



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, March 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. **Approval Of Agenda - Voice Vote**

5. **Consent Calendar**

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

A. **Approval of Minutes**

B. **Approval of Disbursements**

C. **Approve Great River Greening Event at Rotary Park**

D. **Approve Rosallini's Easter Egg Hunt at Memorial Park**

E. **Approval of Heartland Symphony Orchestra Event at Lyman P. White**

F. **Approve Mississippi River Canoe & Kayak Race at Lum Park**

G. **Approve Yoga in the Park at Gregory Park**

6. **Public Forum**

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

7. **Unfinished Business**

A. **Recommend Authorization to Apply for DEED Grant for Memorial Park Skatepark**

- B. Award Proposal for Lions Park Sidewalk
- C. 2026 ADA Improvements
- 8. **New Business**
 - A. Discussion of New Memorial Bench Company
 - B. 2026 Tree Plantings Proposals
 - C. Proposal from TWM Architecture for Lum Park Shower Building
 - D. Discussion and Approval of Epoxying Concessions Stand & Bathrooms
 - E. Discussion of Lions Park Playground and Surfacing Materials
 - F. Park Board Calendar
- 9. **Staff Reports**
(Verbal: Any Updates since Packet)
 - A. Staff Reports
- 10. **Board Member Reports**
- 11. **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 Shipe in the City Council Chambers.

Roll Call

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

Also noted as present Mayor Badeaux, City Administrator Broyles, and City Engineer Dehn.

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

Oath of Office

Jeremy Powell took the Oath of Office.

Approval of Agenda

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

Approval of Consent Calendar

- 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**

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: Berns, Mickelson, Powell, Miller, and Shipe.

Public Forum

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

Chair Shipe opened public forum at 4:03 p.m.

Unfinished Business

Approve Donation of Lum Park Arch Roof Replacement by Advantage Home Pros

City Engineer Dehn discussed that staff 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. Advantage Home Pros confirmed their interest and willingness to make this donation to the City for the work requested and looking for approval from the Park Board.

Chair Shipe requested confirmation on the roof if the roof was going to be asphalt or shakes.

City Engineer Dehn confirmed the roof would consist of cedar shakes.

MOVED AND SECONDED BY MEMBER BERNES AND MILLER, DULY CARRIED, TO APPROVE THE ROOF OF THE LUM PARK ARCH.

Discussion continued about funding for the arch roof at Lum Park and what would be good use of the funds that have been allocated for the Lum Park Arch.

New Business

Approve 2026 Tree Plantings Proposal

City Engineer Dehn discussed the proposal for the annual tree planting that the City of Brainerd completes yearly with recommendations to utilize the dollars to buy nine Norway Pines to be placed along the Mill Avenue boulevard, matching to the ones planted north of the parking lot entrance. Staff recommends also planting Silver Flame Grasses along the edges of the stormwater ponds to provide screening and a natural barrier for small children in those areas.

Member Bernes asked if the Norway Pines would cause any issues once the Skate Park is built, doesn't want trees planted if we would need to remove the trees in the next couple of years.

City Engineer Dehn went over the layout and confirmed that the Norway Pines would not be in the way of the future Skate Park.

Mayor Badeaux asked questions if there would need to be a curb cut in the future if there would be any issues with the Norway Pines.

City Engineer Dehn confirmed that the Norway Pines would not conflict with any upcoming projects and stated that Mill Ave is a state highway and the city would have to coordinate with them to get an additional curb cut allowance, even so with the fifty-foot spacing it would be enough space for a curb cut.

MOVED AND SECONDED BY MEMBER MILLER AND MICKELSON, DULY CARRIED, TO APPROVE THE 2026 TREE PLANTING PROPOSAL.

Direction on Hitch-Wayne Park Sign

City Engineer Dehn discussed the Hitch-Wayne Park sign that was removed when the guardrail at S. 7th/Tamarac was removed and not replaced. Looking for Park Board guidance on the options for Park Board to the size and location of a new sign.

Member Mickelson discussed the signs at all the other parks located in the city and spoke that the new Hitch-Wayne sign should be equal to that. Went on to discuss how Hitch-Wayne was named after a young boy who was killed and believes that this park should have the same sign standard as all the other city parks. Also mentioned that there should be no

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motorized vehicles sign in the park as there are plenty of snowmobiles entering the park while kids are sledding.

MOVED AND SECONDED BY MEMBER MICKELSON AND BERNES TO APPROVE THE 4' X 8' SIGN AT THE SOUTH SIDE ENTRANCE AND REPLACE THE 18" X 18" SIGN ON THE NORTH SIDE ENTRANCE.

Upon roll call, Members Bernes, Powell, Mickelson, and Shipe voted "yay", Member Miller voted "nay". The Chair declared the motion carried.

Approval of Aliver Foundation AED Donation

City Engineer Dehn discussed Aliver Foundation reached out to the City of Brainerd for an AED Automated External Defibrillator donation at Bane Park and asked Park Board for direction or approval of the AED donation.

Member Mickelson wanted clarification on who will be completing the period checks on the AED device.

City Engineer Dehn confirmed that all AED devices are checked monthly.

MOVED AND SECONDED BY MEMBER BERNES AND POWELL, DULY CARRIED, TO APPROVE THE DONATION AND INSTALLATION AT BANE PARK.

Approve 2026 Park ADA Improvements

City Engineer Dehn discussed the \$25,000 allocated in capital funds for 2026 to complete ADA improvements with the park system including the remaining \$20,000 discussed at the October 2025 meeting, which would total approximately \$45,000 in funds. Pointed out that the ADA-compliant fixtures and seats that were discussed at the October meeting that the shower building at Lum Park is in the capital budget to get fixed in 2027, suggested to hold off on the new fixtures since new fixtures would be included with the Lum Park Shower Building update. Discussed new options for updated ADA improvements.

Member Shipe asked about the width for the recommended sidewalk at Lions Park at Buffalo Hills, from the sidewalk to the pavilion.

City Engineer Dehn recommended the 4-foot strip behind the 4-foot to equal 8 feet. Discussed that a lot of the equipment used for snow clearing is 6 feet and would recommend not going smaller to prevent damage to the turf grass.

Chair Shipe asked if there could be a bollard installed to deter vehicles driving on the sidewalk.

MOVED AND SECONDED BY MEMBER MILLER AND BERNES TO BUILD A WALKWAY BETWEEN THE WEST AND EAST PARKING LOTS AT MEMORIAL FIELD BETWEEN SOFTBALL FIELDS 1 AND 2 AND BUILD A WALKWAY FROM THE ADA STALLS TO THE PAVILION INCREASING FROM THE ORIGINAL DESIGN TO 8 FEET ALLOWING SPACE FOR A BOLLARD TO DETER PARKING AND/OR DRIVING ON THE SIDEWALK.

Upon roll call, No Member voted "yay", Member Bernes, Powell, Mickelson, Miller, and Shipe voted "nay". The Chair declared the motion failed.

Discussion continued regarding the ADA options and the parks with the benefits of each. Memorial Park ADA option would result in the trees being torn down and the results which would require netting costs to replace the trees blocking fowl balls.

MOVED AND SECONDED BY MEMBER BERNES AND MICKELSON, DULY CARRIED, TO APPROVE THE LIONS PARK AT BUFFALO HILLS ADA PATHWAY AT THE 8 FEET PLUS BOLLARD IN THE MIDDLE AND RESERVE THE REST OF THE FUNDS FOR LATER THIS YEAR.

Staff Reports

City Engineer wanted to point out that the Memorial Park Playground is up for capital funding and not the parking lot. Informed the Park Board that staff recently had a meeting with Kiwanis Club to discuss an update with the playground. Requests for proposals have been sent out to TWM Architecture for the Lum Park Shower Building.

Board Reports

Member Bernes noticed a lot of tree branches down in the parks and request staff to get them picked up and removed.

Mayor Badeaux wanted to mention that he received a cost analysis for the lighting at Hitch-Wayne Park at the sledding hill, will forward the quotes forwarded to staff for a future Park Board meeting.

Member Miller mentioned the garbage downtown area was overflowing after the holiday weekend.

Adjourn

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

Chair Shipe adjourned the meeting at 4:55 p.m.

Andrew Shipe
Park Board President

03/19/2026 01:15 PM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 02/18/2026 - 03/18/2026

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	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
337962/1 91976	ACE HARDWARE BOLT - GGP RESTROOM REPAIR 230-5200-42220	02/09/2026 pziemer	03/04/2026	5.39	0.00	Paid	Y 03/04/2026
	REPAIR & MAINT			5.39			
338079/1 91977	ACE HARDWARE BATTERIES 230-5200-42220	02/13/2026 pziemer	03/04/2026	28.76	0.00	Paid	Y 03/04/2026
	REPAIR & MAINT			28.76			
338178/1 92027	ACE HARDWARE SPRAY PAINT/FASTENERS 230-5200-42220	02/19/2026 pziemer	03/04/2026	27.04	0.00	Paid	Y 03/04/2026
	REPAIR & MAINT			27.04			
338252/1 92179	ACE HARDWARE FASTENERS 230-5200-42220	02/24/2026 pziemer	03/18/2026	43.40	0.00	Paid	Y 03/18/2026
	REPAIR & MAINT			43.40			
338492/1 92306	ACE HARDWARE GGP RESTROOM MAINT 230-5200-42220	03/10/2026 pziemer	03/18/2026	10.79	0.00	Paid	Y 03/18/2026
	REPAIR & MAINT			10.79			
	Total for vendor 0011 - ACE HARDWARE:			115.38	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
FEB 26/PARKS 92172	BRAINERD PUBLIC UTILITIES 1/24/26-2/24/26 PARKS DEPT UTILITIES 230-5280-43380	02/24/2026 pziemer	03/18/2026	6,118.41	0.00	Paid	Y 03/18/2026
	UTILITIES			262.92			
	230-5200-43381 BPU UTILITIES			5,855.49			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			6,118.41	0.00		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/FEB26/PKS 92205	CENTERPOINT ENERGY 1/16/26-2/16/26 PARKS GARAGE 230-5200-43380	02/24/2026 pziemer	03/18/2026	2,960.81	0.00	Paid	Y 03/18/2026
	UTILITIES			2,960.81			
	Total for vendor 0307 - CENTERPOINT ENERGY:			2,960.81	0.00		
Vendor 0125 - CTC - 446126:							
21756725/PKS 91991	CTC - 446126 2/12-3/11 PARKS PHONES/INTERNET	02/12/2026 pziemer	02/23/2026	320.81	0.00	Paid	Y 02/23/2026

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	230-5200-43321	TELEPHONE		320.81			
21766419 92001	CTC - 446126 2/12-3/11 CAMPGROUND 230-5280-43321	02/12/2026 pziemer	02/23/2026	252.80	0.00	Paid	Y 02/23/2026
		TELEPHONE		252.80			
	Total for vendor 0125 - CTC - 446126:			573.61	0.00		

Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:

FBN5580264/PKS

92294	ENTERPRISE FM TRUST - ATTN: BILLING	03/04/2026	03/18/2026	6,262.15	0.00	Paid	Y 03/18/2026
	MAR 26 PARKS 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 0356 - HIRSHFIELD'S DECORATING:

09377718

92256	HIRSHFIELD'S DECORATING	03/02/2026	03/18/2026	551.97	0.00	Paid	Y 03/18/2026
	BANE WARMING HOUSE - PAINT	pziemer					
	230-5200-42220	REPAIR & MAINT		551.97			
	Total for vendor 0356 - HIRSHFIELD'S DECORATING:			551.97	0.00		

Vendor 0889 - MENARDS - BAXTER :

65546

92184	MENARDS - BAXTER	02/26/2026	03/18/2026	591.98	0.00	Paid	Y 03/18/2026
	BAP - LUMBER, SUPPLIES	pziemer					
	230-5200-42220	REPAIR & MAINT		591.98			

66285

92307	MENARDS - BAXTER	03/09/2026	03/18/2026	636.51	0.00	Paid	Y 03/18/2026
	ICE MELT X49	pziemer					
	235-3165-42210	OPERATING SUPPLIES		636.51			
	Total for vendor 0889 - MENARDS - BAXTER :			1,228.49	0.00		

Vendor 3394 - MIDWEST MACHINERY CO:

107865867

92257	MIDWEST MACHINERY CO	02/26/2026	03/18/2026	48.00	0.00	Paid	Y 03/18/2026
	FUEL FILTERS/OIL FOR BLOWERS	pziemer					
	230-5200-42220	REPAIR & MAINT		48.00			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			48.00	0.00		

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

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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
1647-418720 92180	O'REILLY AUTOMOTIVE STORES INC. WIPER BLADE 230-5200-42220	02/24/2026 pziemer	03/18/2026	14.39	0.00	Paid	Y 03/18/2026
	REPAIR & MAINT			14.39			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			14.39	0.00		

Vendor 0344 - WASTE PARTNERS INC:

62X81420 92222	WASTE PARTNERS INC FEB 26 PARKS DEPT WASTE REMOVAL 230-5200-43380	02/28/2026 pziemer	03/18/2026	468.00	0.00	Paid	Y 03/18/2026
	UTILITIES			468.00			
	Total for vendor 0344 - WASTE PARTNERS INC:			468.00	0.00		

Vendor 3199 - WEX BANK:

110926822/PKS 92236*	WEX BANK FEB 2026 PARKS DEPT FUEL 230-5200-42212	02/28/2026 pziemer	03/18/2026	790.84	0.00	Paid	Y 03/18/2026
	MOTOR FUELS			795.20			
	MOTOR FUELS			(4.36)			
	Total for vendor 3199 - WEX BANK:			790.84	0.00		

Vendor 1159 - WINNERS TROPHY - KATHY BINDER:

14266 92258	WINNERS TROPHY - KATHY BINDER 2026 POND HOCKEY AWARD 230-5209-42210	03/03/2026 pziemer	03/18/2026	20.00	0.00	Paid	Y 03/18/2026
	OPERATING SUPPLIES			20.00			
	Total for vendor 1159 - WINNERS TROPHY - KATHY BINDER:			20.00	0.00		

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

Vendor 3698 - AMAZON:

2/10/26 - PKS 92110	AMAZON NUMBER SIGNS 230-5200-42220	02/10/2026 pziemer	03/04/2026	27.96	0.00	Paid	Y 03/04/2026
	REPAIR & MAINT			27.96			
	Total for vendor 3698 - AMAZON:			27.96	0.00		

Vendor 2740 - AT&T MOBILITY:

2/18/26 - PARKS 92119	AT&T MOBILITY FEB 2026 PARKS PHONES/DEVICES 230-5200-43321	02/18/2026 pziemer	03/04/2026	195.52	0.00	Paid	Y 03/04/2026
	TELEPHONE			165.52			

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EXP CHECK RUN DATES 02/18/2026 - 03/18/2026
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
	230-5204-42210	OPERATING SUPPLIES		30.00			
		Total for vendor 2740 - AT&T MOBILITY:		195.52	0.00		
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL							
				223.48	0.00		

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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

Vendor 3711 - COSTCO:

2/19/26 92154	COSTCO CANDY - EASTER EGG HUNT 230-5211-42210	02/19/2026 pziemer	03/04/2026	179.12	0.00	Paid	Y 03/04/2026
	OPERATING SUPPLIES			179.12			
	Total for vendor 3711 - COSTCO:			179.12	0.00		

Vendor 3700 - DOLLAR TREE:

2/2/26 92155	DOLLAR TREE ICE SKATE PARTY SUPPLIES 230-5211-42210	02/02/2026 pziemer	03/04/2026	46.25	0.00	Paid	Y 03/04/2026
	OPERATING SUPPLIES			46.25			
	Total for vendor 3700 - DOLLAR TREE:			46.25	0.00		

Vendor 3719 - FLEET FARM:

2/10/26 92156	FLEET FARM TOUGH TOTE 230-5211-42210	02/10/2026 pziemer	03/04/2026	8.99	0.00	Paid	Y 03/04/2026
	OPERATING SUPPLIES			8.99			
	Total for vendor 3719 - FLEET FARM:			8.99	0.00		

Vendor 3879 - HARBOR FREIGHT TOOLS:

2/23/26 92224	HARBOR FREIGHT TOOLS RATCHETING CARGO BAR X4 230-5200-42240	02/23/2026 pziemer	03/04/2026	99.96	0.00	Paid	Y 03/04/2026
	SMALL TOOLS			99.96			
	Total for vendor 3879 - HARBOR FREIGHT TOOLS:			99.96	0.00		

Vendor 0932 - ORIENTAL TRADING CO., INC:

2/19/26 92157	ORIENTAL TRADING CO., INC EASTER EGG HUNT CANDY 230-5211-42210	02/19/2026 pziemer	03/04/2026	1,052.87	0.00	Paid	Y 03/04/2026
	OPERATING SUPPLIES			1,052.87			
	Total for vendor 0932 - ORIENTAL TRADING CO., INC:			1,052.87	0.00		

Vendor 4476 - SPARX HOCKEY INC:

1/26/26 92158	SPARX HOCKEY INC SKATE SHARPENER 230-5220-42210	01/26/2026 pziemer	03/04/2026	118.98	0.00	Paid	Y 03/04/2026
	OPERATING SUPPLIES			118.98			

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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

1/30/26

92166

SPARX HOCKEY INC

01/30/2026

03/04/2026

158.97

0.00

Paid

Y

RADIUS RING

pziemer

03/04/2026

230-5220-42210

OPERATING SUPPLIES

158.97

Total for vendor 4476 - SPARX HOCKEY INC:

277.95

0.00

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

1,665.14

0.00

of Invoices: 27 # Due: 0

Totals:

21,040.67

0.00

of Credit Memos: 0 # Due: 0

Totals:

0.00

0.00

Net of Invoices and Credit Memos:

21,040.67

0.00

* 1 Net Invoices have Credits Totalling:

(4.36)

--- TOTALS BY GL DISTRIBUTION ---

230-5200-42212

MOTOR FUELS

790.84

230-5200-42220

REPAIR & MAINT

1,349.68

230-5200-42240

SMALL TOOLS

99.96

230-5200-43321

TELEPHONE

486.33

230-5200-43331

LEASE PAYMENTS

6,262.15

230-5200-43380

UTILITIES

3,428.81

230-5200-43381

BPU UTILITIES

5,855.49

230-5204-42210

OPERATING SUPPLIES

30.00

230-5209-42210

OPERATING SUPPLIES

20.00

230-5211-42210

OPERATING SUPPLIES

1,287.23

230-5220-42210

OPERATING SUPPLIES

277.95

230-5280-43321

TELEPHONE

252.80

230-5280-43380

UTILITIES

262.92

235-3165-42210

OPERATING SUPPLIES

636.51

--- TOTALS BY FUND ---

230 - PARK & RECREATION FUND

20,404.16

0.00

235 - STREET & SEWER FUND

636.51

0.00

--- TOTALS BY DEPT/ACTIVITY ---

3165 - DOWNTOWN SNOW REMOVAL (DTSR

636.51

0.00

5200 - PARK MAIN/ADMINISTRATION

18,273.26

0.00

5204 - CONCESSIONS

30.00

0.00

5209 - POND HOCKEY PROGRAM

20.00

0.00

5211 - SPECIAL EVENTS PROGRAM

1,287.23

0.00

5220 - OUTDOOR RINKS

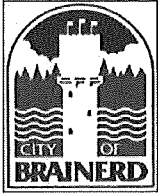
277.95

0.00

5280 - CAMPGROUND

515.72

0.00



SPECIAL EVENT APPLICATION

Date of Application: March 3, 2026

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

Type of event:

☐
☐

Event – City Parking Lot
Event with Street Closure

☒
☐

Event – City Park
Other _____

Name of event:

Pollinator Party

Organizer Information

Organizer's Name:

Great River Greening

Organizer's Address:

251 Starkey St, Suite 2200,
St Paul, MN 55107

Event Contact Person:

Emily Shepard

Event Contact Daytime Phone:

763-762-5884

Event Contact E-mail Address:

eshepard@greathivergreening.org

Contact Name/Number Day of Event:

Emily Shepard / 651-792-5469

For Profit/Nonprofit Status (type):

nonprofit

Applicant information (if different from the event organizer):

Applicant Name:

Applicant Address:

Applicant Phone:

Applicant E-mail Address:

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6/14/26	10am	12pm	Rotary Riverside Park

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

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

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

Description of Activities

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

Free, drop-in educational event for families
centering on pollinators and their importance
to the environment in Minnesota.

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:

Directional and event parking signs leading attendees to event along East River Road

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

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:

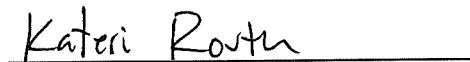
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance 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

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):

None

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.

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



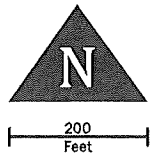
Rotary Park

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

Park Features

34 Acres
River Observation Deck

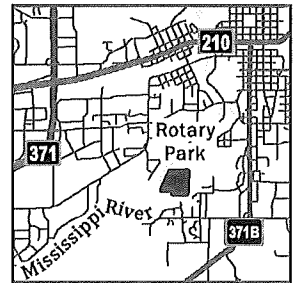


To East River Rd & Jenny St

Two 10x10
ft pop up
tents

Existing
pavilion

Buffalo Hills Trail



Mississippi River





SPECIAL EVENT APPLICATION

Date of Application: 3/6/20

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

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

Name of event: Easter Egg Hunt & Photos

Organizer Information

Organizer's Name: North East Association
Organizer's Address: _____
Event Contact Person: Curtis Ross
Event Contact Daytime Phone: 218-820-3969
Event Contact E-mail Address: curtis.ross1982@gmail.com
Contact Name/Number Day of Event: Curtis Ross
For Profit/Nonprofit Status (type): Nonprofit

Applicant information (if different from the event organizer):

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

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
4-29-26	1:00pm	3:00pm	Frdt area at memorial

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

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

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

Description of Activities

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

Easter egg hunt, Photos with the bunny & kids games

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:

unknown

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



SPECIAL EVENT APPLICATION

Date of Application: 3/19/2026

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

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

Name of event: Summer Pops Concert

Organizer Information

Organizer's Name: Navasha Kieffer/Heartland Symphony Orchestra
Organizer's Address: PO Box 241 Little Falls, MN 56345
Event Contact Person: Ryan Webber
Event Contact Daytime Phone: 303-532-7213
Event Contact E-mail Address: ryanwebber@gmail.com
Contact Name/Number Day of Event: Fran Dosh 320-630-6498
For Profit/Nonprofit Status (type): Non profit

Applicant information (if different from the event organizer):

Applicant Name: Tom Kotval
Applicant Address: 1200 Riverview Dr Little Falls, MN 56345
Applicant Phone: 320-260-3509
Applicant E-mail Address: tmktrvl3@gmail.com

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
June 12, 2026	2:00pm	9:30pm	City Park - Lyman P. White Amphitheater
	actual concert from 7pm-9pm		

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

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

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

Description of Activities

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

music concert by Heartland Symphony Orchestra
and Rusty Crayfish Brass Band

Site Information

Electrical usage



Yes



No

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

speakers, microphones, sound/mix board

Amplified Sound



Yes



No

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

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

Restrooms provided



Yes



No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers



Yes



No

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

Nothing to be staked into the ground, just standing signs and taped to table

Trash Receptacle Disposal



Yes



No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

N/A

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

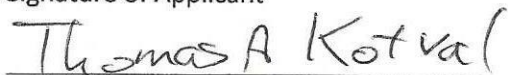
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance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

Signature of Event Applicant

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



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Department Sign-offs Required

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

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



SPECIAL EVENT APPLICATION

Date of Application: 3/15/26

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

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

Name of event: Mississippi River 145 Canoe & Kayak Race

Organizer Information

Organizer's Name: Scott Miller/Two Paddles LLC
Organizer's Address: 4138 40th Ave. S., Minneapolis MN 55406
Event Contact Person: Scott Miller
Event Contact Daytime Phone: 612.991.3953
Event Contact E-mail Address: info@twopaddles.org
Contact Name/Number Day of Event: Scott Miller/612.991.3953
For Profit/Nonprofit Status (type): For profit

Applicant information (if different from the event organizer):

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

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6/12/26	9am	6pm	Lum Park

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

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

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

Description of Activities

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

The 5th annual Mississippi River 145 Canoe & Kayak Race hopes to once again use Lum Park as the starting place for the race. This is an ultra-distance race that attracts participants from around the U.S. and Canada. Participants start at the beach at Lum Park and paddle upstream six miles to Green's Point before turning around and heading downstream. The racers have 50 hours to get to Peninsula Point Park in Anoka. We have been in touch with the parks dept and rented Pavilion 1, and we work with Public Works to help facilitate the racers portaging around the Brainerd Dam.

Site Information

Electrical usage

☒

Yes

☐

No

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

We use the outlets to plug in a laptop for registration and our two microphone speakers
that we use to play some music and conduct the safety meeting

Amplified Sound

☒

Yes

☐

No

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

portable PA speaker

Restrooms provided

☐

Yes

☒

No

we have used the bathrooms at Lum Park
and request to use them again

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:

free standing signs that guide people where to park and drop off their boats;
race map, name and sponsor banner hanging in the pavilion

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: we don't generate a lot of trash and have

Additional Event Information

used the receptacles at the park in the past and
request to do so again

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

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

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

Street Closure Request Information

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

NA

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.

Scott E Miller

Signature of Applicant

Scott E Miller

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



Lum Park

1619 NE Washington Street

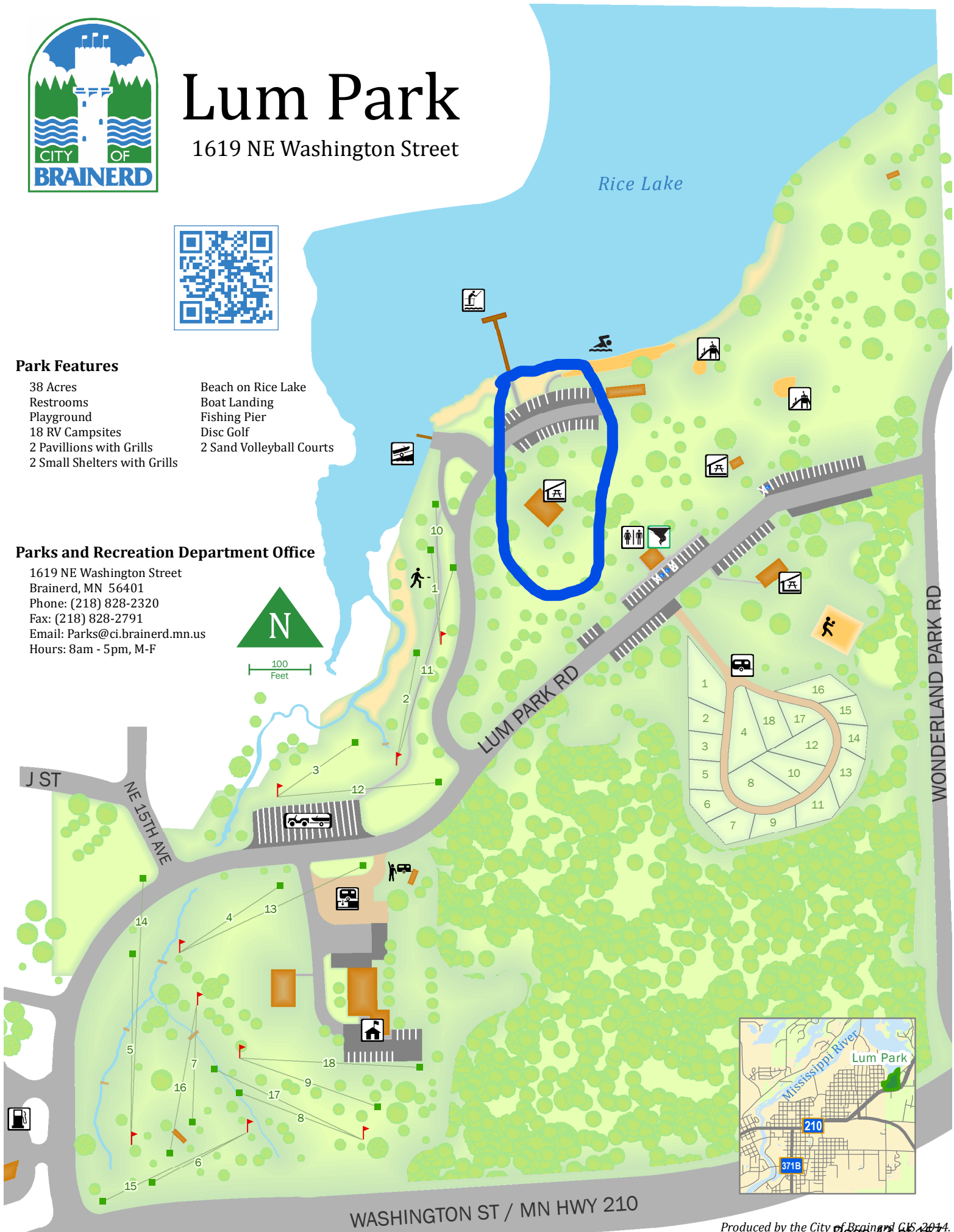
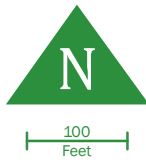


Park Features

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

Parks and Recreation Department Office

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





SPECIAL EVENT APPLICATION

Date of Application: 3/12/26

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

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

Name of event: _____

Organizer Information

Organizer's Name: Jessica Monroe

Organizer's Address: 5360 marohn rd

Event Contact Person: Jessica monroe

Event Contact Daytime Phone: +12188219078

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

Contact Name/Number Day of Event: Same as above

For Profit/Nonprofit Status (type): Profit

Applicant information (if different from the event organizer):

Applicant Name: Same as above

Applicant Address: Same

Applicant Phone: Same

Applicant E-mail Address: Same

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
Saturdays June - Aug	9:30	10:30	Gregory park grassy area

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

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

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

Description of Activities

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

Yoga class

Site Information

Electrical usage

☐

Yes

☒

No

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

None

Amplified Sound

☐

Yes

☐

No

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

None

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:

None

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: None

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.

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Date and time for beginning of street closures: None

Date and time for reopening of streets: None

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

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Signature of Event Applicant

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



Signature of Applicant

Jessica monroe

Print Name

Contacts, Permits, and Fees Checklist

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For Official Use Only

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City Administration	_____	_____
Engineering Department	_____	_____
Fire Department	_____	_____
Fire Support/EMS	_____	_____
Parks Department	_____	_____
Planning Department	_____	_____
Police Department	_____	_____

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



Park Board Agenda Request

MEETING DATE: March 24, 2026

TITLE OF ITEM: Recommend Authorization to Apply for DEED Grant for Memorial Park Skatepark

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, City Engineer, James Kramvik, Community Development Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer, James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Jake Rennaker from the Lakes Area Skatepark Association presented a proposal for a skate park in Memorial Park at the December 19th Park Board Meeting. The Park Board reviewed the skate park design and directed staff to work with the proposer. A 2025 bonding bill allocated \$750,000 towards the construction of a skate park in Memorial Park. The bonding bill did not require matching in-kind contributions, but matching funds could be listed for a fully realized project. The following funds, facilities, and land were used to help secure the grant:

1. 2016 – Restroom and Storage Building - \$118,205.75
2. 2020 – Purchase of Parking Lot and Property - \$225,083
3. 2022 – Warming House/Pavilion/Restroom Building - \$615,375
4. Funds raised by the Skate Park Association - 88,593.62
5. **Total = 1,047,257.37**

The Skate Park Association has now raised \$119,248.45 through local donation and events. In addition to the funds raised and the allocated funds in the bonding bill, the Skate Park Association is requesting \$200,000 in additional funds from the Park Board for the construction of a 15,000 SF regional skate park. A letter requesting \$200,000 in funds is attached to the agenda item. The Skate Park Association would like to work with City of Skate as a consultant for the design and construction of the skate park and begin construction in 2027.

In order for distribution of the \$750,000 in allocated funds in the bonding bill, the Park Board and City Council must authorize the submittal of an application to DEED. A blank application is attached to this agenda item. If directed, staff will bring back a completed application for final review and approval from the Park Board and City Council prior to submittal.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Renderings of the proposed skate park, construction costs, and maintenance plan are attached to this agenda item.

Note: Lighting would be required upon completion of the skate park and an estimate has been provided.

RECOMMENDED ACTION/MOTION

1. Consider Skate Park Association's request for additional funds.
2. Motion to authorize staff to complete the application to DEED and to bring it back for final consideration.

FINANCIAL IMPACT

No financial impact unless the Park Board authorizes additional funds



To our friends on the Brainerd Park Board,

Since 2021, our association has been driven by our mission to provide the youth of the Brainerd Lakes Area with a safe & accessible 15,000-square-foot regional skatepark. Today, we are closer than ever to make that vision a reality.

Over the years, our community has rallied together to raise \$120,000 through local donations and events. We are thrilled to announce that our project was recently awarded a **\$750,000 grant from the State of Minnesota**. This brings our fundraising total to **\$870,000!** Minnesota state funding confirms that the Lakes Area Skatepark will be a premier destination for residents and tourists alike, benefitting our community for generations.

The Park Board has been a vital partner from day one, and we remain deeply grateful for the commitment of space at Memorial Park. As we strive to reach our **\$1.1 million goal**, we are asking the Board to help us push across the finish line.

We respectfully request a \$200,000 matching contribution to close our funding gap.

With these requested funds secured, along with our ongoing local fundraising through 2026, we can guarantee to break ground by 2027. Your continued support is pivotal. You would help place the final brick in a facility that validates the hard work of our local youth and volunteers.

Thank you for your belief in this project and the future recreation of the Brainerd Lakes Area.

With gratitude,

Jake Rennaker & the Skatepark Crew

SKATEPARK DEVELOPMENT & CONSTRUCTION + LIGHTING	ESTIMATED COST:
SKATEPARK DESIGNS	\$15,000
CONSTRUCTION DOCUMENTS	\$15,000
MOBILIZATION & GENERAL CONSTRUCTION REQUIREMENTS	\$90,000
DRAINAGE	\$45,000
EARTHWORK	\$145,000
CONCRETE ELEMENTS/TERRAIN	\$325,000
CONCRETE FLAT WORK	\$225,000
STEEL COPING, EDGE PROTECTION & GRIND RAILS	\$175,000
LIGHTING - SIX PROPOSED LIGHTS	\$180,000
TOTAL ESTIMATED COST:	\$1,215,000

SKATEPARK DEVELOPMENT & CONSTRUCTION + 2 LIGHTS	ESTIMATED COST:
SKATEPARK DESIGNS	\$15,000
CONSTRUCTION DOCUMENTS	\$15,000
MOBILIZATION & GENERAL CONSTRUCTION REQUIREMENTS	\$90,000
DRAINAGE	\$45,000
EARTHWORK	\$145,000
CONCRETE ELEMENTS/TERRAIN	\$325,000
CONCRETE FLAT WORK	\$225,000
STEEL COPING, EDGE PROTECTION & GRIND RAILS	\$175,000
2 LIGHTS + CONDUIT FOR FUTURE LIGHTING	\$85,000
TOTAL ESTIMATED COST:	\$1,120,000

SKATEPARK DEVELOPMENT & CONSTRUCTION NO LIGHTING	ESTIMATED COST:
SKATEPARK DESIGNS	\$15,000
CONSTRUCTION DOCUMENTS	\$15,000
MOBILIZATION & GENERAL CONSTRUCTION REQUIREMENTS	\$90,000
DRAINAGE	\$45,000
EARTHWORK	\$145,000
CONCRETE ELEMENTS/TERRAIN	\$325,000
CONCRETE FLAT WORK	\$225,000
STEEL COPING, EDGE PROTECTION & GRIND RAILS	\$175,000
CONDUIT FOR FUTURE LIGHTING	\$25,000
TOTAL ESTIMATED COST:	\$1,060,000

SKATEPARK CONTRIBUTIONS	ESTIMATED INCOME:
REALIZED LOCAL FUNDRAISING	\$120,000
CAPTURED MN STATE GRANT	\$750,000
UNREALIZED FUNDRAISING GOAL	\$80,000
REQUESTED CITY OF BRAINERD MATCHING FUNDS	\$200,000
GOAL TOTAL:	\$1,150,000

Brainerd Community Action

Balance Sheet

As of January 31, 2026

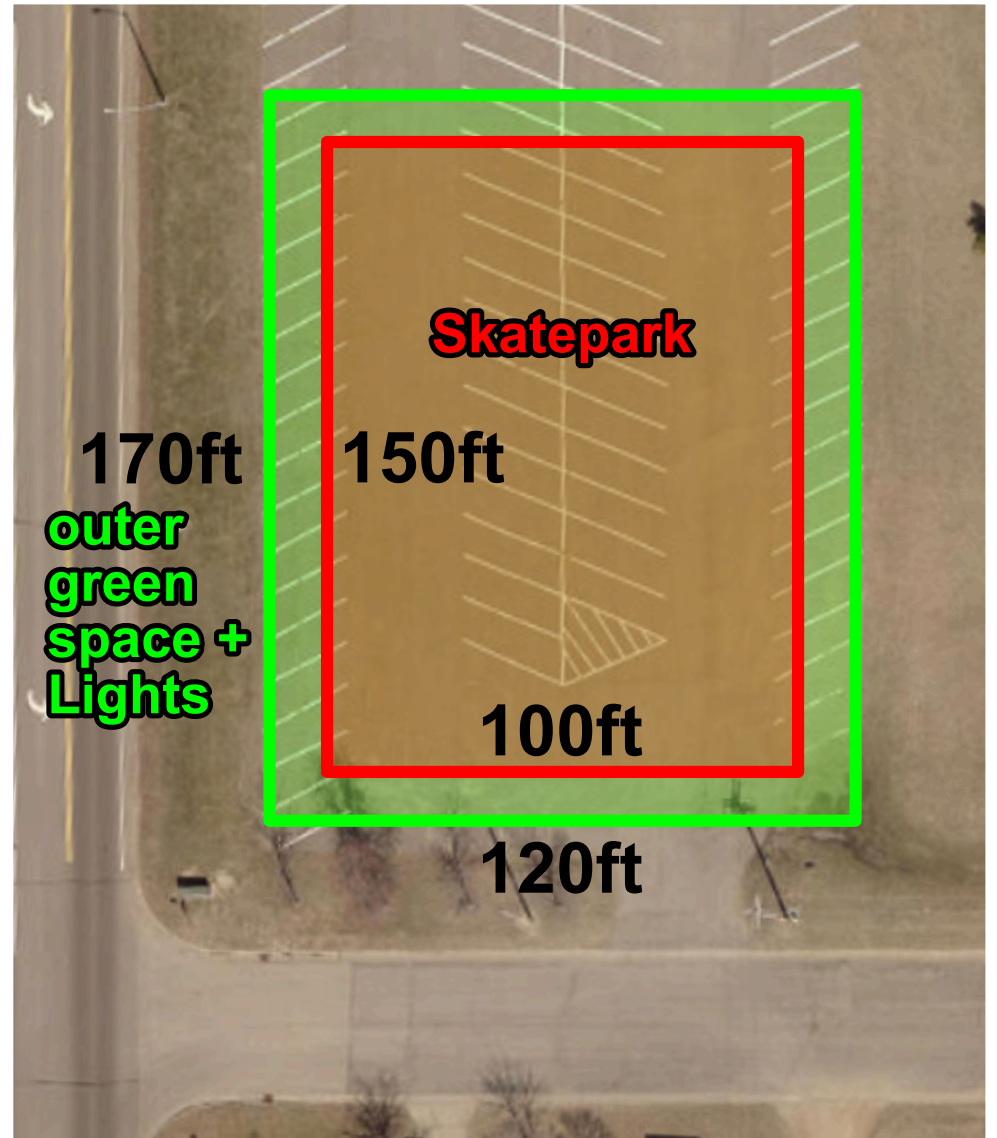
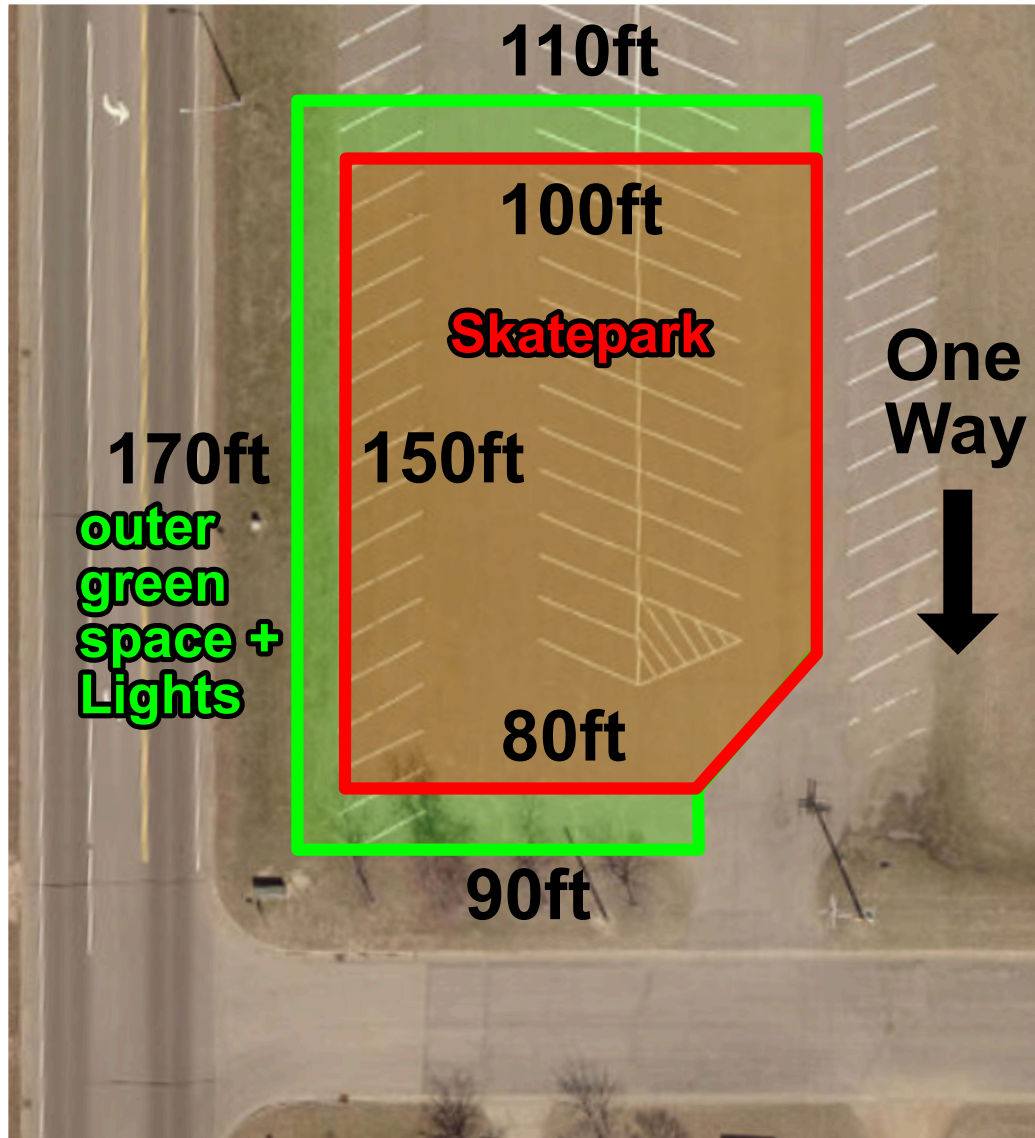
	LASA	TOTAL
ASSETS		
Current Assets		
Bank Accounts		
Checking-Old National...7113	119,248.45	\$119,248.45
Total Bank Accounts	\$119,248.45	\$119,248.45
Total Current Assets	\$119,248.45	\$119,248.45
TOTAL ASSETS	\$119,248.45	\$119,248.45
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Fiduciary Funds Payable		\$0.00
Cash Receipts	134,608.31	\$134,608.31
Disbursements	-15,359.86	\$ -15,359.86
Total Fiduciary Funds Payable	119,248.45	\$119,248.45
Total Other Current Liabilities	\$119,248.45	\$119,248.45
Total Current Liabilities	\$119,248.45	\$119,248.45
Total Liabilities	\$119,248.45	\$119,248.45
Equity		
Retained Earnings		\$0.00
Net Income		\$0.00
Total Equity	\$0.00	\$0.00
TOTAL LIABILITIES AND EQUITY	\$119,248.45	\$119,248.45



MEMORIAL PARK SKATEPARK

CITY OF BRAINERD, MINNESOTA

CONCEPT DESIGN 05.06.22





Skatepark Maintenance Guide

CITY of SKATE

cityofskate.org

Maintenance Overview - via [The Public Skatepark Guide](#)

Skateparks require attention to operate at peak performance. Trash must be removed, debris blown or swept clear, and cosmetic concerns addressed. Considering that skateparks are often a Parks Department's most popular facility, the maintenance demands on them are very low. Concrete skateparks are virtually indestructible and can bear thousands of hours of use without showing signs of wear.

Skateboarders are athletes that “train” for hours on end. The length of a session for the average core skateboarder is more than an hour a day, several days a week. With a majority of the local skateboarding activity concentrated at the skatepark, some maintenance will be required.

Inspections

Cast-in-place concrete skateparks will create very little, if any, cause for careful inspection.

Cast-in-place concrete skateparks should be inspected for structural anomalies weekly during the first two months of a skatepark opening, then monthly thereafter. Inspections can be conducted by Parks maintenance staff. For new parks, staff should look for evidence of cracking and areas containing loose grout.

Daily maintenance inspections should focus on trash and graffiti. Trash accumulation may be evidence of too few or misplaced trash receptacles. Graffiti is most common when a park is new, but adhering to a policy of rapid removal will quickly reduce the amount of graffiti occurring at the park.



Areas requiring inspection:

Steel coping: Concrete, where it abuts steel coping, can chip in places where it's thin. This isn't a safety concern unless those chips create voids that can trap a wheel, usually about ¼-inch or larger. (Chips of grout can also fall into the skating area and create hazards.) The divots can be easily repaired with cement grout or an epoxy. If you are unsure about the best approach, consult the original skatepark builder.

Pool coping: Pool coping is created from high-density concrete and formed into bull-nose blocks held in place by grout. Pool coping should be inspected for wear-and-tear at the seams of high-traffic areas. Divots can develop at the seams, known as “knuckling,” and should be repaired as needed (usually at 3-4 year intervals).

Railings: Should be inspected for rust and fastener tightness. Spots of rust should be grinded and painted. (Consult your warranty instructions before taking these measures.)

Drain covers: Small drain grates can become loose. A bit of “lock-tight” should keep the grate secure. Leaves should be cleared of the bowl.

Spalling: Spalling is a condition where the top layer of the surface separates. It leads to rough patches that, in the most severe cases, can stop a skateboard. Spalling is caused during construction by overworking concrete so that the aggregate material is pushed too deeply into the form. Over-trowelling leaves a veneer of weaker cement on the surface. A type of spalling can also occur in wood or Skatelite surfaces. The surface veneers can chip away, particularly in areas where moisture pools. There is not much that can be done in areas subject to spalling. The original park builder should be consulted.

Routine skatepark maintenance should be conducted frequently for the first few months. If good decisions were made during the design and construction of the park, the Parks' maintenance department should feel comfortable tapering off the routine maintenance regimen in order to devote more time to other facilities.

***A city phone # and/or email contact to report any issues that park users may observe should be posted on site.**

****The city should maintain a record of maintenance inspections, corrections, and work performed.**

Graffiti

When the skatepark opens, the local youth will be very interested in the new facility. Skateboarders, of course, will be thrilled. Other residents will be curious and some will want to interact with the space even if they lack the skateboarding skills to use the park as intended. Graffiti can be a problem during these fledgling months as locals leave their mark on the new attraction.

Establishing a zero-tolerance policy toward graffiti starting on Day One is the best way to ensure your skatepark remains visually clean. Some communities aren't bothered by graffiti, and there are some skateparks with literally every inch covered in paint. For those communities that aren't interested in this aesthetic tone, removing graffiti immediately and consistently is the best way to send a message to those that would paint in the park that their messages won't be seen. Denying these artists and/or vandals a showcase is the tried-and-true method for encouraging them to go elsewhere.

Sometimes a park will be utterly defaced in the course of one evening by industrious vandals. Cleaning larger marks can be time-consuming, but with the right tools the work can be done efficiently. There are several graffiti-removal products available that will meet a Parks Department's environmental requirements. Provided that the graffiti is removed immediately, before the paint has a chance to fully cure (usually within a few days), most commercial products work equally well.

Volunteer stewards generally have more latitude about what graffiti-removal products they can use. Some of these products work beautifully but are highly toxic. If you are a skateboarder that prefers a graffiti-free skatepark, and are willing to take matters into your own hands, you can keep a can of Crown Anti-Vandal spray or Elephant Snot in your trunk, along with some rags and gloves (and perhaps a filter mask). Protect yourself physically and legally by gearing up, taking care of the marks quickly and discreetly, then get on with the skating.

Sand-blasting is not recommended for skateparks. Bead-blasting (using granular plastic instead of sandy grit) is appropriate. Sand is too abrasive and can etch the surface of the concrete, exposing it to further deterioration from the elements and creating a rough skating surface. Beads, by comparison, are gentler and won't attack the concrete.

Anti-graffiti coatings are not recommended as they are slippery. These coatings are only appropriate on surfaces that aren't meant to be skated on.



Additionally from **The Skatepark Project “Skatepark Best Practices” guide Page 60.**

MAINTENANCE - A contemporary concrete skatepark designed and built by professionals with community input should be relatively maintenance free. Trash service and graffiti removal should be the responsibility of the city like all other municipal parks. The skatepark group should not be responsible for funding this. Locals should make every effort to help keep the place clean.

RECYCLING & TRASH (provide enough bins for heavy use) OCCASIONAL TAGGING/ GRAFFITI REMOVAL (alternatively, allow mural art and graffiti a t) LONG TERM CONCRETE TREATMENT OR REPAIR (ask your builder about intervals and process).

<https://static1.squarespace.com/static/5ebecf15da3f1d1078d5a551/t/682ab0e9105975117c944530/1747628280449/Best-Practices-Guide-4.0.pdf>

Date: March 12, 2026
Expiration date: May 12, 2026

Project: Brainerd Memorial Park Skatepark
Brainerd, MN
Musco Project Number: 252783

Budget Estimate – Materials Delivered to Job Site and Turnkey Installation

Skatepark LED Lighting \$166,000 - \$186,000

Sales tax and bonding are not included.

Quote is confidential. Pricing and lead times are effective for 60 days. Prices are subject to change if the order is not released within 60 days from the date of the purchase.

Light-Structure System™ with Total Light Control – TLC for LED™ technology

Guaranteed Lighting Performance

- Guaranteed light levels of 20 footcandles and uniformity of 4:1

System Description

- (18) Factory aimed and assembled luminaires
- (6) Galvanized steel poles
- (6) Pre-cast concrete bases with integrated lightning grounding
- Pole length factory assembled wire harnesses
- Factory wired and tested remote electrical component enclosures
- Disconnects
- UL listed assemblies
- Corrosion protection

Control Systems and Services

- Control-Link® control and monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support

Operation and Warranty Services

- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Support from Musco's Lighting Services Team – over 200 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors
- Warranty starts on the date of shipment

Musco Scope

- Provide design and layout for lighting system
- Test and final aim equipment

Installation Services Provided - See attached scope of work

Responsibilities of Buyer

- Confirm pole or luminaire locations, supply voltage and phase required for lighting system prior to production
- Provide electrical design and materials for electrical distribution system
- Provide labor and equipment for installation or upgrade of electrical distribution system, if needed
- Buyer is responsible for getting electrical power to the site, coordination with the utility, and any power company fees, as needed

Payment Terms

Final payment terms are subject to approval by Musco credit department. Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco.

Delivery Timing

8 - 10 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole/luminaire locations.

Notes

Quote is based on following conditions:

- Shipment of entire project together to one location.
- Voltage and phase system requirements to be confirmed before order can be released into production
- Structural code and wind speed = 2018 IBC, 110 mi/h, Exposure C, Importance Factor II.
- Due to the built-in custom light control per luminaire, pole or luminaire locations need to be confirmed prior to production. Changes to pole or luminaire locations after the product is sent to production could result in additional charges.
- Standard soil conditions – rock, bottomless, wet, or unsuitable soil may require additional engineering, special installation methods and additional cost.

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Brock Carstens

Sales Representative

Musco Sports Lighting

Cell: (952)-529-8281

Email: brock.carstens@musco.com

**Brainerd Memorial Skatepark
Brainerd, MN
Turnkey Scope of Work**

Customer Responsibilities:

1. Complete access to the site for construction utilizing standard 2-wheel drive rubber tire equipment.
2. Locate existing underground utilities not covered by your local utilities (i.e. water lines, electrical lines, irrigation systems, and sprinkler heads). Musco or Subcontractor will not be responsible for repairs to unmarked utilities.
3. Locate and mark field reference points per Musco supplied layout (i.e. home plate, center of FB field).
4. Pay for extra costs associated with foundation excavation in non-standard soils (rock, caliche, high water table, collapsing holes, etc.) or soils not defined in geo-technical report. Standard soils are defined as soils that can be excavated using standard earth auguring equipment.
5. Pay any power company fees and requirements.
6. Pay all permitting fees and obtain the required electrical permitting.
7. Provide area on site for disposal of spoils from foundation excavation.
8. Provide area on site for dumpsters.
9. Provide sealed Electrical Plans (if required).

Musco Responsibilities:

1. Provide required foundations, poles, electrical enclosures, luminaires, wire harnesses, and control cabinets.
2. Provide layout of pole locations and aiming diagram.
3. Provide Contract Management as required.
4. Provide stamped foundation designs based on soil parameters as outlined in the geotechnical report. If a report is not available Musco will base the design off of soils that meet or exceed those of a Class 5 material as defined by 2018 IBC Table 1806.2.
5. Assist our installing subcontractor and ensure our responsibilities are satisfied.

Subcontractor Responsibilities**General:**

1. Obtain any required permitting.
2. Contact your local udig for locating underground public utilities and then confirm they have been clearly marked.
3. Contact the facility owner/manager to confirm the existing private underground utilities and irrigation systems have been located and are clearly marked to avoid damage from construction equipment. Notify owner and repair damage to marked utilities. Notify owner and Musco regarding damage which occurred to unmarked utilities.
4. Provide labor, equipment, and materials to offload equipment at jobsite per scheduled delivery.
5. Provide storage containers for material (including electrical components enclosures), as needed.
6. Provide necessary waste disposal and daily cleanup.
7. Provide adequate security to protect Musco delivered products from theft, vandalism or damage during the installation.
8. Keep all heavy equipment off playing fields when possible. Repair damage to grounds which exceeds that which would be expected. Indentations caused by heavy equipment traveling over dry ground would be an example of expected damage. Ruts and sod damage caused by equipment traveling over wet grounds would be an example of damage requiring repair.
9. Provide startup and aiming as required to provide complete and operating sports lighting system.
10. Installation to commence upon delivery and proceed without interruption until complete. Notify Musco immediately of any breaks in schedule or delays.
11. Complete and submit Musco provided closeout checklist including required pictures.

Foundations, Poles, and Luminaires:

1. Mark and confirm pole locations per the aiming diagram provided. If there are any issues, immediately notify your Musco Project Manager.
2. Provide labor, materials, and equipment to install LSS foundations as specified on Layout and per the stamped foundation drawings, if applicable.
3. Remove spoils to owner designated location at jobsite.
4. Provide labor, materials, and equipment to assemble Musco TLC-LED luminaires, electrical component enclosures, poles, and pole harnesses.
5. Provide labor, equipment, and materials to erect dressed LSS Poles and aim utilizing the pole alignment beam.

Electrical:

1. Provide labor, materials, and equipment to reuse existing electrical service panels as required.
2. Provide labor, materials, and equipment to install all underground conduit, wiring, pull boxes etc. and terminate wiring as required.
3. Complete electrical installation per Musco Control System Summary and Musco Best Practices: Supply Wiring Installation document. If there are any discrepancies between Musco documents and electrical plans (if present), notify your Musco contact.
4. Complete required insulation resistance tests on all current-carrying conductors per ANSI/NETA ATS-2021. Use the instructions and forms provided by Musco to provide test results to your Musco contact. Note conduits must be full of water prior to testing. Any new conductors with resistance values less than (<) 100 MOhms - phase to ground - must be repaired or replaced to meet the standard. Any existing conductors with resistance values less than (<) 100 MOhms - phase to ground - must be reported to your Project Manager or Sales Coordinator.
5. Underground splices are strongly discouraged. If underground splicing is required per the electrical plans, use only listed connector systems, rated for wet locations.
6. Provide as-built drawings upon completion of installation (if required).

Control-Link® Control and Monitoring:

1. Provide labor, equipment, and materials to install Musco control and monitoring cabinet(s) and terminate all necessary wiring.
2. Provide a dedicated 120 V 20 A controls circuit or a step-down transformer for 120 V control circuit if not available.
3. Check all zones to make sure they work in both auto and manual mode.
4. Commission Control-Link by contacting Control-Link Central™ at 877-347-3319.

System Requirements: Control System Summary

Project Name: Brainerd Memorial Park Skatepark | Project #: 252783

Control System ID: 1 of 1

Distribution Panel Location/ID: Skatepark

Project Information

Control System

Control System ID: 1 of 1

Control System Type: Control-Link • Control and Monitoring System

Communication Type: PowerLine-ST

Project Notes:

Power Requirements

Control cabinet(s):

Control voltage (phase to neutral) 120/60

VA loading - Inrush 2043.0

VA loading - Sealed 232.0

Lighting Circuits:

Voltage/Hertz/Phase 480/60/1

Equipment Listing

Description	Qty	Size (in)
Control and monitoring cabinet - primary	1	24 X 48
Contactors, 30 amperes	6	-
Off/On/Auto switches	1	-

Important Notes:

1. Please confirm that the lighting circuit voltage listed above is accurate for this facility. This is the voltage/phase being connected and utilized at each lighting pole's electrical components enclosure disconnect. Inaccurate voltage/phase can result in additional costs and delays. Contact your Musco sales representative to confirm this item.
2. In a 3 phase design, all 3 phases are to be run to each pole location. Musco's single phase luminaires come pre-wired to utilize all 3 phases across the entire facility.
3. One contactor is required for each circuit at each pole location. Contactors are 3 pole and 100% rated for the published continuous load.
4. If the lighting system will be fed from more than one distribution location, additional equipment may be required. Contact your Musco sales representative.
5. Size overcurrent devices using the full load amps column of the Circuit Summary by Switch chart (Minimum power factor is 0.9). Size conduit per code unless otherwise specified as larger to allow for harness connectors.
6. Avoid use of in-ground junction/pull boxes when possible. If used, the following best practices must be followed:
 - Underground handholes (pull boxes) must be supported to prevent settling. Boxes buried directly in soil, without support, are not allowed.
 - Use polymer concrete lids marked with ELECTRIC for underground handholes. Steel lids are not allowed.
 - Avoid underground connections when possible. If used, all wire connectors must be UL listed for Wet Locations to prevent leakage current.
7. Control power wiring must be in separate conduit from line or load power wiring. Communication cables must be in separate conduit from any power wiring.
8. Test wire per ANSI/NETA ATS-2021. Wires with insulation resistance less than 100 MOhms, in water-filled conduit, must be replaced.
9. Refer to Installation Instructions for more details on equipment information and the installation requirements.

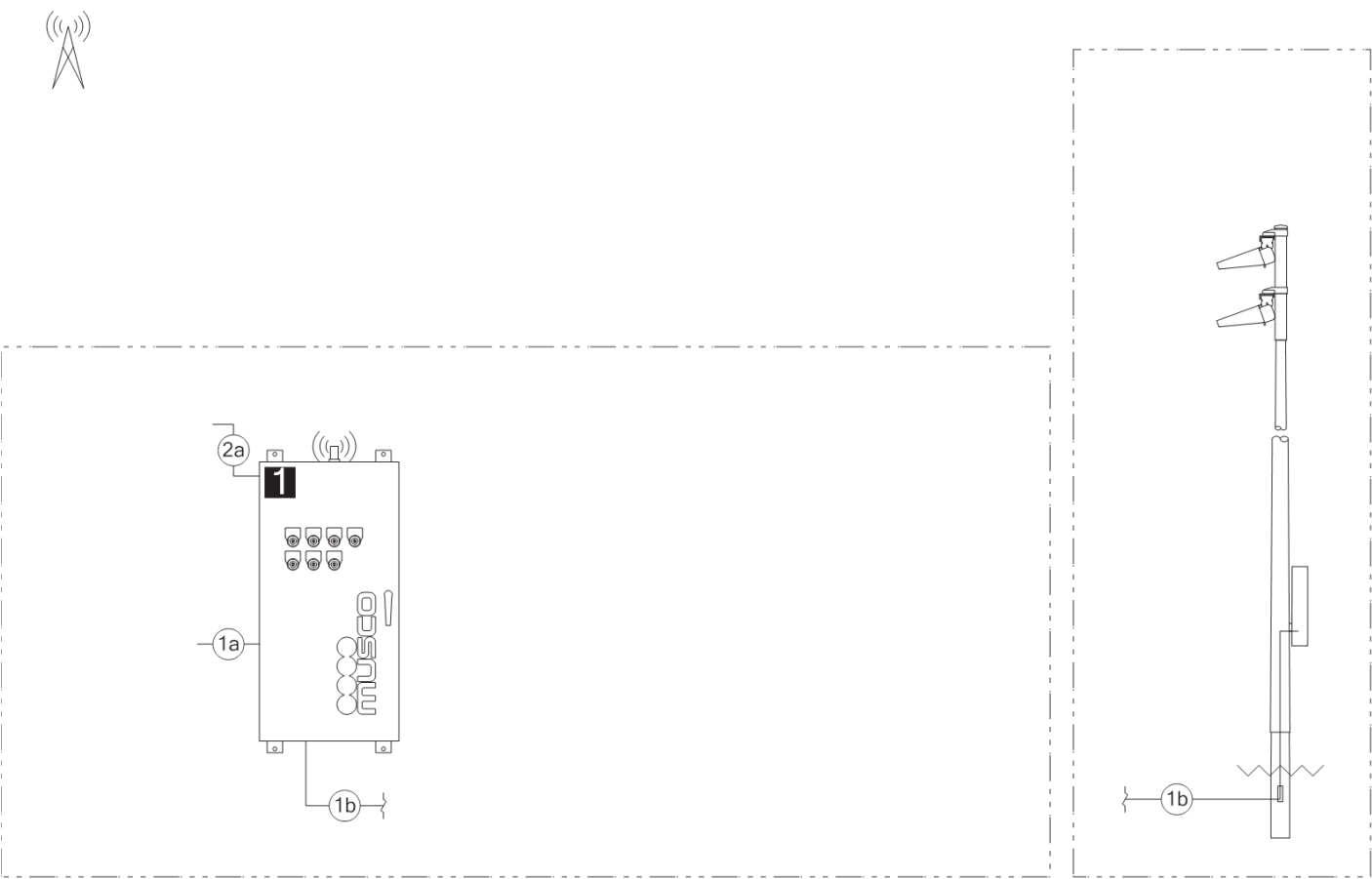
System Requirements: Control System Summary

Project Name: Brainerd Memorial Park Skatepark | Project #: 252783

Control System ID: 1 of 1

Distribution Panel Location/ID: Skatepark

Equipment Layout and Connection Details



Connection Details	
ID	Description
1a	Line power to contactors, and equipment grounding conductor. Requires one circuit per contactor, size wiring per load and voltage drop.
1b	Load power from contactors, and equipment grounding conductor. Requires one circuit per contactor, size wiring per load and voltage drop.
2a	Control power with equipment ground to control cabinet. Requires dedicated 20 A circuit. Provide transformer if control voltage not present.

Equipment	
ID	Description
1	Control and monitoring cabinet - primary

System Requirements: Control System Summary

Project Name: Brainerd Memorial Park Skatepark | Project #: 252783

Control System ID: 1 of 1

Distribution Panel Location/ID: Skatepark

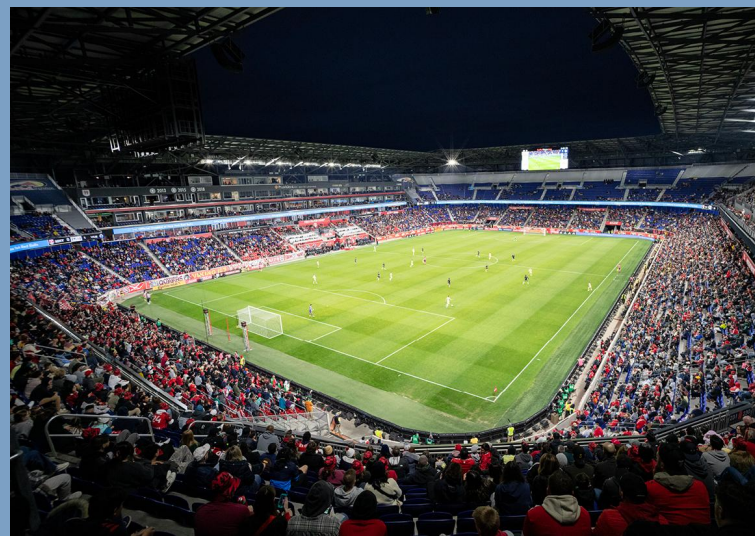
Circuit Summary

Zone Schedule		Switch Location
Field/Zone Description	Zone	
Skatepark	1	Cabinet 1

Control Module ID: 1

Lighting Circuit Voltage: 480/60/1

Circuit Summary by Switch							
Switch	Zone Description	Pole ID	Qty of Fixtures	Full load amperes	Contactor Size (Amps)	Cabinet #	Contactor ID
1	Skatepark	P1	3	4.17	30	1	C1
	Skatepark	P2	3	4.17	30	1	C2
	Skatepark	P3	3	4.17	30	1	C3
	Skatepark	P4	3	4.17	30	1	C4
	Skatepark	P5	3	4.17	30	1	C5
	Skatepark	P6	3	4.17	30	1	C6



Sports Illustrated Stadium, Harrison, New Jersey, USA



UBS Arena, Elmont, New York, USA



Iowa Women of Achievement Bridge, Des Moines, Iowa, USA



Tottenham Hotspur FC Training Ground, Tottenham, London, UK

Brainerd Memorial Park Skatepark

Sales Representative: Brock Carstens · Designed By: Colin Baldwin · Design No.: 252783A · March 12, 2026

Brainerd Memorial Park Skatepark

LIGHTING SYSTEM

Structure/Fixture Summary						
Structure ID	Structure Height	Fixt. Attachment Ht.	Fixture Qty	Fixture Type	Load	Circuit
P1-P6	50'	50'	3	TLC-LED-550	1.62 kW	A
6			18		9.72 kW	

Circuit Summary			
Circuit	Description	Load	Fixture Qty
A		9.72 kW	18

Fixture Type Summary								
Type	Circuit	Source	Wattage	Lumens	L90	L80	L70	Quantity
TLC-LED-550	A	LED 5700K - 75 CRI	540W	67,000	>120,000	>120,000	>120,000	18

Single Fixture Amperage Draw Chart								
Driver Specifications (.90 min power factor)			Line Amperage Per Fixture (max draw)					
Single Phase Voltage			208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	480 (60)
TLC-LED-550			3.2	3.0	2.8	2.4	1.9	1.4

Light Level Summary

Calculation Grid Summary								
Grid Name	Calculation Metric	Illumination Ave					Circuits	Fixture Qty
		Ave	Min	Max	Max/Min	Ave/Min		
Skatepark	Horizontal	20.39	9	34	3.70	2.24	A	18

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions.

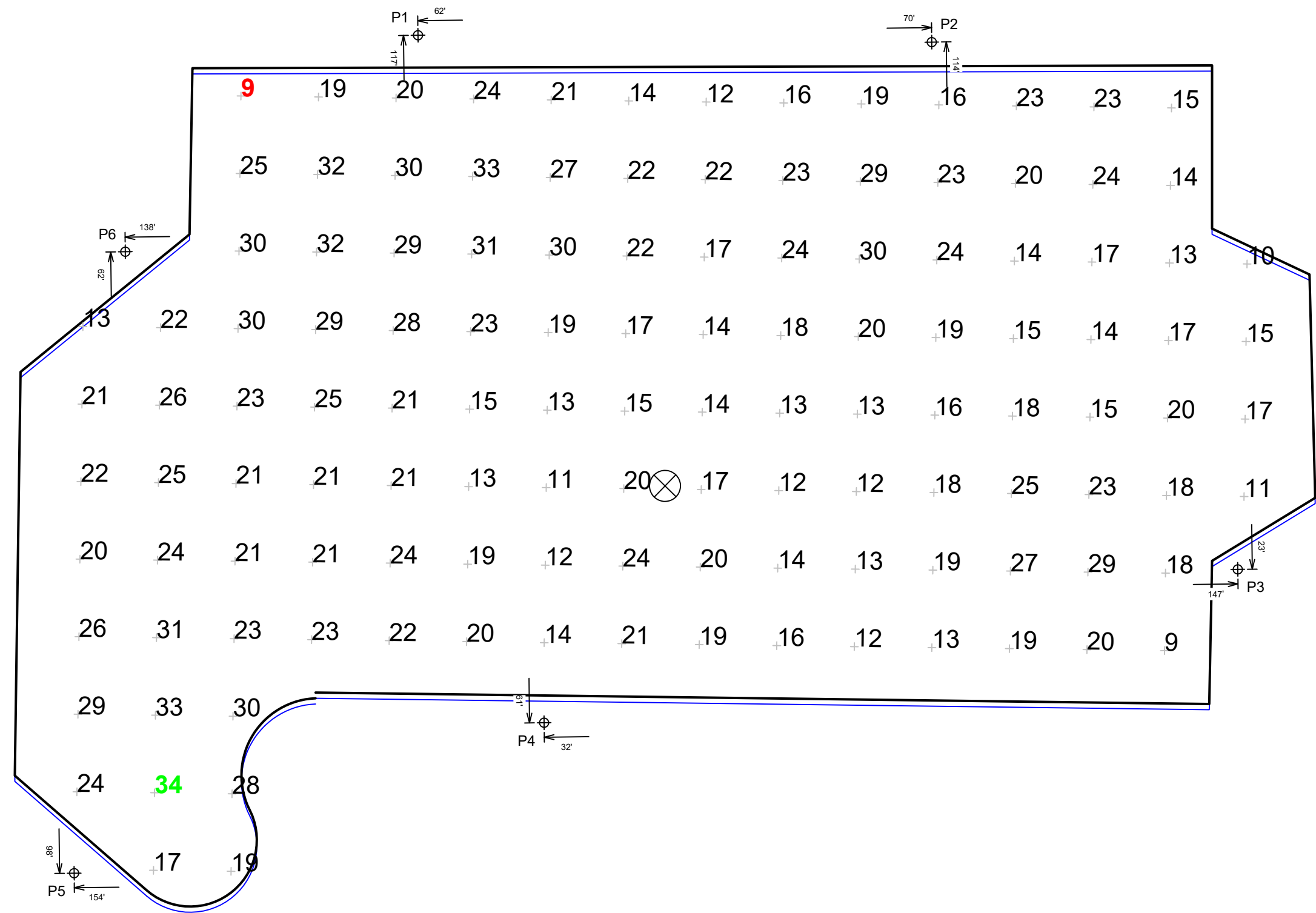
Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Equipment List For Areas Shown								
Structure				Fixtures				
QTY	STRUCTURE ID	SIZE	GRADE ELEVATION	ABOVE FIELD LEVEL	FIXTURE TYPE	QTY/POLE	THIS GRID	OTHER GRIDS
6	P1-P6	50'	-	50'	TLC-LED-550	3	3	0
6	Totals					18	18	0

Above Field Level is height of fixtures above area shown



Brainerd Memorial Park Skatepark

Grid Summary	
Name:	Skatepark
Size:	339' x 212'
Spacing:	20.0' x 20.0'
Height:	3.0' above grade

Illumination Summary	
	MAINTAINED HORIZONTAL FOOTCANDLES
Entire Grid	
Guaranteed Average:	20
Scan Average:	20.39
Maximum:	34
Minimum:	9
Avg/Min:	2.24
Guaranteed Max/Min:	4
Max/Min:	3.70
UG (adjacent pts):	2.72
CU:	0.85
No. of Points:	126
FIXTURE INFORMATION	
Applied Circuits:	A
No. of Fixtures:	18
Total Load:	9.72 kW

Guaranteed Performance: The ILLUMINATION described above is guaranteed per your Musco Warranty document.

Field Measurements: Individual field measurements may vary from computer-calculated predictions.

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.



Brainerd Memorial Park Skatepark

Equipment Layout

INCLUDES:
· Skatepark

Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

Installation Requirements: Results assume ± 3% nominal voltage at line side of the driver and structures located within 3 feet (1m) of design locations.

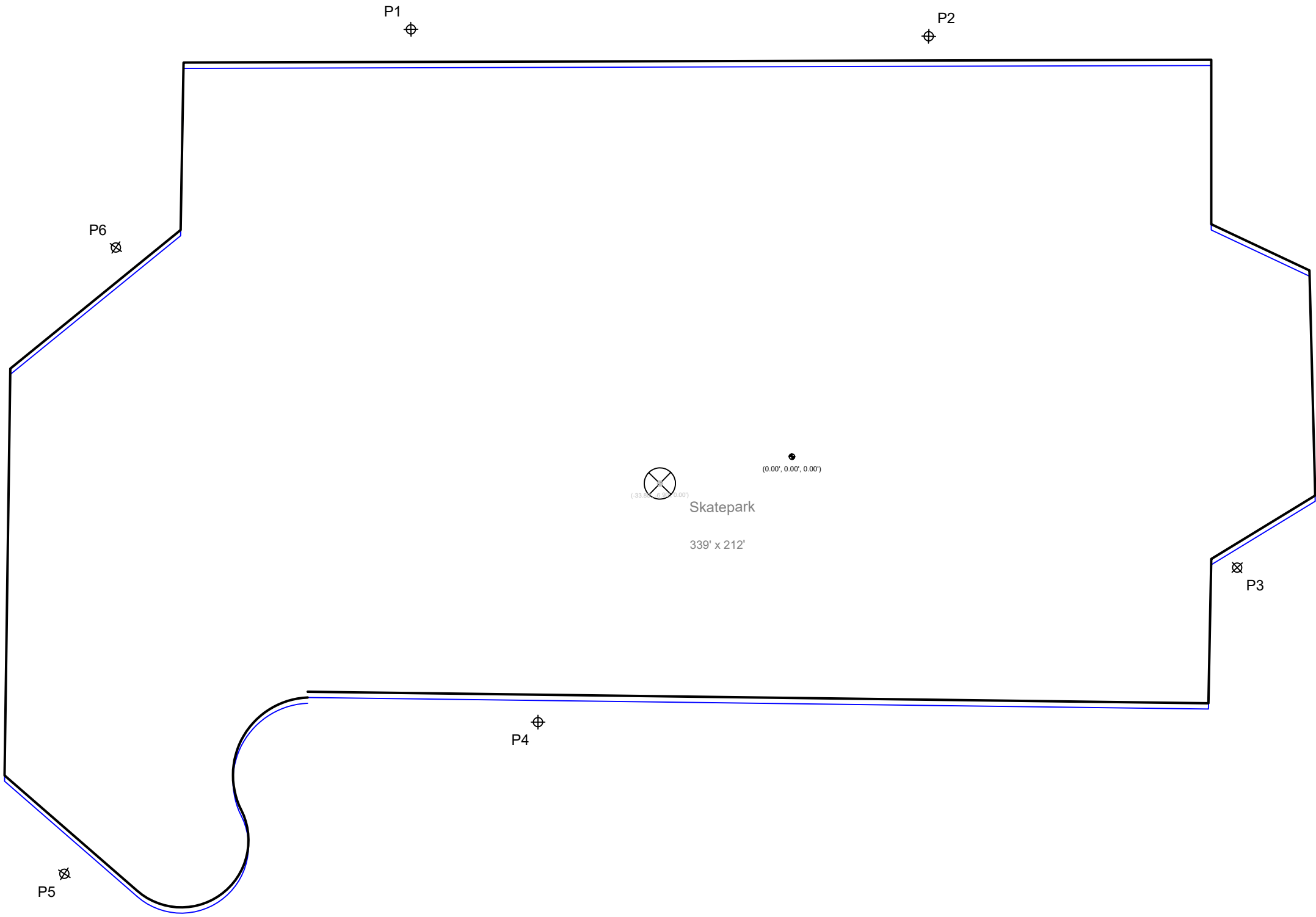
Equipment List For Areas Shown

Structure				Fixtures		
QTY	STRUCTURE ID	SIZE	GLOBAL ELEVATION	ABOVE GLOBAL LEVEL	FIXTURE TYPE	QTY/POLE
6	P1-P6	50'	-	50'	TLC-LED-550	3
6	Totals					18

Above Global Level is height of fixtures above design (0,0,0)

Single Fixture Amperage Draw Chart

Driver Specifications (.90 min power factor)	Line Amperage Per Fixture (max draw)						
	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
Single Phase Voltage	208 (60)	220 (60)	240 (60)	277 (60)	347 (60)	380 (60)	480 (60)
TLC-LED-550	3.2	3.0	2.8	2.4	1.9	1.8	1.4



Special Appropriation Application for Construction Projects

Application Cover Sheet

Project Name:

Project Address or Location:

County Where Project Is:

Applicant/Grantee:

Project Contact Person:

Title:

Address:

City: MN Zip

Phone:

E-Mail Address:

Minnesota SWIFT Vendor number:

Mailing Address Assigned by SWIFT:

Grantee Type: Statutory City, Home Rule Charter City or Other (if other indicate type):

NOTE: DEED will not provide funds to a title company or any other entity on behalf of the grantee. Funds will be provided directly to the grantee, preferably into a separate account that is created for the project.

Legislative Authorization

Legislative Citation that Authorizes Project: (Chapter #, Article #, section, subdivision):

Legislative Language: (Paste full legislative language below or attach as a separate item):

Project Narrative

Please provide a thorough narrative overview of the project. Include steps necessary for implementation, background and description of the work to be performed.

Include any work that may have already been performed such as land acquisition, pre-design or design, or other aspects of a larger or phased project.

Note: If construction has already started, inform DEED immediately.

Each Special Appropriation project is unique and has different compliance areas. A detailed narrative is required as DEED can best assist with compliance and project success when it has a solid understanding of the project. Make sure that all elements and activities that are outlined in the legislation are accounted for in the narrative. Renderings or diagrams may be submitted as attachments to assist in describing the project.

Attach any community talking points or promotional information, background or application and/or information that was provided to the Legislature and the Minnesota Office of Management and Budget staff that outlined the project.

Provide Narrative Here:

Ownership and Usage

Answer all questions below. If the question is not applicable, state such and why

Who is the current owner of the project's footprint:

Who is the current owner of the project (building, structure or facility), if not new construction:

How will ownership be transferred to the applying entity if the applying entity does not yet own the footprint, building, structure, or facility:

Who will operate and maintain the property or facility (project) after project completion:

Will there be any other user groups (have set aside time) or tenants of the facility other than the owner: (Yes/No):

If so, will any of these tenants be frequent users or already have a lease/use agreement (Yes/No):
If unsure, please contact DEED

If so, name the user groups or tenants and how they would use the completed project:

Will the project involve executing a naming rights agreement with any entity (Yes/No):

Will any advertising be sold that will be displayed at the project site (Yes/No):
If Yes – Describe what kinds of advertising will be sold:

Describe who will own, operate and maintain the property and/or facility after project completion:

Has the project started (Yes/No):

Questions

1. If applicable, do any aspects of the project have historical significance? If so, which historical organizations will be consulted or need to approve any of the plans for improvements or demolition of or to any building? If so, please outline how these organizations will be involved. If they will not be involved, or their participation is not applicable, please outline why:
2. Attach a map of the city with the location of the project indicated on the map:
3. Attach engineering and/or architectural total project cost estimate documents. If not available, how do we know the projected costs are professionally estimated:
4. What is the useful life of the project after completion? *Note that the pending grant agreement and public ownership of the project will need to be maintained for 125% of the useful life of the project. So, for example, a project with a useful life of 30 years will have a grant agreement in effect for 37.5 years and need to be owned for the same amount of time. Any sale or any change of use not outlined in the enabling legislation would trigger repayment of a pro-rata share of grant funds back to the state.* Years
5. Does your organization have the capacity to float costs for a month or more before your organization is reimbursed by DEED:
6. Is your organization exploring the possibility of soliciting a design build or a construction manager at risk contract to construct the project:
7. Does your organization plan to contract with a non-profit consultant and use DEED funds to pay or assist in paying that consultant? *If yes, DEED will need evidence that the consultant was procured following state and local law.*

Project Budget

Proposed activities must match up with legislative language and should include all costs required to complete the project. Complete Tables 1 and 2 below. **Before completing, read the instructions provided. Both contain samples for guidance.**

Table 1

For the Project Activities Column: List separately the components of the project that are eligible items: Capital costs and/or costs assigned in the legislative appropriation. Examples would be predesign, design, and construction elements. List all non-eligible items that are needed for the project as a separate line item. Add rows to the table for more costs as needed.

For Other Funds: Provide the dollar amount for any other funds (non-DEED), if applicable, that are estimated to be needed to complete the project.

Total Itemized Projected Costs: Make sure that all costs total correctly.

Table 1 – Budget Outline

Sample

Project Activities	DEED/SPAP Funds	Other Funds	Total Itemized Projected Costs
Predesign (Eligible for DEED only if identified in legislation)	\$4,000	\$4,000	\$8,000
Design (Eligible for DEED only if identified in legislation)	\$10,000	\$10,000	\$20,000
Site Preparation (Eligible for DEED only if identified in legislation)		\$10,000	\$10,000
Construction (sub categories below)	\$370,000	\$373,000	\$743,000
Ramps and skateboarding Infrastructure	\$145,000	\$145,000	\$290,000
Public Restrooms	\$75,000	\$75,000	\$150,000
Drinking Fountain		\$3,000	\$3,000
Shade Canopy	\$150,000	\$150,000	\$300,000
Other (name)			
Other (name)			
Demolition (only if identified in legislation)		\$10,000	\$10,000
Non-Profit Consultant (up to 4%)	\$16,000	\$1,500	\$17,500
Engineering/ Architectural (construction-related, inspection, testing)	\$0	\$25,000	\$25,000
Activities not eligible for grant funds (Any local unit of government work, administration, non- capital costs, feasibility studies, etc.)	\$0	\$45,000	\$45,000
Total Costs	\$400,000	\$478,500	\$878,500

Table 1 – Budget Outline (Line-Item Project Activities Will Account For ALL Activities In the Enabling Legislation)

Project Activities	DEED/SPAP Funds	Other Funds	Total Itemized Projected Cost
Total Costs			

Table 2:

Instructions

Lists all eligible activity items from Table 1 in the first column of Table 2. Eligible items are identified in the legislative language. Lists sources individually, whether those funds are committed, and the dollar amount assigned for each source in the second column. Per the sample below, outline the committed status of funds in the third column. If not yet committed, outline how they will be committed. Attach more comments to outline commitment, if necessary.

Finally, in the fourth column, assign the dollar amount of costs assigned to the source that corresponds with that row. Add rows as necessary.

Table 2 Sample

Eligible Activity from Table 1	Source of Funds from Table 1 above	Funds Committed? Yes or No	Dollars assigned to source
Predesign	DEED/SPAP	Yes – Legislative Appropriation	\$4,000
Predesign	City General Fund	Yes- In current approved city budget	\$4,000
Design	DEED/SPAP	Yes – Legislative Appropriation	\$10,000
Design	City General Fund	Yes- In current approved city budget	\$10,000
Site Preparation	City General Fund	Yes- In current approved city budget	\$10,000
Construction	DEED/SPAP	Yes – Legislative Appropriation	\$370,000
Construction	Lions Club Grant	Yes-Award Letter	\$33,000
Construction	City General Fund	Yes- In current approved city budget	\$340,000
Demolition	City General Fund	Yes – Legislative Appropriation	\$10,000
Non-Profit Consultant	DEED/SPAP	Yes – Legislative Appropriation	\$16,000
Non-Profit Consultant	City General Fund	Yes- In current approved city budget	\$1,500
Project – Related Engineering	City General Fund	Yes- In current approved city budget	\$25,000

City Administration and Other city costs	City General Fund	Yes- In current approved city budget	\$45,000
TOTAL			

Table 2

Eligible Activity from Table 1	Source of Funds from Table 1 above	Funds Committed? Yes or No	Dollars assigned to source
Totals			

Project Timeline

Activity	Finish mm/yy
Site control (if necessary)	
All funding (non-DEED funds) for project secured and in place	
Declaration Recorded or Waiver from MMB secured	
All permits in place	
Project bid process or design build or construction manager at risk contract finalized	
Project started	
Project complete	
Project inspected and operational	

Attachment 1 to application: Local Government Resolution Special Appropriation Application

Applicants must adopt and submit the following resolution. This resolution must be adopted prior to submission of the forms package.

BE IT RESOLVED that _____ (Entity Awarded Grant) act as the legal sponsor for the project contained in _____ (Law appropriating money to the Project) entitled _____ (Name of Project)

BE IT FURTHER RESOLVED that _____ (Entity Awarded Grant) has the legal authority to receive financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the grantee's other funds identified in the development proposal are committed to the project identified.

BE IT FURTHER RESOLVED that _____ (Entity Awarded Grant) has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its development proposal by the state, _____ (Entity Awarded Grant) may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that _____ (Entity Awarded Grant) certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

BE IT FURTHER RESOLVED that the non-DEED source(s) of funds identified in the sources and uses outline in the application total the amount of \$ _____ and are committed and adequate to fully fund or provide the other funds for the project identified in the application.

BE IT FURTHER RESOLVED that any source(s) of the Applicant's fund(s) to fully fund the project shall be from the _____ account which has an adequate amount of funds to cover the commitment.

NOW, THEREFORE BE IT RESOLVED that _____ (Title of Authorized Official) is hereby authorized to execute such agreements as are necessary to implement the project(s) on behalf of the _____ (Entity Awarded Grant). *Note: Do not include the proper name, only the title of the official.* **Pursuant to M.S. § 412.201, Statutory Cities must authorize both the Mayor and Clerk to execute all contracts.**

I CERTIFY THAT the above resolution was adopted by the _____ (City Council, County Board, etc.) of _____ (Applicant) on _____ (Date)

SIGNED:

(Authorized Official)

(Title)

(Date)

WITNESSED:

(Signature)

(Title)

(Date)

(Check the appropriate box for the Real Property and, if applicable, for the Facility.)

Ownership Interest in the Real Property.

- ☐ Fee simple ownership of the Real Property.
- ☐ A Real Property/Facility Lease for the Real Property that complies with the requirements contained in Section 2.06.
(If the term of the Real Property/Facility Lease is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: _____.)
- ☐ An easement for the Real Property that complies with the requirements contained in Section 2.06.
(If the term of the easement is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: _____.)

Ownership Interest in, if applicable, the Facility.

- ☐ Fee simple ownership of the Facility.
- ☐ A Real Property/Facility Lease for the Facility that complies with all of the requirements contained in Section 2.06.
(If the term of the Real Property/Facility Lease is for a term authorized by a Minnesota statute, rule or session law, then insert the citation: _____.)
- ☐ Not applicable because there is no Facility.

Attachment 2 to Application: Legal Description

Provide the legal description only for the public land footprint on which the property or facility is located.

Attachment 3 to Application: Conflict of Interest Disclosure
(To be completed by Mayor, Board Chair, or Equivalent)



Conflict of Interest Disclosure

State of Minnesota
Request for Proposals

Instructions: Please return your completed form as part of the Response submittal.

Conflict of Interest Disclosure Form

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Grants Policy 08-01 Conflict of Interest Policy for State Grant-Making \(August 2020 Effective Date 1/1/21\)](#) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict-of-interest disclosure form.

☐ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. *(Please describe below):*

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name:

Signature:

Organization or Local Unit of Government Name:

Date:



Brainerd Memorial Skatepark

Proposal for a Non Profit Consultant

02.04.2026

CITY of SKATE

cityofskate.org

Introduction

City of Skate: “World-Class Skateparks for All”.

As a Minnesota nonprofit organization, City of Skate has been actively involved in advocating, advising, and leading the development of high-quality public skateparks for over a decade. Minnesota has a thriving skateboard community that necessitates the support of our public entities to facilitate access to public skateparks for the physical and mental well-being of our youth and citizens. City of Skate firmly believes that all communities should have access to quality public skateparks, and we are dedicated to collaborating with all relevant stakeholders to achieve this objective.

1.0 Methods Work Plan

1.1 Project Understanding

- City of Skate, as a non-profit advocacy organization, has closely monitored the progress of the Lakes Area Skatepark organization during this decade to establish a quality regional skatepark in the Brainerd area. We are keenly aware of the various efforts and stages of the work undertaken by the municipality and your local recreation advocates. Our primary objective for your Lakes Area community is to help ensure that the final project is of the highest quality, utilizing the available resources and collaborating with reputable professional firms.

1.2 Objectives Deliverables

- **Design and Build:** City of Skate will provide independent input plus review, to work toward a design/build and best value bid/award process to establish a regional public skatepark at Memorial Park. We will collaborate with the City of Brainerd Parks and their preferred design/construction skatepark firm to achieve the highest quality outcome.

- **Promotion:** City of Skate will enhance the awareness and outreach of the Brainerd Memorial Regional Skatepark to local and Minnesota municipalities, as well as the skateboard, bmx, and rolling communities. We will promote the skatepark as a regional destination for recreation and tourism. Help relay public information on the progress and operation of the facility.

- **Advice on Best Practices:** City of Skate will provide guidance on optimal design/build, programming and operational strategies for the Memorial Skatepark.

1.3 Field Methods/Work Plan

Design/Build Bid Documents: Independent input toward the final design, suggestions for bid documents, and independent evaluation of submitted bid(s) for the best value awarding of the construction contract. Relay our knowledge of key firms within the skatepark design/build industry.

Build and Construction: Available for consultation along with relaying project progress via social media channels.

Grand Opening: Design and produce a Brainerd Memorial Skatepark skateboard graphic for use on a commemorative Memorial Skatepark Grand Opening skateboard deck to be part of a 20 complete skateboards giveaway to Lakes Area youth. (Value: \$3,000) Assist in the grand opening program and publicity.

Post-Opening. Ongoing: Continued presence on COS website as a Minnesota Public Skatepark amenity, COS social media promotion, advice and promotion of programming along with Brainerd Memorial Skatepark news.

1.4 Goal

Complete a Regional Public Skatepark Facility: Construct a comprehensive regional public skatepark facility at Memorial Park, making it one of the largest in Minnesota. Promote Brainerd Memorial Skatepark as a regional, Minnesota recreational amenity.

2.0 Qualifications and Experience

2.1 Background City of Skate has been functioning as an organization for a decade working diligently to develop and implement quality public skateparks across Minnesota.

- COS has been recognized by The Skateboard Project (The Tony Hawk Foundation) for our statewide advocacy work and was also awarded their largest skatepark grant in 2018.
- Acknowledged by USA Skateboarding for our public skatepark initiatives and work.
- City of Skate has been involved in partnership on the completion of 5 custom concrete skateparks, 4 Pop Up skateparks and has assisted in the concept, design work of 12+ MN skatepark projects.

2.2 Experience

- 2022-2025 Consulted on Technical Advisory Committee for the design/build of Painter, Folwell and Central Gym Skateparks for Minneapolis Parks and Recreation Board. Working with Design/Build teams from New Line, Hunger & Hardcore Skateparks.
- 2018-2021 - Elliot Park Skate Plaza Conceived project, initiated concept, design, public plus private funding and build of \$700,000+ skatepark in Minneapolis. Hired and funded design team and helped oversee the daily build of the skate plaza. Design/build by CA/Hardcore Skateparks.
- 2016-2020 - Worked with X Games Minneapolis to promote Minnesota Skateboarding. Received \$40,000 grant from ESPN/X Games toward the concept/design/build documents for Elliot Skate Plaza in Minneapolis.
- 2013-2018 - Initiated, consulted, and assisted on community engagement on a Citywide Skate Park Plan (2013-2018) that adopted and approved 22 new skateboard spaces within the Minneapolis Park and Recreation Board system.
- Collaborated on many community outreach and surveys on skatepark development. Generated over 1300 survey respondents for the MPRB Skate Park Activity Plan survey.
- 2021-2022 - Consulted the City of Minnetonka and Minnetonka Parks on site and procurement of a planned new community skatepark.
- 2021 - Successfully worked with the City of Minneapolis in the changing of zoning code to include public skateparks as a permitted obstruction within front and side yard setbacks of public parks.
- 2 Pop Up Skateparks co-funded and built with St. Paul Parks at Palace Community Center (2018-2023) and Dayton's Bluff Recreation Center (2023).
- Assisted and consulted St. Louis Park, Minneapolis and Richfield on securing \$950,000 of Hennepin County Youth Sports Grants for their public skatepark builds.
- 2023 - City of Skate featured in the Palgrave Macmillan published book "Skateboarding Power and Change" by Indigo Willing and Anthony Pappalardo.
- Worked with the Mississippi Watershed Management Organization via their funding grants on stormwater management designs and builds at both Elliot Park and Juxtaposition Arts skateboard spaces. Each project received grants of \$50,000.
- 2019 Co-led the design/build of the Juxtaposition Skateable Art Plaza.
- City of Skate has consulted numerous (20+) MN community-led public skatepark advocacy groups on the process for new, quality skateparks.

2.3 Personal and Resources

- **Paul Forsline**, President of City of Skate, serves as Executive Director - Co-founder COS - Member of a number of MPRB skateboard/skatepark technical advisory committees - Experience in writing skatepark build bid documents. - CD/CAD skatepark experience - Project co-lead on the completion of 2 concrete skateparks and 2 Pop Up Skateparks - Guest lecturer on skateboarding and public skateparks at the University of Minnesota, Twin Cities, Urban Studies & Geography Dept. - Father of two lifelong skateboarders.
- **Sam Glover**, City of Skate [website](#) development and strategy.
- **Barrett Haroldson**, [City of Skate Design, Graphics and Creative Direction](#).
- **City of Skate Board of Directors** serve as active members with skill sets that serve expertise in quality public skateparks. [Witt Siasoco](#), Community Based Artist - [Mark Rivard](#), Skateboard Art Educator, Rivard Art Education - [Scott Oreschnick](#), Owner Operator [Cal Surf](#) Skateboard/Snowboard Shop - [Matt Von Ende](#), Urban Ventures Organization, Facilities & IT
- City of Skate maintains a strong connection and awareness amongst the Minnesota skate community and Minnesota skateboard shops.
- City of Skate has knowledge and project experience within the evolving worldwide skatepark design/build industry past and present.
- City of Skate Social Followers - [Instagram 4400](#) - [FB 1200](#) - X [2200](#) - [YouTube 3338\(views\)](#)

***Consulting Fee \$30,000**

Project Billing: 35% at completion of design/build bid package for Brainerd Memorial Skatepark, 40% on approved signed contract with design/build firm, 25% at completion of Grand Opening.

3.0 MINNESOTA Non Profit 501(c)(3)

As a Minnesota non profit we will continue to seek additional funding and resources to achieve the highest quality completed skatepark facility for the City of Rochester and your skateboard, all-wheel community at Silver Lake Park.

City of Skate

3509 IRVING AVE. S. #A

Minneapolis, MN 55408 *Established May 2014.

3.1 Signatures

City of Brainerd, MN

Nick Broyles, City Administrator

Date _____

City of Brainerd, MN

Dave Badeaux, Mayor

Date _____

City of Skate

Paul Forsline, Executive Director

Paul Forsline

Date 02/04/2025



Park Board Agenda Request

MEETING DATE: March 24, 2026

TITLE OF ITEM: Award Proposal for Lions Park Sidewalk

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

Staff solicited proposals from two vendors for the new proposed sidewalk in Lions Park at Buffalo Hills. Based on the direction received by Park Board, staff prepared a request for approximately 1,300 square feet of sidewalk. One proposal was received from Lind Masonry in the amount of \$7.50 per square foot.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Per the February Park Board meeting, staff was estimating this work to be approximately \$10,000. Based on the proposal received, the cost would be \$9,832.50 but final costs would be based on actual field measurements.

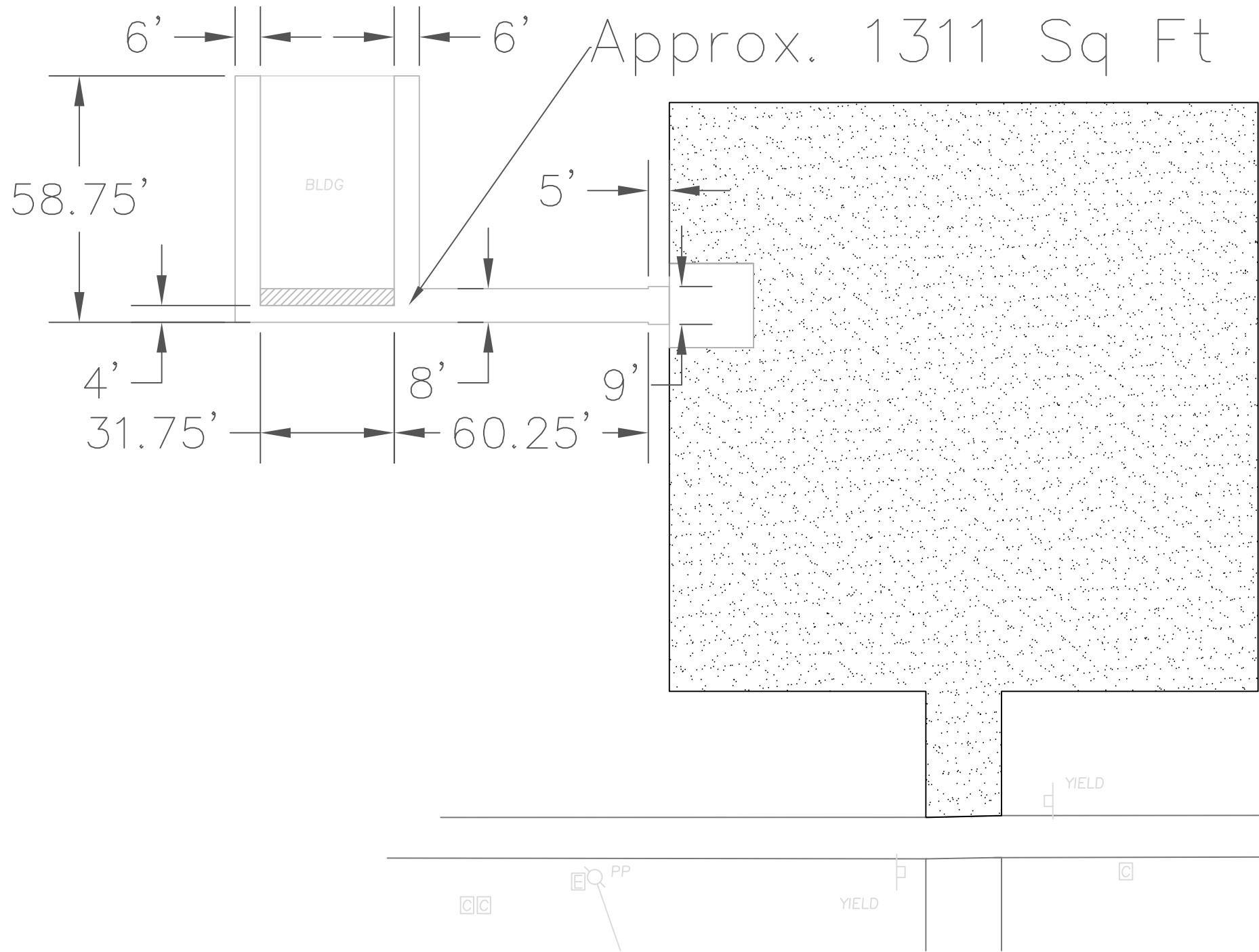
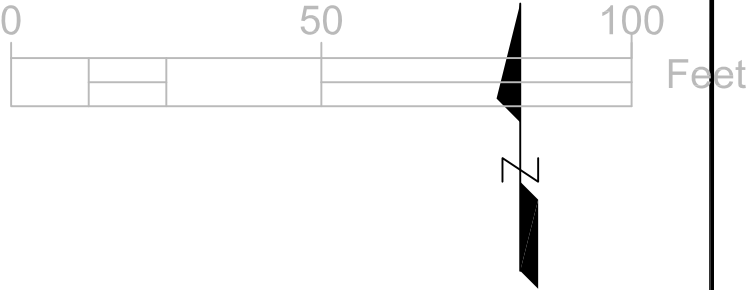
RECOMMENDED ACTION/MOTION

Motion to approve the proposal from Lind Masonry in the amount of \$7.50 per square foot for the new proposed sidewalk in Lions Park.

FINANCIAL IMPACT

Estimated \$9,832.50

BUFFALO HILLS/LIONS PARK - SIDEWALK

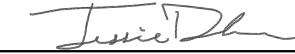


REV. #	DATE	



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 02/25/2026
JESSIE DEHN, P.E. License No. 57747

Lind Masonry And Construction
2523 River Glen Lane SW
Pillager Mn 56473
Ph#218-232-8743

Lic#BC774073

QUOTE

City of Brainerd Parks and Recreation
Side walks
Brainerd MN

Quote # 0000744

Quote Date 03/04/2026

Item	Description	Unit Price	Quantity	Amount
	Lions Buffalo Hills project. \$7.50 per sq ft.			
		Subtotal		0.00
		Total		0.00
		Amount Paid		0.00
		Quote		\$0.00



Park Board Agenda Request

MEETING DATE: March 24, 2026

TITLE OF ITEM: 2026 ADA Improvements

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

In the February Park Board meeting, staff presented options to Park Board to consider for annual ADA improvements in the parks. As referenced, there is approximately \$45,000 in funds remaining. Contingent on the action for the proposal received for the Lions Park sidewalk, this amount may be partially encumbered. Per the Park Board request, staff has included a conceptual layout for what a sidewalk between Memorial Park softball fields 1 & 2 could look like without impacting adjacent trees.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Staff is recommending utilization of the remaining funds at Lum Park, laid out as attached. The estimate for this work would be approximately \$33,000. Staff is estimating the sidewalk at Memorial Park to be \$23,500.

RECOMMENDED ACTION/MOTION

Motion to solicit proposals for sidewalk and pedestrian ramps at Lum Park as presented.

FINANCIAL IMPACT

N/A







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.

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





Park Board Agenda Request

MEETING DATE: March 24, 2026

TITLE OF ITEM: Discussion of New Memorial Bench Company

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

Staff is currently purchasing memorial benches through MWP Recreation. Staff have identified several concerns with the current vendor, including a noticeable decline in product quality compared to previous orders, fulfillment issues such as missing or incorrect orders, and inconsistencies in overall service.

These challenges have prompted staff to evaluate alternative vendors and explore improvements to the memorial bench program to better serve the community and streamline operations.

1) Exploration of Alternative Vendors

- Review of options through St. Croix Recreation and Premier Polysteel
- Comparison of materials, durability, warranty and long-term maintenance
- Consideration of recycled plastic vs. coated steel options

2) Accessibility & Design Improvements

- Inclusion of armrests on benches to improve accessibility for older adults and individuals with mobility challenges
- Evaluation of bench styles that meet ADA-friendly and inclusive design standards

3) Operational Efficiency

Interest in ordering benches in bulk to:

- Reduce ordering frequency and administrative time
- Ensure availability for immediate placement

4) Memorial Program Enhancement

- Selection of benches with integrated plaque areas
- Opportunity to partner with local businesses for plaque production and engraving
- Ability to keep benches in stock while customizing plaques as requests are received

5) Inventory & Placement Strategy

- Establishing a small inventory of benches for quicker turnaround

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Staff is seeking direction from the Park Board on:

- 1) Whether to move forward with transitioning away from MWP Recreation
- 2) Preferred vendor(s) and bench styles (St. Croix Recreation vs. Premier Polysteel or other options)
- 3) Approval to explore bulk purchasing and maintain a small inventory of benches
- 4) Incorporating accessibility features (armrests) as a standard
- 5) Utilizing local vendors for plaque production

RECOMMENDED ACTION/MOTION

Staff recommends direction from the Park Board on alternative options.

FINANCIAL IMPACT

N/A

Memorial Program

St. Croix Recreation offers durable and attractive products that can be used in commemorating the important people in your community! The purpose of this program is to streamline the process of ordering meaningful site amenities for your outdoor spaces while giving you the best value for quality commercial products.

Step #1 Select your product

This is the fun part! We will provide you with catalogs, website links & prices. Look through options of benches, fountains and tables keeping in mind your budget, aesthetics, site & intended function. We can also assist with product information and to answer your questions!

Step #2 Setting up the details

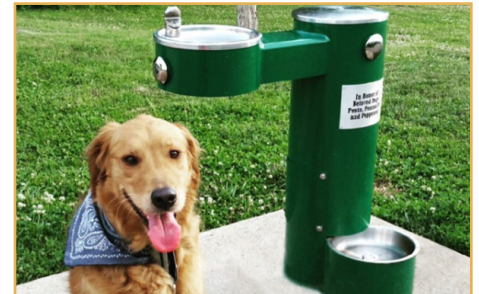
Once the product(s) are established, we will discuss how you wish to set up billing and receiving the product. This can be done in so many ways with the community or city/school being as little or as much involved as they want! Some customers choose to select one option, purchase in bulk and utilize as needed while other customers give us all the details and we work directly with community members. Call us to discuss your options!

Step #3 Promote the Program

Customers can do this through notice boards, websites, social media and in community engagement/ city council meetings - you name it! When someone shows interest, St. Croix Recreation is ready to help with answering questions and providing information (depending on how you wanted the program set up per Step #2). We will keep you informed along the way with all purchases and shipping updates, if applicable - EASY!



Product	Text Options		
	Plaque	Engraved	Cut steel
Bench	X	X	X
Table	X		
Fountain	X		



Our vendors are known for their quality, product design, equipment and leading industry warranties- making the investment a legacy that will last!

Memorial Bench Program – Detailed Options & Cost Comparison

St. Croix Recreation Bench Options

Model B94/CB-6SS from the [Oak Knoll Bench B90 Series](#) **\$ 1,646.00**

- Steel Strap pattern & frame are [Powder coat paint only](#)
- Armrests included on frame
- Cast Metal 6" diameter plaque-2RD only \$274.00
- Attached:
 - Stillwater_North Lowell
 - specs b94_4_6_8_stl_strp.pdf
- Lead time 45-60 days
- **Freight** to Brainerd MN 56401 via Less Than Truckload
 - for quantity (1) \$258.00
 - for quantity (3)/pallet-full \$288.00



Model PWRB/G-6PC from the [Contour Bench WRB Series](#) \$1,336.00 each

- [100% Recycled Plastic](#) color Cedar with [frame Galvanized](#)*
- Concrete screw anchor kit ANC1-6 \$17.00
- Optional armrests \$44.00 each
- Memorial options:
 - [Acrylic laminate plaque](#) \$86.00-\$131.00
 - Engraved lettering
 - \$35.00 set-up per unique line of text on a board/timber
 - [Letters](#) \$6.00 each or Letters Filled with contrast resin \$12.00 each
- Attached:
 - Brooklyn Park_Riverside
 - specs pwrb_4_6_8_recplas (1).pdf
- Lead time 30-45 days
- **Freight** to Brainerd MN 56401 via Less Than Truckload
 - for quantity (1) \$258.00
 - for quantity (3)/pallet-full \$305.00



Oak Knoll Series, Model B94 Surface Mount 4, 6, and 8 Ft. Contour Bench with Steel Strap Seat

**SPECIFICATION
BULLETIN**
#SPC-BC-226
REV. 04-16



*Model B94/CB-6SS Surface Mount Bench
with Black Powder Coat Frames, 6 Ft. long
with Black Powder Coat Steel Strap seat.*

- **Comfortable contour seat design**
- **Frame design include comfortable armrests**
- **Sturdy cast aluminum end frames. Formed and welded steel seat and brace components**
- **Powder Coat frame finish**
- **Powder Coated finish on Steel Strap seat**
- **Easy bolt together assembly**
- **Quality construction throughout**

SPECIFICATIONS:

- **Model B94 Series** end frames are a one-piece molded cast aluminum construction with armrests incorporated into the design.
- Frames shall be supported by a horizontal brace of 1.9" O.D. x 11 ga. wall steel pipe.
- Bench is designed to be permanently surface mounted using 9/16" dia. holes provided in each leg foot for use with anchors (anchors not included).
- **Model B94-4** is a nom. 4 ft. in length.
- **Model B94-6** is a nom. 6 ft. in length.
- **Model B94-8** is a nom. 8 ft. in length.
- **Standard:** Seat is a one piece welded assembly made of 2" wide by 1/8" thick steel straps welded to 2-3/8" dia. x .120" wall steel tubes and 7 ga. end plates. Straps are wrapped around tubes to form a smooth curved outer edge of seat.
- **Standard:** All steel and cast aluminum frame components are finished in Black powder coat (indicated by "/CB" in model no., e.g. B94/CB-4SS).
- **Standard:** Contour seat is finished in Black powder coat (indicated by "/CB" in model no., e.g. B94/CB-4SS).
- All fasteners are provided for assembly.
- **Optional:** Color choices of powder coated finish. For optional colors choices see Specification Bulletin #SPC-CO-001.
- **Optional:** A cast aluminum bolt-on center armrest with matching powder coat finish is available. Order as separate item, AR/CB-10

AVAILABLE OPTIONS

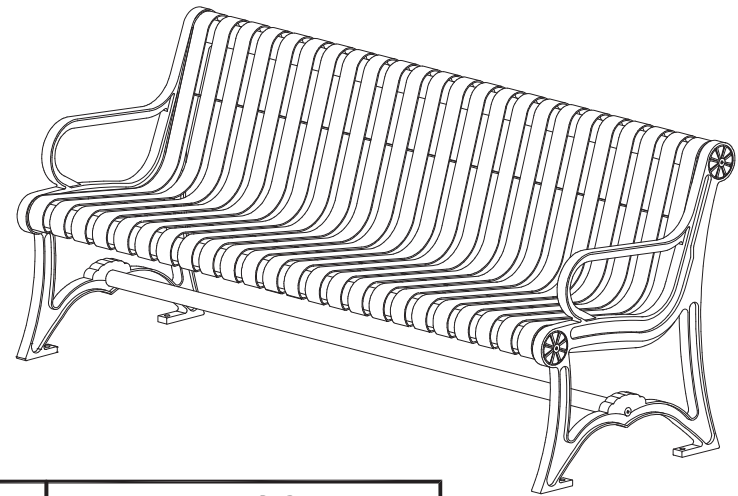
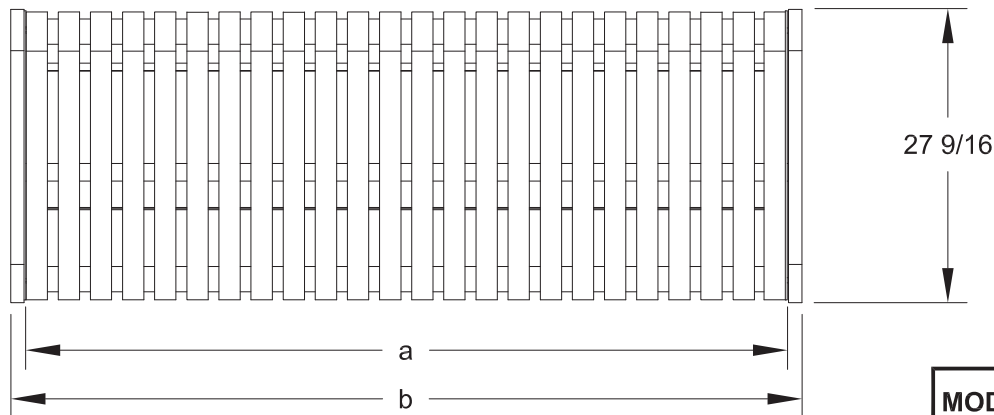
- 4', 6', or 8' models
- Choice of colors of Powder Coat Finish
- Custom plaques
- Armrest

RJ Thomas Mfg. Co., Inc.

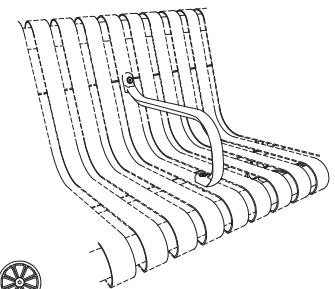
PO Box 946 • Cherokee, IA 51012-0946 • PH: 712-225-5115 • 800-762-5002 • FAX: 712-225-5796

E-mail: pilotrock@rjthomas.com • Web Site: <http://www.pilotrock.com>

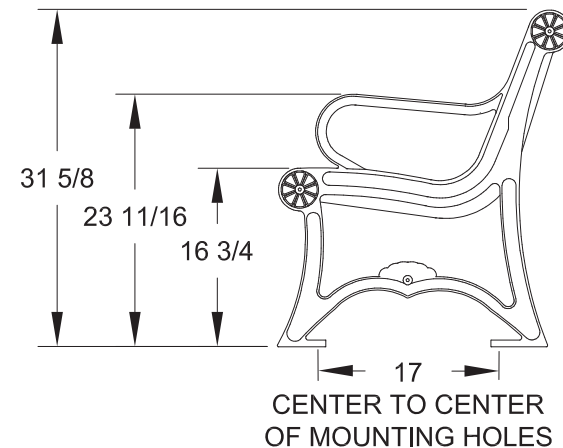
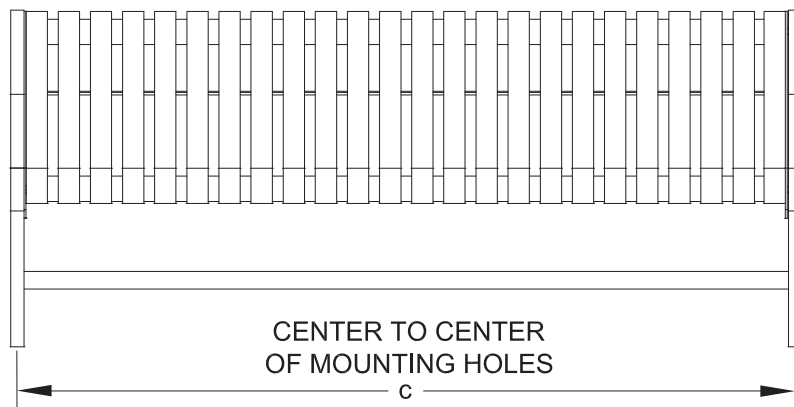
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MODEL NUMBER	DIMENSION		
	a	b	c
B94-4	47 1/2	50 1/4	49
B94-6	71 1/2	74 1/4	73
B94-8	95 1/2	98 1/4	97



OPTIONAL
CENTER
ARMREST
AR-10



ALL DIMENSIONS IN INCHES

RJThomas Mfg. Co., Inc.
P.O. Box 946 • Cherokee, IA 51012-0946

DRAWN BY
WWM

TITLE OAK KNOLL SERIES MODEL B94 4, 6, AND 8 FOOT CONTOUR SURFACE MOUNT
BENCH WITH CAST IRON END FRAMES AND STEEL STRAP SEAT AND BACK

DATE 9-02-08

DWG. NO. **AI-1737**

Model PWRB 4, 6, and 8 Foot Portable or Surface Mount Contour Bench with Recycled Plastic Timbers

**SPECIFICATION
BULLETIN**
#SPC-BC-118
REV. 07-22



Model PWRB3/G-6PC34 6 Ft. Portable/Surface Mount Bench
with three hot dip galvanized frames
and cedar colored recycled plastic 3" x 4" timbers.

- **Sturdy, formed and welded steel construction**
- **Contour design with Bull-nosed top and front timbers**
- **100% Recycled Plastic seat and back timbers with solid color and U.V. stabilizer for ultraviolet protection**
- **Precision drilled plastic timbers**
- **Quality construction throughout**

SPECIFICATIONS:

- **Model PWRB Series** end frames are one-piece welded construction with 2-1/2" x 2-1/2" square steel post. Seat brackets are constructed of 3/8" x 4" A-36 flat steel bar, die-formed for shape and reinforcement, to mount eight 3" x 4" timbers. A welded-on foot of formed 3/8" x 4" A-36 flat steel bar provides two 25/32" holes for anchoring to hard surfaces (anchor bolts not included).
- **Model PWRB-4** is a nom. 4 ft. in length with two (2) frames.
- **Model PWRB3-6** is a nom. 6 ft. in length with three (3) frames.
- **Model PWRB3-8** is a nom. 8 ft. in length with three (3) frames.
- **Standard:** All steel frame components are hot-dip galvanized after fabrication to ASTM-A123 to maintain an average zinc coating of 2.0 oz. per sq. ft. of surface area (indicated by "/G" in model no., e.g. PWRB/G-4PC34).
- **Standard:** Seat is made of 100% Recycled Plastic molded into 3" x 4" nominal sized timbers with solid Cedar color (indicated by "PC" in model no., e.g. PWRB/G-4PC34) formed throughout and a U.V. stabilizer added for ultra-violet protection.
- All fasteners are provided for assembly.
- **Optional:** Color choices of powder coated steel frame components. For optional colors choices see Specification Bulletin #SPC-CO-001.
- **Optional:** Color choices of Recycled Plastic components. For optional colors choices see Specification Bulletin #SPC-CO-001.
- **NOTE:** All contour benches using lumber or recycled plastic seat timbers that include a custom plaque or engraving may use lag bolts to attach the timbers to the bench frame (*instead of carriage bolts*).

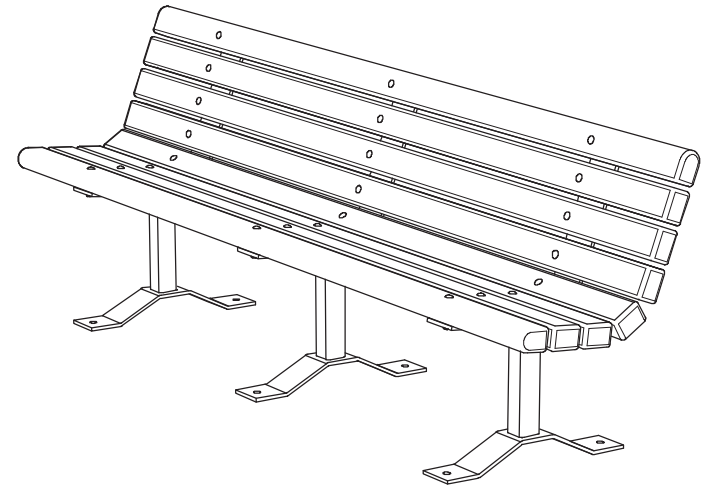
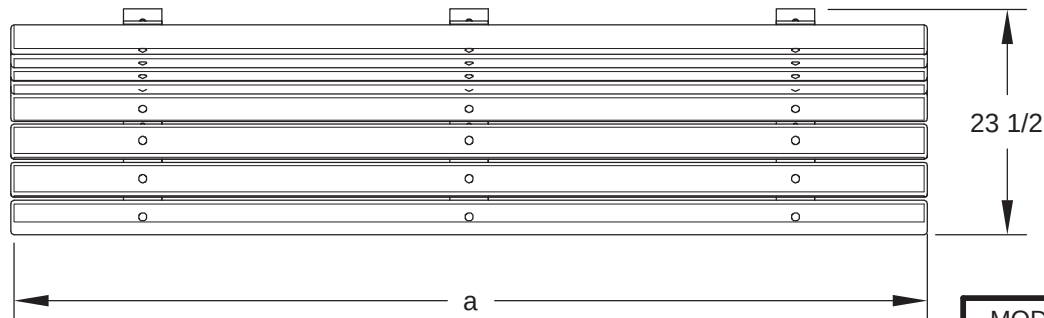
AVAILABLE OPTIONS

4', 6', or 8' models
Powder Coat Finish in choice of colors for steel
frame components
Choice of colors of Recycled Plastic
Custom Routed Lettering and Plaques available (call
for details)
Armrests

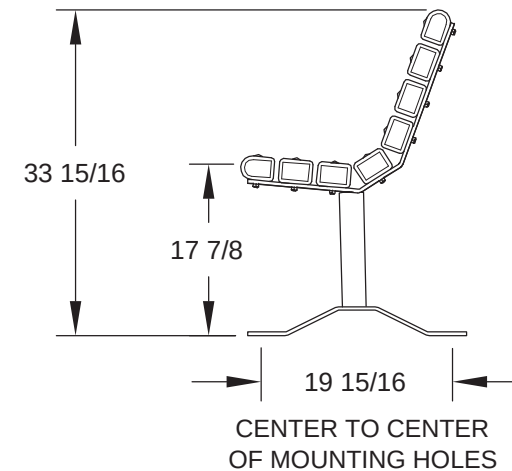
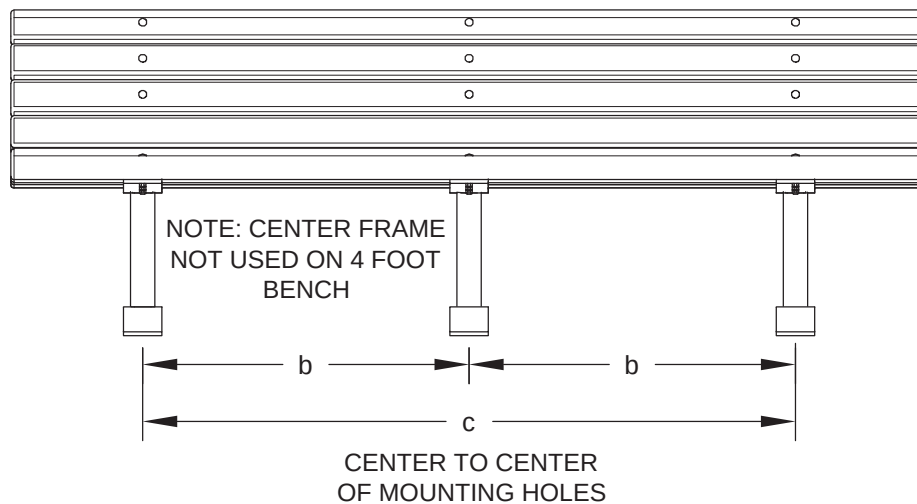
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E-mail: pilotrock@rjthomas.com • Web Site: <https://www.pilotrock.com>

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MODEL NUMBER	DIMENSIONS		
	a	b	c
PWRB-4	47 1/2	N/A	N/A
PWRB3-6	71 1/2	24	48
PWRB3-8	95 1/2	34	68



ALL DIMENSIONS IN INCHES

RJThomas Mfg. Co., Inc.
P.O. Box 946 • Cherokee, IA 51012-0946

DRAWN BY
WWM

TITLE MODEL PWRB 4, 6, AND 8 FOOT PORTABLE/SURFACE MOUNT CONTOUR BENCH
WITH 3" X 4" RECYCLED PLASTIC TIMBERS

DATE 4-14-10

DWG. NO. AI-1657



PREMIER POLYSTEEL

The Best Commercial Outdoor Furniture Available. Period.



Our Products Stand the Test of Time

Over forty years ago we decided to try something new. We have been in the plastisol coated metal business ever since! Our methods have progressed with times. The quality built into our outdoor furniture is far superior than other products on the market. Therefore, product durability and a promise of satisfaction are assured.

The Proven Process

All Premier Polysteel metal products are completely coated with plastisol. The legs included! The result is a product unequaled in strength and durability. The coating protects the outdoor furniture against environmental elements. Plus, it offers a tough surface with excellent wear resistance. You will enjoy a product that will look great for years. The harsh elements have been sealed out. No rusting! Ever! Rust weakens metal and stains the concrete or stone underneath. Premier Polysteel uses plastisol that is compliant with worldwide regulations. UV stability and mold resistance are components of this coating. A variety of styles, sizes, colors, and mounts are available. Only tamper resistant stainless steel hardware is used.

This table (right) was hit by two hurricanes and a tropical storm. It survived three storms and 24/7 exposure to salt water air. It has NO RUST!



The Premier Polysteel Assurance

Premier Polysteel, because of its very high quality standards and superior design and materials, is pleased to provide a twenty year limited warranty on all of its standard products from date of purchase by the original user. Although our limited warranty applies to normal wear and our plastics are very fade resistant, we cannot warrant against natural fading due to sunlight. This warranty is based upon the product being used as per its originally designed purpose, and specifically excludes any failure that is caused by misuse, neglect, accident, or improper maintenance. Premier Polysteel will repair or replace, on a pro-rated basis, all parts which fail to perform under the circumstances outlined above. All freight and installation charges are to be paid by user.



Contact Us Today!

Tim Solum, Territory Sales Representative

Email: Tim@PremierPolysteel.com

Office: 641-324-2750

Mobile: 507-301-1655

Premier Polysteel
PO Box 77
305 Enterprise Drive
Northwood, Iowa 50459

www.premierpolysteel.com

Quote 1396



City of Brainerd
Lisa Asbach
lasbach@ci.brainerd.mn.us
218-454-3423

Premier Polysteel
PO Box 77
Northwood, Iowa 50459
USA
www.premierpolysteel.com
641-324-2750

QUOTED	EXPIRATION
2/13/2026	3/15/2026

BILLING

PAYMENT TERMS
Due Prior to Shipping

SHIPPING

SHIPPING NOTE
Shipping to zip 56401

METHOD
LTL (Less than Truckload)

PRODUCT	PRICE	QTY	UNIT	SUBTOTAL
1 974-3M3-033 6' Grand Contour Expanded Metal Free Standing/Surface Mount Memorial Bench with Back-Hunter Green	\$1,141.00	3	Piece	\$3,423.00

Acceptance of this quote constitutes agreement to the terms listed herein.
To proceed, please sign and return this quote or issue a purchase order referencing this quotation number.

Subtotal	\$3,423.00
Shipping & Handling	\$367.00

Total \$3,790.00

Pricing is valid through the quote expiration date noted above. After this date, prices are subject to change without notice. Payment terms are as listed above; if alternate terms are requested, they must be approved in writing. Lead times are estimated and subject to change based on material availability and production scheduling; confirmed lead times will be provided upon receipt of a purchase order. This quotation is based on the specifications and quantities listed, and any changes may result in price or lead time adjustments. Acceptance of this quote constitutes agreement to the terms listed herein.

All shipments are FOB Northwood, IA. Freight and handling charges are the responsibility of the customer unless otherwise stated. All products manufactured by Premier Polysteel come with a 20-year limited warranty. Orders may be cancelled within 72 hours of acceptance without penalty. Cancellations made after 72 hours may be subject to restocking fees or other charges per company terms. Please contact your Premier Polysteel sales representative with any questions or adjustments needed to this quotation.

6' Grand Contour Expanded Metal Free Standing/Surface Mount Memorial Bench



Quote 1397



City of Brainerd
Lisa Asbach
lasbach@ci.brainerd.mn.us
218-454-3423

Premier Polysteel
PO Box 77
Northwood, Iowa 50459
USA
www.premierpolysteel.com
641-324-2750

QUOTED	EXPIRATION
2/13/2026	3/15/2026

BILLING

PAYMENT TERMS
Due Prior to Shipping

SHIPPING

SHIPPING NOTE
Shipping to zip 56401

METHOD
LTL (Less than Truckload)

PRODUCT		PRICE	QTY	UNIT	SUBTOTAL
1	971-3M3-033	\$1,235.00	3	Piece	\$3,705.00
	6' Grand Contour Laser Free Standing/Surface Mount Memorial Bench with Back-Hunter Green				

Acceptance of this quote constitutes agreement to the terms listed herein.
To proceed, please sign and return this quote or issue a purchase order referencing this quotation number.

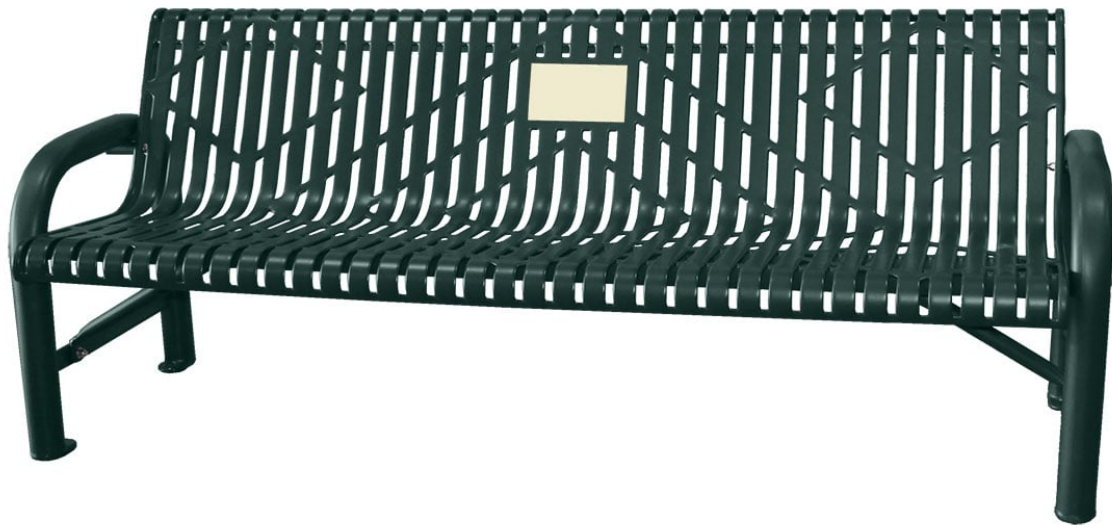
Subtotal	\$3,705.00
Shipping & Handling	\$367.00

Total \$4,072.00

Pricing is valid through the quote expiration date noted above. After this date, prices are subject to change without notice. Payment terms are as listed above; if alternate terms are requested, they must be approved in writing. Lead times are estimated and subject to change based on material availability and production scheduling; confirmed lead times will be provided upon receipt of a purchase order. This quotation is based on the specifications and quantities listed, and any changes may result in price or lead time adjustments. Acceptance of this quote constitutes agreement to the terms listed herein.

All shipments are FOB Northwood, IA. Freight and handling charges are the responsibility of the customer unless otherwise stated. All products manufactured by Premier Polysteel come with a 20-year limited warranty. Orders may be cancelled within 72 hours of acceptance without penalty. Cancellations made after 72 hours may be subject to restocking fees or other charges per company terms. Please contact your Premier Polysteel sales representative with any questions or adjustments needed to this quotation.

6' Contour Memorial Bench Free Standing with Surface Mount Memorial Bench





Park Board Agenda Request

MEETING DATE: March 24, 2026

TITLE OF ITEM: 2026 Tree Plantings Proposals

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 solicited proposals for tree plantings at Memorial Park based on the layout presented at the February Park Board meeting. Two proposals were received, Doucette's Landscaping and Landsburg Nursery.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

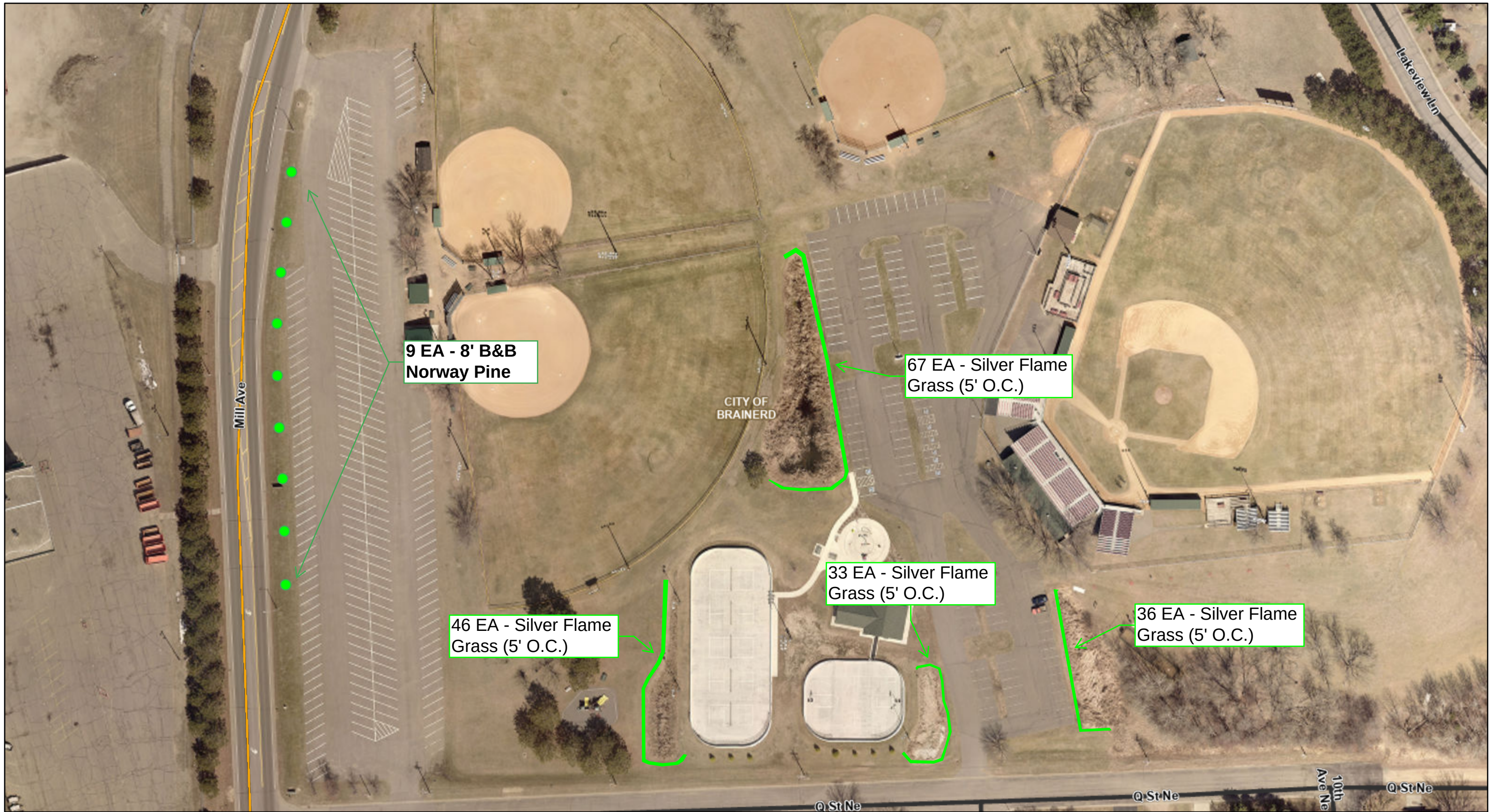
The proposal received from Doucette's Landscaping was the low proposal. Based on the proposals received, the Norway Pines and Silver Flame Grass plantings would total \$17,479. With the amount in the proposal, an additional 5 Norway Pines could be placed along Mill Avenue, with accommodation for space for the park sign and potential 2nd entrance from Mill Avenue.

RECOMMENDED ACTION/MOTION

Motion to approve the proposal from Doucette's Landscaping and to further request and additional 5 Norway Pines along Mill Avenue.

FINANCIAL IMPACT

Estimated \$23,954. Not to exceed budget amount 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.



Date: 2/12/2026 Time: 2:04 PM

City of Brainerd

2026 Brainerd Tree Installation

Form of Proposal



Vendor Name: Doucette's Landscaping

Description	Unit	Unit Price	Total
AUTUMN BLAZE MAPLE – 2" B&B (7)	EACH	1095.00	7,665.00
SIENNA GLEN MAPLE – 2" B&B (3)	EACH	1,095.00	3,285.00
GREENSPIRE LINDEN – 2" B&B (8)	EACH	1,095.00	8,760.00
REDMOND LINDEN – 2" B&B (7)	EACH	1,095.00	7,665.00
8' NORWAY PINE – B&B (9)	EACH	1,295.00	11,655.00
SILVER FLAME GRASS – 1# (182)	EACH	32.00	5,824.00
TOTAL PROPOSAL			\$44,854.00

This proposal dated this 11th day of March, 2026

Signed: [Signature]

Title: President

DOUCETTE'S LANDSCAPING &
CONTRACTING
19043 213TH ST
LITTLE FALLS MN 56345

BID

DATE	ESTIMATE #
2/25/2026	8027
dlc@douceland.com	

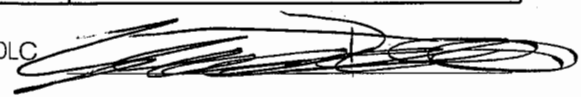
NAME / ADDRESS
BRAINERD 2026 TREE INSTALLATION

THIS BID DOES NOT INCLUDE ANY
MAINTENANCE ON BID ITEMS.
DOES NOT INCLUDE TOPSOIL OR PLACEMENT
OF TOPSOIL.

BID DATE	PROJECT NO.	ROAD NUMBER	COUNTY, CITY	OWNER
3/13/2026			BRAINERD	

ITEM NO.	ITEM DESC. & UNITS	ITEM QTY	UNIT PRICE	TOTAL
TREES	AUTUMN BLAZE - 2" B&B, EACH	7	1,095.00	7,665.00
TREES	SIENNA GLEN MAPLES - 2" B&B, EACH	3	1,095.00	3,285.00
TREES	GREENSPIRE LINDEN - 2" B&B, EACH	8	1,095.00	8,760.00
TREES	REDMOND LINDEN - 2" B&B, EACH	7	1,095.00	7,665.00
TREES	8' NORWAY PINE - B&B, EACH	9	1,295.00	11,655.00
PERENNIAL	SILVER FLAME GRASS - 1#, EACH	182	32.00	5,824.00
THIS BID DOES NOT INCLUDE ANY WARRANTY OR MAINTENANCE. NO TOPSOIL OR PLACEMENT INCLUDED.		TOTAL		\$44,854.00

ACCEPTED BY
SIGNATURE _____

SIGNATURE, DLC 



19043 213TH STREET
LITTLE FALLS, MN 56345

(320) 745-2025
dlc@douceland.com

Responsible Subcontractor Verification

Brainerd ²⁰²⁶ Tree Installation

Project Name

Project Number

I, Steve Doucette, solemnly affirm under oath that I am an owner or officer of Doucette's Landscaping & Contracting Inc. (Subcontractor) and state under oath that:

1. The Subcontractor meets all the minimum criteria established in subdivision 3 of the Minnesota Responsible Contractor Law, Minnesota Statute section 16C.285; and any additional criteria that the contracting authority has included in the definition of responsible contractor in the bidding documents.
2. All lower tier subcontractors that the subcontractor intends to retain have verified to the subcontractor through a signed statement under oath by an owner or officer that they also meet the same minimum criteria, and that they have listed the subcontractors they intend to retain. Subject to the Contractor's right to add subcontractors, those subcontractors are:

- None
- _____
- _____

3. I declare under penalty of perjury that, to the best of my knowledge, everything I have stated in this document is true.

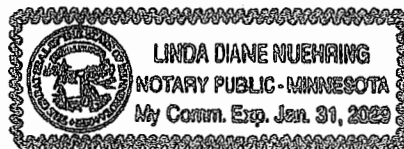
Doucette's Landscaping & Contracting, Inc.

By: [Signature]

Its: President
Owner/Officer

Subscribed and sworn to before me
this 11th day of March, 2026.

Linda Nuehring
Notary Public





TO: **City of Brainerd**
Public Works Dept.
C/O Jessie Dehn
501 Laurel St
Brainerd, MN 56401

FROM: **Sarah B King** Landsburg Landscape Nursery
16460 State Hwy 371
Brainerd, MN 56401

DATE: 03/04/2026

SUBJECT: **Tree Installation**

LLN shall provide the requested plant material (see below), planting soil (20 cubic yards), natural shredded wood mulch (20 cubic yards) and installation labor including initial watering of all plant materials at time of planting.

Memorial Park

Qty 9. B&B 8' -Norway Pine
Qty 182. #1 -Silver Flame Grass

NW 4th St E Blvd.

Qty 3. B&B 2" -Sienna Glen Maple Tree
Qty 6. B&B 2" -Redmond Linden Tree

College Drive Median and Boulevard

Qty 1. B&B 2" -Autumn Blaze Maple Tree
Qty 1. B&B 2" -Redmond Linden Tree
Qty 3. B&B 2" -Greenspire Linden Tree

Evergreen Ave S Blvd.

Qty 5. B&B 2" -Greenspire Linden Tree
Qty 6. B&B 2" -Autumn Blaze Maple Tree



We propose hereby to furnish material and labor-complete in accordance with the above specifications not to exceed the sum of: **\$47,437.00**

30% down payment (\$14,230.00) with balance due upon completion (cash or check only please).
Payment via credit card NOT accepted.

Terms and Conditions

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be excluded only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature: *Sarah B King*

Date: 03/04/2026

Acceptance of Proposal

The above prices, specifications and conditions on pages 1 and 2 of this proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date: _____

City of Brainerd

2026 Brainerd Tree Installation

Form of Proposal



Vendor Name: LANDSBURG LANDSCAPE NURSERY

Description	Unit	Unit Price	Total
AUTUMN BLAZE MAPLE – 2" B&B (7)	EACH	\$1,049.00	\$7,343.00
SIENNA GLEN MAPLE – 2" B&B (3)	EACH	\$1,049.00	\$3,147.00
GREENSPIRE LINDEN – 2" B&B (8)	EACH	\$1,049.00	\$8,392.00
REDMOND LINDEN – 2" B&B (7)	EACH	\$1,049.00	\$7,343.00
8' NORWAY PINE – B&B (9)	EACH	\$1,184.00	\$10,656.00
SILVER FLAME GRASS – 1# (182)	EACH	\$58.00	\$10,556.00
FOURTY SEVEN THOUSAND FOUR HUNDRED THIRTY SEVEN DOLLARS			
TOTAL PROPOSAL			\$47,437.00

This proposal dated this 4th day of March, 2026

Signed: 

Title: LANDSCAPE DESIGN & SALES



Park Board Agenda Request

MEETING DATE: March 24, 2026

TITLE OF ITEM: Proposal from TWM Architecture for Lum Park Shower Building

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 solicited a proposal from TWM Architecture for design services for the remodel at the Lum Park Shower Building, planned for 2027. Attached is the proposal received from TWM.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Staff requested two proposals. One for the planned improvements modeled after the recent ones completed at Jaycees Park, including re-roofing, adding soffit, fascia, new doors/hardware, new paint, new light fixtures, new toilet partitions and doors, new grab bars, new plumbing fixtures (toilets, sinks, and showers). Further, staff requested a design proposal to add an alternative entry for the shower. Staff has received complaints in the past about issues with the "shared" space and potential for vandalism. With a separate entry, access to the shower area can be better controlled while still maintaining the connection with the lavatory facilities.

Per the proposal, the base design for the remodel is proposed at \$5,500. The proposal for the alternative entry for the showers is an additional \$2,000. There is currently \$110,000 planned in the capital budget for this work.

RECOMMENDED ACTION/MOTION

Motion to approve the design proposal from TWM Architecture to include both remodel of the Lum Park Shower Building and include the design for alternative entry for showers.

FINANCIAL IMPACT

\$7,500

PROPOSAL FOR SERVICES – LUM PARK

BRAINERD, MN

BATHROOM FACILITY



TWM Architecture

11443 Co. Rd. 77 SW – Nisswa, MN 56468

Dated: 3-10-26

Jessie Dehn – City Engineer / Public Works Director

Proposal for Architectural Design

City of Brainerd – Lum Park, Bathroom Facility

Brainerd, MN

Dear Mr. Dehn,

Thanks for the opportunity to work with you on the design and permitting documents for the City of Brainerd's Lum Park Restroom and Shower Facility. Please see below for a summary of my services.

Scope of Work

I understand the scope of the architectural work to be the renovation of the existing restroom and shower facility. The work would consist but not be limited to re-roofing, adding soffit, fascia, and new doors and hardware. The interior would be renovated to have new paint, new light fixtures, new toilet partitions and doors, new grab bars, new plumbing fixtures (toilets, sinks, and showers).

We understand the general scope of services under the architectural portion to be the following:

1. Work with City staff and other team members to further develop their program requirements
2. Prepare construction estimates for the proposed buildings
3. Prepare bidding/construction documents related to the buildings including:
 - a. Architectural drawings and specifications
 - b. Structural (If needed)
4. Assist in the bidding process
5. Assist in Shop Drawing review and Construction Administration.

An alternate plan to isolate the men's and woman's showers stall from the other areas of the bathroom and provide their own exterior entry has been included as an additional fee.

Architect's Deliverables:

Our scope of work includes the following architectural services for your project:

- As-Built Drawings
 - Schematic Design
 - Design Development
 - Cost Estimating
 - Construction Documents
 - Design Meetings
 - Code Analysis (Building code and ADA accessibility codes)
 - Structural Design and Specifications (if needed)
 - Coordination with City Staff
 - Coordination with Contractors
 - Assist with bidding
 - Construction Administration
-

Fee Structure

Our fees are proposed as a lump sum fee based off the following breakdown:

1. Design Phase – Remodel work
 - Architectural
 - As-Built \$500
 - Design Drawings \$2,000
 - Drawing Specifications \$2,000
 - Estimating \$500
 - Bid Review \$500
 - Construction Administration As needed at hourly fees
 - Structural As needed at Costs

Total for Services: **\$5,500**

2. Design Phase – Alternate Entry for Shower
 - **Fees in be in addition to above fee for work**
 - Architectural
 - Design Drawings \$500
 - Drawing Specifications \$500
 - Estimating \$500
 - Bid Review \$500

Total for Alternate Plan Services: **\$2,000**

We propose to complete any construction administration including pre construction meeting, shop drawings, review, punch lists, and site meeting at an hourly fee as needed throughout the construction project.

Please see attached fee schedule for summary of other services and reimbursable rates if additional services are required.

Thanks for the opportunity to work on this project. Please feel free to contact us with any questions.

Reimbursable Expenses:

At the request of the owner, the Architect shall provide services not include in this proposal for additional compensation. Such services may include providing and coordinating services of consultants not identified above; revisions due to changes in the scope, quality or budget, evaluating changes in the work and contractors request for substitutions of materials or systems.

Please see attached fee schedule for summary of other services and reimbursable rates.

Thanks for the opportunity to work on your Project. If you would like to have us get started, please sign and date this proposal and we will proceed with the work as outlined above.



Travis Miller, AIA

Date 3-10-26

Jessie Dehn

Dated:

TWM ARCHITECTURE

FEE STRUCTURE 2026



Architectural Services

Licensed Architect - \$140 per hour

Architectural Designer - \$110 per hour

Architectural Drafter - \$90 per hour

Consulting Services Not Included in Contract

Consulting Engineers, Soil Boiling Services, Wetland Specialist, Surveyors – Billed at Cost of the work + 5%

Reproduction Costs

11 x 17 Paper - \$1.00 per sheet

24 x 26 Paper - \$5.00 per sheet

Reimbursable Expenses

Shipping and Handling – At Cost

Variance application – At Cost

Building Permit application – At Cost

Travel time will be charged one way at regular hourly rates

Payment

Statements will be due upon receipt and issued monthly or at time of completion of work phase

Accounts will be overdue 30 days past the stated billing date, unless agreed upon in writing, and be charged at a rate of 1% interest per month.



Park Board Agenda Request

MEETING DATE: March 24, 2026

TITLE OF ITEM: Discussion and Approval of Epoxying Concessions Stand & Bathrooms

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Parks

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Staff requested a proposal from Erlandson Epoxy Floor Coatings for epoxy coating of floors in several facilities in the parks system. Those locations are as follows:

- Memorial Park (restrooms) = \$3,421.25
- Lyman P. White Park (restrooms) = \$1,960
- Lions Park at Buffalo Hills (restrooms) = \$2,520
- Kiwanis Park (restrooms) = \$2,983.75
- Jaycees Park (concessions) = \$3,901.60

There are two considerations for these requests. In concession stands, the epoxy coating would put the floors in compliance with MN Dept. of Health regulations for the food service. In restrooms, the epoxy coating would provide for a cleaner facility. Without the coatings, spills soak into the concrete. The coating provides for more effective cleaning of the facilities.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The proposal totals \$14,786.60 for all five facilities. This would amount to around 20% of the entire year's repair and maintenance budget. To complete all the facilities in 2026, this may limit repair/maintenance efforts later in 2026.

An alternative would be to prioritize a couple facilities and include budget dollars to complete remaining facilities in 2027. An option for prioritization would be to complete the concession stand facility as these are regulated by MDH and this would keep the floors in compliance and also the restrooms that get used the most. This amount would be \$9,282.85.

RECOMMENDED ACTION/MOTION Motion to approve the proposal from Erlandson Epoxy for one of the following options:

1. Complete all 5 facilities as presented in 2026 for the amount of \$14,786.60

2. Complete only the one concession stand facility (Jaycees) and two restrooms (Memorial & Lyman) in 2026 for the amount of \$9,282.85

FINANCIAL IMPACT

Dependent on Park Board action.



Erlandson Epoxy LLC

13401 Red Pine Road | Brainerd, Minnesota 56401
218-820-0183 | erlandsonepoxy@yahoo.com | erlandson floor coatings

RECIPIENT:

Troy Harris
brainerd, Mn 56401

Quote #67

Sent on	Mar 09, 2026
Total	\$11,365.35



Welcome and thank you for choosing Erlandson Epoxy Floor Coatings.

We specialize in high-performance epoxy and polyaspartic flooring systems designed to protect, enhance, and add long-term value to your concrete surfaces. Every floor we install is professionally prepared, coated using commercial-grade materials, and built to deliver durability, safety, and a clean, finished appearance.

Below you'll find your customized flooring options, including system details, upgrades, and protection plans. Each package is designed to help you choose the level of performance, appearance, and longevity that best fits your space.

If you have any questions or would like help selecting the best option, we're here to help.

Product/Service	Description	Total
3-Coat Epoxy System — Premium Series	Our 3-Coat Premium System builds on the performance series with added thickness, strength, and durability. This system includes a high-bond color coat, full flake broadcast, and two coats of clear polyaspartic topcoat to seal, protect, and enhance the appearance of your floor. Designed for homeowners who want long-lasting beauty and improved resistance to wear, chemicals, and UV exposure. Includes: • Diamond grinding & moisture testing • High-bond Epoxy color coat • Full flake broadcast • Polyaspartic clear protective topcoat • Enhanced chemical and UV resistance LYMAN PARK	\$1,960.00



Erlandson Epoxy LLC

13401 Red Pine Road | Brainerd, Minnesota 56401
218-820-0183 | erlandsonepoxy@yahoo.com | erlandson floor coatings

Product/Service	Description	Total
3-Coat Epoxy System — Premium Series	Our 3-Coat Premium System builds on the performance series with added thickness, strength, and durability. This system includes a high-bond color coat, full flake broadcast, and two coats of clear polyaspartic topcoat to seal, protect, and enhance the appearance of your floor. Designed for homeowners who want long-lasting beauty and improved resistance to wear, chemicals, and UV exposure. Includes: • Diamond grinding & moisture testing • High-bond epoxy primer • Full flake broadcast • Polyaspartic clear protective topcoat • Enhanced chemical and UV resistance BHP	\$2,520.00
3-Coat Epoxy System — Premium Series	Our 3-Coat Premium System builds on the performance series with added thickness, strength, and durability. This system includes a high-bond color coat, full flake broadcast, and two coats of clear polyaspartic topcoat to seal, protect, and enhance the appearance of your floor. Designed for homeowners who want long-lasting beauty and improved resistance to wear, chemicals, and UV exposure. Includes: • Diamond grinding & moisture testing • High-bond epoxy primer • Full flake broadcast • Polyaspartic clear protective topcoat • Enhanced chemical and UV resistance KIWANIS PARK	\$2,983.75
3-Coat Epoxy System — Premium Series	Our 3-Coat Premium System builds on the performance series with added thickness, strength, and durability. This system includes a high-bond color coat, full flake broadcast, and two coats of clear polyaspartic topcoat to seal, protect, and enhance the appearance of your floor. Designed for homeowners who want long-lasting beauty and improved resistance to wear, chemicals, and UV exposure. Includes: • Diamond grinding & moisture testing • High-bond epoxy primer • Full flake broadcast • Polyaspartic clear protective topcoat • Enhanced chemical and UV resistance Includes the cove base to make a food grade floor JCP CONCESSION	\$3,901.60

A deposit of \$5,682.68 will be required to begin.

Total **\$11,365.35**



Erlandson Epoxy LLC

13401 Red Pine Road | Brainerd, Minnesota 56401

218-820-0183 | erlandsonepoxy@yahoo.com | erlandson floor coatings

Images

View online <https://l.ibbr.io/Rldz0JA>



Thank you for the opportunity to provide your new floor system. At Erlandson Epoxy Floor Coating, we limit the number of installations we take on each month to ensure every project receives the proper time, materials, and attention to detail it deserves.

To reserve your installation date, simply approve this quote online. A 50% deposit is required to secure materials and scheduling. Dates are filled on a first-come, first-served basis and availability is limited.

If you have any questions or would like help selecting the best option for your space, please let us know. We look forward to delivering a floor that exceeds your expectations.

This quote is valid for the next 30 days, after which values may be subject to change.



Erlandson Epoxy LLC

13401 Red Pine Road | Brainerd, Minnesota 56401
218-820-0183 | erlandsonepoxy@yahoo.com | erlandson floor coatings

RECIPIENT:

Troy Harris
brainerd, Mn 56401

Quote #67

Sent on	Mar 09, 2026
Total	\$11,365.35



Welcome and thank you for choosing Erlandson Epoxy Floor Coatings.

We specialize in high-performance epoxy and polyaspartic flooring systems designed to protect, enhance, and add long-term value to your concrete surfaces. Every floor we install is professionally prepared, coated using commercial-grade materials, and built to deliver durability, safety, and a clean, finished appearance.

Below you'll find your customized flooring options, including system details, upgrades, and protection plans. Each package is designed to help you choose the level of performance, appearance, and longevity that best fits your space.

If you have any questions or would like help selecting the best option, we're here to help.

Product/Service	Description	Total
3-Coat Epoxy System — Premium Series	Our 3-Coat Premium System builds on the performance series with added thickness, strength, and durability. This system includes a high-bond color coat, full flake broadcast, and two coats of clear polyaspartic topcoat to seal, protect, and enhance the appearance of your floor. Designed for homeowners who want long-lasting beauty and improved resistance to wear, chemicals, and UV exposure. Includes: • Diamond grinding & moisture testing • High-bond Epoxy color coat • Full flake broadcast • Polyaspartic clear protective topcoat • Enhanced chemical and UV resistance LYMAN PARK	\$1,960.00



Erlandson Epoxy LLC

13401 Red Pine Road | Brainerd, Minnesota 56401

218-820-0183 | erlandsonepoxy@yahoo.com | erlandson floor coatings

Product/Service	Description	Total
3-Coat Epoxy System — Premium Series	Our 3-Coat Premium System builds on the performance series with added thickness, strength, and durability. This system includes a high-bond color coat, full flake broadcast, and two coats of clear polyaspartic topcoat to seal, protect, and enhance the appearance of your floor. Designed for homeowners who want long-lasting beauty and improved resistance to wear, chemicals, and UV exposure. Includes: • Diamond grinding & moisture testing • High-bond epoxy primer • Full flake broadcast • Polyaspartic clear protective topcoat • Enhanced chemical and UV resistance BHP	\$2,520.00
3-Coat Epoxy System — Premium Series	Our 3-Coat Premium System builds on the performance series with added thickness, strength, and durability. This system includes a high-bond color coat, full flake broadcast, and two coats of clear polyaspartic topcoat to seal, protect, and enhance the appearance of your floor. Designed for homeowners who want long-lasting beauty and improved resistance to wear, chemicals, and UV exposure. Includes: • Diamond grinding & moisture testing • High-bond epoxy primer • Full flake broadcast • Polyaspartic clear protective topcoat • Enhanced chemical and UV resistance KIWANIS PARK	\$2,983.75
3-Coat Epoxy System — Premium Series	Our 3-Coat Premium System builds on the performance series with added thickness, strength, and durability. This system includes a high-bond color coat, full flake broadcast, and two coats of clear polyaspartic topcoat to seal, protect, and enhance the appearance of your floor. Designed for homeowners who want long-lasting beauty and improved resistance to wear, chemicals, and UV exposure. Includes: • Diamond grinding & moisture testing • High-bond epoxy primer • Full flake broadcast • Polyaspartic clear protective topcoat • Enhanced chemical and UV resistance Includes the cove base to make a food grade floor JCP CONCESSION	\$3,901.60

A deposit of \$5,682.68 will be required to begin.

Total **\$11,365.35**



Erlandson Epoxy LLC

13401 Red Pine Road | Brainerd, Minnesota 56401

218-820-0183 | erlandsonepoxy@yahoo.com | erlandson floor coatings

Images

View online <https://l.ibbr.io/Rldz0JA>



Thank you for the opportunity to provide your new floor system. At Erlandson Epoxy Floor Coating, we limit the number of installations we take on each month to ensure every project receives the proper time, materials, and attention to detail it deserves.

To reserve your installation date, simply approve this quote online. A 50% deposit is required to secure materials and scheduling. Dates are filled on a first-come, first-served basis and availability is limited.

If you have any questions or would like help selecting the best option for your space, please let us know. We look forward to delivering a floor that exceeds your expectations.

This quote is valid for the next 30 days, after which values may be subject to change.



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RECIPIENT:

Troy Harris
brainerd, Mn 56401

Quote #74

Sent on	Mar 18, 2026
Total	\$3,421.25



Welcome and thank you for choosing Erlandson Epoxy Floor Coatings.

We specialize in high-performance epoxy and polyaspartic flooring systems designed to protect, enhance, and add long-term value to your concrete surfaces. Every floor we install is professionally prepared, coated using commercial-grade materials, and built to deliver durability, safety, and a clean, finished appearance.

Below you'll find your customized flooring options, including system details, upgrades, and protection plans. Each package is designed to help you choose the level of performance, appearance, and longevity that best fits your space.

If you have any questions or would like help selecting the best option, we're here to help.

Product/Service	Description	Total
3-Coat Epoxy System — Premium Series	Our 3-Coat Premium System builds on the performance series with added thickness, strength, and durability. This system includes a high-bond color coat, full flake broadcast, and two coats of clear polyaspartic topcoat to seal, protect, and enhance the appearance of your floor. Designed for homeowners who want long-lasting beauty and improved resistance to wear, chemicals, and UV exposure. Includes: • Diamond grinding • High-bond Epoxy color coat • Full flake broadcast • Polyaspartic clear protective topcoat • Enhanced chemical and UV resistance	\$3,421.25



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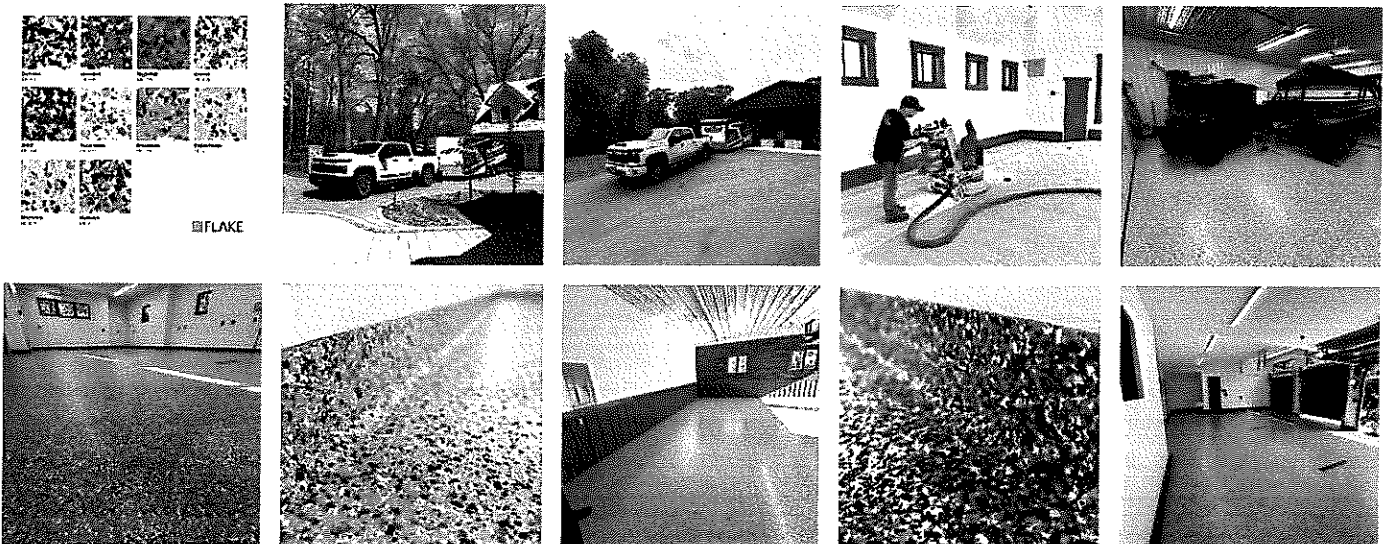
Product/Service	Description	Total
		Not Included
Elite Mobile Floor Cleaning - 12 Month Plan	Annual professional maintenance cleaning for epoxy-coated floors. Includes: • One professional deep cleaning per year • Commercial scrubber and neutral cleaner • Salt, dirt, and residue removal • Edge and corner detailing • Condition inspection and maintenance report Recommended for lower-traffic residential garages.	\$0.00

A deposit of \$1,710.63 will be required to begin.

Total **\$3,421.25**

Images

View online <https://l.ibbr.io/hhFEueP>





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Park Board Agenda Request

MEETING DATE: March 24, 2026

TITLE OF ITEM: Discussion of Lions Park Playground and Surfacing Materials

AGENDA: Approve

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Staff have received and reviewed proposed playground plans for Lions Park. These plans include layout, equipment, and site design elements for consideration as part of the future Lions Park playground. The Lions Club has also expressed interest in exploring poured-in-place (PIP) rubber surfacing as part of the project.

- Review and discussion of proposed playground layout and placement within the park
- Review site location, accessibility, and overall park use
- Discussion of PIP as an option, including benefits

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

N/A

RECOMMENDED ACTION/MOTION

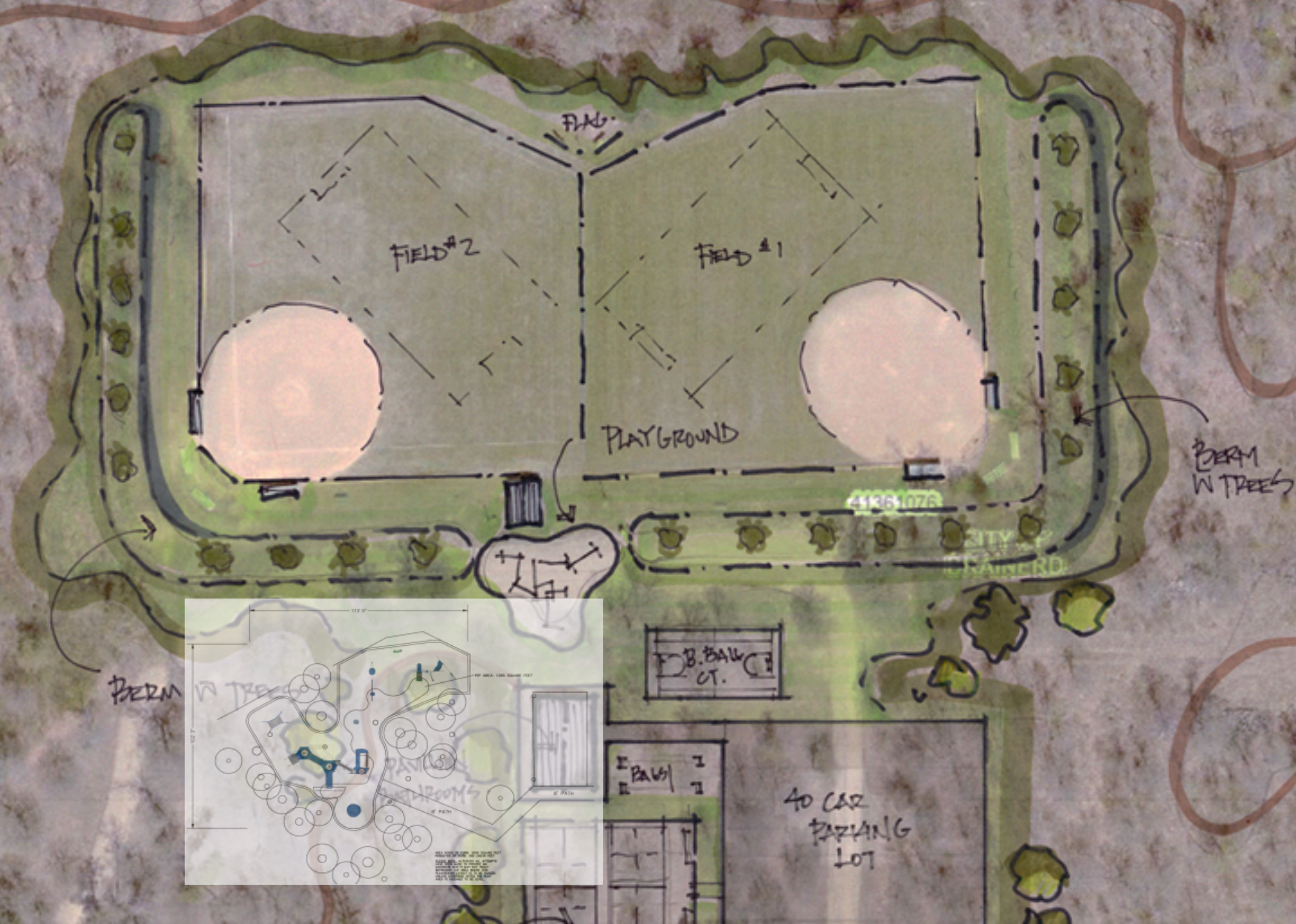
Staff is seeking direction from the Park Board on the playground layout and placement, as well as whether PIP rubber surfacing should be considered as an option moving forward. Staff can gather additional information and pricing if desired.

FINANCIAL IMPACT

N/A

Lions Park at Buffalo Hills





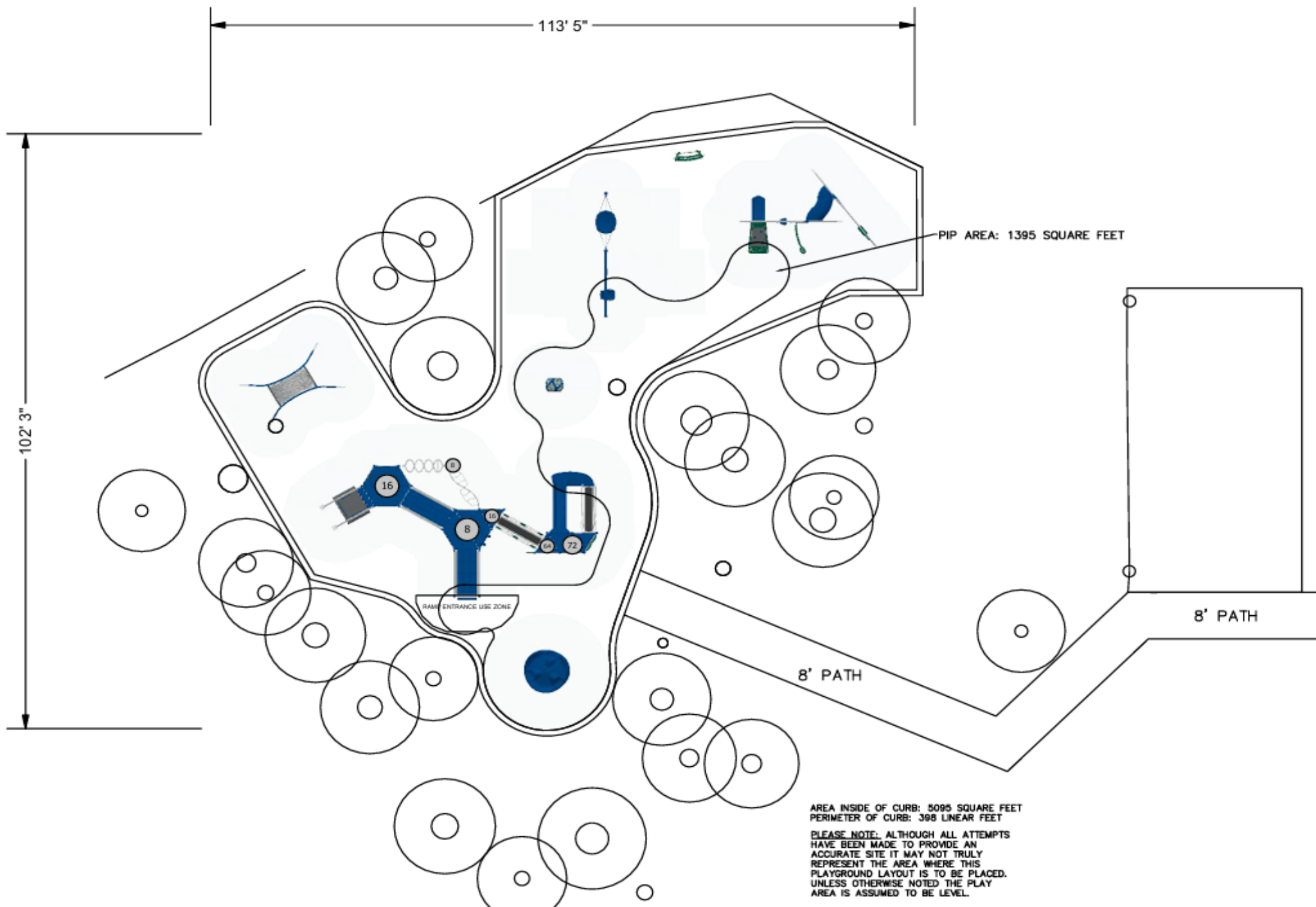
Your Playground – Innova Rocker and Bench

Shorter, more wheelchair ramp oriented with play panels and higher capacity – very ADA accessible

- User Capacity = **173**
- Our playgrounds are designed for physical, mental, and social optimization with great site lines for parents, safety, and fun
- Great visibility for parents and community in city setting
- 72” peak platform height
- Innova Rocker
- 2 Slides – 360 Loop Slide. The 360 Loop Slide allows for ADA independence and usability
- 48-inch bench, many play panels
- Volta ADA spinner (9 kids), Nido ADA spinner (2 kids), Waves, Spokes, Pedals Post, Dots
- Brava Swing ADA, Cirrus Swing ADA, Freedom Swing ADA
- > 5 climbing events (Evolution, Tree Branch, Ovistep, Level X, and more)
- ADA approved and IPEMA certified engineered wood fiber surface – 12” deep across the entire playground with PIP
- Full range of colors available

ADA Top Choices

- ✓ Avec/Innova Glider
- ✓ Freedom Swing
 - Orb Rocker
- ✓ Cirrus Swing 2
- ✓ 360 Loop Slide
- ✓ Nido Spinner 3
- ✓ Brava Swing



V3 – Innova
Rocker and
Bench

Light Gray =
Use Zones

COLOR KEY

- GRAY
- BLUE
- GREEN
- GREEN/TAN

Bench

Level X 2-5

Volta

Cirrus

Innova Rocker

Nido
Spinner

360 Loop

Brava

Innova Rocker



Level X 2-5



Park Board Agenda Request

MEETING DATE: March 24, 2026

TITLE OF ITEM: Park Board Calendar

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Jessie Dehn, City Engineer

DEPARTMENT: Public Works

PRESENTER: Andrew Shipe, Commission Member

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

Andrew Shipe will present the Park Board Annual Calendar to help guide recurring topics, projects, and discussion throughout the year.

A link has been provided for Board members to download the Excel version of the calendar. Please note that this document is not yet complete and will remain a working file, with updates and refinements made as needed.

[Park Board Yearly Calendar](#)

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

N/A

RECOMMENDED ACTION/MOTION

N/A

FINANCIAL IMPACT

N/A

- Lions - Lions Park
- Jaycees - Jaycees Park
- Rotary - Rotary Park
- Kiwanis - Kiwanis Park

Complex Parks

- Rotary
- Lion
- Bane
- Kiwanis
- Gregory
- Memorial
- Jaycees
- Lum
- Lyman P. White

Simple Parks

- Triangle
- Hitch-Wayne
- Gustafson
- O'Brien
- Buster
- Mississippi Landing
- Meadows

Review 1 complex park every 3 month (January, April, July, October)
Review 1 simple park every 4 months (January, April, May, September)
Goal is to review each master plan roughly every 2 years



RECREATION REPORT

- Still in need of umpires and weekend field maintenance
- Registration open for new softball teams
- Registration open for recreational league and complete league pickleball
- Deadline for Early Bird Tournament & Men's Leagues (MS1 & MS2): April 3
- Community Garden opens April 1st to new gardeners
- Events: Easter Egg Hunt & Dog Ball Hunt April 4th
- Deadline for women's & coed softball: April 10
- Prepare softball schedules after deadlines
- Manager & Umpire meeting-April
- Early Bird tournament scheduled for April 25
- April 28&29th MS1 & MS2 leagues begin

PARKS MAINTENANCE REPORT

- Cut & painted all lumber to repair Bane rink
- Put away nets for rinks
- Painted interior of Gregory warming house building
- Repaired salt spreader for John Deere tractor
- Snow removal when necessary
- Attended safety meeting
- Building frame & stand for Kiwanis sing
- Worked on finishing batting cage frame
- Picking up sticks/debris and garbage as snow melts
- Moved all Easter equipment to Greogry
- Garbage & restrooms 3 days per week
- Washing vehicles & keeping shop clean
- Getting estimates for numerous projects
- Ordered side by side to aid in garbage collection & miscellaneous projects



- Updated all tabs & insurance
- In process of hiring summer temps
- Stored all hockey equipment
- Cleaned out annex

Aliver Foundation Event – July 17th 5:30pm-6:30pm Bane Park

An educational event with interactive CPR/AED demonstration & surprise dedication in honor of Glenn “Chico Resch”

- Andrew Shipe to speak
- Police/Fire/EMS vehicles, personnel, and speakers

Date	Event / Activity
Jan 6 – Mar 3, 2026	Adult Pond Hockey
Jan 8 – Mar 5, 2026	Youth Pond Hockey
February 7, 2026	Ice Skating Party
Feb 10 – Feb 17, 2026	Smooch a Pooch Booth
April 4, 2026	Easter Egg Hunt
April 4, 2026	Easter Egg Ball Hunt
April 25, 2026	Early Bird Men's Softball Tournament
April 28 or May 5 – Mid August	Men's Lower Summer Softball
April 29 or May 6 – Mid August	Men's Upper Summer Softball
May 11 – Mid August	Women's Upper & Lower Summer Softball
May 14 – Mid August	Coed Upper & Lower Summer Softball
May 16, 2026	Kids Fishing Clinic
May 26 – August 4	Competitive Summer Pickleball League
May 28 – August 6	Recreational Summer Pickleball League
Aug 17 – End of September	Fall Co-Rec Softball
Aug 18 – End of September	Fall Recreational Pickleball League
Aug 19 – End of September	Upper Men's Fall Softball (<i>or proposed Women's League</i>)
Aug 20 – End of September	Lower Men's Fall Softball
Aug 20 – End of September	Fall Competitive Pickleball League
Aug 29, 2026	End of Summer Coed Softball Tournament
Aug 29, 2026	End of Summer Mixed Open Pickleball Tournament
Aug 30, 2026	4's Coed Grass Volleyball Tournament (Tentative)
Aug 24 – Early October	Kickball Season
October 3, 2026	Great Pumpkin Festival
October 18, 2026	Halloween Coed Softball Tournament (Tentative)
Spring/Summer/Fall – Dates TBD	Movie in the Park
December – March	Warming Houses Open

ATTENTION ADULT SOFTBALL TEAMS!



REGISTRATION IS OPEN FOR BRAINERD PARKS AND RECREATION'S 2026 SUMMER ADULT SOFTBALL LEAGUES!

HERE ARE THE KEY DATES:

***RETURNING TEAMS HAVE UNTIL 4:30 PM ON MARCH 13TH TO SECURE THEIR SPOT.**

***NEW TEAMS CAN REGISTER STARTING MARCH 16TH.**

***THE FINAL DEADLINE FOR MEN'S IS APRIL 3RD. COED & WOMENS DEADLINE IS APRIL 10TH.**

***ALL REGISTRATION FEES ARE DUE UPON SIGNING UP.**

FOR MORE INFORMATION & PRICING, VISIT THE BRAINERD PARKS AND RECREATION WEBSITE.

TO REGISTER, PLEASE CALL THE BRAINERD PARKS AND RECREATION OFFICE AT 218-828-2320, OR VISIT BRAINERD CITY HALL AT 501 LAUREL ST., MONDAY TO FRIDAY, 7:30 AM TO 4:30 PM, IF YOU HAVE A SPONSOR CHECK.



GET READY FOR AN EXCITING SEASON!





BRAINERD EARLY BIRD MEN'S C/D SOFTBALL TOURNAMENT



Saturday, April 25, 2026

Entry Fee: \$250

Location: Memorial Park, Brainerd MN

Registration Deadline: Friday, April 3, 2026

Format & Payout: Format and payout will be determined based on the number of teams registered

Softballs: 52/300 AD STARR TATTOO Composite 12".

Bring your own league balls or sold on site \$71/dozen or \$6/ball.



Momma D's: Food Truck!!

Any Questions Contact: Kayla Huether, Tournament Director
khuether@ci.brainerd.mn.us or 218-454-3427

Brainerd Early Bird Tournament Entry Form

Mail/Deliver Entry Fee & Form To:

Brainerd Parks and Recreation
501 Laurel St.
Brainerd, MN 56401



To Register Online:

Registration starts Feb 23, 2026
(Credit card surcharges may apply)
<https://secure.rec1.com/MN/brainerd-parks-recreation-mn/catalog?filter=c2VhcmNoPTQxNjQ2NzE=>

Team Name: _____

Team Manager: _____

Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

*If the weather does not allow us to run the tournament (inclement rain/snow/low temps below 45 degrees and cloudy etc), we will refund all teams. Please note if you pay with credit card the surcharge/convenience fee is not refundable. If you pay in our office with cash or check the full amount will be refunded.



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

Location: Memorial Park Pickleball Courts
1700 Mill Ave



Tuesday

Competitive/Advanced league:

Format: Open Doubles
(mixed, women's, or men's)
*Competitive/Advanced
League (3.5 & higher Ratings):

Geared towards more
experienced players and a
higher level of play.

Cost: \$50/team (\$25/person)

Sign up as a team

of Teams: Minimum 8
teams, Maximum 16

Season: May 26 - August 4

Thursday Recreational League:

Format: Open Doubles (mixed,
women's, or men's)

*Recreational League: This
league is focused on providing
a fun and enjoyable
experience for players who
are rated 3.0 and under.

Cost: \$50/team (\$25/person)

Sign up as a team

of Teams: Minimum 8 teams,
Maximum 16

Season: May 28 - August 6

Sign up at the City Hall: 501 Laurel
St. Brainerd, MN 56401 or call 218-
828-2320 or register online:

PICKLEBALL RATING

CODE 01

1.0-2.0

IF YOU ARE NEW TO THE GAME &
STILL UNDERSTANDING.

CODE 02

2.5

IF YOU HAVE LIMITED EXPERIENCE PLAY-
ING PICKLEBALL AND YOU HAVE A BASIC
UNDERSTANDING OF THE RULES.

CODE 03

3.0

YOU UNDERSTAND THE BASIC STRATEGY AND
RULES OF PICKLEBALL, INCLUDING THAT YOU
CAN KEEP THE SCORE PROPERLY.

CODE 04

3.5

YOU ARE STARTING TO VARY YOUR
SHOTS BETWEEN THE HARD AND SOFT
GAME AND MOVING SMITLY BETWEEN THE
LINES/ZONES.

CODE 05

4.0

YOU HAVE A MODERATE NUMBER OF UNFORCED
ERRORS, AND YOU UNDERSTAND HOW TO ATTACK
YOUR OPPONENTS' WEAKNESSES.

CODE 06

4.5

IF YOU CAN HIT BOTH FOREHAND AND BACKHAND
DRIVES, SERVES, RETURNS, DINKS, DROP SHOTS,
AND VOLLEYS WITH PACE, SPIN, DEPTH, DIRECTION,
CONSISTENCY AND CONTROL AND YOU CHANGE
YOUR GAME PLAY TO ATTACK YOUR OPPONENTS'
WEAKNESSES.

CODE 07

5.0

YOU HAVE MASTERED THE STRATEGY AND RULES
OF PICKLEBALL, AND RARELY MAKE UNFORCED
ERRORS.

CODE 08

5.5-6.0+

YOU HAVE MASTERED ALL SHOTS AND
STRATEGIES, CONSTANTLY WINNING AGAINST
THE BEST PROFESSIONAL PICKLEBALL PLAYERS
AT THE TOURNAMENT LEVEL.



LAKE AREA COMMUNITY GARDEN

Grow your own fresh produce, connect with neighbors, and help create a greener, healthier community—all for just \$20 a plot!

To secure your spot:

Visit City Hall at 501 Laurel St, Brainerd, MN 56401
Email parks@ci.brainerd.mn.us
or call 218-828-2320.

Let's grow together!

Garden Location: 1500 East River Rd, Brainerd, MN 56401

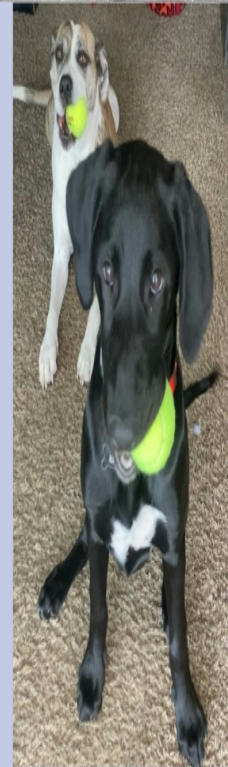
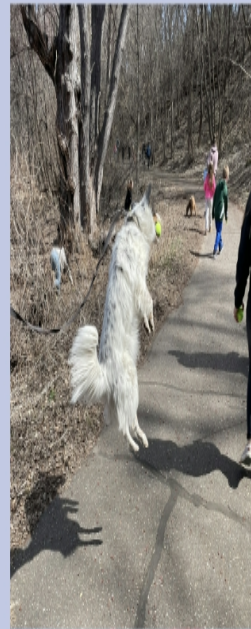


MINNESOTA FFA
ALUMNI AND SUPPORTERS

Brainerd Easter Ball Hunt

April 4, 2026

12:00-1:00 PM



BUSTER PARK- A PLAYGROUND FOR DOGS

1101 E RIVER RD, BRAINERD, MN 56401

All dogs must be on a leash during the tennis ball hunt.

We will meet at Buster Park, then search on the trail around Boom Lake.

 **BRING A BAG TO COLLECT TENNIS BALLS**

 **FURRY FRIENDS WILL RECEIVE GIFT**

 **PRIZES WILL BE AWARDED**



Easter Egg Hunt

April 4,
2026



9:30-10 Easter Bunny Photos

10:00 AM Sharp: Easter Egg Hunt!!



Check your bag to find out if
you've won a prize! 🚲



Location: Gregory Park
424 N 5th St.
Brainerd, MN 56401

Brainerd Noon
Rotary
Club



**Free Candy Bag for
Participants!**



**Remember to bring your own
Easter Basket/Bag***



**Free Hot Cocoa & Martial
Arts Demo**

