related to surveying, mapping, and geospatial support for public infrastructure and utility projects. Work may include topographic and boundary surveys; right-of-way research, establishment, and monumentation; easement preparation and legal descriptions; subdivision and platting support; and preparation of detailed base mapping. Services may also include construction staking, as-built surveys, utility locates and mapping, aerial and drone-based survey support, and preparation of survey reports and exhibits. GIS-related services may include data development and maintenance, asset inventory and condition assessment, system mapping, GIS database integration, and support for asset management programs and capital planning. Additional services may include coordination with county and state survey records, preparation of digital deliverables, and general surveying and mapping support necessary to facilitate design, permitting, and construction of City projects.
- **Category 11: Geotechnical and Materials Testing** - This category includes professional geotechnical and construction materials testing services to support planning, design, and construction of City infrastructure projects. Work may include subsurface investigations; soil borings; geotechnical evaluations for pavements, utilities, structures, and facilities; slope stability analyses; groundwater evaluation; and development of geotechnical recommendations for foundations, pavement sections, trench backfill, and earthwork. Services may also include laboratory and field materials testing, including concrete, asphalt, aggregate, soil compaction, density, and moisture testing; preparation of geotechnical reports; construction observation; and verification of compliance with project specifications. Additional services may include forensic evaluations, settlement and vibration monitoring, specialty geotechnical analysis, and ongoing consultation during design and construction to support reliable, cost-effective project delivery.
- **Category 12: Construction Administration and Inspection Services** - This category includes professional services to manage, oversee, and document the construction of City infrastructure and public works projects. Services may include on-site construction observation and inspection, contract administration, monitoring of compliance with plans and specifications, quality assurance and quality control, materials testing coordination, and documentation of construction activities. Additional tasks may include progress reporting, change order review, pay estimate preparation, coordination with contractors and subcontractors, verification of regulatory and permit compliance, and record-keeping for project closeout. These services ensure that projects are completed safely, on schedule, within budget, and in accordance with applicable codes, standards, and City requirements.

- **Category 13: Municipal Facilities and Public Works Support** - This category includes professional engineering, architectural, and planning services to support the City’s municipal facilities and public works infrastructure. Work may include facility condition assessments, long-range facility and campus planning, space programming, and layout optimization for operational efficiency. Services may also include design and planning for mechanical, electrical, plumbing, and structural upgrades, renovations and remodeling, architectural and interior design, construction documents preparation, cost estimating, and project management. Additional support may include fleet and equipment yard planning, storage and maintenance facility design, energy efficiency and sustainability assessments, ADA compliance evaluations, and coordination with regulatory agencies to ensure functional, safe, and code-compliant municipal facilities.
- **Category 14: Landscaping, Urban Design, Urban Planning, Parks Master Planning, and Trail Planning** - This category includes professional services related to the planning, design, and enhancement of public spaces, streetscapes, parks, and trail infrastructure. Work may include landscape architecture, streetscape and urban design, site planning, site analysis, and development of conceptual and detailed plans for public and civic spaces. Services may also include preparation of parks master plans, open space planning, recreational facility design, trail and pathway planning and design, streetscape and corridor beautification, tree inventories and preservation planning, and urban design guidelines. Additional tasks may include public engagement and community input facilitation, grant and funding support, preparation of cost estimates, regulatory review, and coordination with City departments to ensure projects support long-term community goals, sustainability, and accessibility.
- **Category 15: Lead Service Line Replacement (LSLR) Projects** - This category includes professional engineering services related to the planning, design, and construction of lead service line (LSL) replacement projects within the City’s water distribution system. Work may include inventory verification, service line identification and prioritization, risk assessments, coordination with property owners, and development of replacement strategies. Services may also include preparation of plans and specifications, hydraulic and water quality evaluations, permitting support, bidding assistance, construction administration and observation, and documentation of completed replacements. Additional tasks may include public outreach and communication support, compliance with regulatory requirements, funding and grant assistance, and development of long-term programs to reduce lead exposure in the community’s drinking water system.

OWNER PROVIDED DOCUMENTATION

The City of Brainerd will provide the following items to Consultant firm to assist in the development of their SOQ:

- Most recent 10-year City of Brainerd Street, Sewer and Water Capital Improvement Plan.
- Most recent Brainerd Public Utilities (BPU) 5-year Capital Improvement Plan (CIP).
- City of Brainerd 30-year Facility and Fleet Capital Improvement Plan (CIP).

SCHEDULE

1. Proposal submittals due on **Wednesday, March 4th, 2026, at 12:00 p.m.** No late submissions will be accepted.
2. Consultant pool recommended to the Park Board on March 24, 2026.
3. Consultant pool recommended to the BPU Commission on March 31, 2026.
4. Final Consultant pool recommended to the City Council on April 6, 2026.

It is the intent of the City of Brainerd to utilize the finalized and approved consultant pool for project solicitations beginning with the 2027 project delivery year and continuing through the expiration of the pool on December 31, 2031. At the time of pool expiration, and assuming the provision of satisfactory service, extensions to the pool services may be made to consultants within the pool at the sole discretion of the City of Brainerd.

PROPOSAL REQUIREMENTS

1. The consultant shall submit a Letter of Interest including the specific category or categories for which they wish to be considered. The LOI shall be limited to one (1) page, formatted on 8.5” x 11” paper, and use a font size no smaller than 11-point.
2. Firm Profile Page – Up to one (1) page.
3. A separate Statement of Qualifications shall be submitted for each category selection. Each SOQ shall be up to two (2) pages, formatted on 8.5” x 11” paper, and use a font size no smaller than 11-point. Each categorical SOQ shall include the following information:
 - a. Team Members - Identify the principal and team members who will be assigned to the project category, including their specific roles, relevant experience, training, and professional qualifications.
 - b. Relevant Experience – Provide up to three (3) example projects per category that demonstrate the consultant’s relevant experience and successful completion of work similar to the selected category.
 - c. References - up to 3 (three) references per category from agency or other client personnel that demonstrate the consultant’s experience, quality of work, ability to meet schedules and budgets, responsiveness, and successful delivery of similar projects or services.

- d. Approach to QA/QC Procedures - Describe the consultant’s approach to quality assurance and quality control, including methods, processes, and standards used to ensure accuracy, completeness, and compliance with project requirements, industry standards, and regulatory guidelines.
 - e. Any other specific experience, knowledge, or abilities that uniquely qualify your firm and project team for this project.
4. Proposals must be limited to no more than 20 pages, 8.5” x 11”, with no smaller than 11-point font, excluding the LOI and Firm Profile.

EVALUATION AND CONSULTANT SELECTION PROCESS

The Selection Committee will review the submittals and narrow down the list of potential firms for each category by mid-March. You will be notified whether your firm is a candidate for the consultant pool by mid-March. Fee schedules will be requested from firms still under consideration at that time. The City expects to select those firms that will be in its 2027 – 2031 consultant pool by early April. The Selection Committee will consist of the following members:

- Nick Broyles – City Administrator
- Paul Sandy – Public Utilities Director (BPU)
- Mike Habighorst – Public Works Director
- Jessie Dehn – City Engineer
- Trent Hawkinson – Operations Manager (BPU)
- Charlie Gammon – Water/Wastewater Manager (BPU)

The evaluation process will follow a 100-point scoring system for each category of pool services:

- Relevant Experience – 30 Points
- Team Members – 20 Points
- Fee Schedule – 20 Points
- References – 15 Points
- Approach to QA/QC – 10 Points
- Unique Qualifications – 5 Points

TERMS OF CONSULTANT AGREEMENTS

Consultants selected for pool services will be expected to enter into a Master Services Agreement prepared by the City of Brainerd. A draft of the City’s Master Services Agreement can be seen attached to this document. The terms and conditions of the negotiated agreement, along with its final execution, will take effect once the pool is finalized. Fee schedules will be reviewed and adjusted annually throughout the five-year duration of the pool, with the consultant’s initial fee schedule for 2027 services submitted as part of the pool selection process.

Project-specific Task Orders or Mini Proposals will be solicited and negotiated with each firm on the approved consultant pool as individual projects or needs arise. Each Task Order will include a complete project work plan, defined tasks, deliverables, schedules, and a negotiated not-to-exceed fee for that specific project. All Task Orders will adhere to the terms of the negotiated fee schedule established under the Master Services Agreement.

The Consultant shall, at its own expense, maintain and provide proof of the following insurance coverage for the duration of the Master Services Agreement and any subsequent Task Orders:

Commercial General Liability (CGL) Insurance

- Coverage: Bodily injury, property damage, personal injury, and contractual liability.
- Minimum Limits: \$1,000,000 per occurrence / \$2,000,000 general aggregate.
- Endorsements: City of Brainerd listed as an additional insured for all liability arising from the Consultant’s work under this Agreement.

Professional Liability (Errors & Omissions) Insurance

- Coverage: Professional services provided under this Agreement.
- Minimum Limits: \$1,000,000 per claim / \$2,000,000 aggregate.
- Retroactive Date: Must cover work performed prior to policy inception if claims arise during the policy period.

Automobile Liability Insurance

- Coverage: Any owned, non-owned, or hired vehicles used in connection with the Agreement.
- Minimum Limits: \$1,000,000 combined single limit per accident.

Workers’ Compensation Insurance

- Coverage: As required by Minnesota Statutes, including employer’s liability.
- Minimum Limits: Statutory coverage as required by Minnesota law.

Additional Requirements

- The Consultant shall provide certificates of insurance prior to the commencement of work.
- All policies shall provide 30 days’ notice to the City of Brainerd in the event of cancellation or material change.
- Insurance coverage shall be maintained throughout the term of the Agreement and any extensions or Task Orders.
- Deductibles or self-insured retentions above \$25,000 must be disclosed and approved by the City.

QUESTIONS AND CONTACT INFORMATION

Answers will be issued in the form of an addendum. No answers will be issued after Friday, February 20th, 2026, at 4:30 p.m. If the City deems it necessary to revise any part of this RFP before the proposal due date, the City will issue an addendum. Addendums will be issued via e-mail notification.

PROPOSAL DUE

If you are interested in submitting, please submit digital copies of the completed LOI and SOQ to the office of the Public Utilities Director no later than 12:00 P.M. on Wednesday, March 4, 2026. Digital proposals can be e-mailed to psandy@bpu.org.

A pool services recommendation will be presented to the Park Board, Public Utilities Commission, and City Council pursuant to the schedule within this solicitation.

Proposals and any inquiries should be directed to:

Paul Sandy, Public Utilities Director
8027 Highland Scenic Drive
Baxter, MN 56425
(218) 825-3220
psandy@bpu.org



Park Board Agenda Request

MEETING DATE: January 27, 2026

TITLE OF ITEM: Approval of Lakes Area Youth Soccer Association Agreement

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Representatives from Lakes Area Youth Soccer Association presented to the Park Board to discuss entering into an agreement with the City of Brainerd to utilize the City's soccer fields for youth soccer programming.

Following the discussion, City staff worked with the Lakes Area Youth Soccer Association to draft an agreement outlining responsibilities, scheduling, maintenance expectations, insurance requirements, and general terms of use.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The proposed agreement has been reviewed by the City Attorney and the Lakes Area Youth Soccer Association; now before the Park Board for review and approval.

RECOMMENDED ACTION/MOTION

Staff is recommending approval of the Lakes Area Youth Soccer Association Agreement.

FINANCIAL IMPACT

N/A



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

This Agreement is entered into effective January 1, 2026, by and between the **City of Brainerd, through its Park ~~and Recreation~~ Board (hereinafter the "City"),** and the **Lakes Area Youth Soccer Association, Inc. (hereinafter the "LAYSA"), a Minnesota nonprofit corporation.**

Recitals

- A. The City's Park ~~and Recreation~~ Board historically operated several youth recreational programs for City residents.
 - B. The Board determined that it would be in the best interests of the City and the participants to partner with the ~~Lakes Area Youth Soccer Association, LAYSA,~~ a Minnesota nonprofit corporation, to operate soccer practices and games, and the ~~Lakes Area Youth Soccer Association LAYSA~~ is willing and able to operate those programs in accordance with the terms of this Agreement.
 - C. The City will waive all fees associated with field usage for practices and games for LAYSA.
-

Agreement

1. **Program Oversight:**
 - a. The ~~Lakes Area Youth Soccer Association LAYSA~~ shall operate Youth Soccer on city property.
2. **LAYSA Duties:** The LAYSA agrees to undertake the following:
 - a. Program advertising, marketing, fundraising, and other tasks necessary to ~~full~~ fulfill this agreement.
 - b. Registration of participants in the program.
 - c. Scheduling of teams - A full schedule of field or facility usage should be provided to the ~~city~~ City Public Works Department, Recreation Division, as soon as reasonably possible. Changes to the full schedule throughout the season should be relayed to the city with reasonable promptness. Reasonable promptness is defined as being two weeks or more before the use of the facility or field.
 - d. Hire and/or contract for game officials, coaching staff and volunteers as needed.
 - e. Provide necessary game equipment ~~{~~(e.g. goals, nets, soccer balls, jerseys, etc.) with the understanding that it is ~~Lakes Area Youth Soccer Association~~ LAYSA's responsibility to maintain those goals/nets as needed and that off-season outside storage of those goals ~~(outside)~~ will be provided at the respective parks at an agreed upon locations. Such equipment will be the



CITY OF BRAINERD
RECREATION PROGRAM AGREEMENT

sole responsibility of LAYSA.

- f. Provide the City with program information as requested.
- g. Submitting preliminary schedules and facility usage plans to the City for approval and finalized schedule at least two weeks prior to the beginning of the programs, as the City may deny proposals that negatively affect operations, access, or quality of programming.
- h. ~~Agree to paint~~ All labor and equipment to paint the necessary lines for ~~the~~-utilization of the soccer gamesfields.
- i. All ~~labor to paint the lines will be done so with~~ LAYSA staff and volunteers ~~of the organization and should must~~ be covered under ~~our~~ LAYSA's liability insurance policy while on City grounds.
- j. ~~Utilize the soccer fields at approved park locations when available.~~

3. City Duties.

The City shall:

- a. Maintain City parks utilized by the programs, including restrooms, subject to LAYSA's obligations set forth above.
- b. Provide safe and usable field spaces.
- c. Allow ~~Lakes Area Youth Soccer Association~~ LAYSA to reserve soccer fields after other community groups. City and ~~approve~~ approved community groups may take a higher priority~~precedence~~.
- d. City will maintain and water fields subject to the City's normal ~~maintain~~ maintenance schedule and standard.

4. Insurance. ~~The Lakes Area youth Soccer Association~~ LAYSA shall carry the following insurance:

- a. Public liability insurance in the amount of \$1,000,000 with the City ~~name~~ named as an additional insured.

5. Participant Releases. ~~The Lakes Area Youth Soccer Association~~ LAYSA shall obtain a written waiver of liability from all participants, signed by a parent, and shall keep the waiver on file for a period of six years. ~~The Lakes Area Youth Soccer Association~~ LAYSA shall provide Public Works staff ~~the Recreation Coordinator~~ with a copy of the waiver form if requested.

6. Indemnification. ~~To the extent allowed by law, the Lakes Area Youth Soccer Association~~ LAYSA shall defend and indemnify the City against all claims of loss or damage arising out of the youth programs operated by the ~~Lakes Area Youth Soccer Association~~ LAYSA under this Agreement, except to the extent said loss or damage was caused by the negligent or intentional act ~~of or~~ omission of the City, its employees or agents.

7. Notification. LAYSA shall notify the City if it becomes aware of any Equipment defects in



CITY OF BRAINERD
RECREATION PROGRAM AGREEMENT

~~equipment defects owned by the City.~~ Any defective ~~Equipment equipment~~ shall not be used by the LAYSA. Equipment repair shall be undertaken by the City.

~~8. **Relationship.** LAYSA are volunteers. By entering into this Agreement, no employment relationship is created between the City and any LAYSA staff/volunteers, nor are the Parties entering into a partnership or joint venture. The City does not provide supervision of the LAYSA staff/volunteers when field maintenance work is undertaken.~~

~~9.8. **Assignment.** BBBA-LAYSA~~ may not assign this Agreement without the written permission of the City

~~10.9. **Term.** This Agreement shall terminate as of December 31, 2026, unless otherwise extended in writing and signed by both parties.~~

**City of Brainerd
Park and Recreation Board**

Lakes Area Youth Soccer Association

Signature: _____
Title: Park Board Chair
Date: _____

Signature: _____
Title: _____
Date: _____

Signature: _____
Title: _____
Date: _____

Signature: _____
Title: _____
Date: _____



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

This Agreement is entered into effective January 1, 2026, by and between the **City of Brainerd, through its Park Board (hereinafter the "City")**, and the **Lakes Area Youth Soccer Association, Inc. (hereinafter the "LAYSA")**, a Minnesota nonprofit corporation.

Recitals

- A. The City's Park Board historically operated several youth recreational programs for City residents.
 - B. The Board determined that it would be in the best interests of the City and the participants to partner with the LAYSA, a Minnesota nonprofit corporation, to operate soccer practices and games, and the LAYSA is willing and able to operate those programs in accordance with the terms of this Agreement.
 - C. The City will waive all fees associated with field usage for practices and games for LAYSA.
-

Agreement

1. **Program Oversight:**
 - a. The LAYSA shall operate Youth Soccer on city property.
2. **LAYSA Duties:** The LAYSA agrees to undertake the following:
 - a. Program advertising, marketing, fundraising, and other tasks necessary to fulfill this agreement.
 - b. Registration of participants in the program.
 - c. Scheduling of teams - A full schedule of field or facility usage should be provided to the City Public Works Department, Recreation Division, as soon as reasonably possible. Changes to the full schedule throughout the season should be relayed to the city with reasonable promptness. Reasonable promptness is defined as being two weeks or more before the use of the facility or field.
 - d. Hire and/or contract for game officials, coaching staff and volunteers as needed.
 - e. Provide necessary game equipment (e.g. goals, nets, soccer balls, jerseys, etc.) with the understanding that it is LAYSA's responsibility to maintain those goals/nets as needed and that off-season outside storage of those goals will be provided at the respective parks at an agreed upon location. Such equipment will be the sole responsibility of LAYSA.
 - f. Provide the City with program information as requested.



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

- g. Submitting preliminary schedules and facility usage plans to the City for approval and finalized schedule at least two weeks prior to the beginning of the programs, as the City may deny proposals that negatively affect operations, access, or quality of programming.
- h. All labor and equipment to paint the necessary lines for utilization of the soccer fields.
- i. All LAYSA staff and volunteers must be covered under LAYSA's liability insurance policy while on City grounds.

3. **City Duties.**

The City shall:

- a. Maintain City parks utilized by the programs, including restrooms, subject to LAYSA's obligations set forth above.
- b. Provide safe and usable field spaces.
- c. Allow LAYSA to reserve soccer fields after other community groups. City and approved community groups may take a higher priority.
- d. City will maintain and water fields subject to the City's normal maintenance schedule and standard.

4. **Insurance.** LAYSA shall carry the following insurance:

- a. Public liability insurance in the amount of \$1,000,000 with the City named as an additional insured.

5. **Participant Releases.** LAYSA shall obtain a written waiver of liability from all participants, signed by a parent, and shall keep the waiver on file for a period of six years. LAYSA shall provide Public Works staff with a copy of the waiver form if requested.

6. **Indemnification.** LAYSA shall defend and indemnify the City against all claims of loss or damage arising out of the youth programs operated by the LAYSA under this Agreement, except to the extent said loss or damage was caused by the negligent or intentional act or omission of the City, its employees or agents.

7. **Notification.** LAYSA shall notify the City if it becomes aware of any defects in equipment owned by the City. Any defective equipment shall not be used by LAYSA. Equipment repair shall be undertaken by the City.

8. **Assignment.** LAYSA may not assign this Agreement without the written permission of the City

9. **Term.** This Agreement shall terminate as of December 31, 2026, unless otherwise extended in writing and signed by both parties.



CITY OF BRAINERD
RECREATION PROGRAM AGREEMENT

**City of Brainerd
Park Board**

Signature: _____
Title: Park Board Chair
Date: _____

Signature: _____
Title: _____
Date: _____

Lakes Area Youth Soccer Association

Signature: _____
Title: _____
Date: _____

Signature: _____
Title: _____
Date: _____



Park Board Agenda Request

MEETING DATE: January 27, 2026

TITLE OF ITEM: Approval of Brainerd Baxter Baseball Association Agreement

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

The City of Brainerd has an established agreement with the Brainerd Baxter Baseball Association for the use of City baseball facilities to support youth baseball programming. This agreement is up for renewal.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

A renewal agreement has been drafted to continue the existing partnership between the City and BBBA. The agreement has been reviewed by the City Attorney and BBBA. The renewal continues with the responsibilities, scheduling, and maintenance practices.

RECOMMENDED ACTION/MOTION

Staff is recommending approval of the BBBA agreement.

FINANCIAL IMPACT

N/A



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

AGREEMENT

Effective Date: January 1, 2026

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 will waive all fees associated with field usage for practices and games for BBBA.
- D. The City is willing to allow such volunteer use of City Equipment subject to the terms of this Agreement.

AGREEMENT

1. **BBBA Duties.** The BBBA agrees to undertake the following:
 - a. **Coordinate practices, leagues and tournament scheduling:** The BBBA will request field usage from the City when scheduling ~~of any~~ leagues and tournaments. No field use is allowed unless required permits are obtained.
 - b. **Field maintenance and equipment use:** Upon approval from the City, the BBBA may 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 the 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.



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

2. **City Duties:** The City agrees to undertake the following:
 - a. **Grant BBBA access to the fields:** The City will grant BBBA access to available fields ~~and~~ provided the use is consistent with City policy. BBBA's access is subordinate to the City's scheduled activities on the fields.
 - b. **Signage Rights:** The City grants BBBA the right to sell banner signage on the outfield fence at Jaycee Park and Bane Park and to retain the revenue to off-set the purchase and installation of any park improvements. All banner signage is subject to City policy.
 - c. **Park Improvements:** The City must approve any park improvements proposed by the BBBA.

3. **Insurance.** The BBBA shall secure the following insurance:
 - a. ~~Publie~~-Public liability insurance in the amount of \$1,000,000 with the City ~~name~~-named as an additional insured.

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

5. **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.

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

7. **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.

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

9. **Term.** This Agreement shall terminate as of December 31, 2026, unless otherwise extended in writing and signed by both parties.

CITY OF BRAINERD

BRAINERD BAXTER BASEBALL
ASSOCIATION

Signature: _____
 Title: Park Board Chair
 Date: _____

Signature: _____
 Title: _____
 Date: _____

Signature: _____
 Title: City Administrator
 Date: _____

Signature: _____
 Title: _____
 Date: _____



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

AGREEMENT

Effective Date: January 1, 2026

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 will waive all fees associated with field usage for practices and games for BBBA.
 - D. The City is willing to allow such volunteer use of City Equipment subject to the terms of this Agreement.
-

AGREEMENT

- 1. **BBBA Duties.** The BBBA agrees to undertake the following:
 - a. **Coordinate practices, leagues and tournament scheduling:** The BBBA will request field usage from the City when scheduling leagues and tournaments. No field use is allowed unless required permits are obtained.
 - b. **Field maintenance and equipment use:** Upon approval from the City, the BBBA may 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 the 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.



CITY OF BRAINERD
RECREATION PROGRAM AGREEMENT

- 2. City Duties: The City agrees to undertake the following:
a. Grant BBBA access to the fields: The City will grant BBBA access to available fields provided the use is consistent with City policy.
b. Signage Rights: The City grants BBBA the right to sell banner signage on the outfield fence at Jaycee Park and Bane Park and to retain the revenue to offset the purchase and installation of any park improvements.
c. Park Improvements: The City must approve any park improvements proposed by the BBBA.
3. Insurance. The BBBA shall secure the following insurance:
a. Public liability insurance in the amount of \$1,000,000 with the City named as an additional insured.
4. Participant Releases. The BBBA shall obtain a written waiver of liability from all participants, signed by a parent, and shall keep the waiver on file for a period of six years.
5. 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.
6. Notification. BBBA shall notify the City if it becomes aware of any Equipment defects. Any defective Equipment shall not be used by the BBBA or BBBA staff.
7. 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.
8. Assignment. BBBA may not assign this Agreement without the written permission of the City.
9. Term. This Agreement shall terminate as of December 31, 2026, unless otherwise extended in writing and signed by both parties.

CITY OF BRAINERD

BRAINERD BAXTER BASEBALL ASSOCIATION

Signature: _____
Title: Park Board Chair
Date: _____

Signature: _____
Title: _____
Date: _____

Signature: _____
Title: City Administrator
Date: _____

Signature: _____
Title: _____
Date: _____



Park Board Agenda Request

MEETING DATE: January 27, 2026

TITLE OF ITEM: Ice Skate Party—Food Sponsorship Proposal

AGENDA: Approve

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Kayla Huether, Recreation Specialist

DEPARTMENT: Parks

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

The Annual Ice Skate Party is scheduled for February 7th at Memorial Park. Attendance last year was approximately 160 people. The event is free for participants, and typically includes a meal, treats, drinks, and activities. Staff have been exploring options for offering a meal at the event without exceeding the limited special event budget. Rosallini's Pizza is interested in supporting this event. Rosallini's cannot fully sponsor the cost of pizza outright, so we have discussed a co-sponsorship arrangement:

- Rosallini's would provide pizza at no cost to attendees
- In exchange, the City would waive the facility reservation fee for two future Rosallini's community events:
 1. Trunk-or-Treat at Memorial Park (Halloween season)
 2. Easter Egg Hunt at Memorial Park

Waived fees would be based on the approximate equivalent value of the food provided.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Options:

1. Enter Co-Sponsorship Agreement (Recommended)
 - Offer free food at the Ice Skate Party

- Waive park reservation fees for Rosallini’s Halloween and Easter events
- Even value exchange; supports multiple community events

2. Decline Partnership

- Provide no meal at the Ice Skate Party
- No financial impact, but reduced experience at the event

3. Use Special Event Budget to Purchase Pizza

- Purchase food outright
- Limited funding may restrict spending for larger events later in the year (Pumpkin Festival & Easter Egg Hunt)

RECOMMENDED ACTION/MOTION

Option 1 – Approve the co-sponsorship agreement with Rosallini’s Pizza. This provides a well-attended, family-friendly event with a meal at no direct cost while strengthening partnerships and supporting additional community events later in the year.

FINANCIAL IMPACT

- Option 1: No net impact – service exchange of equal value
- Option 2: No direct impact – but reduced offerings at the Skate Party
- Option 3: Could result in exceeding the annual special events budget



Park Board Agenda Request

MEETING DATE: January 27, 2026

TITLE OF ITEM: Discussion and Motion of Letter Regarding Agreement From Community Education

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

City of Brainerd Parks & Recreation staff prepared a new agreement for 2026 outlining Community Education's use of City park facilities, scheduling, and operational responsibilities. After reviewing the proposed agreement, Community Education has expressed concerns about certain elements of the updated document.

Staff is bringing this matter forward to the Park Board to discuss the concerns raised and to receive direction regarding the 2026 agreement.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The Park Board is asked to review the situation, discuss potential approaches, and provide guidance to staff on next steps regarding the Community Education agreement for 2026.

Potential Options for Consideration:

1. Proceed with the Agreement as Written
2. Revise the Agreement
3. Use Agreement from 2025
4. Table the Agreement
5. Provide Alternative Direction

RECOMMENDED ACTION/MOTION

Direction from the Park Board on how to proceed with the 2026 Community Education agreement.

FINANCIAL IMPACT

N/A

January 13, 2026

Brainerd Park and Recreation Board

c/o Mike Habighorst, Public Works Director
City of Brainerd, 501 Laurel Street, Brainerd, MN 56401

Dear Members of the Brainerd Park and Recreation Board,

I am submitting this letter for consideration by the Brainerd Park and Recreation Board and am routing it through the Director of Parks & Recreation in accordance with City process.

Thank you for sending the updated Recreation Program Agreement on January 7. Unfortunately, I am not able to sign the revised agreement in its current form.

As I shared during my meeting with City staff, I have several substantive concerns with the updated language. The original agreement was collaboratively developed and mutually agreed upon by both parties prior to execution, and this revision represents significant changes that were made by one party.

Any revised agreement would also require review by District legal counsel, which is difficult given the current timeline. This timing is especially challenging as our winter/spring Community Education guide has already been mailed and includes promotion of Parks & Recreation programming that begins this spring. We have delayed opening registration for these activities until we are able to reach agreement, which is not ideal for families or program planning.

Below are the specific concerns previously shared that remain unresolved:

Section 4 – Compensation

- The cost to operate each program varies significantly based on the activity, season length, and participation levels. This information is shared annually in the materials presented to the Park Board; for reference, I am attaching the most recent document titled *Parks & Rec by Program – Rev_Expense 2025*. Because each program has a different cost structure, assigning equal “value” to each program or age group does not accurately reflect operational realities. For example, Baseball and Softball expenses and participation far exceed those of Tennis or Miracle League. In addition, not all programs include three age groups as referenced. As written, the calculation formula in this agreement does not work for our programming model.
- The statement that “if a program fails to meet agreed-upon standards, no compensation shall be owed” is problematic without clearly defining what those “agreed-upon standards” are. Without specific criteria outlined in the agreement or an addendum, this provision is not equitable.

Section 2 – District Oversight Duties

- **Item g – Logo requirements:** This request was discussed at the November Joint Powers meeting, and both the District and the City of Baxter expressed concerns. If logos are required on shirts, all three entities (both cities and the school district) would need to be represented. This would clutter shirts and detract from sponsor recognition (which we rely on to help keep participant costs affordable). All three entities are already recognized in printed and online promotional materials.
- **Item k – Community standards and Parks Department objectives:** These standards and objectives are not defined in the agreement or in any accompanying documentation and would require clarification.
- **Item m – Correcting deficiencies:** This provision would also require clarification, including how deficiencies are defined, documented, and evaluated.

I would also like to reiterate the history and intent of this partnership as I understand it. When this agreement was first established, Community Education had already been operating programs for several years through a Joint Powers agreement with the City of Baxter. The City of Brainerd approached Community Education and my predecessor to assist with Parks & Recreation programming, and through collaboration, programs were combined and began operating across Baxter, Brainerd, and District facilities. These programs are not operated solely for the City of Brainerd; they are collaborative efforts serving youth across the Brainerd Lakes Area and utilizing public spaces. The original agreement reflected that shared purpose and was developed collaboratively by all parties.

Finally, we request that any future version of this agreement include language requiring the City to provide notice by **November 1** if it intends to withdraw from the agreement, modify its terms, or change its pledged financial contribution. Spring planning occurs in the fall, and program information must be finalized by November for inclusion in our guide, which is mailed after Christmas. Advance notice would allow for responsible planning and help prevent disruptions to families and programming.

We are eager to resolve these issues and continue operating under an agreement that reflects our shared goals. At this point, we have delayed opening registration while awaiting resolution. Our intent was to have registration open by the time the guide was mailed, but that time has now passed. Needless to say, we are anxious to move forward as soon as possible.

Please let me know how you would like to proceed so that we can work toward a mutually agreeable solution.

Sincerely,

Annmarie Lacher

Director of Community Education & District Communications

Parks & Rec by Program - fall 2025

	Revenue from Fees**	Expenses*		Notes
Flag Football	\$2,160	\$1,110	\$1,050	
Fall Soccer	\$17,235	\$6,175	\$11,060	
Baseball	\$19,008	\$20,808	-\$1,800	Some baseball, softball, and tball payroll expenses not separated
TBall	\$7,216	\$3,825	\$3,391	
Miracle League	\$1,888	\$2,863	-\$975	\$300 in designated sponsorships
Softball	\$11,479	\$16,510	-\$5,031	
Spring Soccer	\$21,770	\$6,711	\$15,059	
Tennis	\$810	\$379	\$431	
<p>*Expenses totaled here include direct program expenses for equipment and supplies, staff and officials, etc. It does not include any administrative percentages that are calculated into our total P&R budget.</p>				
<p>**Additional revenue sources are sponsorships and contributions from the cities of Brainerd and Baxter.</p>				
<p>Indicate parks & rec programs offered through a Joint Powers Agreement with the City of Baxter</p>				

CITY OF BRAINERD

RECREATION PROGRAM AGREEMENT

This Agreement is entered into effective January 1, 2025, by and between the City of Brainerd, through its Park and Recreation Board (hereinafter the "City"), and the Independent School District No. 181 (hereinafter the "District").

Recitals

- A. The City's Park and Recreation Board historically operated several youth recreational programs for City residents.
- B. The Board determined that it would be in the best interests of the City and the participants to partner with the Community Education Department of Independent School District No. 181, Brainerd Public Schools, to operate some of the programs, and the district is willing and able to operate those programs in accordance with the terms of this Agreement.

Agreement

- 1. Program Oversight. The district shall operate the following existing programs on behalf of the City:
 - a. Miracle League
 - b. Boys and Girls T-Ball
 - c. Youth Baseball
 - d. Youth Softball
 - e. Youth Tennis
- 2. Oversight Duties. Program responsibilities include the following:
 - a. Program advertising, marketing, and fundraising.
 - b. Registration of participants in the program.
 - c. Scheduling of teams - A full schedule of field or facility usage should be provided to the city as soon as reasonably possible. Changes to the full schedule throughout the season should be relayed to the city with reasonable promptness. Reasonable promptness is defined as being two weeks or more before the use of the facility or field.
 - d. Hire umpires or other game officials as needed.
 - e. Hire and contract with officials, coaching staff, and volunteers.
 - f. Provide necessary game equipment (e.g. basketballs, kickballs, soccer balls, jerseys, etc.)
 - g. ~~Must~~ print the City of Brainerd logo on all jerseys, shirts, etc. — *Will not be possible this year Possible in future.*
 - h. Provide the City Recreation Specialist with program information as requested.
 - i. Maintain control of City scoreboard equipment, including controllers.
 - j. As much as possible, balance the field usage across the two cities (Brainerd and Baxter) and the school district properties.
 - k. Present to the Brainerd Park Board twice annually. Once in spring summarizing the upcoming season's activities and registrations. Once in fall recapping the season's activities and participation. This presentation shall also include a requested budget amount for 2026.
- 3. City Duties. The City shall continue to maintain the parks utilized by the programs, including maintenance and cleaning of restrooms. The city will stripe the ball fields and provide bases. With respect to Bane Park, the city will provide the District with keys to the ball field, restrooms, the warming house (for storage) and the announcer's booth. The concession stand at Bane Park will

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

- a. The City retains the sole right for all banner sales and posting on City of Brainerd fields.
4. Compensation. In consideration for operating the youth programs set forth above, the City shall pay the District an annual fee of \$15,000. \$7,500 shall be paid in a bi-annual sum on or before June 15 and September 15, 2025. Invoices should be remitted to the City by the 10th of each month payments are due.
5. Insurance. The District shall carry the following insurance:
 - a. Public liability insurance in the amount of \$1,000,000 with the City named as an additional insured.
 - b. Workers' compensation insurance at the statutory limits to cover its own employees.
6. Participant Releases. The District shall obtain a written waiver of liability from all participants, signed by a parent, and shall keep the waiver on file for a period of six years. The District shall provide the Recreation Coordinator with a copy of the waiver form if requested.
7. Indemnity. To the extent allowed by law, the District shall defend and indemnify the City against all claims of loss or damage arising out of the youth programs operated by the District under this Agreement, except to the extent said loss or damage was caused by the negligent or intentional act of omission of the City, its employees or agents.
8. Term. This Agreement shall terminate as of December 31, 2025, unless otherwise extended in writing and signed by both parties.

City of Brainerd
Park and Recreation Board

Signature: _____

Title: Park Board Chair

Date: 3/25/25

Signature: _____

Title: _____

Date: _____

Independent School District No. 181

Signature: _____

Title: Director of Community Education

Date: 3/17/25

Signature: _____

Title: Director of Community Education Business Services

Date: 3/17/2025



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

AGREEMENT

Effective Date: January 1, 2026

This Agreement is entered into by and between the **City of Brainerd**, through its **Park and Recreation Board** (hereinafter the “City”), and the **Independent School District No. 181** (hereinafter the “District”).

RECITALS

A. The City’s Park and Recreation Board has historically operated several youth recreational programs for City residents.

B. The Board has determined that it is in the best interest of the City and program participants to partner with the District to operate certain programs, and the District is willing and able to operate those programs in accordance with the terms of this Agreement.

AGREEMENT

1. Programs

The District shall operate the following programs on behalf of the City:

- a. Miracle League
 - b. Boys and Girls T-Ball
 - c. Youth Baseball
 - d. Youth Softball
 - e. Youth Tennis
-

2. District Oversight Duties

The District shall be responsible for the following:

- a. Program advertising, marketing, and fundraising. A copy of all such materials, in whatever form, shall be provided to the City with the initial marketing invoice in March.
- b. Registration of participants.
- c. Scheduling of teams. A full schedule of field/facility usage shall be provided to the City as soon as reasonably possible. Any changes must be communicated at least two (2) weeks before use of the facility or field. The District shall balance field usage and games across Brainerd, Baxter and District properties.
- d. Hiring umpires, referees, and game officials.
- e. Hiring/coordinating coaching staff and volunteers.
- f. Providing necessary equipment (basketballs, soccer balls, jerseys, cones, paint for soccer and football fields, etc.).



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

- g. Printing the City of Brainerd logo on all uniforms, jerseys, shirts, and printed advertising material.
- h. Providing the City Recreation Specialist with program information upon request.
- i. Presenting to the Brainerd Park Board twice annually.
 - **Spring:** Summary of upcoming season's activities and registrations.
 - **Fall:** Recap of participation, activities, and a proposed budget request for the following year.
- j. Submitting preliminary schedules, program structures, and facility usage plans to the City for approval with the initial invoice, and the finalized schedule at least four weeks prior to the beginning of the programs, as the City may deny proposals that negatively affect operations, access, or quality.
- k. Conducting all programs professionally and consistent with community standards and Parks Department objectives.
- l. Submitting program budgets, expense reports, and supporting documentation for review upon request.
- m. Correcting deficiencies identified in writing by the City within 24 hours of receiving the notice of deficiency, and providing the City with information on how the deficiencies are being corrected. Failure to comply may result in suspension of facility access, reduced compensation, or termination.
- n. Suspending or canceling any program immediately if unsafe conditions exist, participant safety is at risk, or emergencies require facility closure.

3. City Duties

The City shall:

- a. Maintain City parks utilized by the programs, including restrooms.
- b. Stripe and maintain all baseball and softball fields.
- c. Provide safe, high-quality, and usable field spaces.
- d. Meet with the District at the end of each season to assess field conditions and recommend improvements.
- e. Retain sole rights for banner sales and postings on City fields. The District may hang one Brainerd District banner at Jaycees Park at no cost provided the banner meets City standards.

4. Compensation

The City shall compensate the District as follows:

- a. An annual fee of **\$15,000**, payable in three installments.
 1. An Administrative Fee of \$3,000 for marketing, advertising, registration process, etc. to inform public of recreation opportunities. Invoice the City in March to prepare for programming.
 2. Invoice the City in June for \$6,000 when the programs have commenced.



CITY OF BRAINERD RECREATION PROGRAM AGREEMENT

3. Invoice the City in September for \$6,000 when programming is completed.
 - b. Additional per-program compensation may be agreed upon in writing for specific approved programs. Such compensation shall be payable only upon successful completion of the program.
 - c. If the program is offered, but one specific age group is cancelled; then allocated cost per program is divided by the number of proposed age groups, then the funds per age group is deducted from the invoice. An example is provided below:
 - If the agency offers 4 different types of programming with 3 age groups in each program type and one age group is cancelled; the invoice will be adjusted as such:
 - \$12,000 for 4 types of programming: \$3,000 per program. With 3 age groups in each program, that would allot for \$1,000 for that cancelled age group, therefore invoice will be reduced by \$1,000.
 - If an entire program is cancelled, the Invoice will be reduced by \$3,000 in this example.If a program is canceled, not completed, or fails to meet agreed-upon standards, no compensation shall be owed for that program unless otherwise mutually agreed upon in writing by both parties.
 - d. The City shall remit payment within thirty (30) days of receiving a proper invoice.
-

5. Insurance

The District shall carry the following insurance:

- a. Public liability insurance in the amount of **\$1,000,000**, with the City named as an additional insured. A certificate of coverage shall be provided annually.
 - b. Worker's Compensation insurance at statutory limits covering the District's employees.
-

6. Participant Waivers

The District shall obtain a signed waiver of liability from each participant (or parent/guardian for minors), using the form set forth in Exhibit A. Waivers shall be retained for six (6) years and provided to the City upon request.

7. Indemnification

To the extent allowed by law, the District shall defend and indemnify the City against all claims, losses, or damages arising out of the District-operated programs under this Agreement, except those caused by the negligence or intentional misconduct of the City, its employees, or agents.

8. Term

This Agreement shall terminate on **December 31, 2026**, unless otherwise extended in writing by both parties.



CITY OF BRAINERD
RECREATION PROGRAM AGREEMENT

CITY OF BRAINERD

Signature: _____

Title: Park Board Chair

Date: _____

Signature: _____

Title: City Administrator

Date: _____

**BRAINERD COMMUNITY
EDUCATION**

Signature: _____

Title: _____

Date: _____

Signature: _____

Title: _____

Date: _____



Park Board Agenda Request

MEETING DATE: January 27, 2026

TITLE OF ITEM: Approval of Youth Tournament Staffing and Fee Structure

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kayla Huether, Recreation Specialist

DEPARTMENT: Parks

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 5-10 minutes

SUMMARY OF ISSUE

Youth Tournaments (e.g., BBBA):
2025 Current Operation

- City charges for Staff Cost for field maintenance and also for chalking.
- In 2025 we had 5 tournaments across 2 park locations resulted in a total staffing BBBA invoice of **\$3,793.52**

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

From the last Park Board meeting, it was suggested/motion to have a standardized "staff cost".

- Weekend FT Staff cost is: Normal \$56.28; OT \$69.97

-In 2025, we charged PT Staff cost at: Normal \$20.16; OT 29.85 (see attached invoice indicating OT amount, about 90% of the time).

Comments:

We had only one applicant in 2025 for the seasonal weekend field maintenance position, and they were not available for the BBBA tournament weekends. Our other two part-time staff were hired for weekday coverage, so by the time weekends arrived, they had already reached 40 hours, resulting in most of the costs being overtime. It has been very challenging to find staff willing to work weekends only.

If we don't include overtime in the budget, we may lose money. We simply do not have enough staff to cover weekends without incurring OT. If a part-time employee is unavailable, our only backup would be a full-time staff member, which would increase costs even more due to overtime.

Options:

1. Charge for actual Staff Cost & Chalking (same as 2025); or
2. Charge a standardized rate of the PT staff cost which will not cover all costs: Normal weekend rate

at: \$20.16,

3. Charge a standardized rate of the FT staff cost to ensure we cover all cost: OT rate at: \$69.97

4. Meet in the middle between the two rates: \$45

5. \$150 per tournament, per park with an option to request field maintenance service at staff cost and damage deposit at \$100 (discussed at workshop)

RECOMMENDED ACTION/MOTION

Staff have discussed the options and believe the following recommendation would be the best moving forward:

- \$150 per tournament, per park with an option to request field maintenance service at staff cost and damage deposit at \$100

FINANCIAL IMPACT

N/A



Park Board Agenda Request

MEETING DATE: January 27, 2026

TITLE OF ITEM: Approval of Adult Tournament Staffing and Fee Structure

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kayla Huether, Recreation Specialist

DEPARTMENT: Parks

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 5-10 minutes

SUMMARY OF ISSUE

Adult Tournaments:

No events in 2025.

The 2025 Fee Schedule included field maintenance charge at \$75 per hour per field.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Proposed for 2026

At the last Park Board meeting, staff was directed to standardize the cost: "Adult tournament fees to \$150/tournament plus optional staff time at \$___ as requested by the tournament organizer."

The challenging issue is the staff cost varies from PT to FT. We want to ensure we do not lose revenue and do not want to over-charge users. Staff would advise that we charge an "staff cost" rate for all tournaments.

Options:

1. Charge for actual Staff Cost & Chalking (same as 2025); or
2. Charge a standardized rate of the PT staff cost which will not cover all costs: Normal weekend rate at: \$20.16/hr,
3. Charge a standardized rate of the FT staff cost to ensure we cover all cost: OT rate at: \$69.97/hr,
4. Meet in the middle between the two rates: \$45
5. \$150 per tournament, per park with an option to request field maintenance service at staff cost and damage deposit at \$100 (discussed at workshop)

RECOMMENDED ACTION/MOTION

Staff is recommending charging \$150 per tournament, per park, with an option to request field maintenance service at staff cost and damage deposit at \$100.

FINANCIAL IMPACT

N/A



RECREATION REPORT

- Ice Skate Party – February 7
- Overseeing warming houses (staff scheduling & updates)
- Adult Pond Hockey is underway on Tuesday nights
- Youth Pond Hockey has started (Monday practices & Thursday games)
- Skate sharpening at all warming houses
- Smooch-a-Pooch booth at Buster Dog Park – February 10–16

PARKS MAINTENANCE REPORT

- Flooding daily and/or downtown snow removal
- Cleared rinks, trails, sidewalks, and pedestrian crosswalks
- Changed cutting edges on snow equipment
- Garbage runs
- Cleared snow at shop
- Changed out AED pads and batteries
- Finish painting skate helpers and distribute
- Fixed salt spreader
- Making keys and getting blanks for rink attendants
- Ordered cold weather safety gear
- Pick up another pallet of salt for downtown
- Purchasing small tools for shop
- Fixed sewer issue and mopped and sanitized flooded warming house
- Fixed appliance for concessions
- Finished annual performance reviews
- Washed all vehicles and cleaned shop
- Repairing ice edging machine (new motor)
- Replaced whole clutch in field groomer
- Remove downtown Christmas decor



PUBLIC WORKS
January 27, 2026

**** Clarification on disbursements from December Park Board Meeting, PW/Parks does not pay for Library utilities. Payment corrected. ****

*****2025 budget-to-actual reports will be furnished after all the 2025 audit adjusting entries are completed. *****

You are invited to the Brainerd Ice Skating Party!

***Date: Sat.
Feb 7, 2026
Time: 1-4 pm***

***Location:
Memorial Park
1700 Mill Ave.
Brainerd, MN 56401***



***Skating-Games-
Music-Cookies-
Hot Cocoa-
Coloring Sheets-
Fun***



*Rosallini's
Pizza*



**Super One
FOODS**

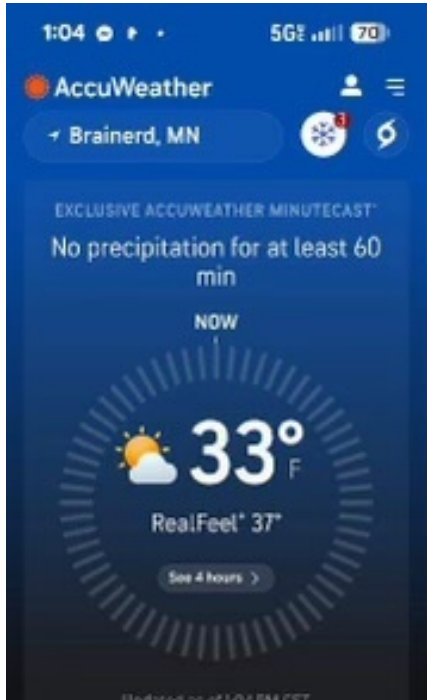


**KNOTTY PINE
BAKERY**

Memorial Park

Ice Rink – creating ice on sunny days

On this day it was 33 degrees and just off the side boards on the ice/concrete temperature was 68 degrees. Then 12' off the boards temperature was 41 degrees.





FOR IMMEDIATE RELEASE

Restoration Efforts Launch in Rotary Riverside Park with Live Biochar Demonstrations

BRAINERD, MN — January XX, 2026 — Great River Greening, a Minnesota environmental nonprofit and local leader in biochar education and implementation, is partnering with the City of Brainerd, Crow Wing Soil & Water Conservation District (SWCD), and the Rotary Club of Brainerd to educate natural resource professionals and community members about biochar ahead of restoration efforts at the park.

Biochar experts from Great River Greening will lead two live field demonstrations, exploring the use of biochar kilns for processing waste wood and practical applications of biochar in ecosystem restoration. This event marks the beginning of Great River Greening's work at Rotary Riverside Park, with the future goal of eradicating invasive plant species across 200 acres of public land in Brainerd. Over the next five years, Great River Greening, the City of Brainerd, Crow Wing SWCD, and the Rotary Club of Brainerd will continue to partner, bringing in volunteers, community organizations, and local at-risk youth to clear invasive plants, establish native plant species, and use innovative solutions like biochar production.

The first demonstration on Friday, February 20th is for forestry and fire professionals, natural system managers, service providers, agriculture and agro-forestry professionals, SWCDs and municipal staff. The second demonstration on Saturday, February 21st will welcome the general public and invite community members to volunteer, stacking and hauling waste wood to be converted to biochar. Both events are free, but participants are asked to register in advance. It is important that event participants wear close-toed shoes and long sleeves to protect against the elements.

Event Details:

- **Dates:** Friday, February 20th and Saturday, February 21st
- **Time:** 11:00 AM to 2:00 PM
- **Location:** Rotary Riverside Park, parking: 1700 block of Linden Lane, Brainerd, MN 56401
- **Event links:** [February 20th](#) for natural resource professionals, [February 21st](#) for the general public, or greatrivergreening.org/events.

About Biochar

The production of biochar is a sustainable option for managing wood and plant waste by heating organic material in a high-temperature, low-oxygen environment. This process creates a "supercharged charcoal" called biochar, which can capture and stabilize up to 80% of the



carbon in plant waste, preventing it from re-entering the atmosphere as carbon dioxide. When applied to soil, biochar improves structure, enhances water retention, boosts nutrient availability, and can even help remediate contaminated soil. By transforming waste into a long-lasting soil amendment, biochar offers a powerful tool for both climate mitigation and sustainable land management.

For Media Inquiries:

Wiley Buck, Senior Program Manager - Central Minnesota

wbuck@greatrivergreening.org

651.272.3981

Kateri Routh, Executive Director

krouth@greatrivergreening.org

612.834.4881

About Great River Greening

Great River Greening is a Minnesota nonprofit leading community-driven conservation efforts to restore land, protect water, and grow climate resilience. As one of the first organizations in the state to integrate biochar into natural systems management, Great River Greening provides on-site biochar services, equipment rental, and hands-on training for land managers, municipalities, nonprofits, and private landowners. Through hands-on education and restoration projects, Great River Greening empowers people to connect with and care for the natural spaces in their communities. To learn more, visit www.greatrivergreening.org.

About the City of Brainerd

Situated on the Mississippi River and in the heart of Central Minnesota, Brainerd is the principal city of the Brainerd Micropolitan Area and the Crow Wing County seat. Founded in 1870 as a Northern Pacific Railroad town, the city has a rich history to explore, a dynamic Downtown with arts, shopping, dining and entertainment options, and beautiful parks and trails to be enjoyed. Learn more at <https://www.ci.brainerd.mn.us/>.

About Crow Wing Soil & Water Conservation District

Crow Wing Soil & Water Conservation District (SWCD) works hand-in-hand with private landowners to accomplish soil and water conservation goals. We coordinate with nonprofits and



other agencies to provide technical and financial assistance for landowners to protect the land and water resources we all enjoy. Learn more at <https://www.cswcd.org/>.

About the Rotary Club of Brainerd and Rotary Riverside Park

Our club members are dedicated people who share a passion for both community service and friendship. Becoming a Rotarian connects you with a diverse group of professionals who share your drive to give back.

Brainerd Rotary acquired 38 acres of land and 1,400 feet of Mississippi River frontage, and on January 3, 2012, the club donated the property to the City of Brainerd for use as a park. Rotarians John Forrest; Rick zumBrunnen, Club President; and Theresa Goble, past Club President, presented the city with the deed to the land located below Pump House Hill, just south of Kiwanis Park in south Brainerd. “We’re deeding this land to the city hopefully for public use for ever and ever and ever,” Forrest said. Learn more at brainerdrotary.org/page/brainerd-rotary-park.

Funding

These demonstrations are made possible through support from the Minnesota Environment and Natural Resources Trust Fund (ENRTF) as recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR), Minnesota Pollution Control Agency, Outdoor Heritage Fund (OHF), as appropriated by the Minnesota State Legislature and recommended by the Lessard-Sams Outdoor Heritage Council (LSOHC), and the City of Brainerd.