



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, February 24, 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. Berns ___J. Mickelson ___J. Powell ___J. Miller ___A. Shipe

3. **Pledge of Allegiance**

4. **Oath of Office**

Jeremy Powell Oath of Office

A. **Jeremy Powell Oath of Office**

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

6. **Consent Calendar**

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

A. **Approval of Minutes**

B. **Approval of Disbursements**

C. **Approval of LAMF Block Party at Lyman P. White**

D. **Approval of Lakes Area Music Festival at Lyman P. White**

E. **Approval of Pride in the Park at Gregory Park**

F. **Approval of Pups In The Park for Babinski Foundation at Lum Park**

G. **Approval of Loonfest Concert at Mills Field**

7. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Board - Time limits may be imposed

8. **Unfinished Business**

- A. **Approve Donation of Lum Park Arch Roof Replacement by Advantage Home Pros**

9. **New Business**

- A. **Approve 2026 Tree Plantings Proposal**
B. **Direction on Hitch-Wayne Park Sign**
C. **Approval of Aliver Foundation AED Donation**
D. **Approve 2026 Park ADA Improvements**

10. **Staff Reports**

(Verbal: Any Updates since Packet)

- A. **Parks & Rec. Staff Report**
B. **Skating Party Summary**
C. **Rink Attendance - February 2026**
D. **Hitch-Wayne Property**

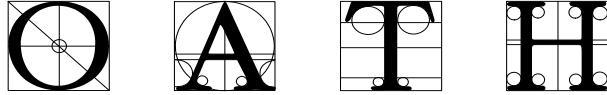
11. **Board Member Reports**

12. **Adjourn**

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

MISSION

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



**STATE OF MINNESOTA)
CITY OF BRAINERD) ss.
COUNTY OF CROW WING)**

I, Jeremy Powell, do solemnly swear that
I will support the Constitution of the United States,
the Constitution of the State of Minnesota, and that I
will faithfully discharge the duties of the office of
Park and Recreation Board of the City of Brainerd,
Minnesota, to the best of my judgement and ability, so
help me God.

(name/title)

Subscribed and sworn to before me this 24th day of
February, 2026.

Jessie Dehn
City Engineer

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: Mickelson, Miller, Shipe, and Berns.

Also noted as present Mayor Badeaux, City Administrator Broyles, City Engineer Dehn, Public Utilities Director Sandy, Community Development Director Kramvik, and Recreation Specialist Kayla Huether.

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

Oath of Office

John Mickelson took the Oath of Office.

Election of Officers

Member Miller nominated Member Shipe for Board Chair.

MOVED AND SECONDED BY MEMBER MILLER AND BERNS, DULY CARRIED, TO ELECT MEMBER ANDREW SHIPE TO BOARD CHAIR.

Member Shipe nominated Member Miller for Board Vice Chair.

MOVED AND SECONDED BY MEMBER SHIPE AND MICKELSON, DULY CARRIED, TO ELECT MEMBER JOHNATHAN MILLER TO PARK BOARD VICE-CHAIR.

Approval of Agenda

MOVED AND SECONDED BY MEMBER MILLER AND BERNS, DULY CARRIED, TO ADD THE LETTER DOCUMENTATION TO 8H AND TO APPROVE THE AGENDA.

Approval of Consent Calendar

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

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

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

New Business

Consider Gustafson Park Development

January 27, 2026

City Engineer Dehn discussed that the Brainerd HRA approached the Park Board about a potential development at Gustafson Park with different options of residential housing, this was discussed before City Council along with public forum testimony. Asked Park Board to receive feedback with a recommendation to City Council.

Community Development Director Kramvik gave a summary of options for Gustafson Park for housing development. Staff provided a preliminary map and stated that there is a potential for six to seven lots to the west that would be duplexes, four single family lots to the east, perhaps six larger lots for all duplexes or three duplexes and four single family homes. Developers have shown interest in infill lots especially for ones that are readily developable in the City of Brainerd. Discussed that lots typically sell for \$15,000 to \$30,000. The City would have to look at replatting this property which the quote has already been received, there is an initial cost to the City to do that. Discussed the shortages of housing in the City of Brainerd and Crow Wing County's workforce housing study that discussed the number of houses that are needed in Crow Wing County and the City of Brainerd and the impact to businesses that are wanting to expand or bring in people to the city.

Logan Klisch 824 N St, opposes the Gustafson Park development, stated that one of the reasons why he bought his house was because of Gustafson Park. Stated that if Gustafson Park gets developed, he would be looking elsewhere and move outside of the City of Brainerd and out of Brainerd city limits. Does not think that duplexes should be in a single-family neighborhood. Brought up that there are twelve homes for sale in Northeast Brainerd and questioned why developers aren't buying these homes to renovate and/or update to sell. Stated if it comes down to budgeting that he would mow Gustafson Park on his own time and keep it as a park as he hates to see open land go.

Susan Beaulieu, 1324 8th Ave NE, opposes the Gustafson Park development. Discussed that their family utilizes the park often and would hate to see it go. Recognizing that there are housing shortages in the area, encourages the city to think outside the box. Susan stated that there are lots of ways to think about housing differently in the city that maintains open spaces we have. Wants the city to get creative when it comes to housing, once the green space is gone, it isn't going to come back.

Litia, 1324 8th Ave NE, opposes the Gustafson Park development, talked about how much she likes to play at Gustafson Park. Wants the park to stay as is where people can enjoy the park and spend time with their families.

Johnathan Miller lived at 824 end street 4 most of his childhood. Growing up with the open space at Gustafson Park was important to him and his family. Does not support taking away green space and looking across the system, the City of Brainerd only has two spots like Gustafson Park. Does not agree that taking Gustafson Park away is the answer, the upkeep is low, and the cost of losing the park is way too high.

Member Berns is in favor of developing Gustafson Park, discussed how we need housing in the City of Brainerd. Discussed the additional parks in the neighborhood and stated in the Parks Capital Plan and Master Planning there were no plans with Gustafson Park.

Chair Shipe discussed that in Northeast there are not a lot of sidewalks and discussed benefits of having open space for people. Mentioned that when completing the Capital Plan for Gustafson Park, since it was not designated as a park, it was intentional that nothing was planned.

MOVED AND SECONDED BY MEMBER MILLER AND SHIPE TO MAKE THE RECOMMENDATION TO DELIGATE GUSTAFSON PARK AS PARKLAND AND TO CANCEL THE DEVELOPMENT PLAN.

Discussion continued about Gustafson Park.

Upon roll call, Member Mickelson, Miller, Shipe voted “yay”, Member Berns voted “nay”, the motion was passed.

Discussion on BPU Main Lift Station Exterior Façade

Public Utilities Director Sandy wanted to bring Park Board into the discussion of a project that is underway and designed. BPU has a contract with Widseth and HRGreen to complete the final design for the replacement of the City’s main lift station. Final plans and design are currently being prepared, with reconstruction of the main lift station tentatively scheduled for 2027. In the rendering for the lift station of the form and finish was designed to match to the design standards for Park Board. Asked Park Board for any feedback or comments regarding the main lift station.

Discussion continued with the Park Board and the main lift station exterior facade.

Discussion on BPU CMAR Reclaim Tank Improvements New Rotary Park – Exterior Façade

Public Utilities Director Sandy discussed the reclaim tank improvements and the benefits. Stated the Water Treatment Plant is intended to capture, store, and reuse process water generated during normal treatment operations. Rather than discharging this water to waste, the reclaim tank allows it to be reintroduced into the treatment process in a controlled manner. Also discussed the CMAR delivery method, CMAR allows design and construction activities to overlap, which can shorten the overall project schedule and improve coordination among the owner, designer, and contractor.

Discussion continued with Park Board and Public Utilities Director Sandy regarding the reclaim tank improvements.

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

Public Utilities Director Sandy brought forth recommendation and request to establish a multi-award, on-call consultant pool for professional engineering and architectural services supporting Public Works, Brainerd Public Utilities, 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. Transitioning to a consultant pool model provides significant efficiency, control, and consistency advantages for the city. Benefits such as front-end qualification and reduced procurement burden, master contracts in place, City control of scope, schedule, and priorities, shorten, targeted, and consolidated solicitations, as well as improve consistency and long-term planning. The consultant pool will cover fifteen defined service categories; firms selected through this process will enter a city-prepared Master Services Agreement and be placed on the on-call roster for a five-year term with option for extension at the City’s discretion.

MOVED AND SECONDED BY MEMBER BERNES AND MICKELSON, DULY CARRIED, TO APPROVE THE SOLICITATION FOR SERVICES LETTER OF INTEREST (LOI) AND STATEMENT OF QUALIFICATIONS (SOQ) TO SET UP MULTI-AWARD, ON-CALL

CONSULTANT POOL AND TO SOLICIT PROPOSALS FROM INTERESTED FIRMS PURSUANT TO THE SCHEDULE WITHIN THE DOCUMENT.

Approval of Lakes Area Youth Soccer Association Agreement

City Engineer Dehn introduced the agreement for 2026 with the Lakes Area Youth Soccer Association that was put together by staff and reviewed by both LAYSA and the City Attorney, asked Park Board to approve the agreement.

Member Miller would like to see end of season recap from the LAYSA, conversation on any struggles, any staffing cost that were accrued by the association and feedback from the association as well.

MOVED AND SECONDED BY MILLER AND BERNES, DULY CARRIED, TO APPROVE THE AGREEMENT FOR LAYSA.

Approval of Brainerd Baxter Baseball Association Agreement

City Engineer Dehn introduced the agreement for 2026 with Brainerd Baxter Baseball Association that is a renewal and reviewed by both BBBA and the City Attorney, asked Park Board to approve the renewal agreement.

MOVED AND SECONDED BY MEMBER MILLER AND BERNES, DULY CARRIED, TO APPROVE THE AGREEMENT FOR BBBA.

Ice Skate Party – Food Sponsorship Proposal

City Engineer Dehn informed Park Board that the city was approached by Rosallini's Pizza for a proposed partnership regarding the upcoming skating party. They proposed partnership would consist of waiving park fees for a couple of upcoming events Rosallini's would like to do. City Engineer Dehn added a tweak to the proposal by adding if Park Board is interested in co-sponsorship that it would be contingent on whether it is something the city can legally do and if not, we can utilize special event money for payment for the pizzas.

Member Miller stated that this is a great partner from past events and in the city, concession stands at Memorial Park for softball league, asked if we can find a way to make this work and to waive fees and to find out what the city can do with partnerships with requests such as this.

MOVED AND SECONDED BY MEMBER BERNES AND MILLER, DULY CARRIED, TO APPROVE THE CO-SPONSORSHIP AGREEMENT WITH ROSALLINI'S PIZZA IF APPROVED BY CITY ATTORNEY, IF NOT APPROVED BY CITY ATTORNEY TO TAKE THE MONEY OUT OF THE SPECIAL EVENT FUNDS TO PURCHASE PIZZAS.

Discussion continued to get feedback from the City Attorney of what the city can do when it comes to co-sponsorships in the future.

Discussion and Motion of Letter Regarding Agreement from Community Education

City Engineer Dehn discussed that staff and Community Education have been in contact regarding the agreement for 2026, also received a letter from Community Education about their concerns of the agreement. City Engineer Dehn asked Park Board for their direction and how they would like to address the comments in the letter and the options to move forward.

Member Berns discussed Community Education put together their own preliminary agreement and how they wanted to see their request added into the 2025 agreement. Park Board reviewed the preliminary agreement that has not been reviewed by either attorney that Community Education put together which still lacked some of the information that Park Board wanted to see in the final agreement with the focus on the programs getting cancelled and what are the alternatives.

Member Miller wants to see at least the 2025 agreement get signed, Community Education should understand what the Park Board is looking for per their preliminary agreement and discussed developing collaboratively together for next year's agreement.

Member Berns discussed that Community Education would be open to a liaison to help with communication.

Mayor Badeaux discussed the concerns that Community Education had with last year's contract that didn't get completed for this year's contract. Logos on the shirts was on the agreement from last year and if we are going to agree with last year's agreement then last year's agreement should be agreed upon.

Member Miller agrees that we need to follow the previous agreement and having an understanding that the agreement has some grey areas that the city and Park Board would like to see added to the agreement to ensure that the programs run, a substitute to the program is provided when numbers are low, the city doesn't pay for the cancelled programs or the money is allocated in a different way. Park Board wants to see a solution to prevent cancelled programs that the city already paid for to Community Education.

MOVED AND SECONDED BY MEMBER MILLER AND BERNs, DULY CARRIED, TO UTILIZE THE 2025 AGREEMENT, REMOVING LOGO REQUIREMENTS FOR THIS YEAR AND ESTABLISHING A LIAISON FROM THE PARK BOARD TO HELP WITH COMMUNICATION AND DIALOGUE.

Mayor Badeaux discussed that the logos on the shirts isn't the problem, it's parents going to the meetings and it says Baxter Park and Recreation, people need to know that these are the City of Brainerd programs and trusting that we are doing what the taxpayers want us to do in regards with funding. We are using taxpayers' money for these programs, and we need the taxpayers to know what we are spending money on. The whole goal is to have Brainerd kids in sports, ensuring these kids have activities. We need to have a partnership that agrees with these things and that the City of Brainerd is funding.

MOVED AND SECONDED BY MEMBER MILLER AND MICKELSON, DULY CARRIED, TO APPROVE PARK MEMBER BERNs AS LIAISON TO COMMUNITY EDUCATION TO DISCUSS ANY POTENTIAL REQUIRED MARKETING MATERIALS, RECOMMENDATIONS ON MARKETING MATERIALS, ANY PROBLEMS WITH THE PROGRAMS AND AGREEMENTS.

Unfinished Business

Approval of Youth Tournament Staffing and Fee Structure

City Engineer Dehn discussed the workshop and youth tournament fee structure that was held the previous week. At the workshop the discussion resulted in the fee structure of \$150 per tournament, per park with an option to request field maintenance service at staff cost and a damage deposit of \$100.

MOVED AND SECONDED BY MEMBER BERNES AND MILLER, DULY CARRIED, TO APPROVE \$150 PER TOURNAMENT PER PARK WITH THE OPTION TO REQUEST FIELD MAINTENANCE SERVICES AT ACTUAL STAFF COST PLUS A DAMAGE DEPOSIT OF \$100.

Approval of Adult Tournament staffing and Fee Structure

City Engineer Dehn discussed the workshop and adult tournament fee structure that was held the previous week. At the workshop the discussion resulted in the fee structure of \$150 per tournament, per park with an option to request field maintenance service at staff cost and a damage deposit of \$100.

MOVED AND SECONDED BY MEMBER MILLER AND BERNES, DULY CARRIED, TO APPROVE \$150 PER TOURNAMENT PER PARK WITH THE OPTION TO REQUEST FIELD MAINTENANCE SERVICES AT ACTUAL STAFF COST PLUS A DAMAGE DEPOSIT OF \$100.

Public Forum

Chair Shipe opened public forum at 5:22 p.m.

Chair Shipe closed public forum at 5:23 p.m.

Staff Reports

Recreational Specialist Huether wanted to give some details regarding the upcoming ice-skating party which is on February 7th from 1:00 PM to 4:00 PM at Memorial Park. The event will have open skating, games, cookies, hot coco, and coloring sheets. Sponsors are the Salvation Army, Rosallini's Pizza, Caribou Coffee, Super One Foods, and Knotty Pine.

City Engineer Dehn discussed a post from Facebook that someone posted regarding Hitch-Wayne Big Sev sledding hill. A neighbor next to Big Sev posted no trespassing signs, maintenance staff did confirm that the signs were not in the appropriate location and signs were removed.

Board Reports

Member Miller appreciates all the updates for the warming house, suggested Google Gemini to make more eye catching.

Adjourn

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

Chair Shipe adjourned the meeting at 5:33 p.m.

Andrew Shipe
Park Board President

02/19/2026 01:35 PM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 01/21/2026 - 02/18/2026

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	Jrnalized Post Date
Vendor 0011 - ACE HARDWARE:							
337911/1 91934	ACE HARDWARE	02/06/2026	02/18/2026	71.98	0.00	Paid	Y 02/18/2026
	MILKHOUSE HEATER X2	pziemer					
	230-5211-42210	OPERATING SUPPLIES		35.99			
	230-5200-42210	OPERATING SUPPLIES		35.99			
	Total for vendor 0011 - ACE HARDWARE:			71.98	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
JAN 26/PARKS 91812	BRAINERD PUBLIC UTILITIES	02/01/2026	02/18/2026	6,029.58	0.00	Paid	Y 02/18/2026
	12/24/25-1/24/26 PARKS UTILITIES	pziemer					
	230-5200-43381	BPU UTILITIES		5,779.85			
	230-5280-43380	UTILITIES		249.73			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			6,029.58	0.00		
Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:							
FBN5556637/PKS 91910	ENTERPRISE FM TRUST - ATTN: BILLING	02/04/2026	02/18/2026	6,262.15	0.00	Paid	Y 02/18/2026
	FEB 26 PARKS DEPT VEHICLE LEASES	pziemer					
	230-5200-43331	LEASE PAYMENTS		6,262.15			
	Total for vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:			6,262.15	0.00		
Vendor 0237 - LOCATORS - SUPPLIES INC:							
0325308-IN 91928	LOCATORS - SUPPLIES INC	02/06/2026	02/18/2026	107.35	0.00	Paid	Y 02/18/2026
	SAFETY GLASSES/EAR PLUGS	pziemer					
	230-5200-42209	SAFETY EQUIPMENT SUPPLIES		107.35			
0325352-IN 91961	LOCATORS - SUPPLIES INC	02/11/2026	02/18/2026	123.32	0.00	Paid	Y 02/18/2026
	SAFETY GLASSES	pziemer					
	230-5200-42209	SAFETY EQUIPMENT SUPPLIES		123.32			
	Total for vendor 0237 - LOCATORS - SUPPLIES INC:			230.67	0.00		
Vendor 0889 - MENARDS - BAXTER :							
64038 91935	MENARDS - BAXTER	02/02/2026	02/18/2026	636.51	0.00	Paid	Y 02/18/2026
	ICE MELT X49	pziemer					
	235-3165-42210	OPERATING SUPPLIES		636.51			
	Total for vendor 0889 - MENARDS - BAXTER :			636.51	0.00		
Vendor 3394 - MIDWEST MACHINERY CO:							

02/19/2026 01:35 PM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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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
10766468 91778	MIDWEST MACHINERY CO BLOWER REPAIR 230-5200-42220	01/22/2026 pziemer	02/04/2026	107.34	0.00	Paid	Y 02/04/2026
	REPAIR & MAINT			107.34			
10766525 91779	MIDWEST MACHINERY CO NEW EDGER MOTOR 230-5200-42220	01/22/2026 pziemer	02/04/2026	541.40	0.00	Paid	Y 02/04/2026
	REPAIR & MAINT			541.40			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			648.74	0.00		

Vendor 0535 - MN DEPT OF HEALTH:

MHP-20217-15436/2026

91655	MN DEPT OF HEALTH 2026 LUM PARK CAMPGROUND LICENSE 230-5280-42210	01/22/2026 pziemer	02/04/2026	345.00	0.00	Paid	Y 02/04/2026
	OPERATING SUPPLIES			345.00			

FBL-13337-15436/2026

91656	MN DEPT OF HEALTH 2026 MEMORIAL SOFTBALL CONCESSION 230-5204-42210	01/22/2026 pziemer	02/04/2026	785.00	0.00	Paid	Y 02/04/2026
	OPERATING SUPPLIES			785.00			

FBL-34072-45021/2026

91657	MN DEPT OF HEALTH 2026 JAYCEES PARK CONCESSION STAND - 230-5204-42210	01/22/2026 pziemer	02/04/2026	130.00	0.00	Paid	Y 02/04/2026
	OPERATING SUPPLIES			130.00			

BANE SEFS 2026

91658	MN DEPT OF HEALTH 2026 BANE CONCESSIONS - SEFS 230-5204-42210	01/22/2026 pziemer	02/04/2026	130.00	0.00	Paid	Y 02/04/2026
	OPERATING SUPPLIES			130.00			

Total for vendor 0535 - MN DEPT OF HEALTH:

1,390.00 0.00

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

1647-411534

91653	O'REILLY AUTOMOTIVE STORES INC. WINDSHIELD WIPER FLUID 230-5200-42220	01/20/2026 pziemer	02/04/2026	18.97	0.00	Paid	Y 02/04/2026
	REPAIR & MAINT			18.97			

1647-412638

91780	O'REILLY AUTOMOTIVE STORES INC. SHOP SUPPLIES 230-5200-42210	01/26/2026 pziemer	02/04/2026	31.98	0.00	Paid	Y 02/04/2026
	OPERATING SUPPLIES			31.98			

Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

50.95 0.00

Vendor 0344 - WASTE PARTNERS INC:

02/19/2026 01:35 PM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 01/21/2026 - 02/18/2026

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BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
61X00840 91861	WASTE PARTNERS INC JAN 2026 PARKS WASTE REMOVAL 230-5200-43380 UTILITIES	01/31/2026 pziemer	02/18/2026	468.00	0.00	Paid	Y 02/18/2026
	Total for vendor 0344 - WASTE PARTNERS INC:			<u>468.00</u>	<u>0.00</u>		

Vendor 3199 - WEX BANK:

110301985/PKS 91868*	WEX BANK JAN 2026 PARKS DEPT FUEL 230-5200-42212	01/31/2026 pziemer	02/18/2026	919.66	0.00	Paid	Y 02/18/2026
	MOTOR FUELS			924.60			
	MOTOR FUELS			(4.94)			
	Total for vendor 3199 - WEX BANK:			<u>919.66</u>	<u>0.00</u>		

Vendor 4218 - WICKS ADVANCED DRAIN CLEANING LLC:

5177 91643	WICKS ADVANCED DRAIN CLEANING LLC GGP WARMING HOUSE - HYDRO JET SEWER 230-5200-42220	01/08/2026 pziemer	02/04/2026	250.00	0.00	Paid	Y 02/04/2026
	REPAIR & MAINT			250.00			
	Total for vendor 4218 - WICKS ADVANCED DRAIN CLEANING LLC:			<u>250.00</u>	<u>0.00</u>		

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

Vendor 2740 - AT&T MOBILITY:

1/19/26 - PKS 91704	AT&T MOBILITY JAN 2026 PARKS PHONES/DEVICES 230-5200-43321	01/19/2026 pziemer	02/04/2026	197.72	0.00	Paid	Y 02/04/2026
	TELEPHONE			167.72			
	OPERATING SUPPLIES			30.00			
	Total for vendor 2740 - AT&T MOBILITY:			<u>197.72</u>	<u>0.00</u>		

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

197.72 0.00

02/19/2026 01:35 PM

User: lasbach

DB: Brainerd

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

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

Vendor 4469 - ALLIED HAND DRYER LTD:

1/13/26

91727

ALLIED HAND DRYER LTD

01/13/2026

02/04/2026

1,420.00

0.00

Paid

Y

QTY 4 HAND DRYERS

pziemer

02/04/2026

230-5200-42220

REPAIR & MAINT

1,420.00

Total for vendor 4469 - ALLIED HAND DRYER LTD:

1,420.00

0.00

Vendor 3719 - FLEET FARM:

1/7/26

91723

FLEET FARM

01/07/2026

02/04/2026

(119.99)

0.00

Paid

Y

CREDIT - RETURN JACKET

pziemer

02/04/2026

230-5200-42209

SAFETY EQUIPMENT SUPPLIES

(119.99)

Total for vendor 3719 - FLEET FARM:

(119.99)

0.00

Vendor 4468 - GOLD MEDAL PRODUCTS CO:

1/6/26

91724

GOLD MEDAL PRODUCTS CO

01/06/2026

02/04/2026

286.04

0.00

Paid

Y

POPCORN MACHINE REPAIR

pziemer

02/04/2026

230-5204-42220

REPAIR & MAINT

286.04

Total for vendor 4468 - GOLD MEDAL PRODUCTS CO:

286.04

0.00

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

1,586.05

0.00

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User: lasbach

DB: Brainerd

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EXP CHECK RUN DATES 01/21/2026 - 02/18/2026

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 5/5

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

# of Invoices:	20	# Due:	0	Totals:	18,862.00	0.00	
# of Credit Memos:	1	# Due:	0	Totals:	(119.99)	0.00	
Net of Invoices and Credit Memos:					18,742.01	0.00	

* 1 Net Invoices have Credits Totalling: (4.94)

--- TOTALS BY GL DISTRIBUTION ---

230-5200-42209	SAFETY EQUIPMENT SUPPLIES	110.68	
230-5200-42210	OPERATING SUPPLIES	67.97	
230-5200-42212	MOTOR FUELS	919.66	
230-5200-42220	REPAIR & MAINT	2,337.71	
230-5200-43321	TELEPHONE	167.72	
230-5200-43331	LEASE PAYMENTS	6,262.15	
230-5200-43380	UTILITIES	468.00	
230-5200-43381	BPU UTILITIES	5,779.85	
230-5204-42210	OPERATING SUPPLIES	1,075.00	
230-5204-42220	REPAIR & MAINT	286.04	
230-5211-42210	OPERATING SUPPLIES	35.99	
230-5280-42210	OPERATING SUPPLIES	345.00	
230-5280-43380	UTILITIES	249.73	
235-3165-42210	OPERATING SUPPLIES	636.51	

--- TOTALS BY FUND ---

230 - PARK & RECREATION FUND	18,105.50	0.00
235 - STREET & SEWER FUND	636.51	0.00

--- TOTALS BY DEPT/ACTIVITY ---

3165 - DOWNTOWN SNOW REMOVAL (DTSF	636.51	0.00
5200 - PARK MAIN/ADMINISTRATION	16,113.74	0.00
5204 - CONCESSIONS	1,361.04	0.00
5211 - SPECIAL EVENTS PROGRAM	35.99	0.00
5280 - CAMPGROUND	594.73	0.00



PARKS & RECREATION

Brainerd Parks & Recreation, MN
 501 Laurel Street
 Brainerd, MN 56401
 218-828-2320
parks@ci.brainerd.mn.us
<https://www.ci.brainerd.mn.us/Parks>

Registration/Payment Receipt 100163102

01/23/2026 01:54 PM

Account Information

Brainerd Restoration
 Michael Angland
 7804 Industrial Park Road
 Baxter, MN 56425

Item	Balance Due	Amount Paid
Lyman P. White Park Amphitheater Aug 8, 2026 8:00 AM-10:00 PM - Rate: \$150/Multi-Day STATUS: PENDING APPROVAL	\$150.00	\$0.00
State Tax (6.875%)	\$10.31	\$0.00
County Tax (0.5%)	\$0.75	\$0.00
City Tax (0.5%)	\$0.75	\$0.00
Change in Balance		\$161.81
Account Balance		\$161.81
<i>(As of 01/23/2026 01:54 PM)</i>		

Prompt(s)

Type of Event Description of Activities LAMF Block Party

Number of people attending the event. 300

How often will this event be held? Annual

What type of Organization is this? Profit or Non Profit? Non Profit

Times you will be in/out of the Amphitheater. Please include setup and cleanup in the times.
 4:00 p.m. - 9:30 p.m.

Do you have equipment requiring electrical usage? If so, describe the type of equipment to be used. Yes, sound equipment.

Will your event have amplified sound? Describe the sound amplification equipment to be used in your event and the times. The park will follow the City Code requirements with no

exceptions on all amplified sound, making sure all noise concludes by 10:00 P.M. Yes, same as last year.

Does your event require additional restrooms? If so, what company is contracted for restrooms and where will they be located? We have in the past, however no one uses them and it costs approximately \$1,000. We request that we not have to provide supplemental restrooms.

Will your event include concessions and/or a Food truck or other Vendors? If so, Concession company name and what products are served? What vendors? Yes, Jaycees and Pit Happens, same as last year.

Will you require additional Trash Disposal? If so, what company is contracted for Trash Disposal? Historically we have brought additional trash cans and taken trash off-site.

Do you plan to use signs or banners? Locations and descriptions? A-frame (sandwich) boards may be rented from the City for use. No signs/banners may be mounted to facilities and no posts are allowed in the ground due to irrigation lines. Any supplemental signage or banners must be placed on temporary hangers. No.

Will you require overnight storage? If set up is needed for an event the day before, it is required you pay for the additional day. Overnight storage is at your own risk. No overnight camping is allowed. No.

Are you requesting to have a street closed for your event? An additional Event/Street closure request application will be required to be submitted and approved by City Council. No.

Does your event require a layout and street site map? Please note you will need to contact the Parks Department and provide a layout of the event showing booths, staging, amusements, food, etc. and also provide a street map or park map showing the borders of the event. Yes, and it will be the same site map as the previous year, without portable restrooms.

Does your event have any other special considerations? If so, please describe. No, pretty great event that is very simple, which is great.

Is your organization tax exempt? Tax exempt organization MUST contact the Parks & Recreation office at 218-828-2320 to reserve facilities. A current ST3 form will need to be submitted prior to making the reservation. (Brainerd Restoration) No

Waiver(s)

Amphitheater Rental

Rental fees must be paid at the time of reservation. If the reservation is made less than 30 days in advance, payment and signature are due immediately. The City of Brainerd reserves the right to cancel any reservation if payment and the signed permit are not received in a timely manner. Cancellation of this reservation less than 30 days in advance of the event date will result in forfeiture of the rental fee. Cancellation of this reservation 30 or more days in advance will be refunded less a \$10.00 administration fee. Rental fees are not refundable due to inclement weather.

Please note, your event may require park board approval, depending on the type of event, size, and if there will be amplified sound or vendors, etc. We will be in contact if we require additional applications or if your event is not approved, in which case, you will be refunded.

General Park Rules Apply and in Addition:

- ABSOLUTELY NO PARKING ON ANY GRASS
- A-frame (sandwich board) signs may be rented from the City for use at your event. Due to the irrigation system throughout the park, no posts are allowed in the ground. No hanging signs on any facilities. Any supplemental signage or banners must be placed on temporary posts or hangers (i.e. skid-mounted).

- The park will follow the City Code requirements with no exceptions on all amplified sound, making sure all noise concludes by 10:00 pm. Any event with amplified sound will require Park Board approval.
- Liability insurance may be required for larger events.
- Should you need to set up for an event the day before, you would be required to pay for the additional day. Overnight storage is at your own risk. NO OVERNIGHT CAMPING ALLOWED.
- All trash generated by your group must be picked up and disposed of properly in the receptacles provided.
- No glass containers are allowed at City of Brainerd parks and the sale and/or consumption of liquor or strong beer is prohibited. An application to serve 3.2 keg beer may be completed with the Parks and Recreation office and must be approved by the City Engineer/Public Works Director as required by City Ordinance #815. Beer permits will not be issued where youth activities are scheduled. Small canopies up to 12' X 12' are allowed; large tent canopies are not. No staking tents, weighted measures to be used to hold tents in place.

All trash generated by my group must be picked up and disposed of properly in the receptacles provided.

This park facility permit means you have exclusive use of the facility(s) for the date/time shown on the permit. Please have your permit with you the day of your event.

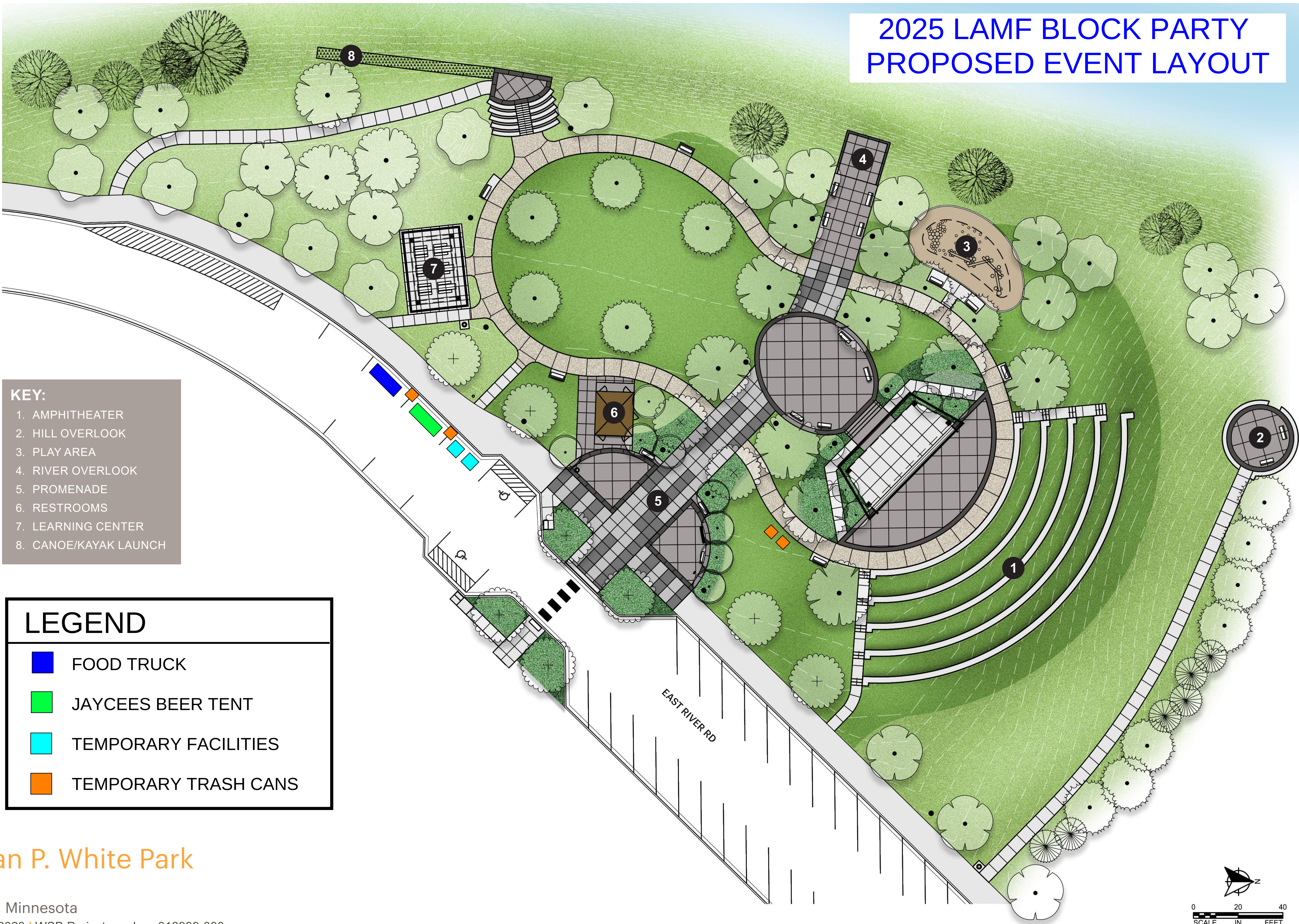
I hereby for myself or any representatives of my organization or group waive and release any and all rights and claims for damages I or representatives of my organization or group have against the City of Brainerd and its representatives for any and all injuries suffered at any City of Brainerd facility. I also assume full responsibility for any damages to equipment or to the facility during my use.

Agreed to by Brainerd Restoration on behalf of Brainerd Restoration 01/23/2026 01:54 PM

Mike Angland

Thank you for reserving one of our facilities - we appreciate your business! **Please note, your event may require park board approval, depending on the type of event, size, and if there will be amplified sound or vendors, etc. We will be in contact if we require additional applications or if your event is not approved, in which case, you will be refunded.**

2025 LAMF BLOCK PARTY PROPOSED EVENT LAYOUT

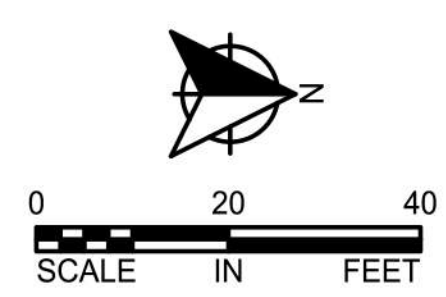


- KEY:**
- 1. AMPHITHEATER
 - 2. HILL OVERLOOK
 - 3. PLAY AREA
 - 4. RIVER OVERLOOK
 - 5. PROMENADE
 - 6. RESTROOMS
 - 7. LEARNING CENTER
 - 8. CANOE/KAYAK LAUNCH

- LEGEND**
- FOOD TRUCK
 - JAYCEES BEER TENT
 - TEMPORARY FACILITIES
 - TEMPORARY TRASH CANS

Lyman P. White Park

Brainard, Minnesota
March 21, 2023 | WSB Project number: 018999-000





Brainerd Parks & Recreation, MN
501 Laurel Street
Brainerd, MN 56401
218-828-2320
parks@ci.brainerd.mn.us
<https://www.ci.brainerd.mn.us/201/parks>

PERMIT #4207

Authorized On: 01/27/2026 02:25 PM

NOTE: Rental

Location

Lyman P. White Park
512 East River Road
Brainerd, MN 56401

Permit Holder

Lakes Area Music Festival
PO Box 96
Brainerd, MN 56401

Authorized Agent

Lisa Asbach
218-828-2320
parks@ci.brainerd.mn.us
<https://www.ci.brainerd.mn.us/201/Parks-Recreation>

RESERVATIONS

Location	Facility	Date	Time	Hours	Fee
Lyman P. White Park	Amphitheater	Sat, Aug 15th 2026	08:00 AM-10:00 PM	14.00	\$150.00
				TOTAL:	\$150.00

CHARGES

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Lyman P. White Park	Amphitheater	Aug 15, 2026 8:00 AM-10:00 PM	\$150.00	\$0.00	\$150.00
			TOTAL:	\$150.00	\$0.00
					\$150.00

PROMPT RESPONSES

Location	Facilities	Date	Days
Lyman P. White Park	Amphitheater	08/15/2026	Sat

#1 - Does your event have any other special considerations? If so, please describe.

Response: No

Lyman P. White Park	Amphitheater	08/15/2026	Sat
#2 - Does your event require additional restrooms? If so, what company is contracted for restrooms and where will they be located?			
Response: No			

Lyman P. White Park	Amphitheater	08/15/2026	Sat
#3 - Will you require additional Trash Disposal? If so, what company is contracted for Trash Disposal?			
Response: No			

Lyman P. White Park	Amphitheater	08/15/2026	Sat
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#4 - Times you will be in/out of the Amphitheater. Please include setup and cleanup in the times.

Response: 8:30-12:00

Lyman P. White Park	Amphitheater	08/15/2026	Sat
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#5 - Will your event have amplified sound? Describe the sound amplification equipment to be used in your event and the times. The park will follow the City Code requirements with no exceptions on all amplified sound, making sure all noise concludes by 10:00 P.M.

Response: Yes

Lyman P. White Park	Amphitheater	08/15/2026	Sat
---------------------	--------------	------------	-----

#6 - Will your event include concessions and/or a Food truck or other Vendors? If so, Concession company name and what products are served? What vendors?

Response: No

Lyman P. White Park	Amphitheater	08/15/2026	Sat
---------------------	--------------	------------	-----

#7 - Do you have equipment requiring electrical usage? If so, describe the type of equipment to be used.

Response: Yes

Lyman P. White Park	Amphitheater	08/15/2026	Sat
---------------------	--------------	------------	-----

#8 - Does your event require a layout and street site map? Please note you will need to contact the Parks Department and provide a layout of the event showing booths, staging, amusements, food, etc. and also provide a street map or park map showing the borders of the event.

Response: No

Lyman P. White Park	Amphitheater	08/15/2026	Sat
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#9 - Type of Event Description of Activities

Response: Lakes Area Music Festival

Lyman P. White Park	Amphitheater	08/15/2026	Sat
---------------------	--------------	------------	-----

#10 - Number of people attending the event.

Response: 80

Lyman P. White Park	Amphitheater	08/15/2026	Sat
---------------------	--------------	------------	-----

#11 - Will you require overnight storage? If set up is needed for an event the day before, it is required you pay for the additional day. Overnight storage is at your own risk. No overnight camping is allowed.

Response: No

Lyman P. White Park	Amphitheater	08/15/2026	Sat
---------------------	--------------	------------	-----

#12 - What type of Organization is this? Profit or Non Profit?

Response: Non Profit

Lyman P. White Park	Amphitheater	08/15/2026	Sat
---------------------	--------------	------------	-----

#13 - How often will this event be held?

Response: One Time

Lyman P. White Park	Amphitheater	08/15/2026	Sat
---------------------	--------------	------------	-----

#14 - Is your organization tax exempt? Tax exempt organization MUST contact the Parks & Recreation office at 218-828-2320 to reserve facilities. A current ST3 form will need to be submitted prior to making the reservation.

Response: Yes

Lyman P. White Park	Amphitheater	08/15/2026	Sat
---------------------	--------------	------------	-----

#15 - Do you plan to use signs or banners? Locations and descriptions? A-frame (sandwich) boards may be rented from the City for use. No signs/banners may be mounted to facilities and no posts are allowed in the ground due to irrigation lines. Any supplemental signage or banners must be placed on temporary hangers.

Response: No

Lyman P. White Park	Amphitheater	08/15/2026	Sat
---------------------	--------------	------------	-----

#16 - Are you requesting to have a street closed for your event? An additional Event/Street closure request application will be required to be submitted and approved by City Council.

Response: NO

Cancel within 30 days



SPECIAL EVENT APPLICATION

Date of Application: February 2, 2026

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

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

Name of event: Pride in the Park

Organizer Information

Organizer's Name: The Sowing Room
Organizer's Address: 7180 Novotny Road #214, Baxter 56425
Event Contact Person: Dawn Espe
Event Contact Daytime Phone: 320.492.6335
Event Contact E-mail Address: director@sowingroom.org
Contact Name/Number Day of Event: Dawn Espe/320.492.6335
For Profit/Nonprofit Status (type): 501(c)(3)

Applicant information (if different from the event organizer):

Applicant Name: _____
Applicant Address: _____
Applicant Phone: _____
Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
September 12, 2026	8:30am	4:30pm	Gregory Park

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

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

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

Description of Activities

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

annual Pride in the Park event. Approximately 75 vendors, including 10x10 tents and tables.

Live music (solo artists), family friendly activities, food trucks

20x20 Tent for performers

Site Information

Electrical usage

☒

Yes

☐

No

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

sound equipment- amp, speaker, mic

Amplified Sound

☒

Yes

☐

No

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

simple amp, speaker, mic set up for solo performers

Restrooms provided

☒

Yes

☐

No

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

Company contracted for restrooms: none at this time

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

Signs, banners, and/or posters/flyers

☒

Yes

☐

No

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

Vendors may have banners hanging at their booths

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

n/a

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

Date and time for reopening of streets: n/a

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

n/a

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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



Signature of Applicant

Dawn Espe

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

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



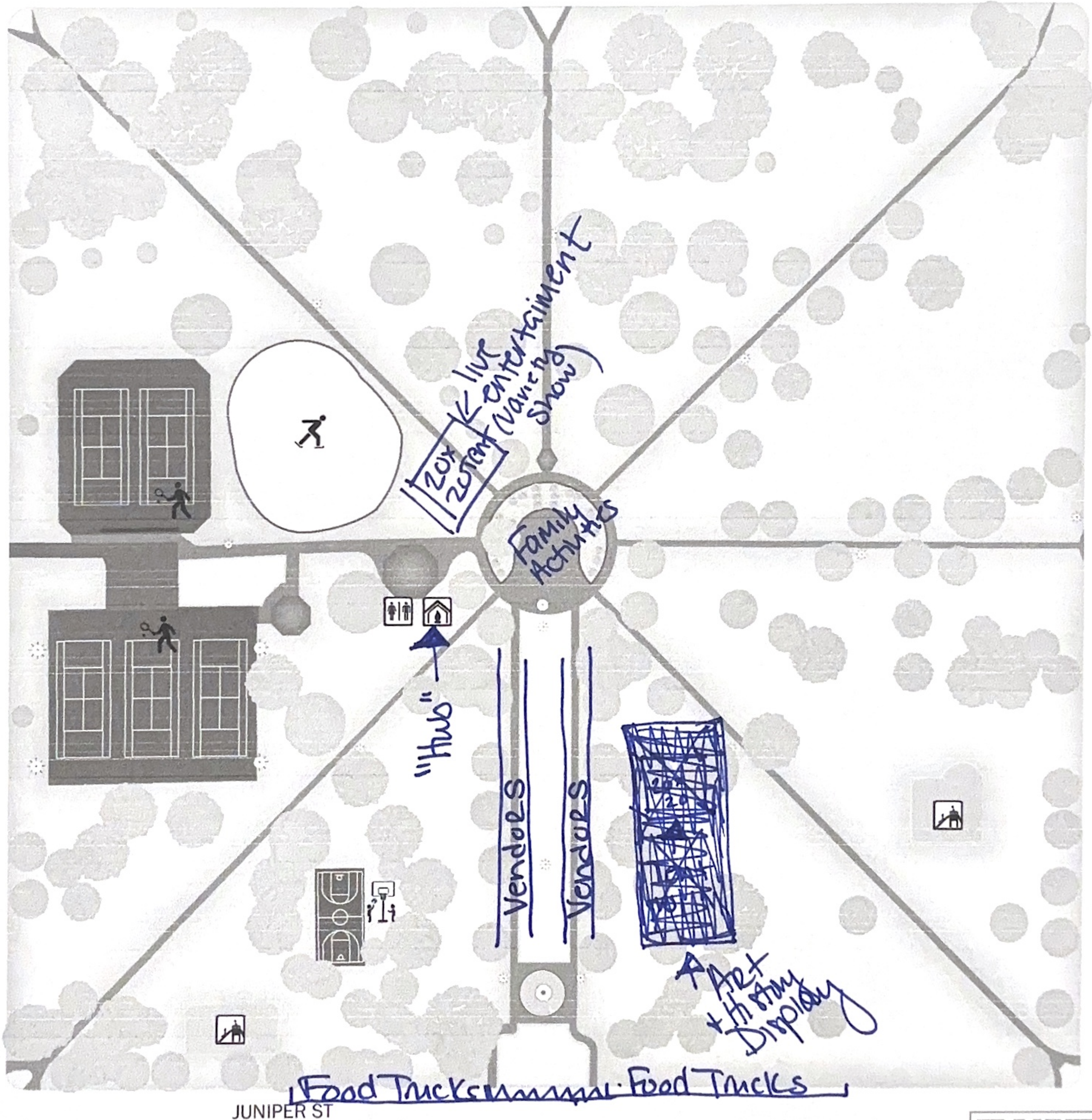
Gregory Park

424 N 5th Street



HOLLY ST

N 5TH ST



N 7TH ST

JUNIPER ST

Park Features

11 Acres
Restrooms
2 Playgrounds
Skating Rink
Warming House
5 Tennis Courts (3 Lit)

1 Basketball Court
Historic Bandstand
* Center Court

* Call for reservations.

Parks and Recreation Department Office

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



Produced by the City of Brainerd GIS, 2014.



SPECIAL EVENT APPLICATION

Date of Application: 2/4/26

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

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

Name of event: Pups in The Park

Organizer Information

Organizer's Name: Brainerd Animal Hospital/Kristy Crocker
Organizer's Address: 2720 Oak Street Brainerd, MN 56401
Event Contact Person: Kristy Crocker
Event Contact Daytime Phone: 218-829-5118
Event Contact E-mail Address: brainerdanimalhospital@gmail.com
Contact Name/Number Day of Event: Kristy Crocker / 06/27/2026
For Profit/Nonprofit Status (type): fundraiser for The Babinski Foundation

Applicant information (if different from the event organizer):

Applicant Name: _____
Applicant Address: _____
Applicant Phone: _____
Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6/27/26	10:00	2:00	City Park

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

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

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

Description of Activities

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

Vendor fair, carnival games, food truck, silent auction,
Dog Demos, pie eating contest, adoption event
We have used Crabby Dales BBQ food truck for past events,
I need to confirm date of event before booking him

14 vendors each with a 12x12 Booth set up – most have
a canopy over their tables. Items sold include soap, wood
products, ceramics, jewelry, clothing, arts & crafts.
10 folding tables for games. Babiniski will have
2 folding tables for their information.

We will use the picnic tables for the silent auction

Site Information

Electrical usage

☐

Yes

☒

No

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

Amplified Sound

☐

Yes

☒

No

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

Restrooms provided

☐

Yes

☒

No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☒

Yes

☐

No

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

Flyers around Brainerd Lakes area, 2 Signs Day of
on 210 By Park entrance

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator or Parks & Recreation Director

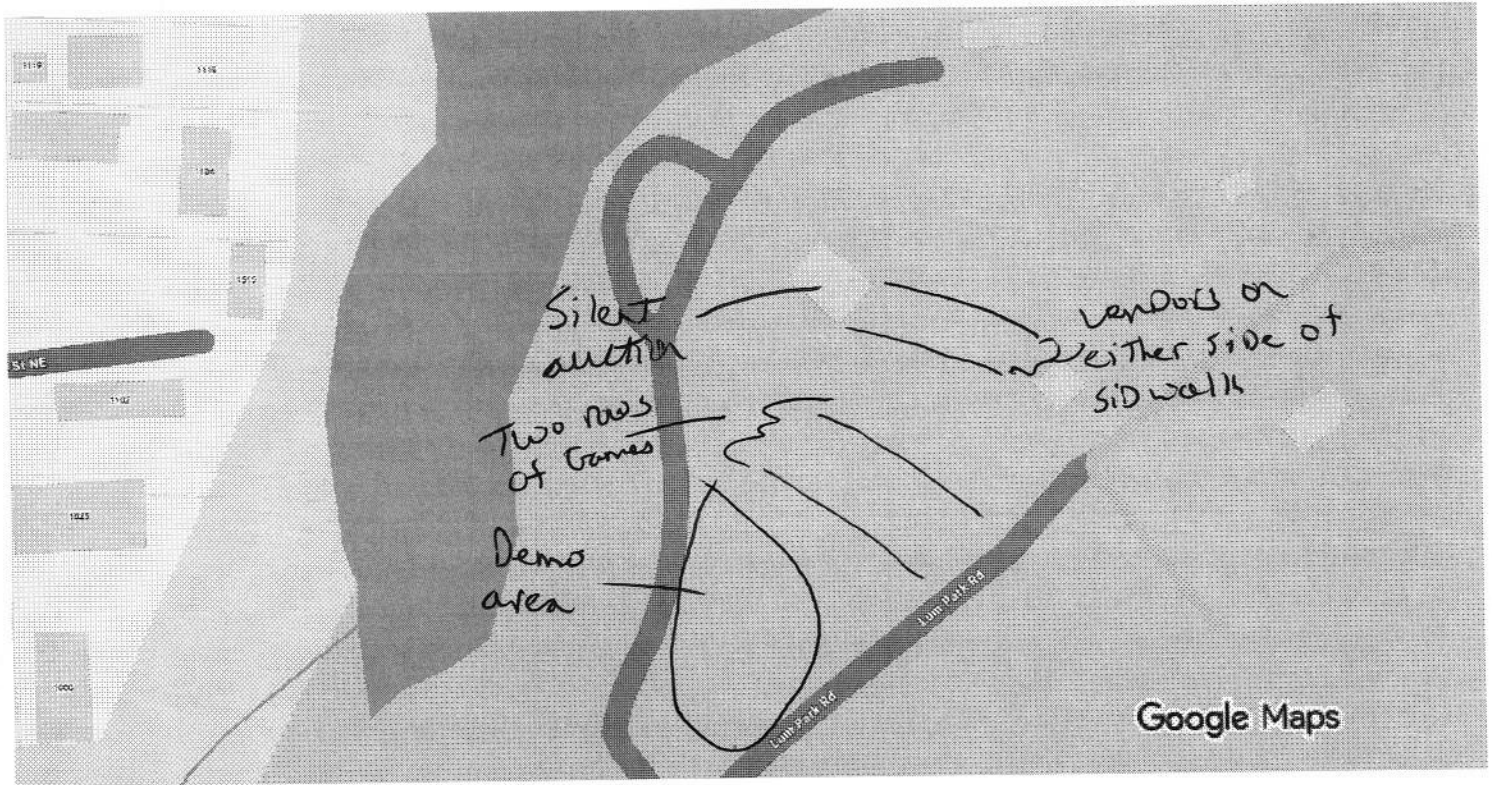
Date

Approval Conditions

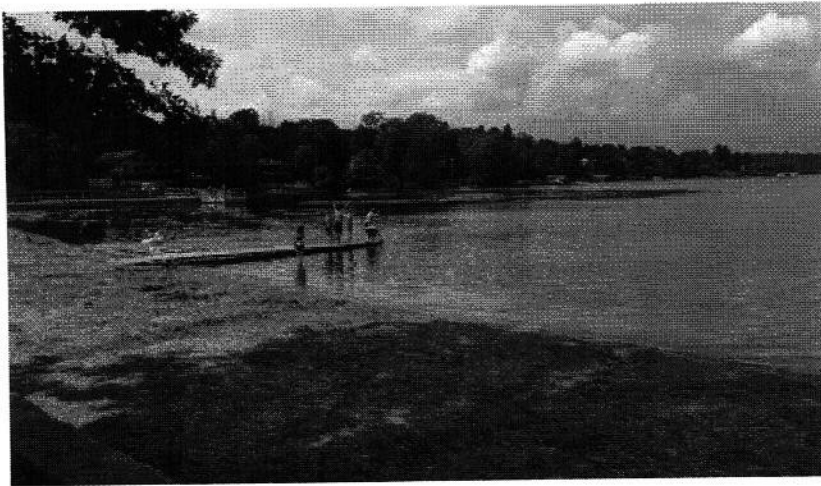
Certification of Street Closure Approval

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

Lum Park



Imagery ©2026, Map data ©2026 50 ft



Lum Park

4.3 ★★★★★ (593)

Park • 🚶

Overview

Reviews

About



Directions



Save



Nearby

Send to
phone

Share



SPECIAL EVENT APPLICATION

Date of Application: 2/2/26

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

Type of Event:

☐
☐

Event- City Parking Lot
Event with Street Closure

☒
☒

Event- City Park
Other

Name of Event:

Organizer Information

Organization Name	Loonfest
Organization Address	823 G St NE
Event Contact Person	Devon Walstead
Event Contact Phone	218-838-3555
Event Contact Email	DevonWalstead01@gmail.com
Contact (Day of)	9/26/26
For Profit/Nonprofit Status	for profit Benefiting non profit.

Event Information

Description of Activities

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

Event Details:

Event Date	Start Time	End Time	Event Location(s)
9/25	12 PM	8 PM	millsfield
9/26	8 AM	11.45 PM	millsfield
9/27	8 AM	5 PM	millsfield

City Locations/Facilities

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

Sit Information

Electrical Usage

☒

YES

☐

NO

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

Amplified Sound

☒

YES

☐

NO

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

speaker's/svb's

Restrooms

☒

YES

☐

NO

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

7-10

Company contracted for restrooms:

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

Signs/Banners/Posters/Flyers

☒

YES

☐

NO

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

Banner's showing Act's And Date's

Trash Receptacle Disposal

☒

YES

☐

NO

Company contracted for trash receptacle disposal:

TBD.

Contacts, Permits, and Fees Checklist

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

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

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Insurance Certificate	☒	☐	☐	May be required before issuing a permit.
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Street Closure Request Information

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

Date and Time for beginning of street closure:

Date and Time for reopening of streets:

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Hold Harmless Agreement and Insurance Information

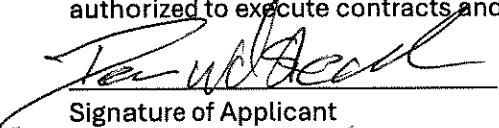
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

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

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

Signature of Event Applicant

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


Signature of Applicant


Print Name

Event Application Approval

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

City Administrator

Date

Approval Conditions:

Event Application Approval

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

City Administrator

Date

Approval Conditions:

All food trucks will need to complete a Fire Department Inspection/ Permit for Mobile Food Vendors application before the date of the event and be inspected by 1400 hrs. on 9/25/2026.



Park Board Agenda Request

MEETING DATE: February 24, 2026

TITLE OF ITEM: Approve Donation of Lum Park Arch Roof Replacement by Advantage Home Pros

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, City Engineer

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE

Per Park Board request, staff has followed up with Mayor Badeaux and Advantage Home Pros regarding the possibility of donation of labor, equipment, and materials necessary to perform the replacement of the roof on the historic Lum Park Arch. In discussion, Advantage Home Pros has confirmed their interest and willingness to make this donation to the City for the work requested.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS Staff received proposals from two other vendors for this work. If Park Board does not elect to accept the donation, staff would request direction on the proposals received as described below and to further clarify funding. There was \$6,000 approved in the capital budget for this work.

Proposals:

- 371 Construction (asphalt shingles) = \$9,798.00
- 371 Construction (cedar shakes) = \$14,388
- HyTec Construction (asphalt shingles) = \$11,695.00
- HyTec Construction (cedar shakes) = \$19,103.00

RECOMMENDED ACTION/MOTION

Motion to approve acceptance of the donation to replace the roof at the Lum Park Arch by Advantage Home Pros.

FINANCIAL IMPACT

N/A

ESTIMATE

371 Construction
2646 State 371 NW
Hackensack, MN 56452-2005

371constructionmn@gmail.com
+1 (218) 600-6255



Bill to
Mike Habighorst

Ship to
Mike Habighorst

Estimate details
Estimate no.: Lund Park Gate
Estimate date: 10/22/2025

#	Date	Product or service	Description	Qty	Amount
1.		Demo, Repair, Underlayment	Tear off, disposal, underlayment, drip edge, (allotted sheathing repair budget of \$750)	1	\$3,988.00
2.		Roof Covering	Second Story Install shingles: GAF timberline HDZ or equivalent (Labor + Materials) = \$5810 Cedar Shakes: (Labor & materials) =\$10,400	1	\$5,810.00

Total \$9,798.00

Accepted date Accepted by

September 26, 2025

Mike Habighorst
City of Brainerd
Public Works Director
501 Laurel Street
Brainerd, Minnesota 56401

RE: BRAINERD LUM PARK
STONE ARCH ENTRY
1619 WASHINGTON STREET
BRAINERD, MINNESOTA 56401

Dear Mike::

Per our Conversations, Preliminary Plans and Site Visit, we hear-by submit our budgetary proposal for a New Roof at the Lum Park Stone Arch located at 1819 Washington Street in Brainerd, Minnesota.

Included in our Budgetary Proposal are the Following Items:

1. General Requirements, Supervision, Dumpster, Portable Unit, Coordination with City Staff and Gordian Fees
2. Demo and Remove the Existing Shake Shingles
3. \$ 850.00 (Eight Hundred Fifty Dollar and No Cents) Allowance for replacement of Damaged/Rotten Roof Sheathing and Fascia Boards
4. Furnish Materials and Labor to Install a New Cedar Shake Roof
 - a. Ice and Water Barrier
 - b. Aluminum Drip Edge
 - c. Cedar Shakes
 - d. Cedar Hip and Ridge Cap
5. Furnish Materials and Labor to Power Wash and Remove Any Peeling Paint from the Wood Soffit/Fascia Area
6. Furnish Materials and Labor to Prime the Wood Soffit/Fascia Board with Zinsser Peet Stop Primer
 - a. Furnish Materials and Labor to Paint the Wood Soffit/Fascia Boards
 - a. 2 (Two) Coats Benejamin Moore Element Guard
 - b. White in Color
7. Final Clean-up

Cost Breakdown

General Requirements	\$ 3,850.00
Cedar Shake Roofing	\$ 12,063.00
Finishes	\$ 3,190.00
Total	\$ 19,103.00

We propose to furnish material, tax, freight, and labor - complete in accordance with all items in this budgetary proposal as listed above for **\$ 19,103.00 (Nineteen Thousand, One Hundred Three Dollars and No Cents)**

Alternate Proposal for Asphalt Shingles versus Cedar Shakes

1. General Requirements, Supervision, Dumpster, Portable Unit, Coordination with City Staff and Gordian Fees
2. Demo and Remove the Existing Shake Shingles
3. \$ 850.00 (Eight Hundred Fifty Dollars and No Cents) Allowance for Replacement of Damaged/Rotten Roof Sheathing and Facia Boards
4. Furnish Materials and Labor to Install New Asphalt Shingles
 - a. Ice and Water Barrier
 - b. Aluminum Drip Cap
 - c. GAF Timberline HDZ Weather Wood Shingles
 - d. Lifetime Warranty
5. Furnish Materials and Labor to Power Wash and Remove Any Peeling Panit from the Wood Soffit/Fascia Area
6. Furnish Materials and Labor to Prime the Wood Soffit/Fascia Board with Zinsser Peet Stop Primer
7. Furnish Materials and Labor to Paint the Wood Soffit/Fascia Boards
 - b. 2 (Two) Coats Benejamin Moore Element Guard
 - c. White in Color
8. Final Clean-up

Cost Breakdown

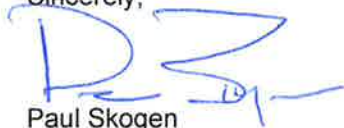
General Requirements	\$ 3,157.00
Asphalt Shingle Roofing	\$ 5,348.00
Finishes	\$ 3,190.00
Total	\$ 11,695.00

We propose to furnish material, tax, freight, and labor - complete in accordance with all items in this budgetary proposal as listed above for **\$ 11,695.00 (Eleven Thousand, Six Hundred Ninety-Five Dollars and No Cents)**

I believe very strongly that Hy-Tec Construction can provide you with the level of service you expect and deserve. We are very confident that our capabilities will allow us to quickly integrate Hy-Tec Construction into your Construction needs and be productive right from the start.

Thank You for the Opportunity to Present this Budgetary Proposal for Your Consideration. If you have any questions or concerns, please contact me.

Sincerely,



Paul Skogen
Project Manager



Park Board Agenda Request

MEETING DATE: February 24, 2026

TITLE OF ITEM: Approve 2026 Tree Plantings Proposal

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, City Engineer

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Staff has prepared a proposal for the Park Board's annual tree plantings proposal. Staff is recommending to utilize the dollars to provide an additional 9 Norway Pine along the Mill Avenue boulevard, matching similarly to the ones planted north of the parking lot entrance. Further, staff is recommending planting Silver Flame Grasses along the edges of the stormwater ponds to provide screening and a natural barrier for small children in those areas. Attached is a layout that describes the proposal.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

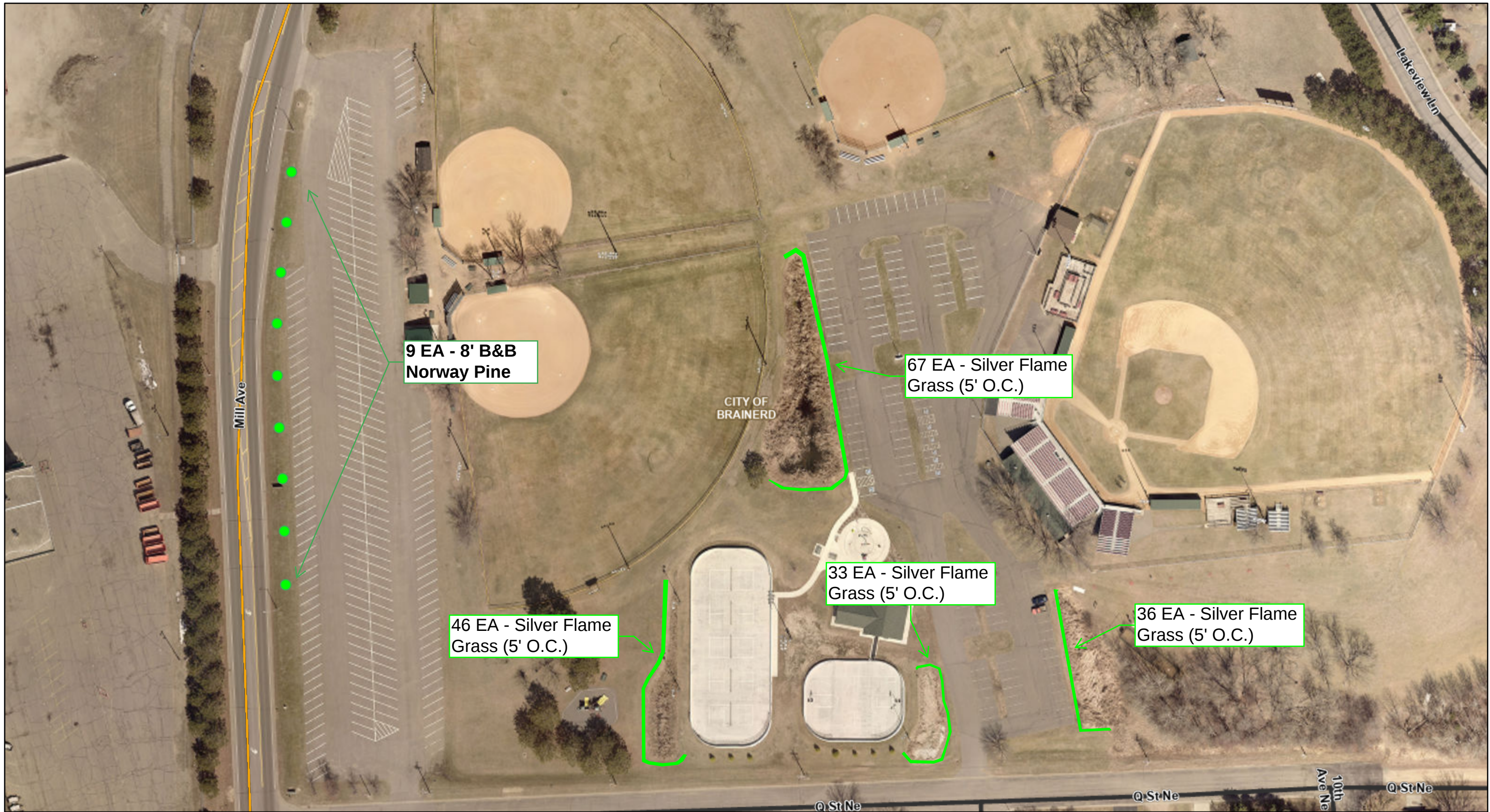
We have coordinated with James Kramvik on the proposal, and he is supportive of the plan. Staff is estimating the total amount to be \$24,420. To a further note, the Norway Pines are placed at a 50-foot spacing, as compared with 25-foot spacing north of the entrance. Due to the budget amount, staff would recommend filling in the Norway Pine spacing in another year. Further, if proposals come in under budget, staff would request authorization to plant additional Norway Pines along the boulevard on Mill Avenue, not to exceed the budget amount of \$25,000.

RECOMMENDED ACTION/MOTION

Motion to approve the 2026 tree plantings proposal at Memorial Park as presented.

FINANCIAL IMPACT

Not to exceed the budget of \$25,000



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.







Park Board Agenda Request

MEETING DATE: February 24, 2026

TITLE OF ITEM: Direction on Hitch-Wayne Park Sign

AGENDA: Approve

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Jessie Dehn, City Engineer

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE

The original Hitch-Wayne Park sign, roughly 18" x 18", was removed when the guardrail at S. 7th/Tamarac was removed. If the Park Board would like to utilize park sign replacement budget dollars, a sign can be re-installed adjacent to the park. Direction is requested on one of the options listed below regarding the sign.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTSA couple options for a sign are as follows:

1. Install 4' x 8' park standard sign with wood posts and concrete slab - roughly \$1,500 plus staff time
2. Install 18" x 18" post-mounted sign (as previous) - roughly \$150

If Option 1, due to space limitations, staff would recommend that the sign be installed adjacent to the south "entrance" to the park at S. 7th/Vine. Option 2 can be installed at either north or south end or both ends.

RECOMMENDED ACTION/MOTION

Motion to approve Option 1 to install the 4' x 8' park sign at the south end of Hitch-Wayne Park.

FINANCIAL IMPACT

Approx. \$1,500



Park Board Agenda Request

MEETING DATE: February 24, 2026

TITLE OF ITEM: Approval of Aliver Foundation AED Donation

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director, Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

The Aliver Foundation has offered to donate an AED (Automated External Defibrillator) device placement at Bane Park in honor of Glenn "Chico" Resch (Retired Pro Hockey Player). Aliver Foundation was hoping that the Parks and Rec. would be interested in accepting this donation with the hope of having an event at Bane Park this summer to surprise Glenn "Chico" Resch to honor him. The City Attorney reviewed the proposed agreement and advised that should the City sign the agreement, this places liability for the device, maintenance, and use on the City.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS The City has received similar donations in the past and taken on the liability of these devices. The Park Board may consider the following options:

1. Decline the Donation and Take No Further Action
2. Approve the Donation and install at Bane Park as requested

RECOMMENDED ACTION/MOTION

Motion to approve the donation from the Aliver Foundation for an AED to be installed at Bane Park.

FINANCIAL IMPACT

N/A



Community AED Enclosure and Device Donation Memorandum of Understanding Between **BRAINERD, MN** and The Aliver Foundation, A NJ Nonprofit Corporation

Congratulations, your community, **BRAINERD, MN**, has been selected to receive a lifesaving equipment donation, paid for by The Aliver Foundation, ordered from AED TEAM (equipment vendor) consisting of:

(1) samaritan® PAD 350P samaritan® PAD 350P (\$1,285 FMV)

Includes 1 Adult Pad-Pak, 1 Standard Carry Case, User Manual

(1) AED TEAM Response Kit

(1) AED Sign - Three Dimensional

(1) CE-TEK 4000 ALL WEATHER AED ENCLOSURE CE-TEK 4000 OUTDOOR AED ENCLOSURE (\$1,195 FMV)

The CE-TEK All Weather AED Enclosure protects AEDs from direct sunlight, cold temperatures, moisture, dust, tamper, and theft while ensuring 24/7 Public Access to Defibrillation. Manufactured in the UK from a durable polycarbonate, the CE-TEK All Weather AED Enclosure boasts an IP-66 rating against dust and water intrusion. A thermostat controlled heater inside the enclosure ensures that AED pads and emergency medication remain at safe operating temperatures regardless of the environment outside. To access lifesaving equipment, bystanders call 911 to receive the access code to open the enclosure.

As the recipient of this donation, **BRAINERD, MN** agrees to the following:

- 1) Fill out Municipality Information form.
- 2) Install the CE-TEK 4000 AED enclosure in **BANE PARK** no later than 10 business days after receiving the donated equipment following all instructions from the equipment vendor AED TEAM explicitly (hardwiring to an electrical source, following protocols to make 911 dispatch centers and **BRAINERD, MN** first responders aware of the device location and access code, identifying who from your community will be responsible for testing the device on a monthly basis, budget for replacement pads/battery cartridge* approximately every four years, etc.). Upon installation, the AED and enclosure shall become the property of **BRAINERD, MN** which shall be responsible for ongoing maintenance, inspections, and replacement components. The Aliver Foundation will provide a donation plate to be affixed the lower left corner of the enclosure.
- 3) A one hour family friendly community education event to take place on a mutually agreed upon date where the enclosure is installed to celebrate the equipment donation. The event will be led by The Aliver Foundation and follow a standard agenda to include welcome remarks by an official from **BRAINERD, MN**, remarks by The Aliver Foundation, AED unveiling and photo op, and a CPR and AED demonstration (by **BRAINERD, MN** first responders who are certified CPR instructors). A meet the first responders/touch a truck component featuring **BRAINERD, MN** first responders is optional but suggested. The Aliver Foundation will need a 6 foot table to display organization information on at the event. **BRAINERD, MN**, parks department, Police Department, Fire Department, EMS, etc. will help promote the event for maximum community attendance. A joint press release will be circulated and social media posts should be shared by all entities.
- 4) Send The Aliver Foundation a letter of receipt for IRS compliance purposes no later than one month after the donated equipment is received by **BRAINERD, MN**.

Notes: Per the equipment vendor AED TEAM: "The AED unit should be checked as per manufacturers specifications at least monthly to ensure the pads/battery are in date and the device has a green light. The pads/battery cartridge has a (4) year lifespan on it. The replacement cartridge cost is currently approximately \$250. If the AED device is used in a rescue, you can provide the data to the manufacturer, and they will give a replacement cartridge for free. Minimal maintenance is needed on the enclosures. Oiling the keypad once a year (more frequently in coastal areas) and cleaning off any dirt/debris from the enclosures. You can apply a coat of spray wax when cleaning them."

By signing this agreement and accepting this equipment donation, **BRAINERD, MN** agrees to follow all protocols and instructions set by the equipment vendor AED Team, and hear by release and forever discharge and hold harmless The Aliver Foundation and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, that arise or may hereafter arise from accepting this lifesaving equipment donation paid for by The Aliver Foundation. IT IS UNDERSTOOD THAT THIS DISCHARGES THE ALIVER FOUNDATION FROM ANY LIABILITY OR CLAIM AGAINST THE ALIVER FOUNDATION WITH RESPECT TO ANY BODILY INJURY, PERSONAL INJURY, ILLNESS, DEATH, OR PROPERTY DAMAGE THAT MAY RESULT FROM THIS EQUIPMENT, WHETHER CAUSED BY THE NEGLIGENCE OF THE ALIVER FOUNDATION OR ITS OFFICERS, BOARD OF DIRECTORS, ADVISORY COUNCIL, AMBASSADORS, OR AGENTS OR OTHERWISE. YOU ALSO UNDERSTANDS THAT THE ALIVER FOUNDATION DOES NOT ASSUME ANY RESPONSIBILITY FOR OR OBLIGATION TO PROVIDE FINANCIAL ASSISTANCE OR OTHER ASSISTANCE, INCLUDING BUT NOT LIMITED TO MEDICAL, HEALTH, OR DISABILITY INSURANCE IN THE EVENT OF INJURY, ILLNESS OR DEATH.

Signature

Date

Jill A. Pall

Date

Founder & President, The Aliver Foundation

Print Name

Title



Park Board Agenda Request

MEETING DATE: February 24, 2026

TITLE OF ITEM: Approve 2026 Park ADA Improvements

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Park Board has \$25,000 allocated in capital funds in 2026 to complete ADA improvements within the park system. Including the remaining \$20,000 discussed at the October 2025 meeting, this would total approximately \$45,000 in funds available.

In the October meeting, it was discussed to have ADA-compliant fixtures and seats replaced as the recommendation. Staff has not yet received quotes for this replacement work. However, it should be noted that the 30-Year Capital Plan includes rehabilitation of the Lum Park Shower Building. Using the Kiwanis building as reference, this work would likely include new fixtures as part of that project. Staff would not recommend replacement of the fixtures prior to the rehabilitation work planned to occur in 2027. Staff has requested a proposal for design services for the Lum Park Shower Building work and will present this at an upcoming meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS Staff has several recommendations to present to the Park Board to include with the 2026 ADA improvements project. Dollars included are estimates from staff. Attachments are rough layouts for illustration purposes.

- Memorial Park - walkway between west and east parking lots between softball fields 1 & 2 = \$23,500
- Lum Park - walkway and pedestrian ramps connecting from new trail to shower building = \$33,000
- Lions/Buffalo Hills Park - walkway from ADA stalls to pavilion = \$10,000 (based on the quote received in 2025)

To connect into recent ADA improvements completed, staff would recommend that the Park Board request proposals for Lum Park and Lions/Buffalo Hills Park.

RECOMMENDED ACTION/MOTION

Motion to request proposals for ADA improvements for Lum Park and Lions/Buffalo Hills Park as presented.

FINANCIAL IMPACT

N/A

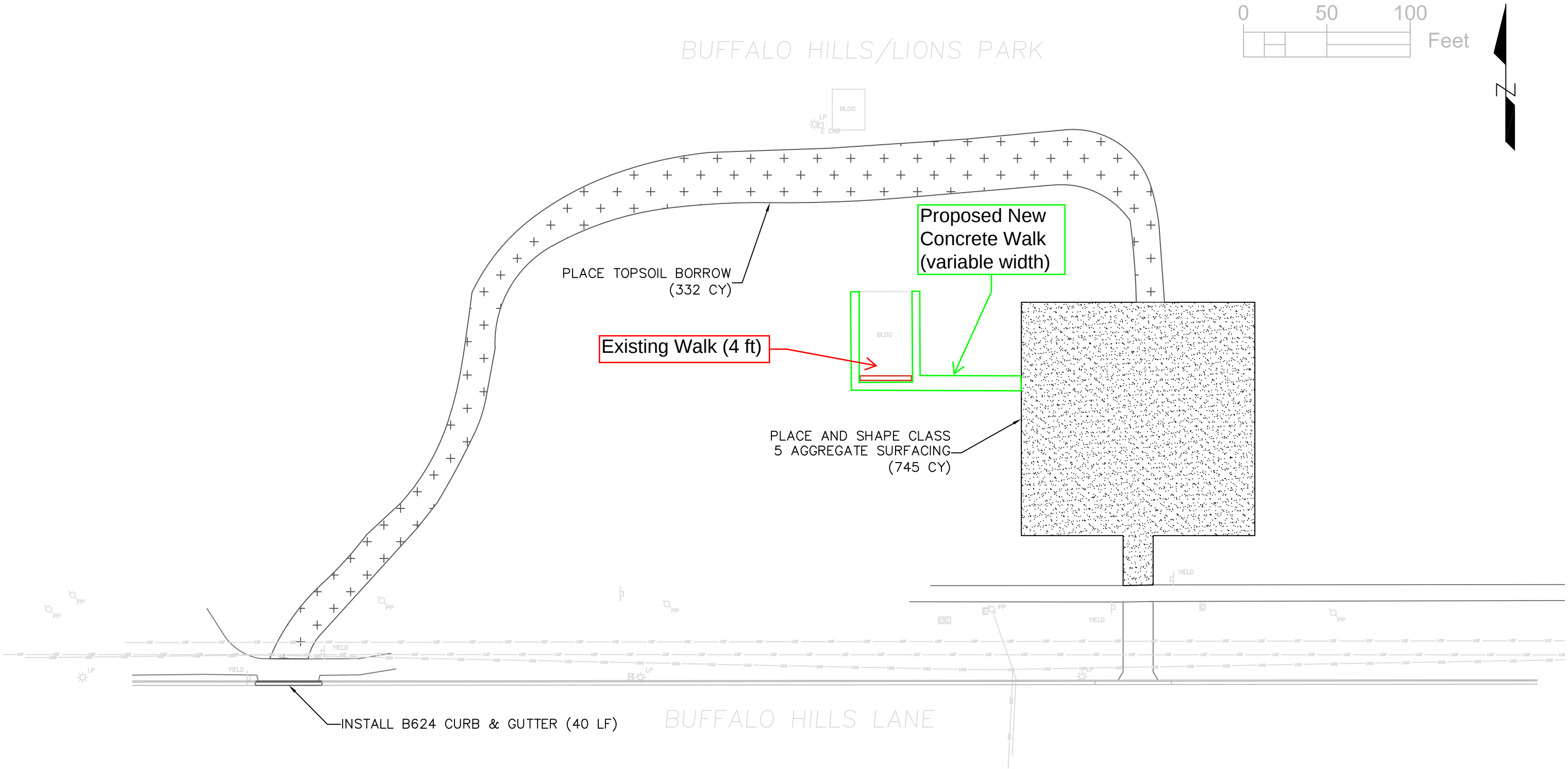


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Date: 6/12/2024 Time: 8:37 AM



BUFFALO HILLS/LIONS PARK - PARKING LOT



REV. #	DATE	



CITY OF BRAINERD

PUBLIC WORKS DEPT
501 LAUREL STREET
BRAINERD, MN 56401

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.



Date 1/24/2025
License No. 57747

JESSIE DEHN, P.E.

**BUFFALO HILLS/LIONS PARK
PARKING LOT PROJECT
CONSTRUCTION PLAN SHEET
SHEET 03 OF 03**

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RECREATION REPORT

- All hockey & figure skates were sharpened with the Sparx Machine
- 200 people in attendance for Ice Skate Party
- Adult Pond Hockey- regular season complete. Playoffs next.
- Youth Pond Hockey
- Warming house updates/closings/scheduling attendants
- Smooch a Pooch Dog Booth at Buster Dog Park was set out from Feb 10-17th
- Job Postings: Umpires, Concession Workers, Weekend Field Maintenance, and Parks & Recreation Intern
- Softball Registration Opens for Returning Teams Begins: Feb 23rd
- Prepare for Easter Egg Hunt & Dog Ball Hunt scheduled for April 4th.
Prepare for Early Bird Men's Softball Tournament scheduled for April 25th

PARKS MAINTENANCE REPORT

- Fixing hand dryers at Memorial Park
- Flooding and clearing rinks
- Microwave to Gregory for Warming House Attendant
- Remove garbage from downtown and replace Mutt Mitts
- Clearing snow and ice from downtown
- Replacing vandalized hand dryer at Bane
- Garbage runs and restroom maintenance
- Clearing sidewalks and trails
- Attending required safety meetings/trainings
- Hung temporary hand towel dispenser at Bane
- Put in new hand dryer
- Working on batting cage frames
- Prepping wood splitter
- Replaced motor on edge ice trimmer



PARKS & RECREATION
February 24, 2026

- Washed and detailed all trucks and trailers
- Helped with Valentines party prep
- Smooch a pooch booth set up and teardown
- Stored wreaths
- Cleaned out cold storage
- Cleaned out sweat lodge (City Hall storage)
- Moved all hockey equipment
- Cleared out Annex

2026 Ice Skate Party Event Summary

Event Title: 2026 Ice Skate Party

Date of Event: Saturday, February 7, 2026 1-4 pm

Location: Bane Park

Organizers: City of Brainerd Parks and Recreation

1701 S 7th St, Brainerd, MN 56401



Summary:

The 2026 Ice skating party at Bane Park was a huge success, bringing together the community for a fun day of skating, games, and festivities on the ice. It is a fantastic way to create lasting memories for everyone involved.

Key Highlights:

1. Games:

- Red light, green light
- Reverse frozen tag
- Relay race with bean bag on top of head
- Mosquito tag

2. Free skate & hockey:

The pleasure rink was open for free skating, while the hockey rink was divided with cones. One side for games and the other for hockey. This setup worked well and provided plenty of space for everyone.

3. Food & drinks

- Pizza from Rosallini's Pizza
- Hot cocoa from Salvation Army
- Coffee from Caribou Coffee
- Cookies from Knotty Pine Bakery
- Water Bottles & other goodies-Super One

4. Music

A kid-approved playlist was played through the speakers, keeping the atmosphere fun and upbeat!

5. Coloring Sheets

This was added as a new activity this year, and many kids enjoyed having the option to warm up indoors and color ice-skating-themed coloring sheets.

Attendance:

200 including children, adults, staff and volunteers. The attendance went up from last year!

Recommendations for Future Use:

- With the larger turnout from the last time the event was held, be prepared to inform 2027 sponsors that there were about 200 people.
- If the weather is warm, Memorial may not be usable. Bane Park proved to be a great backup location. Although the warming house is small, the sponsors were able to set up in the concession stand and serve from there, which worked very well.

Sponsors:

1. Rosallini's Pizza
2. Knotty Pine Bakery
3. Salvation Army
4. Caribou Coffee
5. Super One Foods

Additional Notes:

- Event was switched from Memorial to Bane due to the lack of ice at Memorial
- Extra skates, benches, and support bars were brought over to Bane

Weather Considerations:

- Attendance varies based on weather conditions. Weather was 20 degrees on the day of the event. Great weather for a day of skating.



Submitted by: Kayla Huether-Recreation Specialist

Rink Attendance Counter			
Date	Tallies		Weather
12-22		(33)	6:15-10:00
12-23		(36)	4 to 8
12-24			88° 11:50
12-27		(80)	12-8 KS
12-28		(10)	1-7 MS
12-29		(22)	12-8 KS
12-30		(80)	12-8:10 KS
12-31		(31)	MS 1:30-8:10
01-02		(60)	9° 11:44
01-03		(63)	19° 12:00
01-04		(45)	20° 1:00
1-5		(51)	5:15-8 MS
1-6		(80)	4:00-9 KS
01-07		(31)	28° 15
1-8		(53)	34° 31°
1-9		(15)	4:00-8:00
1-10		(27)	4:00-8:00
1-11		(64)	17° 1:00
1-12		(71)	19° 1:00
1/13		(6)	36° 32°
1/14		(11)	37° 31°
1/15		(64)	15° 9°
1/16		(20)	20° 26°
1/17		(30)	M-4-8
1/18		(5)	58° 12:00
1/19	MLK Day	MLK Day	7° 12:00
1/20		(62)	MLK Day
1/21		(14)	10° 16°
1/25		(5)	12° 6°
1/26		(28)	1-7
1/27		(63)	11° 15°
1/28		(10)	6° -1°
1/29		(55)	4° 3°
1/30		(10)	7° 2°
1/31		(32)	8° 10°
2/1		(28)	14° 14°
2/2		(2)	20° 17°
2/3		(13)	15° 12°
2/4		(13)	15° 9°
			23°

Rink Attendance Counter			
Date	Tallies		Weather
2/5		(59)	38°
2/6		(52)	20°
2/7			19°
2-7		(27)	19°
2-8		(15)	29°
2/9		(35)	41° 35°
2/10		(16)	38° 23°
2/11		(29)	32° 23°
2/12			40°

[illegible]

[illegible]

Rink Attendance – February 2026

Gregory Park

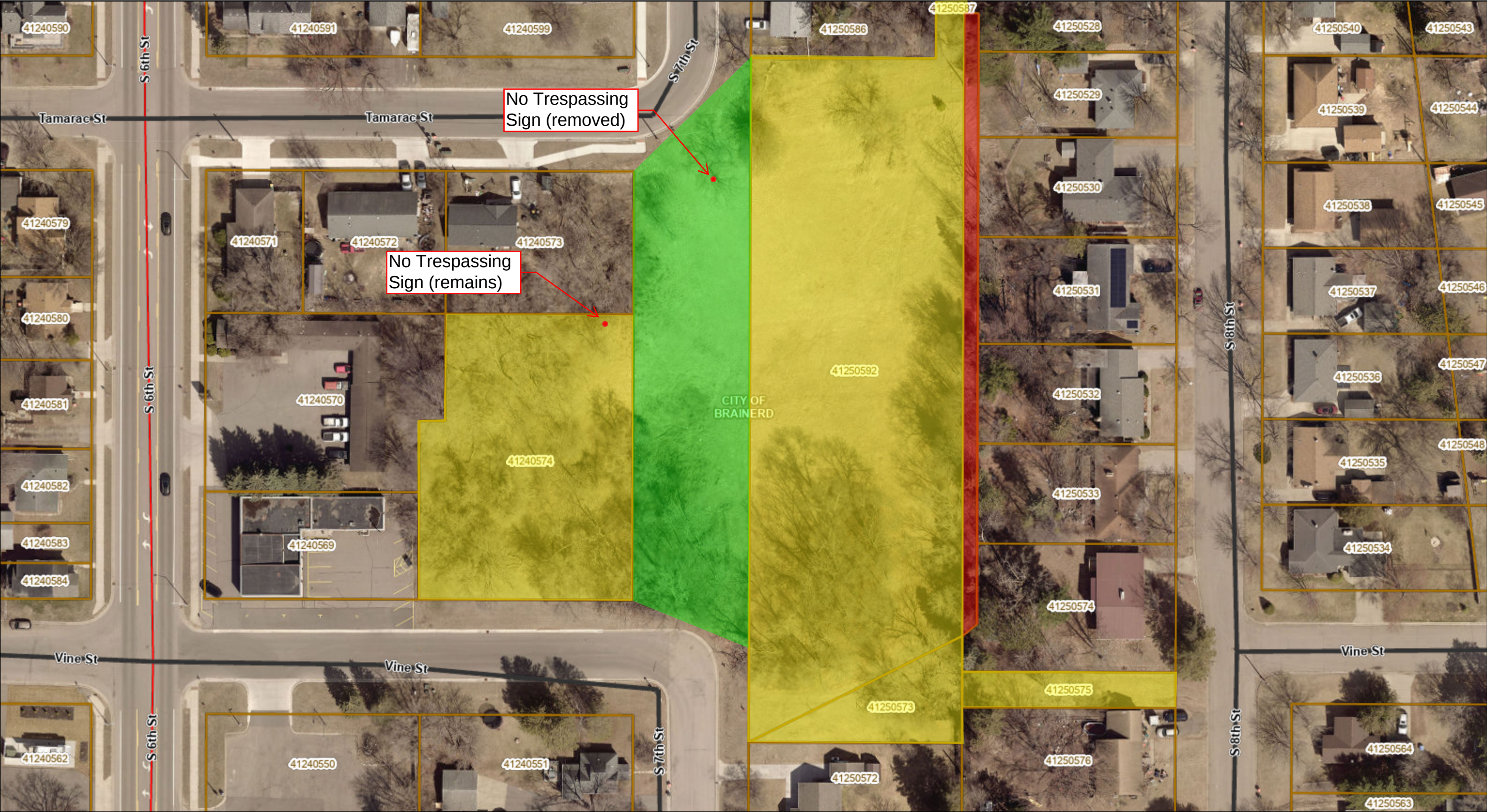
Rink Attendance Counter

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Gregory

Eve Murray

Date	Tallies	Weather
12/20	(75)	30°
12/23	(92)	20°/15°
12/26	(78)	29°/26°
12/27	(139)	35°/
12/28	(41)	19°/13°
12/29	(84)	7°/2°
12/30	(152)	17°/29°
12/31	(69)	10°/2°
1/2	(106)	8°/5°
1/3	(124)	16°/14°
1/4	(134)	12°/20°
1/5	(98)	28°/28°
1/6	(33)	29°/24°
1/7	(72)	40°/37°
1/8	(43)	34°/29°
1/9	(43)	19°/17°
1/10	(123)	44°/23°
1/11	(61)	40°/35°
1/13	(38)	36°/27°
1/14	(34)	16°/7°
1/15	(36)	35°/27°
1/16	(28)	9°/8°
1/17	(54)	5°/-5°
1/18	(39)	11°/-1°
1/20	zero people	10°/5°
1/21	(20)	4°/5°
1/22-1/24	CORN Closed	
1/25	(17)	0°/-3°
1/26	(24)	12°/7°
1/27	(8)	70°/0°
1/28	(3)	5°/-2°
1/29	(5)	5°/0°
1/30	(13)	7°/1°
1/31	(44)	12°/13°



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.



= City-owned Parcels



= Platted 7th Street Right-of-Way



= Platted 10-foot Alley



Date: 2/9/2026 Time: 7:58 AM