



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, April 28, 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. **Financial Reports**

D. **Approve Lions Club Two Community Picnics at the Lions Park**

E. **Approve Relationship Safety Alliance Gregory Park Event**

F. **Approve Relationship Safety Alliance Lyman P. White Event**

G. **Approve Lighthouse Beginnings Community Dog Walk at Kiwanis Park**

H. **Approve Special Olympics Minnesota Event at Lyman P. White**

I. **Approve Senior Division 1 State Legion Baseball Tournament**

J. **Approve Summer Solstice Dance Showcase at Lyman P. White**

K. **Approve USA Patriots Softball Game and Practice**

- L. **Approval of Lighthouse Beginnings Kicking it for Connection Tournament**
- 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 Special Appropriation Application for Memorial Park Skatepark**
 - B. **Approve FY 2027 - 2029 Professional Engineering and Architecture Services Pool (On-Call Roster)**
 - C. **Discussion and Approval of New Memorial Benches**
 - D. **Discussion With Any Updates To Add To Park Board Calendar**
- 8. **New Business**
 - A. **Approve Music In The Park at Gregory Band Stand**
 - B. **Discussion and Approval of Security Cameras**
 - C. **Approve Hydroseeding at Gregory Park**
 - D. **Discussion and Approval of Lions Park Playground Color Preference**
 - E. **Discussion and Approval of New Golf Program for YMCA**
 - F. **Approval of Agreement with Rosallini's Pizza**
 - G. **Approval of Date Change for June Park Board Meeting**
 - H. **Discussion and Approval of Two Design Options for Memorial Park**
- 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: Powell, Mickelson, Miller, and Shipe. Member Berns noticed as absent.

Also noted as present Mayor Badeaux, Community Development Director Kramvik, City Engineer Dehn, and Recreational Specialist Huether.

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

Approval of Agenda

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

Approval of Consent Calendar

- 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**

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

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

Public Forum

Chair Shipe opened public forum at 4:01 p.m.

Mayor Dave Badeaux Executive Director of Community Action 321 S. 7th St. looking for a request from the Park Board for summer events, specifically Arts in the Park at Gregory Park. Looking to purchase dirt and have a company come in and lay black dirt along the sidewalks and have it seeded. Spoke with City Engineer Dehn and discussed that it would be best for City staff to complete the hydroseeding, cost would be covered by Community Action. Specifically looking at the southeast spoke of the sidewalks, next to the fountain to your right, it's a long spoke that is about 350 – 400 feet. Another area is on the east spoke.

Chair Shipe asked City Engineer Dehn how hard that would be for City staff to water the hydroseeding.

March 24, 2026

City Engineer Dehn stated that there are two options, hand seeding staff would need to run the water and sprinklers from distance depending on how much hydroseeding there is, or staff could use small hydro seeder equipment that can be utilized but depends on how much hydroseeding there is.

Chair Shipe requested that this gets added to the agenda be added to next month's meeting.

Unfinished Business

Recommend Authorization to Apply for DEED Grant for Memorial Park Skatepark

Community Development Director Kramvik introduced 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 properly. A 2025 bonding bill allocated \$750,000 towards the construction of a skatepark at Memorial Park. The bonding bill did not require matching in-kind contributions, but matching funds could be listed for a fully realized project. Discussed the raised funds for \$119,248.45 through local donations and events. 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 letter requesting \$200,000 in funds is attached to the agenda item. Turned over to Jake Rennaker to discuss the letter.

Jake Rennaker with the skatepark reviewed the slide show that was provided. Discussed fundraising since 2021 and raised \$119,248.45. Went over the grants that were awarded to the skatepark they received a \$750,000 grant which is the biggest grant received. The skatepark is going to have 15,000 square footage, parking lot must have two entrance/exits or a turnaround with one entrance for the options. Lighting was also discussed with options and pricing provided. Discussed that they will continue to fundraise to get the funds and have requested the Park Board to make a \$200,000 match as a donation to complete the skatepark at Memorial Park.

Chair Shipe expressed his excitement for the skatepark, discussed that the Park Board does not have \$200,000 to donate. It was mentioned that the Park Board follows the Capital Improvement Plan that is specifically set up to ensure that park playgrounds are fixed or updated when needed.

Member Miller also agreed that the Park Board does not have the money to donate.

Discussions continued about what the city could do to help alleviate some of the money. Different options were discussed about Brainerd Public Utilities to look at the lighting at the park a price proposal was discussed with lighting options. Advertising and events were discussed as an option to help with fundraising within city parks.

Community Development Director Kramvik discussed the next steps moving forward, best to having a staff meeting with City of Skate and the Skatepark Association. Explore options with the lighting at getting BPU involved. Looking at downsizing as an option. Having a meeting before the DEED application is filled out and submitted.

Award Proposal for Lions Park Sidewalk

City Engineer Dehn discussed that staff solicited proposals from two vendors for the new proposed sidewalk in Lions Park at Buffalo Hills. Based on the directions received by Park Board, staff prepared a request for approximately 1,300 square feet of sidewalk. Lind Masonry

March 24, 2026

put in a bid for \$7.50 per square foot for the new proposed sidewalk in Lions Park for total of approximately \$10,000.

Chair Shipe asked if this would include the bollard.

City Engineer Dehn confirmed that the bollard was not priced in the bid, stated that city staff will install the bollard.

MOVED AND SECONDED BY MEMBER MILLER AND POWELL, DULY CARRIED TO APPROVE THE PROPOSAL FROM LIND MASONRY FOR \$7.50 PER SQUARE FOOT.

2026 ADA Improvements

City Engineer Dehn discussed that in the February Park Board meeting, staff presented options to Park Board to consider for annual ADA improvements in the parks. As mentioned, there is approximately \$45,000 in funds remaining. Contingent on the action for the proposal received for the Lions Park sidewalk. Staff have included a conceptual layout for what a sidewalk between Memorial Park softball fields 1 and 2 could look like without impacting adjacent trees. Staff are recommending utilization of the remaining funds at Lum Park, the estimate for this work would be approximately \$33,000. Staff are estimating the sidewalk at Memorial Park to be \$23,500.

Member Miller does not agree with the sidewalk at Memorial Park but does agree with the sidewalk at Lum Park sidewalk.

MOVED AND SECONDED BY MEMBER MILLER AND POWELL, DULY CARRIED, TO APPROVE THE LUM PARK IMPROVEMENTS THAT HAVE BEEN LAYED OUT AS ATTACHED.

New Business

Discussion of New Memorial Bench Company

City Engineer Dehn requested Park Board authorization for an alternative vendor for the memorial benches. We've had multiple issues with misspelling of names, missed shipments, half shipments, and poor overall service with the vendor we currently use. Staff have looked at different vendors for alternative designs and options.

Member Miller does not like any of the options provided but does like the style of benches we currently have, that is like the benches we have in our parks. Member Miller would like to keep the same styles we have.

Chair Shipe is also in agreement, does not like the cutouts on the benches provided.

Mayor Badeaux does not like the plaque option, is fearful that the plaques would be removed from the bench which brings the question, who would be replacing plaques.

Chair Shipe would like to get armrests with the memorial benches for accessibility.

2026 Tree Planting Proposals

City Engineer Dehn received 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. The proposal received from Doucette's Landscaping was the low proposal. Based on the proposals received, the Norway Pines and Silver Flame Grass

March 24, 2026

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 second entrance from Mill Avenue. Estimated \$23,954, not to exceed budget amount of \$25,000.

MOVED AND SECONDED BY MEMBER MILLER AND POWELL, DULY CARRIED, TO APPROVE DOUCETTE'S LANDSCAPING.

Proposal from TWM Architecture for Lum Park Shower Building

City Engineer Dehn stated staff solicited a proposal from TWM Architecture for design services for the remodel at the Lum Park Shower Building, planned for 2027. 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, and new plumbing fixtures. 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 separate entries, 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. Motion to approve the design proposal from TWM Architecture to include both remodels of the Lum Park shower building and include the design for alternative entry for the shower.

Chair Shipe asked questions regarding the shower building and how the new access for the showers.

MOVED AND SECONDED BY MEMBER MILLER AND POWELL, DULY CARRIED TO APPROVE THE DESIGN FROM TWM ARCHETECTURE TO INCLUDE BOTH THE REMODEL OF THE LUM PARK SHOWER BUILDING AND INCLUDE THE DESIGN FOR ALTERNATIVE ENTRY FOR SHOWERS.

Discussion and Approval of Epoxying Concessions Stands & Bathrooms

City Engineer Dehn stated that staff have received proposals from Erlandson Epoxy Floor Coating for epoxy coating of floors in several facilities in the parks system. There are two considerations for these requests. In concession stands, the epoxy coating would put the floors in compliance with the Minnesota Department 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. The total for proposals is estimated at \$14,786.60 for all five facilities. This is roughly 20% of the entire year's repair and maintenance budget which may limit repair and maintenance efforts later in 2026. An alternative would be to prioritize a couple of 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 the restrooms that get used in the most. This amount would be \$9,282.85.

Member Miller discussed the completed high traffic areas first. Had asked staff what the plans are for the concessions are for the summer and if they will be utilized. If we are only completing a portion of the epoxy coating discussed, then we should be getting the high-volume traffic areas first.

Chair Shipe discussed that the benefits of epoxying the floors would have at the concession at with concession opened that there will be less people coming and going during tournaments since there is food at the opened concession stands.

March 24, 2026

if the investment for epoxying the concessions at Jaycees Park, then there will be less people coming back and forth. With epoxying the floors in the bathrooms and concession stands would be extending the life expediency. Discussed the option to utilize the long-term maintenance fund, as epoxying the floors is more cost effective versus a new building.

Mayor Badeaux discussed that someone reached out to him about sponsoring the epoxying the restrooms at Lyman P. White. Asked Park Board if they would be interested in receiving a sponsorship for the restrooms epoxying with a plaque with their name posted at Lyman P. White.

MOVED AND SECONDED BY MEMBERS MILLER AND POWELL, DULY CARRIED, TO DIRECT STAFF TO REQUEST THE ENTIRE SOME OF \$14,786.60 TO REPLACE ALL THE LISIT ITEMS UNDER CAPITAL IMPROVEMENT.

Discussions continued about adding in the costs when bathrooms and concession stands are built, updated, or remodeled. Discussed Lum Park showers that will be updated and that they would like epoxy added into the cost.

Discussion of Lions Park Playground Surfacing Materials

City Engineer Dehn informed the board that 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 Lion's Club has also expressed interest in exploring poured-in-place (PIP) rubber surfacing as part of the project. Asked for directions 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.

Member Miller discussed the drainage issues for the location.

City Engineer Dehn stated that if the master plan is followed than it would be in low terrain and could have some drainage issues. If we place the playground in the existing area, then it would eliminate the drainage issue.

Chair Shipe is generally on board with what the Lions Club is planning for the playground.

Member Miller is on board with this direction.

City Engineer Dehn confirmed that the Park Board generally supports the concept of the playground plans, location, and existing footprint.

Park Board Calendar

Chair Shipe introduced the Park Board calendar to help guide recurring topics, projects, and discussions throughout the year. The goal is to have a list of everything that we have going on each year, aware of everything that needs to happen, and reminders for topics that aren't discussed often. Discussed the items listed and start getting additional topics added that are missing from the list. Expectations on when to meet with partnered organizations and have a timely understanding of when to bring things to the Park Board and to City Council.

Member Miller discussed the additional organizations and usage agreements and to have a point of contact speaking with the organizations to bring back to Park Board. Get the information from these organizations to make sure things are running smoothly and there are no surprises.

March 24, 2026

Chair Shipe also discussed looking at parks every so often to keep things present to essentially review master plans every three years.

Mayor Badeaux pointed out that this would also be great for the public to know when they need to come and talk to staff, this would essentially give both staff and public timeframes to when to discuss certain topics.

Staff Reports

City Engineer Dehn highlights one item, staff have been doing repair and maintenance for the Bane Park rink. Staff are working with the Public Works Association of Minnesota who will be having their spring conference in May. They are going to repaint all the boards at the Bane rink.

Recreational Specialist reminded the Park Board of the activities coming up in the parks.

Board Reports

Member Miller commented on the Community Garden and talked about the program. Garbage downtown was again overflowing on the weekends.

City Engineer Dehn clarified that the City of Brainerd does contract services out to Waste Partners that is being assessed to the downtown property owners. During off season the schedule changes from weekly to every other week, during the busy times the garbage is scheduled to be picked up once a week. City staff do help when there are issues picking up garbage or when garbage is overflowing. Informed the Park Board that there are issues where downtown tenants are not putting their garbage in the correct spot such as the dumpsters.

Member Berns noticed holes in the ground from Bane Park and wants to make sure any hole is covered once the project is completed.

Chair Shipe asked if anyone would be opposed to moving the June meeting one week later. Thanks, staff, for getting the garbage can back into the park. Discussed Triangle Park and the post in the playground shows that there needs to be more wood chips added.

Adjourn

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

Chair Shipe adjourned the meeting at 5:36 p.m.

Andrew Shipe
Park Board President

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:							
338565/1 92371	ACE HARDWARE GORRILLA MOUNTING TAPE 230-5200-42220	03/13/2026 pziemer	04/08/2026	8.99	0.00	Paid	Y 04/08/2026
	REPAIR & MAINT			8.99			
338647/1 92373	ACE HARDWARE GGP PUTTY KNIFE 230-5200-42220	03/18/2026 pziemer	04/08/2026	4.49	0.00	Paid	Y 04/08/2026
	REPAIR & MAINT			4.49			
338646/1 92374	ACE HARDWARE GGP - WALL REPAIRS 230-5200-42220	03/18/2026 pziemer	04/08/2026	49.45	0.00	Paid	Y 04/08/2026
	REPAIR & MAINT			49.45			
338750/1 92542	ACE HARDWARE LUM SWING SET REPAIR - CHAIN PROOF 230-5200-42220	03/24/2026 pziemer	04/08/2026	138.38	0.00	Paid	Y 04/08/2026
	REPAIR & MAINT			138.38			
338855/1 92544	ACE HARDWARE TRANSPLANTER X2 230-5200-42220	03/30/2026 pziemer	04/08/2026	21.58	0.00	Paid	Y 04/08/2026
	REPAIR & MAINT			21.58			
339132/1 92699	ACE HARDWARE BATTING CAGE CLIPS 230-5200-42220	04/13/2026 pziemer	04/22/2026	7.18	0.00	Paid	Y 04/22/2026
	REPAIR & MAINT			7.18			
339127/1 92700	ACE HARDWARE SCOREBOARD CONTROLLER BATTERIES 230-5200-42220	04/13/2026 pziemer	04/22/2026	22.49	0.00	Paid	Y 04/22/2026
	REPAIR & MAINT			22.49			
339040/1 92711	ACE HARDWARE QTY 2 DUSTPANS 230-5200-42220	04/08/2026 pziemer	04/22/2026	39.58	0.00	Paid	Y 04/22/2026
	REPAIR & MAINT			39.58			
339151/1 92738	ACE HARDWARE STRING REEL FOR FIELD WORK 230-5200-42220	04/14/2026 pziemer	04/22/2026	13.49	0.00	Paid	Y 04/22/2026
	REPAIR & MAINT			13.49			
Total for vendor 0011 - ACE HARDWARE:				305.63	0.00		

Vendor 2670 - AMERICAN STEEL SUPPLY INC:

04/23/2026 11:25 AM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 2/11

EXP CHECK RUN DATES 03/19/2026 - 04/22/2026

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
129768 92358	AMERICAN STEEL SUPPLY INC KWP - HISTORY SIGN REPAIRS 230-5200-42220 REPAIR & MAINT	03/17/2026 pziemer	04/08/2026	142.72	0.00	Paid	Y 04/08/2026
	Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:			142.72	0.00		

Vendor 3906 - BRAINERD FAMILY YMCA:

#380 92620	BRAINERD FAMILY YMCA 2026 PARKS PROGRAMING 230-5200-43300 PROFESSIONAL SERVICES	03/31/2026 pziemer	04/22/2026	3,000.00	0.00	Paid	Y 04/22/2026
	Total for vendor 3906 - BRAINERD FAMILY YMCA:			3,000.00	0.00		

Vendor 2684 - BRAINERD PARKS & RECREATION:

4/1/26 MMP 92581	BRAINERD PARKS & RECREATION CONCESSION CHANGE - MMP 2026 230-0000-10300 CHANGE FUND	04/01/2026 pziemer	04/08/2026	150.00	0.00	Paid	Y 04/08/2026
				150.00			
4/8/26 92652	BRAINERD PARKS & RECREATION EARLY BIRD TOURNAMENT - CASH PRIZE 230-5215-42210 OPERATING SUPPLIES	04/08/2026 pziemer	04/22/2026	850.00	0.00	Paid	Y 04/22/2026
	Total for vendor 2684 - BRAINERD PARKS & RECREATION:			1,000.00	0.00		

Vendor 0296 - BRAINERD PUBLIC UTILITIES:

MAR 26/PARKS 92582	BRAINERD PUBLIC UTILITIES 2/24/26-3/24/26 PARKS UTILITIES 230-5200-43381 BPU UTILITIES 230-5280-43380 UTILITIES	03/24/2026 pziemer	04/08/2026	4,928.33	0.00	Paid	Y 04/08/2026
				4,668.02			
				260.31			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			4,928.33	0.00		

Vendor 0307 - CENTERPOINT ENERGY:

92166-0/MAR26/PKS 92528	CENTERPOINT ENERGY 2/17/26-3/17/26 PARKS GARAGE 230-5200-43380 UTILITIES	03/25/2026 pziemer	04/08/2026	1,048.66	0.00	Paid	Y 04/08/2026
				1,048.66			
	Total for vendor 0307 - CENTERPOINT ENERGY:			1,048.66	0.00		

Vendor 0086 - CITY OF BRAINERD:

04/23/2026 11:25 AM
User: lasbach
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 03/19/2026 - 04/22/2026
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 3/11

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
P26-0132 92670	CITY OF BRAINERD PERMIT - LUM PARK SKI LOONS 230-5200-43430	04/08/2026 pziemer	04/22/2026	7.50	0.00	Paid	Y 04/22/2026
	MISCELLANEOUS			7.50			
	Total for vendor 0086 - CITY OF BRAINERD:			7.50	0.00		

Vendor 1653 - CIVICPLUS:

364828 92341	CIVICPLUS CIVIC - RECREATION 4/27/26-4/26/27 230-5200-43309	03/19/2026 pziemer	04/08/2026	8,334.90	0.00	Paid	Y 04/08/2026
	COMPUTER TECHNICAL SUPPORT			5,556.60			
	230-0000-15510	PREPAID OTHER		2,778.30			
	Total for vendor 1653 - CIVICPLUS:			8,334.90	0.00		

Vendor 0125 - CTC - 446126:

21779032 92346	CTC - 446126 3/12-4/11 CAMPGROUND 230-5280-43321	03/12/2026 pziemer	03/20/2026	252.80	0.00	Paid	Y 03/20/2026
	TELEPHONE			252.80			
21789231/PKS 92349	CTC - 446126 3/12-4/11 PARKS DEPT PHONES/INTERNET 230-5200-43321	03/12/2026 pziemer	03/20/2026	320.81	0.00	Paid	Y 03/20/2026
	TELEPHONE			320.81			
21797509 92691	CTC - 446126 4/12-5/11 CAMPGROUND 230-5280-43321	04/12/2026 pziemer	04/22/2026	252.80	0.00	Paid	Y 04/22/2026
	TELEPHONE			252.80			
21797446/PKS 92693	CTC - 446126 4/12-5/11 PARKS PHONES/INTERNET 230-5200-43321	04/12/2026 pziemer	04/22/2026	320.81	0.00	Paid	Y 04/22/2026
	TELEPHONE			320.81			
	Total for vendor 0125 - CTC - 446126:			1,147.22	0.00		

Vendor 0134 - CWC SANITARY LANDFILL:

221646 92397	CWC SANITARY LANDFILL 9YDS MATERIAL - LUM PARK PAVILLION 230-5200-43430	03/20/2026 pziemer	04/08/2026	121.50	0.00	Paid	Y 04/08/2026
	MISCELLANEOUS			121.50			
221638 92405	CWC SANITARY LANDFILL QTY 9YDS - MMP PAVILLION LANDFILL 230-5200-43430	03/20/2026 pziemer	04/08/2026	121.50	0.00	Paid	Y 04/08/2026
	MISCELLANEOUS			121.50			

04/23/2026 11:25 AM
User: lasbach
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 03/19/2026 - 04/22/2026
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 4/11

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Total for vendor 0134 - CWC SANITARY LANDFILL:				243.00	0.00		
Vendor 0674 - DIXON MECHANICAL ELECTRIC:							
11215 92644	DIXON MECHANICAL ELECTRIC SALT SPREADER REPAIRS 230-5200-42220	04/06/2026 pziemer REPAIR & MAINT	04/22/2026	120.00 120.00	0.00	Paid	Y 04/22/2026
Total for vendor 0674 - DIXON MECHANICAL ELECTRIC:				120.00	0.00		
Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:							
FBN5614182/PKS 92607	ENTERPRISE FM TRUST - ATTN: BILLING APR 26 PARKS DEPT VEHICLE LEASES 230-5200-43331	04/03/2026 pziemer LEASE PAYMENTS	04/22/2026	6,262.15 6,262.15	0.00	Paid	Y 04/22/2026
Total for vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:				6,262.15	0.00		
Vendor 0356 - HIRSHFIELD'S DECORATING:							
09378667 92359	HIRSHFIELD'S DECORATING GGP REPAIRS - PAINT 230-5200-42220	03/16/2026 pziemer REPAIR & MAINT	04/08/2026	141.94 141.94	0.00	Paid	Y 04/08/2026
Total for vendor 0356 - HIRSHFIELD'S DECORATING:				141.94	0.00		
Vendor 3517 - ISD #181 COMMUNITY ED DEPT:							
BRDP&R26-1 92660	ISD #181 COMMUNITY ED DEPT 2026 RECREATION PROGRAMMING PAY 1 230-5200-43300	04/08/2026 pziemer PROFESSIONAL SERVICES	04/22/2026	7,500.00 7,500.00	0.00	Paid	Y 04/22/2026
Total for vendor 3517 - ISD #181 COMMUNITY ED DEPT:				7,500.00	0.00		
Vendor 0889 - MENARDS - BAXTER :							
66105 92360	MENARDS - BAXTER BAP REPAIRS- FASTENERS 230-5200-42220	03/06/2026 pziemer REPAIR & MAINT	04/08/2026	43.26 43.26	0.00	Paid	Y 04/08/2026
67561 92543	MENARDS - BAXTER BOLTS 230-5200-42220	03/27/2026 pziemer REPAIR & MAINT	04/08/2026	9.12 9.12	0.00	Paid	Y 04/08/2026
68676 92701	MENARDS - BAXTER BOLTS - BAP RINK REPAIR	04/13/2026 pziemer	04/22/2026	25.60	0.00	Paid	Y 04/22/2026

04/23/2026 11:25 AM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 5/11

EXP CHECK RUN DATES 03/19/2026 - 04/22/2026

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	230-5200-42220	REPAIR & MAINT		25.60			
68395 92712	MENARDS - BAXTER KWP - LUMBER 230-5200-42220	04/09/2026 pziemer REPAIR & MAINT	04/22/2026	83.24	0.00	Paid	Y 04/22/2026
				83.24			
	Total for vendor 0889 - MENARDS - BAXTER :			161.22	0.00		

Vendor 3394 - MIDWEST MACHINERY CO:

10796291 92361	MIDWEST MACHINERY CO MOWER MAINT. - BLADES, TIRES, 230-5200-42220	03/05/2026 pziemer REPAIR & MAINT	04/08/2026	1,198.62	0.00	Paid	Y 04/08/2026
				1,198.62			
10818973 92645	MIDWEST MACHINERY CO MISC EQUIP. OIL 230-5200-42220	03/31/2026 pziemer REPAIR & MAINT	04/22/2026	345.66	0.00	Paid	Y 04/22/2026
				345.66			
10825475 92646	MIDWEST MACHINERY CO JD TRACTOR SALT SPREADER REPAIR 230-5200-42220	04/06/2026 pziemer REPAIR & MAINT	04/22/2026	1.10	0.00	Paid	Y 04/22/2026
				1.10			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			1,545.38	0.00		

Vendor 0147 - MINNESOTA SOFTBALL:

8465 92686	MINNESOTA SOFTBALL QTY 85 DOZEN SOFTBALLS 230-5215-42210	04/13/2026 pziemer OPERATING SUPPLIES	04/22/2026	6,800.00	0.00	Paid	Y 04/22/2026
				6,800.00			
8448 92713	MINNESOTA SOFTBALL QTY 45 TEAM SANCTIONS 230-5215-42210	04/13/2026 pziemer OPERATING SUPPLIES	04/22/2026	1,125.00	0.00	Paid	Y 04/22/2026
				1,125.00			
	Total for vendor 0147 - MINNESOTA SOFTBALL:			7,925.00	0.00		

Vendor 0926 - MINNESOTA T'S:

A 69578 92386	MINNESOTA T'S EASTER EGG HUNT BANNER 230-5211-42210	03/19/2026 pziemer OPERATING SUPPLIES	04/08/2026	165.00	0.00	Paid	Y 04/08/2026
				165.00			
	Total for vendor 0926 - MINNESOTA T'S:			165.00	0.00		

Vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:

04/23/2026 11:25 AM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/19/2026 - 04/22/2026

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 6/11

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
2026056 92385	MINNESOTA/WISCONSIN PLAYGROUND MEMORIAL BENCH - DENNY LANGERMAN 230-5225-42220 REPAIR & MAINT	03/20/2026 pziemer	04/08/2026	1,161.00 1,161.00	0.00	Paid	Y 04/08/2026
	Total for vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:			1,161.00	0.00		
Vendor 0272 - MTI DISTRIBUTING CO:							
1512262-01 92667	MTI DISTRIBUTING CO ELECTRIC ACTUATOR 230-5200-42220 REPAIR & MAINT	04/07/2026 pziemer	04/22/2026	1,860.99 1,860.99	0.00	Paid	Y 04/22/2026
1512262-00 92668	MTI DISTRIBUTING CO PULLEY/FUEL CAP 230-5200-42220 REPAIR & MAINT	04/07/2026 pziemer	04/22/2026	108.31 108.31	0.00	Paid	Y 04/22/2026
1512727-00 92676	MTI DISTRIBUTING CO GEARBOX 230-5200-42220 REPAIR & MAINT	04/07/2026 pziemer	04/22/2026	605.54 605.54	0.00	Paid	Y 04/22/2026
	Total for vendor 0272 - MTI DISTRIBUTING CO:			2,574.84	0.00		
Vendor 0282 - OBERG MFG & FENCING:							
5356 92564	OBERG MFG & FENCING BANE HOCKEY RINK 230-5200-42220 REPAIR & MAINT	03/26/2026 pziemer	04/08/2026	629.00 629.00	0.00	Paid	Y 04/08/2026
	Total for vendor 0282 - OBERG MFG & FENCING:			629.00	0.00		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							
1647-426432 92647	O'REILLY AUTOMOTIVE STORES INC. GROOMER FUEL TREATMENT 230-5200-42220 REPAIR & MAINT	03/31/2026 pziemer	04/22/2026	11.99 11.99	0.00	Paid	Y 04/22/2026
1647-426845 92648	O'REILLY AUTOMOTIVE STORES INC. SEA FOAM & BRAKE CLEANER 230-5200-42210 OPERATING SUPPLIES	04/02/2026 pziemer	04/22/2026	20.57 20.57	0.00	Paid	Y 04/22/2026
1647-427195 92649	O'REILLY AUTOMOTIVE STORES INC. CONNECTORS - JD SALT SPREADER 230-5200-42220 REPAIR & MAINT	04/04/2026 pziemer	04/22/2026	9.58 9.58	0.00	Paid	Y 04/22/2026
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			42.14	0.00		

04/23/2026 11:25 AM
User: lasbach
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 03/19/2026 - 04/22/2026
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 7/11

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

Vendor 4169 - PERFECTION DOCK AND LIFT:

1144 92322	PERFECTION DOCK AND LIFT LUM PARK 2025 DOCK INSTALL/REMOVAL 230-5200-43300	12/02/2025 pziemer	03/20/2026	1,150.00	0.00	Paid	Y 12/31/2025
	PROFESSIONAL SERVICES			1,150.00			
	Total for vendor 4169 - PERFECTION DOCK AND LIFT:			1,150.00	0.00		

Vendor 3076 - RUFFRIDGE JOHNSON :

S0251422 92707	RUFFRIDGE JOHNSON QTY 6 RAKES FOR BALLFIELDS 230-5200-42240	03/27/2026 pziemer	04/22/2026	381.20	0.00	Paid	Y 04/22/2026
	SMALL TOOLS			381.20			
	Total for vendor 3076 - RUFFRIDGE JOHNSON :			381.20	0.00		

Vendor 0344 - WASTE PARTNERS INC:

63X00809 92571	WASTE PARTNERS INC MAR 26 PARKS DEPT WASTE REMOVAL 230-5200-43380	03/31/2026 pziemer	04/08/2026	468.00	0.00	Paid	Y 04/08/2026
	UTILITIES			468.00			
	Total for vendor 0344 - WASTE PARTNERS INC:			468.00	0.00		

Vendor 3199 - WEX BANK:

111754535/PKS 92614*	WEX BANK MAR 26 PARKS DEPT FUEL 230-5200-42212	03/31/2026 pziemer	04/22/2026	1,177.69	0.00	Paid	Y 04/22/2026
	MOTOR FUELS			1,171.25			
	OFFICE SUPPLIES			10.00			
	MOTOR FUELS			(3.56)			
	Total for vendor 3199 - WEX BANK:			1,177.69	0.00		

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

Vendor 3698 - AMAZON:

3/6/26 92461	AMAZON PICKLEBALLS/UMPIRE CLICKER 230-5231-42210	03/06/2026 pziemer	04/08/2026	75.31	0.00	Paid	Y 04/08/2026
	OPERATING SUPPLIES			56.82			
	OPERATING SUPPLIES			18.49			
	Total for vendor 3698 - AMAZON:			75.31	0.00		

Vendor 2740 - AT&T MOBILITY:

04/23/2026 11:25 AM
User: lasbach
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 03/19/2026 - 04/22/2026
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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

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

3/18/26 - PKS							
92498	AT&T MOBILITY	03/18/2026	04/08/2026	210.86	0.00	Paid	Y
	MAR 26 PARKS DEPT PHONES	pziemer					04/08/2026
	230-5200-43321	TELEPHONE		166.72			
	230-5204-42210	OPERATING SUPPLIES		44.14			
	Total for vendor 2740 - AT&T MOBILITY:			<u>210.86</u>	<u>0.00</u>		
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				<u>286.17</u>	<u>0.00</u>		

04/23/2026 11:25 AM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/19/2026 - 04/22/2026

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 9/11

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

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

Vendor 3699 - AED SUPERSTORE:

3/19/26 92547	AED SUPERSTORE AED CPR PADS - BANE 230-5200-42220	03/19/2026 pziemer	04/08/2026	230.00	0.00	Paid	Y 04/08/2026
	REPAIR & MAINT			230.00			
	Total for vendor 3699 - AED SUPERSTORE:			230.00	0.00		

Vendor 0745 - BATTERIES PLUS:

3/11/26 92548	BATTERIES PLUS AED BATTERIES 230-5200-42220	03/11/2026 pziemer	04/08/2026	47.88	0.00	Paid	Y 04/08/2026
	REPAIR & MAINT			47.88			
	Total for vendor 0745 - BATTERIES PLUS:			47.88	0.00		

Vendor 3711 - COSTCO:

3/6/26 92549	COSTCO EASTER EGG HUNT CANDY 230-5211-42210	03/06/2026 pziemer	04/08/2026	124.74	0.00	Paid	Y 04/08/2026
	OPERATING SUPPLIES			124.74			
	Total for vendor 3711 - COSTCO:			124.74	0.00		

Vendor 3879 - HARBOR FREIGHT TOOLS:

2/25/26 92550	HARBOR FREIGHT TOOLS CREDIT - RETURN RATCHETING CARGO BAR 230-5200-42240	03/01/2026 pziemer	04/08/2026	(74.97)	0.00	Paid	Y 04/08/2026
	SMALL TOOLS			(74.97)			
	Total for vendor 3879 - HARBOR FREIGHT TOOLS:			(74.97)	0.00		

Vendor 2011 - MRPA:

3/4/26 92551	MRPA 2026 MEMBERSHIP K.HUETHER 230-5200-43330	03/04/2026 pziemer	04/08/2026	325.00	0.00	Paid	Y 04/08/2026
	PROFESSIONAL DEVELOPMENT			325.00			
3/4/26 - 2 92552	MRPA 2026 MEMBERSHIP T.HARRIS 230-5200-43330	03/04/2026 pziemer	04/08/2026	325.00	0.00	Paid	Y 04/08/2026
	PROFESSIONAL DEVELOPMENT			325.00			
3/4/26 - 3 92553	MRPA 2026 MEMBERSHIP J.DEHN	03/04/2026 pziemer	04/08/2026	325.00	0.00	Paid	Y 04/08/2026

04/23/2026 11:25 AM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 10/11

EXP CHECK RUN DATES 03/19/2026 - 04/22/2026

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

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

230-5200-43330	PROFESSIONAL DEVELOPMENT			325.00			
Total for vendor 2011 - MRPA:				975.00	0.00		

Vendor 0932 - ORIENTAL TRADING CO., INC:

3/9/26

92554

ORIENTAL TRADING CO., INC	03/09/2026	04/08/2026	129.98	0.00	Paid	Y
EASTER EGG HUNT SUPPLIES	pziemer					04/08/2026
230-5211-42210	OPERATING SUPPLIES		129.98			
Total for vendor 0932 - ORIENTAL TRADING CO., INC:				129.98	0.00	

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

1,432.63 0.00

of Invoices: 58 # Due: 0 Totals:

53,356.29 0.00

of Credit Memos: 1 # Due: 0 Totals:

(74.97) 0.00

Net of Invoices and Credit Memos:

53,281.32 0.00

* 1 Net Invoices have Credits Totalling:

(3.56)

--- TOTALS BY GL DISTRIBUTION ---

230-0000-10300	CHANGE FUND	150.00
230-0000-15510	PREPAID OTHER	2,778.30
230-5200-42200	OFFICE SUPPLIES	10.00
230-5200-42210	OPERATING SUPPLIES	20.57
230-5200-42212	MOTOR FUELS	1,167.69
230-5200-42220	REPAIR & MAINT	5,920.18
230-5200-42240	SMALL TOOLS	306.23
230-5200-43300	PROFESSIONAL SERVICES	11,650.00
230-5200-43309	COMPUTER TECHNICAL SUPPORT	5,556.60
230-5200-43321	TELEPHONE	808.34
230-5200-43330	PROFESSIONAL DEVELOPMENT	975.00
230-5200-43331	LEASE PAYMENTS	6,262.15
230-5200-43380	UTILITIES	1,516.66
230-5200-43381	BPU UTILITIES	4,668.02
230-5200-43430	MISCELLANEOUS	250.50
230-5204-42210	OPERATING SUPPLIES	44.14
230-5211-42210	OPERATING SUPPLIES	419.72
230-5215-42210	OPERATING SUPPLIES	8,793.49
230-5225-42220	REPAIR & MAINT	1,161.00
230-5231-42210	OPERATING SUPPLIES	56.82
230-5280-43321	TELEPHONE	505.60
230-5280-43380	UTILITIES	260.31

04/23/2026 11:25 AM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/19/2026 - 04/22/2026

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 11/11

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	230 - PARK & RECREATION FUND			53,281.32	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			2,928.30	0.00		
	5200 - PARK MAIN/ADMINISTRATION			39,111.94	0.00		
	5204 - CONCESSIONS			44.14	0.00		
	5211 - SPECIAL EVENTS PROGRAM			419.72	0.00		
	5215 - ADULT SOFTBALL			8,793.49	0.00		
	5225 - MEMORIAL BENCHES & TREE PRC			1,161.00	0.00		
	5231 - PICKLEBALL			56.82	0.00		
	5280 - CAMPGROUND			765.91	0.00		

As of March 31, 2026

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	492	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	10,250	3,611	1,000	260	-	56	22,000	-	2,500	927	3,000	2,000
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	3,230	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	255	-	-	-	-	-	-	-	-	-	-
Total Other Revenue	2,000	3,485	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	47,250	7,588	1,000	260	-	56	22,000	-	2,500	927	3,000	2,000
Total Personal Services	972,076	187,860	440	-	11,597	10,097	13,368	-	-	-	-	-
Supplies												
Office and Operating Supplies	8,500	282	725	29	1,900	278	16,500	1,157	2,500	-	7,000	1,323
Motor Fuels	18,200	1,711	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	60,407	3,747	-	-	-	-	-	304	-	-	-	-
Repairs & Maintenance - Mills Field	10,000	-	-	-	-	-	-	-	-	-	-	-
Small Tools	2,000	100	-	-	-	-	-	-	-	-	-	-
Total Supplies	99,107	5,840	725	29	1,900	278	16,500	1,461	2,500	-	7,000	1,323
Services												
Professional Services	40,292	382	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	7,025	2,315	-	-	-	-	-	-	-	-	-	-
Telephone	3,804	1,098	-	-	-	-	-	-	-	-	-	-
Postage	50	19	-	-	-	-	-	-	-	-	-	-
Professional Development	3,000	-	-	-	-	-	-	-	-	-	-	-
Lease Payments	83,838	18,786	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	7	-	-	-	-	-	-	-	-	-	-
Insurance	29,381	4,648	-	-	-	-	-	-	-	-	-	-
Utilities	122,475	17,450	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,785	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	1,187	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	2,089	-	-	-	-	-	-	-	-	-	-	-
Total Services	296,739	45,893	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,367,923	239,593	1,165	29	13,497	10,375	29,868	1,461	2,500	-	7,000	1,323
Other Revenue (Expenses)												
Sale of Assets	38,000	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	38,000	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(1,282,673)	(232,005)	(165)	231	(13,497)	(10,319)	(7,868)	(1,461)	-	927	(4,000)	677

As of March 31, 2026

	Kickball		Adult Softball		Pickleball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	-	-	35,000	492
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	2,000	-	48,000	25,661	2,000	440	60,000	15,296	150,750	48,251
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	3,230
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	500	20	1,500	275
Total Other Revenue	-	-	-	-	-	-	500	20	2,500	3,505
TOTAL REVENUES	2,000	-	48,000	25,661	2,000	440	60,500	15,316	188,250	52,248
Total Personal Services	2,958	-	25,622	-	-	-	-	-	1,026,062	197,956
Supplies										
Office and Operating Supplies	650	-	12,400	-	1,150	-	500	345	51,825	3,415
Motor Fuels	-	-	-	-	-	-	-	-	18,200	1,711
Repairs & Maintenance	-	-	5,000	-	-	-	1,500	-	66,907	4,051
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	10,000	-
Small Tools	-	-	-	-	-	-	-	-	2,000	100
Total Supplies	650	-	17,400	-	1,150	-	2,000	345	148,932	9,277
Services										
Professional Services	-	-	-	-	-	-	-	-	40,292	382
Computer Technical Support	-	-	-	-	-	-	-	-	7,025	2,315
Telephone	-	-	-	-	-	-	1,200	823	5,004	1,921
Postage	-	-	-	-	-	-	-	-	50	19
Professional Development	-	-	-	-	-	-	-	-	3,000	-
Lease Payments	-	-	-	-	-	-	-	-	83,838	18,786
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,000	7
Insurance	-	-	-	-	-	-	-	-	29,381	4,648
Utilities	-	-	-	-	-	-	7,000	513	129,475	17,962
Rent Expense	-	-	-	-	-	-	-	-	1,785	-
Miscellaneous	-	-	-	-	-	-	-	-	2,000	1,187
Dues and Subscriptions	-	-	-	-	-	-	-	-	2,089	-
Total Services	-	-	-	-	-	-	8,200	1,336	304,939	47,229
TOTAL OPERATING EXPENSES	3,608	-	43,022	-	1,150	-	10,200	1,681	1,479,934	254,462
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	-	-	38,000	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	38,000	-
TOTAL REVENUE OVER/(UNDER)	(1,608)	-	4,978	25,661	850	440	50,300	13,636	(1,253,684)	(202,213)



SPECIAL EVENT APPLICATION

Date of Application: 3/25/26

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: Community Picnic

Organizer Information

Organizer's Name: Brainerd Lions
Organizer's Address: 12843 Eagle Dr Baxter
Event Contact Person: Fancy Cross
Event Contact Daytime Phone: 218-829-9079
Event Contact E-mail Address: CROSSNXX@gmail.com
Contact Name/Number Day of Event: Fancy Cross - 1 day
For Profit/Nonprofit Status (type): non-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
Aug 21	3:30	7:30	Lions 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 Community Picnic, kids games,
Wonder-Tree, food, music

Site Information

Electrical usage

☒

Yes

☐

No

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

Roaster for Hot Dogs

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:

Only the Lions Banner - goes on a pole -

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

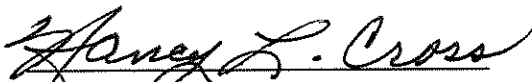
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

NANCY L. CROSS
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: 4/7/26

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: Lions District picnic

Organizer Information

Organizer's Name: Nancy Cross

Organizer's Address: 12843 Eagle Dr Baxter MN

Event Contact Person: Nancy Cross

Event Contact Daytime Phone: 218-829-9079

Event Contact E-mail Address: crossn00@gmail.com

Contact Name/Number Day of Event: Nancy Cross

For Profit/Nonprofit Status (type): Non 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
9/20/26	10am	3pm	Lions 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:

Lions District picnic for approximately 45people

Site Information

Electrical usage

☒

Yes

☐

No

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

Roaster and crockpot

Amplified Sound

☐

Yes

☒

No

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

Restrooms provided

☐

Yes

☒

No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☐

Yes

☒

No

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

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: We will take our trash

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.

Nancy Cross
Signature of Applicant

Nancy Cross
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):



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

PERMIT #4299

Authorized On: 03/24/2026 04:17 PM

NOTE: Rental

Location

Gregory Park
424 5th Street N
Brainerd, MN 56401

Permit Holder

Relationship Safety Alliance
PO Box 602
Brainerd, MN 56401

RESERVATIONS

Location	Facility	Date	Time	Hours	Fee
Gregory Park	Gregory Park Pavilion with optional Kitchenette	Sun, Aug 9th 2026	08:00 AM-03:00 PM	7.00	\$70.00
					TOTAL: \$70.00

CHARGES

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Gregory Park	Gregory Park Pavilion with optional Kitchenette	Aug 9, 2026 8:00 AM-3:00 PM	\$70.00	\$70.00	\$0.00
			TOTAL:	\$70.00 \$70.00	\$0.00

PAYMENTS

RECEIPT #	DATE/TIME	DESCRIPTION	AMOUNT
102796098	03/24/2026 04:17 PM	Credit/Debit	\$75.51
			TOTAL: \$75.51

PROMPT RESPONSES

Location	Facilities	Date	Days
Gregory Park	Gregory Park Pavilion with optional Kitchenette	08/09/2026	Sun
#1 - Does your event have any other special considerations? If so, please describe.			
Response: No			
Gregory Park	Gregory Park Pavilion with optional Kitchenette	08/09/2026	Sun

#2 - Will your event have amplified sound? Describe the sound amplification equipment to be used in your event and the times. The park will follow the City Code requirements with no exceptions on all amplified sound, making sure all noise concludes by 10:00 P.M.

Response: Yes, announcements and kids music

Gregory Park	Gregory Park Pavilion with optional Kitchenette	08/09/2026	Sun
--------------	---	------------	-----

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

Response: Free food only, no food trucks

Gregory Park	Gregory Park Pavilion with optional Kitchenette	08/09/2026	Sun
--------------	---	------------	-----

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

Response: Yes, cotton candy machines, popcorn maker, and PA

Gregory Park	Gregory Park Pavilion with optional Kitchenette	08/09/2026	Sun
--------------	---	------------	-----

#5 - Type of Event Description of Activities

Response: Community Awareness and free family activities, games, prizes

Gregory Park	Gregory Park Pavilion with optional Kitchenette	08/09/2026	Sun
--------------	---	------------	-----

#6 - Number of people attending the event.

Response: 400

Gregory Park	Gregory Park Pavilion with optional Kitchenette	08/09/2026	Sun
--------------	---	------------	-----

#7 - Times you will be in/out of the pavilion. Please include setup and cleanup in the times.

Response: 8:00am-4:00pm

Gregory Park	Gregory Park Pavilion with optional Kitchenette	08/09/2026	Sun
--------------	---	------------	-----

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

Response: Yes

The pavilion has four permanent picnic tables to accommodate up to 32 comfortably. Electrical outlets are located on the building exterior and water is available only if the restrooms are open. The Center Court area will accommodate up to 150 chairs. Gregory Park has on-street parking ONLY - parking is NOT ALLOWED in the park. For after-hours emergency maintenance issues call 218-851-8455.

Waiver

Rental fees must be paid and this permit signed and returned no later than 14 days from the permit issue date. If the reservation is made less than 30 days in advance, payment and signature are due immediately. The City of Brainerd reserves the right to cancel any reservation if payment and the signed permit are not received in a timely manner. Cancellation of this reservation less than 30 days in advance of the event date will result in forfeiture of the rental fee. Cancellation of this reservation 30 or more days in advance will be refunded less a \$10.00 administration fee. Rental fees are not refundable due to inclement weather.

All trash generated by my group must be picked up and disposed of properly in the receptacles provided. No glass containers are allowed at City of Brainerd parks and the sale and/or consumption of liquor or strong beer is prohibited. An application to serve 3.2 keg beer may be completed with the Parks and Recreation office and must be approved by the City Engineer/Public Works Director as required by City Ordinance #815. Beer permits will not be issued where youth activities are scheduled. Amplified

entertainment equipment is prohibited. Small canopies up to 12' X 12' are allowed; large tent canopies are not.

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

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



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

PERMIT #4315

Authorized On: 03/30/2026 01:44 PM

NOTE: Rental

Location

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

Permit Holder

Relationship Safety Alliance
 PO Box 602
 Brainerd, MN 56401

Authorized Agent

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

RESERVATIONS

Location	Facility	Date	Time	Hours	Fee
Lyman P. White Park	Amphitheater	Tue, Oct 13th 2026	08:00 AM-10:00 PM	14.00	\$150.00
TOTAL:					\$150.00

CHARGES

LOCATION	FACILITY	DESCRIPTION	TOTAL	PAID	BALANCE DUE
Lyman P. White Park	Amphitheater	Oct 13, 2026 8:00 AM-10:00 PM	\$150.00	\$0.00	\$150.00
TOTAL:			\$150.00	\$0.00	\$150.00

PROMPT RESPONSES

Location	Facilities	Date	Days
Lyman P. White Park	Amphitheater	10/13/2026	Tue

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

Response: We would like to have the bathrooms left open/unlocked for this event please.

Lyman P. White Park	Amphitheater	10/13/2026	Tue
#2 - Does your event require additional restrooms? If so, what company is contracted for restrooms and where will they be located?			
Response: Additional restrooms will not be needed however we would like to request that the park restrooms be left unlocked for our event.			

Lyman P. White Park	Amphitheater	10/13/2026	Tue
#3 - Will you require additional Trash Disposal? If so, what company is contracted for Trash Disposal?			
Response: No			

Lyman P. White Park	Amphitheater	10/13/2026	Tue
---------------------	--------------	------------	-----

#4 - Times you will be in/out of the Amphitheater. Please include setup and cleanup in the times.

Response: 2pm- 9:30pm- Event starts at 6:30pm

Lyman P. White Park	Amphitheater	10/13/2026	Tue
---------------------	--------------	------------	-----

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

Response: Yes, small PA system for announcements and speaking, and live music played by a orchestra group of 6-7 people

Lyman P. White Park	Amphitheater	10/13/2026	Tue
---------------------	--------------	------------	-----

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

Response: No- we will be offering fee hot chocolate

Lyman P. White Park	Amphitheater	10/13/2026	Tue
---------------------	--------------	------------	-----

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

Response: Yes, PA system

Lyman P. White Park	Amphitheater	10/13/2026	Tue
---------------------	--------------	------------	-----

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

Response: No

Lyman P. White Park	Amphitheater	10/13/2026	Tue
---------------------	--------------	------------	-----

#9 - Type of Event Description of Activities

Response: Domestic Violence Awareness Event and memorial during Domestic Violence Awareness Month to honor the lives of those we have lost to domestic violence in the past year.

Lyman P. White Park	Amphitheater	10/13/2026	Tue
---------------------	--------------	------------	-----

#10 - Number of people attending the event.

Response: 40

Lyman P. White Park	Amphitheater	10/13/2026	Tue
---------------------	--------------	------------	-----

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

Response: No

Lyman P. White Park	Amphitheater	10/13/2026	Tue
---------------------	--------------	------------	-----

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

Response: Non Profit

Lyman P. White Park	Amphitheater	10/13/2026	Tue
---------------------	--------------	------------	-----

#13 - How often will this event be held?

Response: Annual

Lyman P. White Park	Amphitheater	10/13/2026	Tue
---------------------	--------------	------------	-----

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

Response: Yes

Lyman P. White Park	Amphitheater	10/13/2026	Tue
---------------------	--------------	------------	-----

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

Response: No

Lyman P. White Park	Amphitheater	10/13/2026	Tue
---------------------	--------------	------------	-----

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

Response: No

Cancel within 30 days



SPECIAL EVENT APPLICATION

Date of Application: 4/8/26

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: Community Dog Walk

Organizer Information

Organizer's Name: Lighthouse Beginnings
Organizer's Address: 8055 Industrial Park Rd, Baxter MN 56425
Event Contact Person: Catherine McGuire
Event Contact Daytime Phone: 218-330-3666
Event Contact E-mail Address: Catherine@lighthb.org
Contact Name/Number Day of Event: Catherine-218-330-3666
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
5/23/26	1pm	3pm	Kiwanis 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:

We will be providing hotdogs and drinks, dog treats and a give away doggy gift basket, then we will gather to walk around the loop with our dogs.

Site Information

Electrical usage

☐

Yes

☒

No

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

Amplified Sound

☐

Yes

☒

No

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

Restrooms provided

☐

Yes

☒

No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☐

Yes

☒

No

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

Trash Receptacle Disposal

☐

Yes

☐

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

Signature of Applicant

Catherine McGuire

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



SPECIAL EVENT APPLICATION

Date of Application: 4/7/2026

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: Special Olympics USA Games Final Leg Torch Run

Organizer Information

Organizer's Name: Special Olympics - Kean Corkery
Organizer's Address: 625 Marquette Ave S, STE 900 Minneapolis, MN 55402
Event Contact Person: John Weeding
763-270-7185
Event Contact Daytime Phone: _____
Event Contact E-mail Address: john.weeding@somn.org
Contact Name/Number Day of Event: John Weeding 320-297-0596
For Profit/Nonprofit Status (type): This is a nonprofit event and organization.

Applicant information (if different from the event organizer):

Applicant Name: John Weeding
Applicant Address: 625 Marquette Ave S, STE 900 Minneapolis, MN 55402
Applicant Phone: 763-270-7185
Applicant E-mail Address: john.weeding@somn.org

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6/17/2026	1:00pm	4:00pm	Lyman P White Park (time at park (1:30-3:30pm)

☐ 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:

This event is organized by Special Olympics USA Games with the help of Special Olympics Minnesota. USA

Games is the main organizer for plans and details. John and Special Olympics Minnesota has coordinated with

Brainerd and Baxter PD as well as Crow Wing County to help plan a route. Runner are staging at the Planet Fitness

Parking lot and running the Lyman P White Park. Law Enforcement is helping with lead and trail cars.

There will be a short 30-40 minute ceremony at the park. The plan is to use the pavillion. USA Games will supply speakers/microphone and other items needed. We are just requesting the park space and parking.

This event is to run the Special Olympics torch through the state and make stops in specific cities to run through town as well as have the short ceremony. The Final Leg Run is partnered with Law Enforcement. Local Law Enforcement is helping organize and confirm route details as well as being welcomed to join the athletes and others that are doing the actual run aspect. We plan to have dignitaries speak such as the Cheif of police and mayor.

Site Information

Electrical usage

☒

Yes

☐

No

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

Speaker system and microphone.

Amplified Sound

☒

Yes

☐

No

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

If there is a sound system that we could potentially hook up to or use, the USA Games planning committee would

possibly request to access that for microphone and speakers.

2:00-3:00pm

Restrooms provided

☐

Yes

☒

No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☐

Yes

☒

No

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

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Do not need street closures. Working with local law enforcement to have lead and trail cars with the running group.

Will be running on side of road and continuoulsy moving, so no road closure is needed.

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.

There should be no long period issues. The running group has an estimated 50-70 runners and any area the group runs by will only be occupied for a couple minutes at most.

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

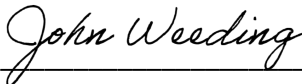
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

John Weeding

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: April 13, 2021

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 Mills Baseball Field

Name of event: Senior Division 1 State Legion Baseball Tournament

Organizer Information

Organizer's Name: Brainerd Post 255 Legion
Organizer's Address: 708 Front Street Brainerd
Event Contact Person: Bill Lowell
Event Contact Daytime Phone: 605-201-3987
Event Contact E-mail Address: post0255@brainerd.net
Contact Name/Number Day of Event: Bill Lowell 605-201-3987
For Profit/Nonprofit Status (type): Non Profit

Applicant information (if different from the event organizer):

Applicant Name: Brad Amundson
Applicant Address: 15551 Sunset Way Brainerd
Applicant Phone: 218-851-5478
Applicant E-mail Address: bradley.amundson@isd181.org

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
July 29, 2027	8:00 AM	9:00 pm	Mills Baseball Field
July 30, 2027	8:00 AM	9:00 pm	Mills Baseball Field
July 31, 2027	8:00 AM	9:00 pm	Mills Baseball Field
Aug 1, 2027	8:00 AM	6:00 pm	Mills Baseball Field

☐ 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:

This will be a 12 team Minnesota State
League Baseball Tournament. The 1st, 2nd place
team will move on to the Midwest Regional in Fargo, ND.

Site Information

Electrical usage

☒

Yes

☐

No

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

Field lights? Office use (concession stand room). Would need portable air conditioner. Requesting (maybe better than concession area) to use newly built building behind stadium instead?? Food truck power also

Amplified Sound

☒

Yes

☐

No

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

Clear and loud enough speaker system

Restrooms provided

?

☐

Yes

☐

No

Use Mills & 2 portables??

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:

Depending on sponsors and State Legion

Trash Receptacle Disposal

☐

Yes

☐

No

Mills contract?

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):

NA

Date and time for beginning of street closures:

NA

Date and time for reopening of streets:

NA

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.

NA

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.

Brad Amundson

Signature of Applicant

Brad Amundson

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

3.10.26

Date of Application: _____

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

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

Name of event: _____ Summer solstice dance showcase

Organizer Information

Organizer's Name: _____ Sacred Circle Wellness, LLC
Organizer's Address: _____ 903 South 5th Street number 11 Walker Minnesota 56484
Event Contact Person: _____ Amanda Strand
Event Contact Daytime Phone: _____ 701-200-0782
Event Contact E-mail Address: _____ Astrand87@hotmail.com
Contact Name/Number Day of Event: _____ Same as above
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
June 11th	5p	8p	Lyman p White amphitheater
6.13	9am	9pm	Same as above
6.11 8pm to 6.13 9 am	We would leave set up equipment at the ven		

☐ 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:

Workshops from 10:00 to 12:00 and 2:00 to 4:00. Bonsai belly dance, fan veils, pole fitness, e

Show around 5:30 or 6:00. Local Dance showcase. Fan veils, belly dance, fusion, lyrical, pole fitness, chair

Site Information

Electrical usage

☒

Yes

☐

No

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

Electricity for sound system and also possibly lighting

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: You will have less than 150 people so the already provided restrooms will suffice
(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:

We will post flyers around town and will post standing banners locally around the venue

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):

Not applicable

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: 4/13/26

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: USA Patriots Softball Game & Practice

Organizer Information

Organizer's Name: Brainerd
Organizer's Address: PO Box 523 Brainerd MN
Event Contact Person: Sheena Ziegler
Event Contact Daytime Phone: 218-330-430
Event Contact E-mail Address: Sheenaziegler@gmail.co
Contact Name/Number Day of Event: _____
For Profit/Nonprofit Status (type): 501c\$

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
7/29/26	8am	12pm	practice field mill park
7/30/26	8am	12pm	practice field mill park
7/31/26	8am	12pm	practice field mill park
8/1/26	1pm	6pm	USA PATRIOTS KIDS GAME & ADULT GAME- BIG BALL FIELD mill 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 USA Patriots soft ball team will be hosting the USA Patriots Alumni camp with over 50 kids with limb difference

coming back together to enjoy the game of soft ball together being coached by veterans who also suffer from limb loss

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:

[Play by Play](#)

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:

[Around the park and ball](#)

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: _____

[it will be waster](#)

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.

Sheena M

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.

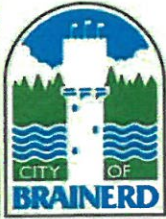
City Administrator

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):



Memorial Park

1700 Mill Avenue, Brainerd, MN 56401



Park Features

- 28 Acres
- Rentable Pavilion
- Concessions
- Baseball Stadium
- 3 Softball Fields
- Basketball Court
- 5 Pickleball Courts
 - Splash Pad
 - Frisbee Golf
 - Playground
- and much more!



500
Feet

For further information, please contact the
City of Brainerd Parks and Recreation Office

501 Laurel Street

Brainerd, MN 56401

Phone: (218) 828-2320

Email: parks@ci.brainerd.mn.us

Website: <https://www.ci.brainerd.mn.us/>

Produced by the City of Brainerd GIS, 3/27/2026





SPECIAL EVENT APPLICATION

Date of Application: 4/23/26

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: Kicking it for Connection

Organizer Information

Organizer's Name: Lighthouse Beginnings
Organizer's Address: 8055 Industrial Park Rd, Baxter MN 56425
Event Contact Person: Catherine McGuire
Event Contact Daytime Phone: 218-330-3666
Event Contact E-mail Address: Catherine@lighthb.org
Contact Name/Number Day of Event: Same as above
For Profit/Nonprofit Status (type): 501 c 3 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
May 23, 2026	1:00 pm	5:00 pm	Memorial Park fields & back parking lot

☐ 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:

kickball tourney with other family friendly activities;
bouncehouse, face painting, vendors, food trucks

Site Information

Electrical usage

☒

Yes

☐

No

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

Bounce house (plug in at park in back parking lot)

Amplified Sound

☐

Yes

☐

No

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

Restrooms provided

☐

Yes

☐

No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☐

Yes

☐

No

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

Trash Receptacle Disposal

☐

Yes

☐

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures:

Date and time for reopening of streets:

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

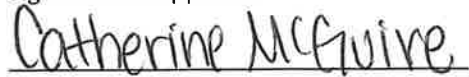
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance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

Signature of Event Applicant

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



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

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

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

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



Park Board Agenda Request

MEETING DATE: April 28, 2026

TITLE OF ITEM: Recommend Authorization to Apply for Special Appropriation Application for Memorial Park Skatepark

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

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 for the construction of a 15,000 SF regional skate park. 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

At the March 24th meeting, the Park Board considered a proposal from the Skate Park Association asking the Park Board to contribute \$200,000 towards the construction of the skate park. The Park Board denied the request due to budgetary constraints and needs in other parks. The Skate Park Association has amended their proposal and included a phased approach to construction to remain in

budget.

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

RECOMMENDED ACTION/MOTION

1. Motion to approve the preliminary phased construction plan and authorize staff to complete the application to DEED and to bring it back for final review and consideration.

FINANCIAL IMPACT

N/A

Brainerd Community Action

Balance Sheet

As of January 31, 2026

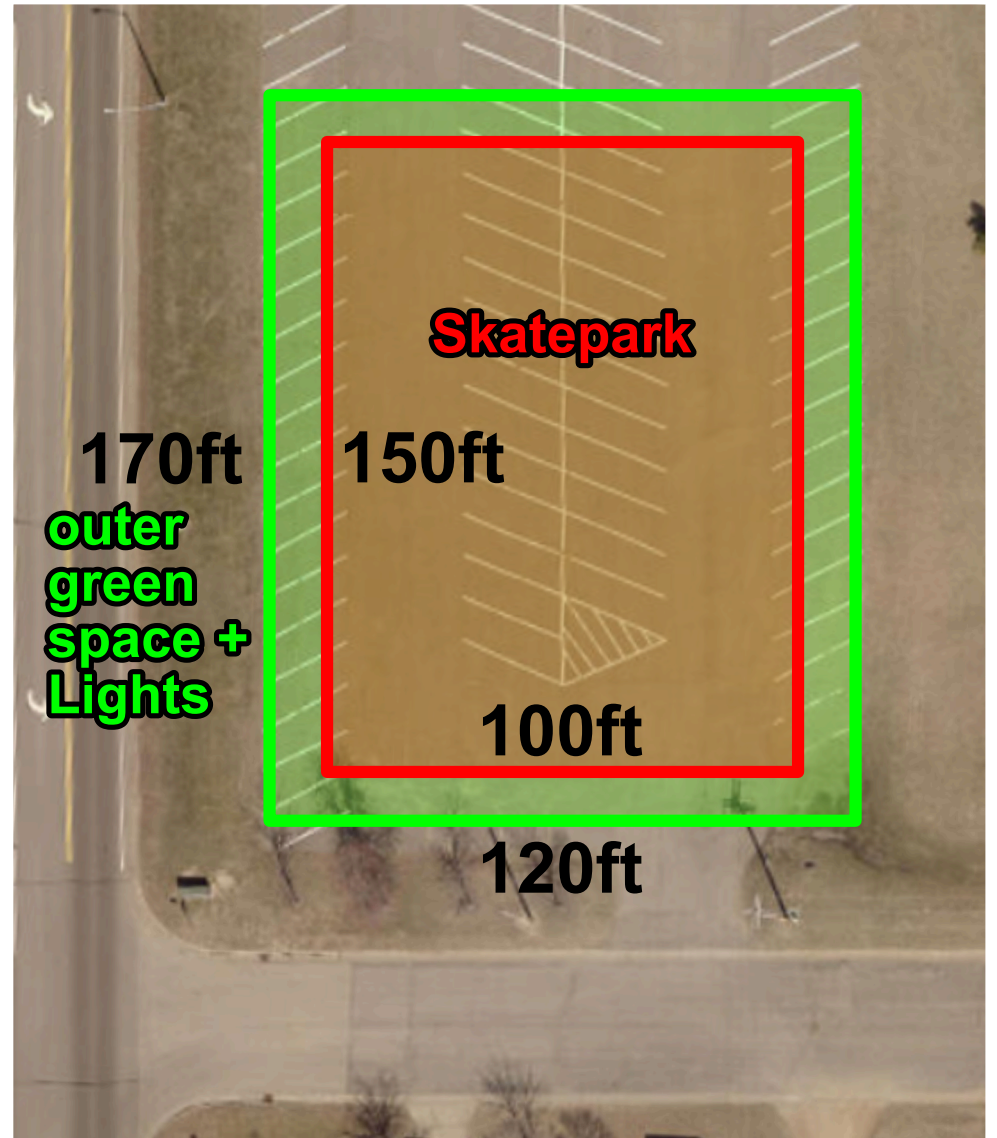
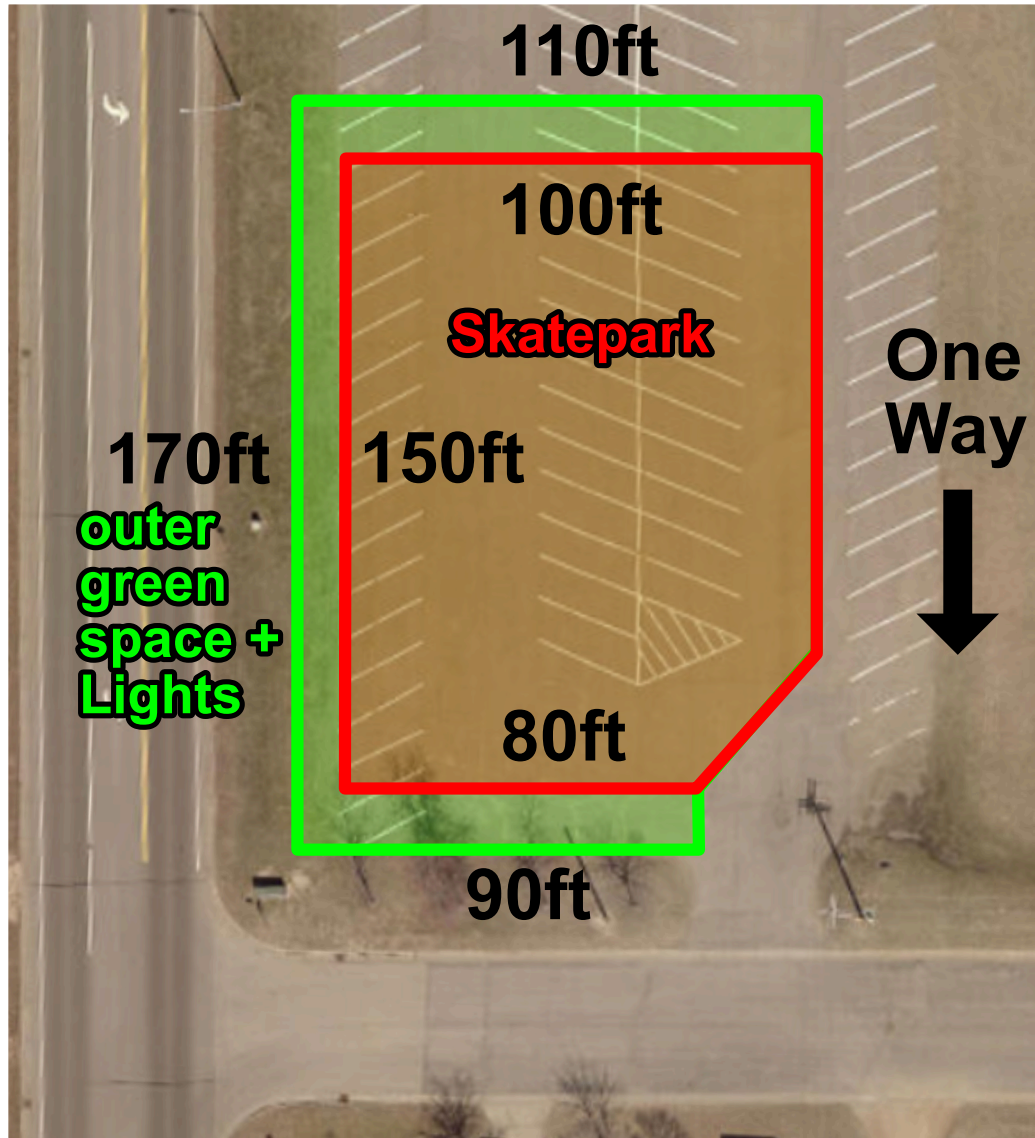
	LASA	TOTAL
ASSETS		
Current Assets		
Bank Accounts		
Checking-Old National...7113	119,248.45	\$119,248.45
Total Bank Accounts	\$119,248.45	\$119,248.45
Total Current Assets	\$119,248.45	\$119,248.45
TOTAL ASSETS	\$119,248.45	\$119,248.45
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other 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

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

Project Notes:

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.

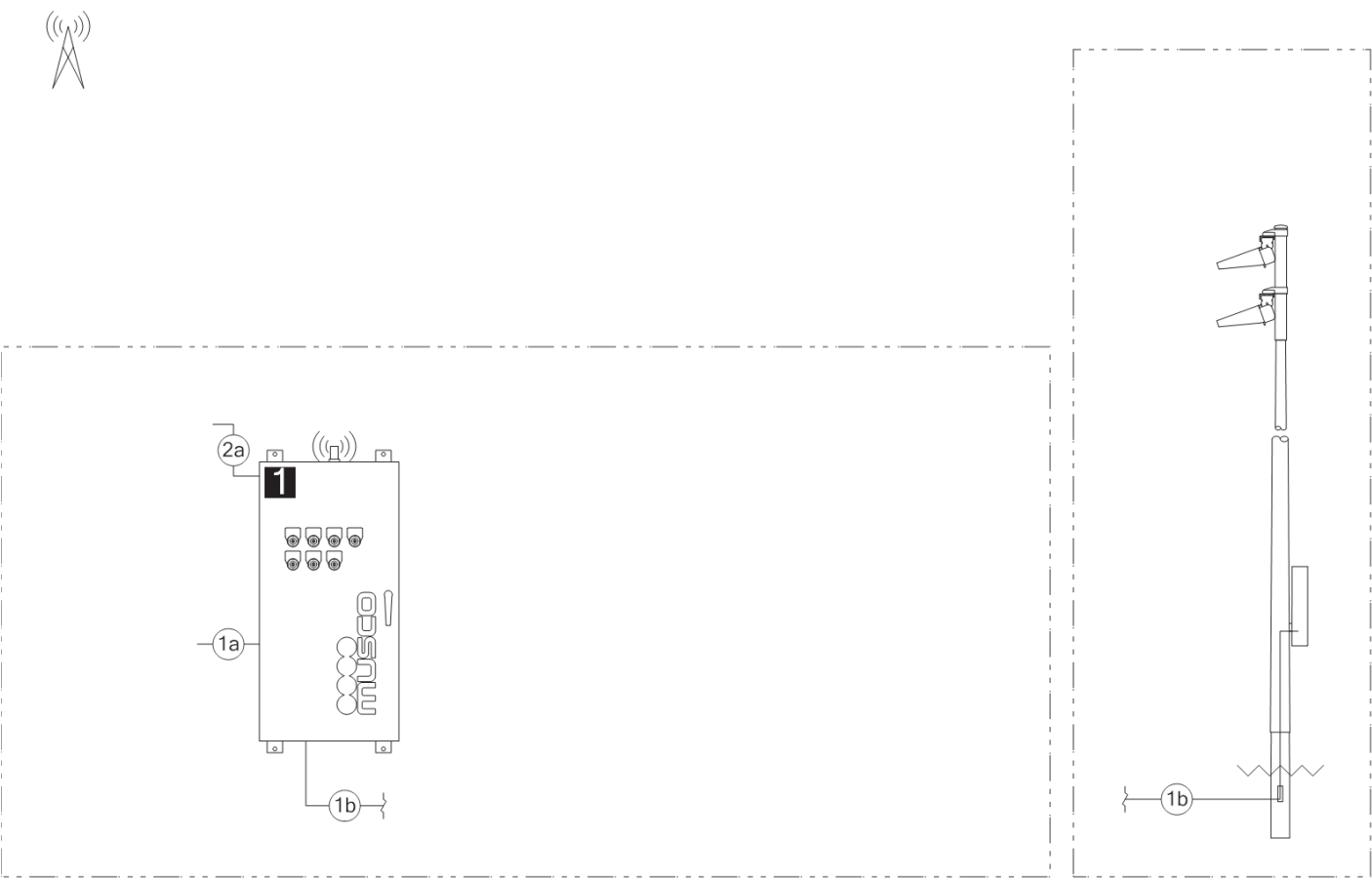
System Requirements: Control System Summary

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

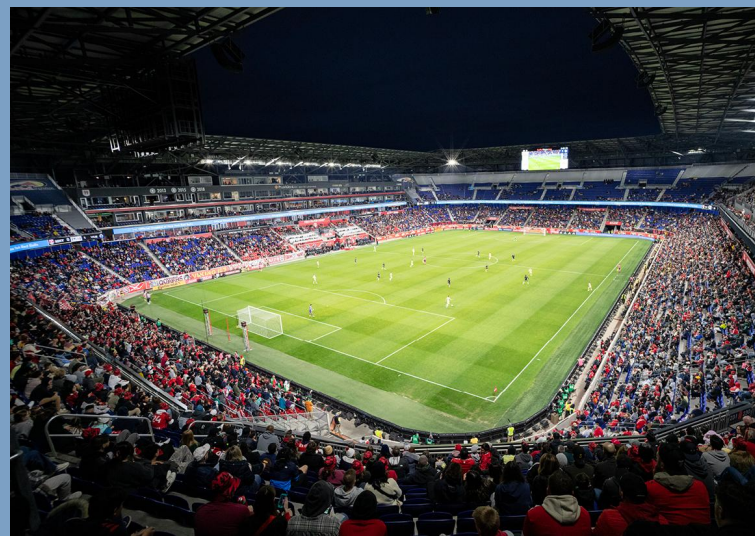
Circuit Summary

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

Control Module ID: 1

Lighting Circuit Voltage: 480/60/1

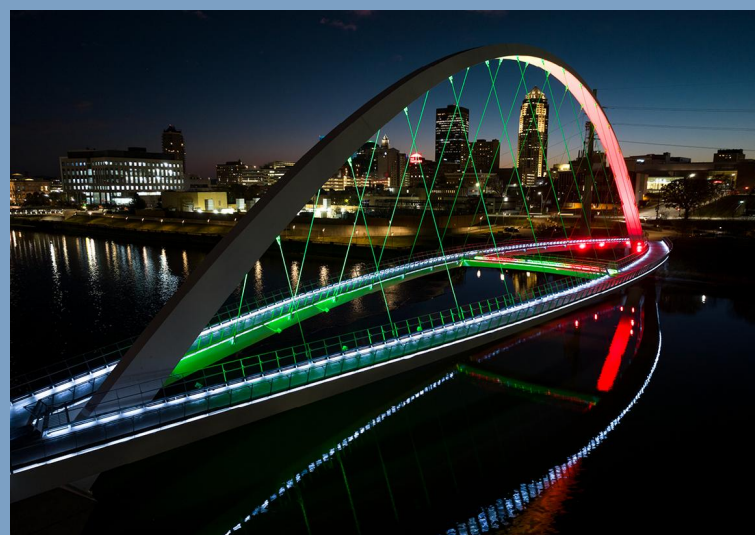
Circuit Summary by Switch							
Switch	Zone Description	Pole ID	Qty of Fixtures	Full load amperes	Contactor Size (Amps)	Cabinet #	Contactor ID
1	Skatepark	P1	3	4.17	30	1	C1
	Skatepark	P2	3	4.17	30	1	C2
	Skatepark	P3	3	4.17	30	1	C3
	Skatepark	P4	3	4.17	30	1	C4
	Skatepark	P5	3	4.17	30	1	C5
	Skatepark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

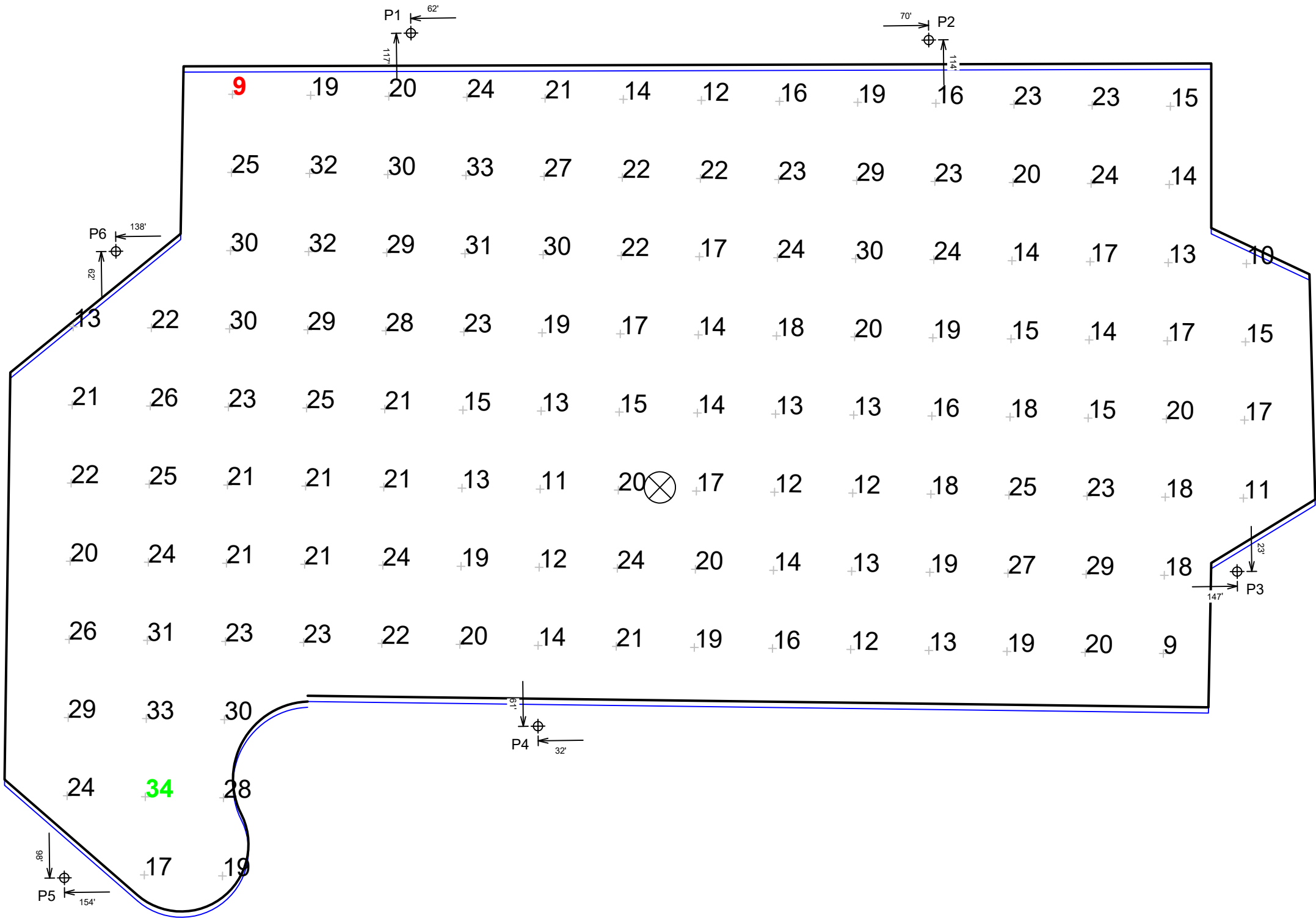
Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

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.

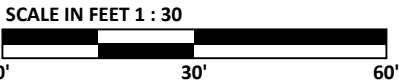
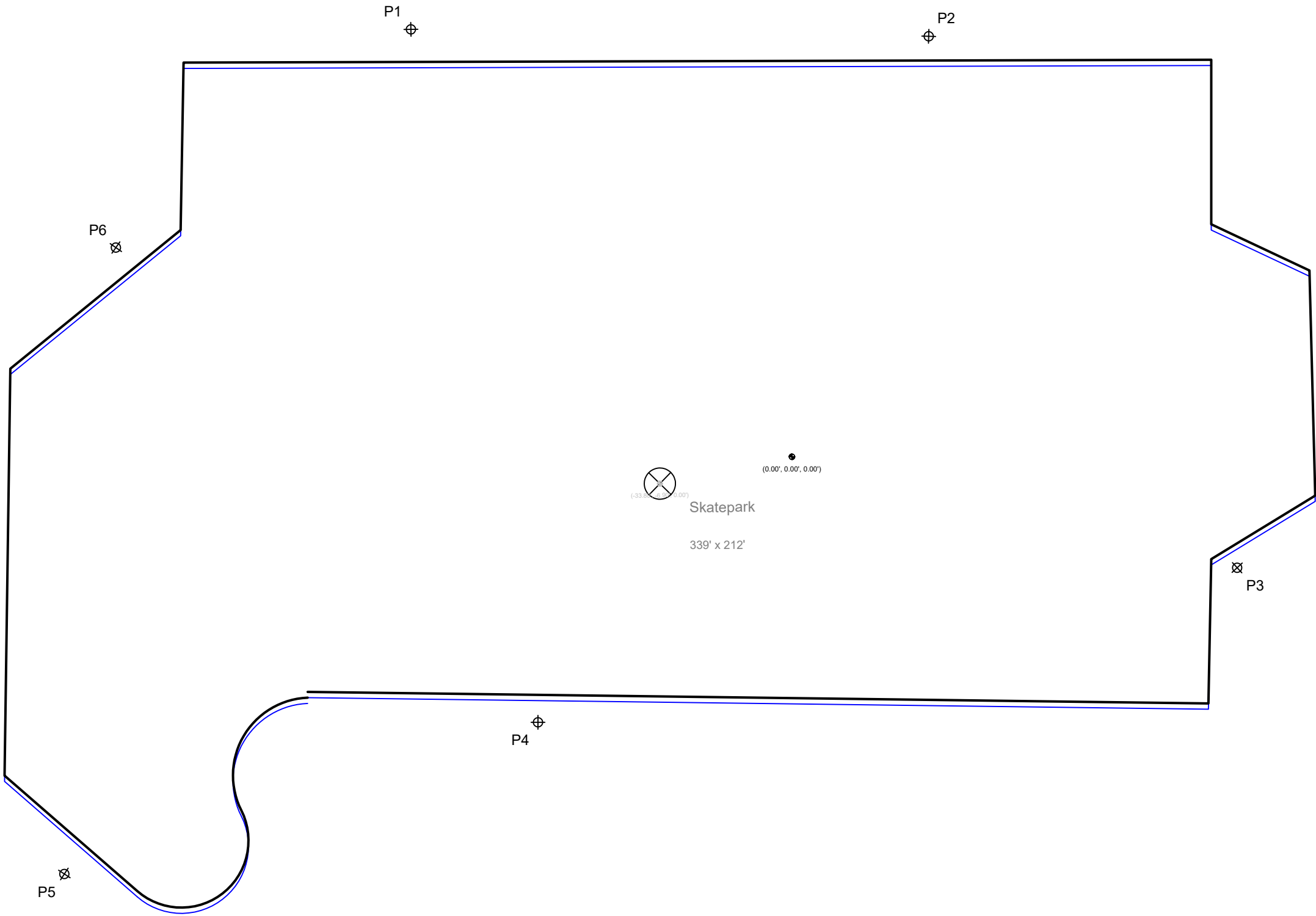
Equipment List For Areas Shown

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)
TLC-LED-550	3.2	3.0	2.8	2.4	1.9	1.8	1.4



Pole location(s) ⊕ dimensions are relative to 0,0 reference point(s) ⊗





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



To our friends on the Brainerd Park Board,

Once again, thank you so much for your support of the Lakes Area Skatepark project. We remain deeply grateful for the commitment of space at Memorial Park. As we strive to reach our **\$1.2 million goal** for the fully funded 15,000 sq ft skatepark with lighting, we are asking for your approval to move forward with the funds we have captured. We are proposing a phased project, with Phase 1 being the majority of the skatepark, Phase 2 completing the skatepark and Phase 3 adding the lighting. Below is the breakdown:

Phase 1 - 2027 - Skatepark Construction & Lighting Conduit: \$850,000+

Phase 2 - TBD - Skatepark Construction Completion: \$200,000+

Phase 3 - TBD - Skatepark 6 Lights: \$180,000

We will continue to fundraise through 2027 in hopes of fully funding the facility and lighting. For Phase 3 lighting, there is a lot of flexibility to add one or two lights as funding is available. If any funding does become available in the future, we ask you to please keep the skatepark project in mind.

Thank you for your continued support,

Jake Rennaker & the Skatepark Crew



Park Board Agenda Request

MEETING DATE: April 28, 2026

TITLE OF ITEM: Approve FY 2027 - 2029 Professional Engineering and Architecture Services Pool (On-Call Roster)

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE

Proposals for the FY 2027–2029 Professional Engineering and Architecture Services Pool (On-Call Roster) were solicited, with submissions received on March 4, 2026. A total of 33 proposals were submitted across 15 service categories identified in the request for proposals.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTSThe evaluation criteria established in the Request for Proposals (RFP) are outlined below and were used as the basis for scoring each submittal:

- Relevant Experience – 30 Points
- Team Members – 20 Points
- References – 15 Points
- Approach to Quality Assurance/Quality Control (QA/QC) – 10 Points
- Unique Qualifications – 5 Points

Staff conducted a comprehensive review of all proposals, scoring each submittal based on the merits of the criteria listed above. Evaluations were performed independently and then discussed collectively to ensure consistency and alignment across scoring. For each of the 15 service categories, proposals were narrowed based strictly on demonstrated relevant experience, the qualifications and availability of proposed team members, quality of references, the strength of the consultant’s QA/QC approach, and any unique qualifications that provided added value to the City.

Following this initial scoring and internal review process, staff identified a shortlist of consultants within each service category. The number of consultants selected per category was determined based on several factors, including anticipated workload demands, the number of qualified responses received, and the overall quality and competitiveness of the submittals.

Consultants remaining under consideration were then requested to submit their anticipated 2027 fee schedules. This information was incorporated into the final evaluation and scored as follows:

- Fee Schedule – 20 Points

The inclusion of fee schedules allowed staff to complete a final, comprehensive scoring that balanced both qualifications and cost considerations.

A summary of the final averaged scoring results is included in the attached documentation, along with the original RFP. Due to the volume of submittals, full proposal documents are not included within the agenda packet but are available for review upon request.

Based on the final scoring and resulting rankings, staff recommends that the Park Board approve the FY 2027–2029 Professional Engineering and Architecture Services Pool (On-Call Roster) as presented in the attachment. In accordance with the RFP, individual consultant contracts within this pool are capped at \$500,000. Any project anticipated to exceed this threshold will be procured through a separate, full RFP process open to all interested and qualified firms.

RECOMMENDED ACTION/MOTION

Staff recommends approval of the FY 2027 - 2029 Professional Engineering and Architecture Services Pool (On-Call Roster) and authorizing staff to enter into a Master Services Agreement with the consultants within the approved pool, upon preparation and final review of the Master Services Contract by the City Attorney.

FINANCIAL IMPACT

N/A

Pool Consultant Review - On-Call Roster
Proposals Received March 4, 2026 @ 12:00 PM

Category 1 - General Municipal Engineering - Street Resurfacing Projects		Category 7 - Water Treatment and Storage Engineering		Category 13 - Municipal Facilities and Public Works Support	
Bolton and Menk	88	Bolton and Menk	93	Widseth	90
SEH	89	SEH	86	Meyer Group Architecture	81
Widseth	86	KLM Engineering	81	LHB	81
Interstate Engineering	82	Stanley Consultants	79	OPN Architects	81
LHB	83	Category 8 - Wastewater Treatment Plant Engineering		Category 14 - Landscaping, Urban Design, Urban Planning, Parks Master Planning, and Trail Planning	
Category 2 - General Municipal Engineering - Street Reconstruction Projects		Bolton and Menk	93	SGA Group	85
SEH	90	SEH	88	SRF	81
Bolton and Menk	85	HR Green	80	TKDA	82
Widseth	86	Stanley Consultants	82	WSB	81
Interstate Engineering	83	Category 9 - Environmental and Regulatory Services		Category 15 - Lead Service Line Replacement (LSLR) Projects	
SRF	82	Bolton and Menk	86	Bolton and Menk	88
Category 3 - Traffic Engineering and Studies		SEH	83	Widseth	87
KLJ	87	Widseth	82	SEH	87
Bolton and Menk	87	Category 10 - Surveying, Mapping, and GIS Support		LHB	86
SEH	87	Bolton and Menk	89		
Category 4 - Utility System Studies - Water, Sanitary Sewer		Widseth	85		
SEH	89	SEH	83		
Bolton and Menk	82	Category 11 - Geotechnical and Materials Testing			
Apex Engineering Group	81	Braun Intertec	86		
HR Green	81	ITT	83		
Category 5 - Stormwater Management, BMP Design, and MS4 Support		Category 12 - Construction Administration and Inspection Services			
HR Green	86	SEH	89		
Bolton and Menk	83	Widseth	84		
Apex Engineering Group	82	Bolton and Menk	85		
SEH	83	Interstate Engineering	81		
Category 6 - Trenchless Rehabilitation		WSB	79		
Stanley Consultants	81	LHB	76		
Apex Engineering Group	81				
SEH	81				

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

**Professional Engineering and Architecture Services Pool
(On-Call Roster): 2027 - 2029**

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

OVERVIEW

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

BACKGROUND

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

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

Selected firms will be placed on an on-call consultant roster for a period of up to two (2) years, with options to extend at the discretion of the City of Brainerd. Individual task orders issued under the consultant pool shall not

exceed a total professional services fee of \$500,000. Task orders will be negotiated on a project-by-project basis. For specific projects, the City may solicit mini-proposals from firms on the approved roster.

SERVICE CATEGORIES

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

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

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

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

trenchless techniques. Typical tasks include condition assessment and prioritization, field investigations, hydraulic and structural evaluations, development of plans and specifications, cost estimating, coordination with regulatory agencies, funding and grant support, bidding assistance, and construction administration and observation.

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

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

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

OWNER PROVIDED DOCUMENTATION

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

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

SCHEDULE

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

It is the intent of the City of Brainerd to utilize the finalized and approved consultant pool for project solicitations beginning with the 2027 project delivery year and continuing through the expiration of the pool on December 31, 2029. At the time of pool expiration, and assuming the provision of satisfactory service, extensions to the pool services may be made to consultants within the pool at the sole discretion of the City of Brainerd.

PROPOSAL REQUIREMENTS

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

- c. References - up to 3 (three) references per category from agency or other client personnel that demonstrate the consultant's experience, quality of work, ability to meet schedules and budgets, responsiveness, and successful delivery of similar projects or services.
 - d. Approach to QA/QC Procedures - Describe the consultant's approach to quality assurance and quality control, including methods, processes, and standards used to ensure accuracy, completeness, and compliance with project requirements, industry standards, and regulatory guidelines.
 - e. Any other specific experience, knowledge, or abilities that uniquely qualify your firm and project team for this project.
4. Proposals must be limited to no more than 20 pages, 8.5" x 11", with no smaller than 11-point font, excluding the LOI and Firm Profile.

EVALUATION AND CONSULTANT SELECTION PROCESS

The Selection Committee will review the submittals and narrow down the list of potential firms for each category by mid-March. You will be notified whether your firm is a candidate for the consultant pool by mid-March. Fee schedules will be requested from firms still under consideration at that time. The City expects to select those firms that will be in its 2027 – 2029 consultant pool by early April.

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

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

TERMS OF CONSULTANT AGREEMENTS

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

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

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

Commercial General Liability (CGL) Insurance

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

Professional Liability (Errors & Omissions) Insurance

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

Automobile Liability Insurance

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

Workers' Compensation Insurance

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

Additional Requirements

- The Consultant shall provide certificates of insurance prior to the commencement of work.

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

QUESTIONS AND CONTACT INFORMATION

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

PROPOSAL DUE

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

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

Proposals and any inquiries should be directed to:

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



Park Board Agenda Request

MEETING DATE: April 28, 2026

TITLE OF ITEM: Discussion and Approval of New Memorial Benches

AGENDA:

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

The City of Brainerd explored additional options for memorial benches to be placed within city parks. Staff reached out to vendors to compare pricing, materials, durability, and memorial customization options. Two vendors are being presented for Park Board consideration.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Option 1: Bedford Industries (PolyScape Benches)

Bedford Industries offers plastic lumber benches through their PolyScape line. These benches provide durability and customization options for memorial recognition.

Pricing & Key Features:

- Recycled plastic lumber construction
- Custom engraving available
- Epoxy color fill options for enhanced visibility
- Arm rests
- Bench Price - **\$1,425.00**

Memorial Options:

- Engraving: \$100 per board (no limit on characters)
- Engraving + Epoxy Fill: \$150 per board (1–2 colors, no limit on characters)
- Multiple epoxy color options available

Option 2: St Croix Recreation (RB Series Bench Model RBR/6PC)

St. Croix Recreation offers a recycled plastic bench option with a galvanized frame.

Pricing & Features:

- Bench cost: **\$998.00 each**
- Material: 100% recycled plastic with galvanized frame
- Mounting: Angle anchor kit — \$10.00
- No armrests available

Memorial Options:

- Acrylic plaque: \$86.00-\$131.00
- Engraved lettering:
 - \$35 setup per line
 - \$6 per letter (or \$12 with contract resin fill)

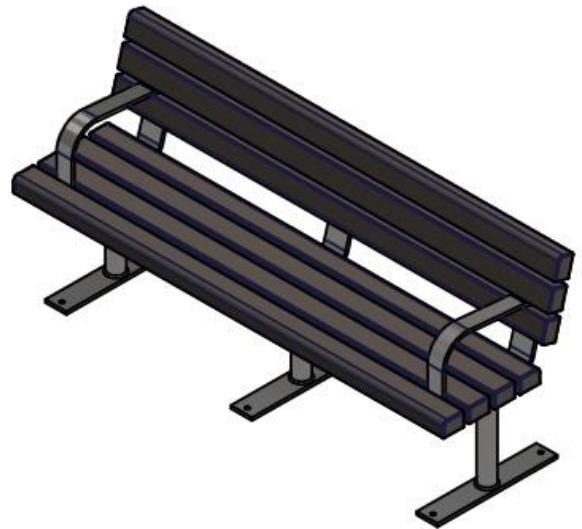
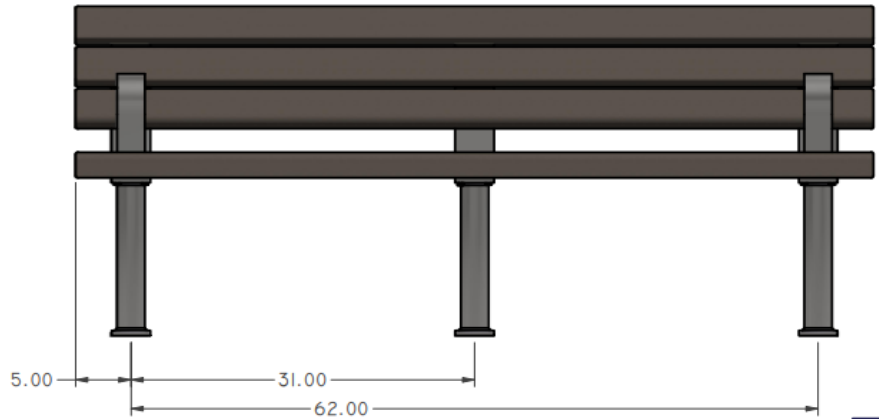
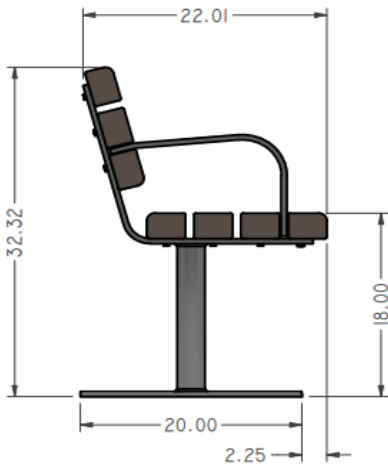
RECOMMENDED ACTION/MOTION

Staff is seeking direction from the Park Board on preferred vendor and memorial bench style for implementation in city parks.

FINANCIAL IMPACT

N/A

PolyScape™ by Bedford Bench 6' w/Arms



Price: \$1,425.00 / Bench

Add-On Options Available:

Engraving \$100.00 upcharge per board

Engraving + Epoxy \$150.00 upcharge per board

Order Requirements: Minimum order: 1 Bench

Lead Time: include transit time to your facility. At the time of order acceptance, we will confirm the current lead time.

Freight: Standard truck freight prepaid and billed or collect.
All sort and segregate charges are the responsibility of the consignee.

Incoterms® 2010: To Be Determined

Invoice Terms: To Be Determined

Terms & Conditions:

<https://www.bedford.com/wp-content/uploads/2019/12/Terms-and-conditions-of-sale-Bedford.pdf>

Effective: November 1, 2023 - December 31, 2024

Prices Subject to Change without Notice

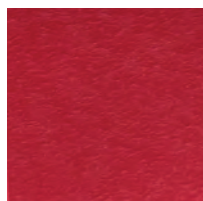




A wooden bench with a light brown finish is positioned in a grassy field. The backrest features three horizontal slats, with the top slat engraved with the text "Lake Okabena" in a cursive font. The seat consists of four horizontal slats. The bench is supported by black metal legs. The background is a lush green field with a sandy area visible in the distance.

Lake Okabena

Standard Colors



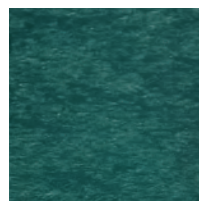
Red
Pantone 1935 U



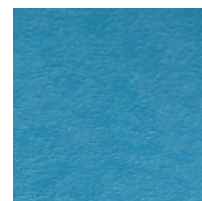
Orange
Pantone 152 U



Green
Pantone 2257 U



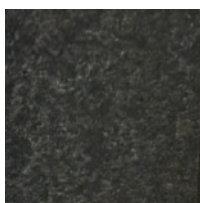
Fir Green
Pantone 3435 U



Light Blue
Pantone 7458 U



Blue
Pantone 2196 U



Black



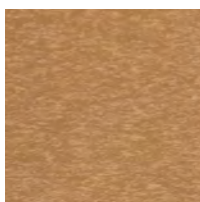
Slate Gray
Pantone 425 U



Gray
Pantone 428 U



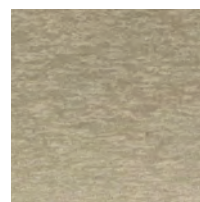
Brown
Pantone 4259 U



Cedar
Pantone 7512 U



Teak
Pantone 7505 U



Taupe
Pantone 4495 U

*The pantone number listed reflects the approximate color.
The PolyScape material is not an exact match to the Pantone color.



Model RBB/N-6C26 6 Ft. Surface Mount Bench
with green recycled plastic frames
and cedar colored recycled plastic 2" x 6" planks.
Shown with optional green resin filled routed lettering.

- **Constructed from 100% Recycled Plastic with solid color and U.V. stabilizer for ultraviolet protection**
- **Match or mix frames and planks in a choice of colors of Recycled Plastic**
- **Precision drilled plastic planks**

SPECIFICATIONS:

- **Model RBB** bench is made from 100% recycled plastic, a combination of post-consumer and post-industrial plastic. Frames are a single piece of solid, molded plastic. Planks are molded in nominal lumber dimensions.
- **Model RBB-4** is a nom. 4 ft. in length with two (2) frames.
- **Model RBB-6** is a nom. 6 ft. in length with three (3) frames.
- **Standard:** Frames are made of 100% Recycled Plastic molded with solid Brown color (indicated by "/W" in model no., e.g. RBB/W-4C24) formed throughout and a U.V. stabilizer added for ultra-violet protection.
- **Standard:** Seat and back planks are made of 100% Recycled Plastic molded with solid Cedar color (indicated by "C" in second half of model no., e.g. RBB/W-4C24) formed throughout and a U.V. stabilizer added for ultra-violet protection. Planks are 2" x 4" nominal size (indicated by "24" at end of model no., e.g. RBB/W-4C24)
- Stainless steel Phillips-head screws are provided for assembly.
- **Optional:** Color choices of Recycled Plastic components. For optional colors choices see Specification Bulletin #SPC-CO-001.
- **Optional:** Seat and back planks are available in 2" x 6" or 2" x 10" nominal sizes. Indicate choice by changing "24" at end of model no. to "26" for 2" x 6", e.g. RBB/W-4C26; or "21" for 2" x 10", e.g. RBB/W-4C21.

AVAILABLE OPTIONS

4' or 6' models

Choice of colors of Recycled Plastic

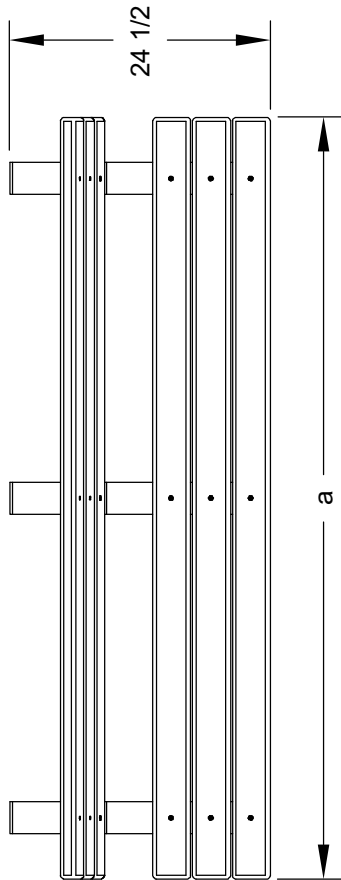
Custom Lettering and Plaques available (call for details)

RJ Thomas Mfg. Co., Inc.

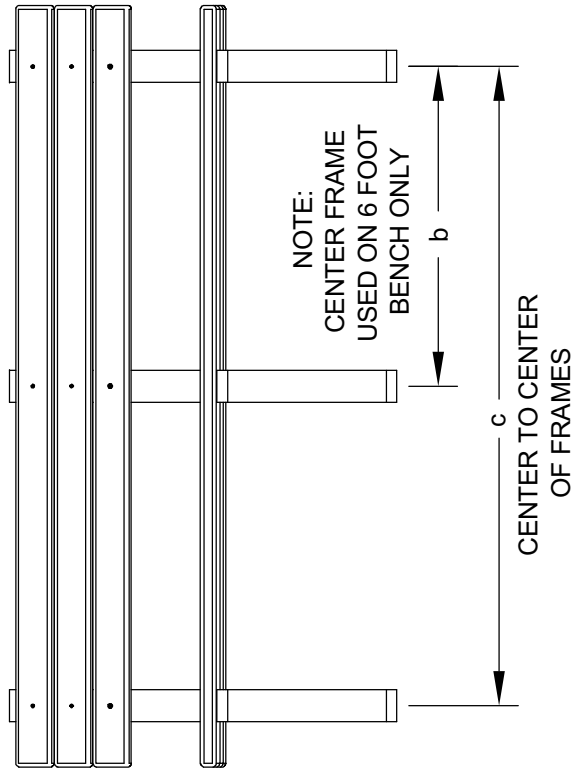
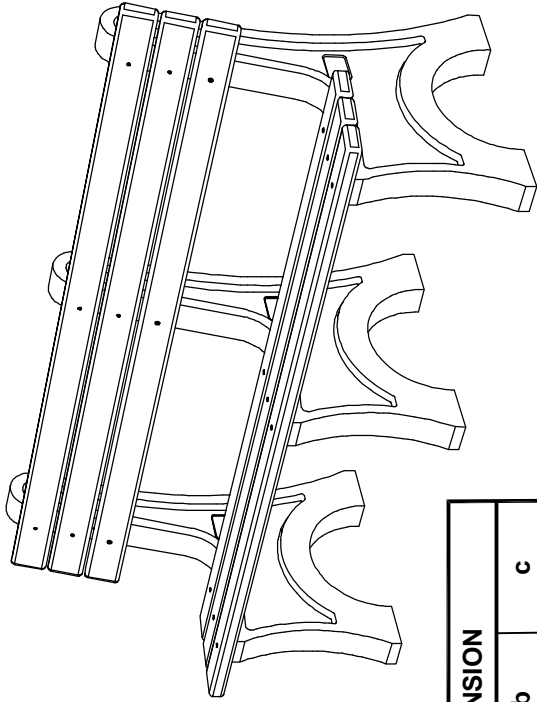
PO Box 946 • Cherokee, IA 51012-0946 • PH: 712-225-5115 • 800-762-5002 • FAX: 712-225-5796

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

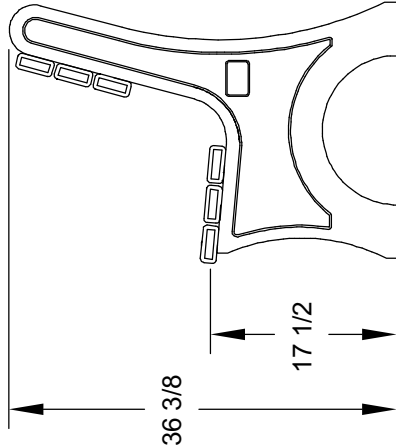
© 2008 RJ Thomas Mfg. Co., Inc. PILOT ROCK® Park Products is a registered trademark of RJ Thomas Mfg. Co., Inc.



MODEL NUMBER	DIMENSION		
	a	b	c
RBB-4	47-1/2	N/A	36
RBB-6	71-1/2	30	60



NOTE:
CENTER FRAME
USED ON 6 FOOT
BENCH ONLY



ALL DIMENSIONS IN INCHES

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

DRAWN BY
WWM

TITLE MODEL RBB 4 AND 6 FOOT SURFACE MOUNT 100% RECYCLED PLASTIC BENCH
WITH 2" X 4" SEAT AND BACK PLANKS

DATE 9-04-08

DWG. NO. **AI-1637**



HONORING THE MEMORY OF BOB VOELLER 1940-2020

LONG-TERM RESIDENT & DEDICATED MEMBER OF MARSHAN LAKE CONDO ASSN BOARD



Park Board Agenda Request

MEETING DATE: April 28, 2026

TITLE OF ITEM: Discussion With Any Updates To Add To Park Board Calendar

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Last month, Park Board President Shipe and staff developed a working Park Board calendar to help guide agenda planning, recurring discussions, and key decision points throughout the year. The calendar is intended to improve organization, ensure timely review of projects and agreements, and align with seasonal operations and planning needs.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The purpose of this agenda item is to review the current Park Board calendar and gather input from Board members on any additional topics, projects, or recurring items that should be included.

RECOMMENDED ACTION/MOTION

Staff is requesting feedback from the Park Board on any additional topics that should be added to the calendar.

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 months (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



Park Board Agenda Request

MEETING DATE: April 28, 2026

TITLE OF ITEM: Approve Music In The Park at Gregory Band Stand

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 received a letter and an application from the Friends of Gregory Park. They are requesting authorization to host several performances in the band stand during the summer. Further, they have requested that the Park Board waive any fees associated with the reservation. They have requested that they are able to utilize the band stand for the performances.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

There have been damages due to vandalism and the ability of the band stand for public use due to safety concerns is present. Staff reached out to Widseth who performed the last facility study to provide a cost to revisit the facility study and provide any updated recommendations as necessary.

RECOMMENDED ACTION/MOTION

Staff requests direction from the Park Board on the request for reservation fee waiver and use of the facility for the events.

FINANCIAL IMPACT

N/A

Dear members of the Park Board,

My name is Natalie Schiferl and I run Friends of Gregory Park. We are a small organization, but we care deeply about Gregory Park and our community. In the past, we have organized and run Spring Into Action!, which is typically an annual park cleanup and maintenance event for the community. While we did not have that event last year, it is returning this year on May 16. I have already asked park staff to let us know what we can do to help out prepare Gregory Park for the summer season, but we will at least be doing trash collection and having yard games to build community.

Friends of Gregory Park now comes to you with a request to work with the City of Brainerd and the Park Board to bring music and community back to Gregory Park on Thursday evenings. The Center used to have weekly summer performances in Gregory Park. Since they no longer organize this event, Friends of Gregory Park is trying to step in and fill that gap. The summer concert series was a community event, and that what we hope to recreate. Since we have never done something of this magnitude before, we are starting smaller. Since January, I have worked to connect with local musicians to bring concerts for our community that will be free to attend and open to all who want to come to Gregory Park. The concerts will start at 6 PM and be over between 7:30 and 8:00 PM. The musicians will be providing their own equipment. We have the following concerts scheduled, assuming we can get permission from the Park Board for either entering into a contract or getting the special event permit:

1. June 4: Bruce Archer
2. June 18: Brendan Flynn
3. July 2: James Dotzler/MVRROW
4. July 16: The Smoking Desk
5. July 30: The Speak EZs
6. August 13: Trent Bergeron
7. August 27: Seth Doud

Friends of Gregory Park is not looking for much support in this concert series from the City of Brainerd, the Park Board, or City staff. We are simply asking for permission to bring live music back to Gregory Park. We would like to use the bandstand for its intended purpose—to host live music. We will need access to electricity for the sound equipment provided by the musicians. We would like to have the restrooms unlocked so attendees can use them. We would also ideally like to have an extra trash can in the center of the park/bandstand area to encourage people to keep the park clean. After the concerts finish each Thursday, Friends of Gregory Park will do a sweep of the area to ensure that we are leaving the bandstand and open areas at least as clean as we found it. As part of our concert series, we plan to accept donations that can go directly back into caring for Gregory Park and helping with future concerts.

We are asking that you consider reducing the fee that we pay to the City of Brainerd for these events. We are a small organization with a small budget. Our entire budget is based on donations and grants. Friends of Gregory Park would like to put our funds towards improvements to Gregory Park and events that we host for the

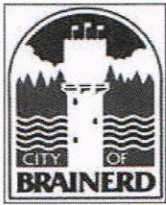
community free of charge. However, even if the permit fee is not able to be reduced, we hope to have these concerts.

Friends of Gregory Park asks you to grant our special event permit to allow these concerts. We are also asking you to consider entering into a contract for this event for this year and in the future. We love Gregory Park and we just want to help build up our Brainerd community around it. Thank you for considering our request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Natalie Schiferl". The signature is fluid and cursive, with the first name "Natalie" written in a larger, more prominent script than the last name "Schiferl".

Natalie Schiferl
Friends of Gregory Park



SPECIAL EVENT APPLICATION

Date of Application: 4/23/20

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: Concerts in the Park

Organizer Information

Organizer's Name: Friends of Gregory Park
Organizer's Address: 711 N 8th St, Brainerd, MN 56401
Event Contact Person: Natalie Schiferl
Event Contact Daytime Phone: 763-227-3652
Event Contact E-mail Address: friendsofgregarypark@gmail.com
Contact Name/Number Day of Event: same as above
For Profit/Nonprofit Status (type): Nonprofit under Brainerd Community Action

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
June 4	6 pm	8 pm	City Park - Gregory Bandstand
June 18			
July 2			
July 16			
July 30			
Aug. 13			
Aug. 27			

☒ 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:

Summer in the park concert series where BLA artists will provide free community concert.
See additional information in permit application

Site Information

Electrical usage

☒

Yes

☐

No

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

Artists will bring sound equipment for their own performance

Amplified Sound

☒

Yes

☐

No

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

Musicians will bring sound amp. equipment for their music concert

Restrooms provided

☐

Yes

☒

No

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

Will use existing Gregory Park Amenities

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:

Will be advertising across Brainerd, nothing left overnight or in park

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

will use existing Gregory park amenities.

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.

Event participants will bring blankets/or chairs to sit on existing Gregory Park grass space. Event will be contained in the Park.

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator

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: April 28, 2026

TITLE OF ITEM: Discussion and Approval of Security Cameras

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 Minutes

SUMMARY OF ISSUE

The Park Board previously reviewed park security camera options in September 2025. Since that time, staff have continued evaluating park security coordination with the Police Department and IT.

Staff reviewed options for Memorial Park, Lum Park, and Rotary Park. Memorial and Lum Parks may have the ability to support traditional camera systems due to existing power and fiber access in select areas. However, other locations — particularly Rotary Park, present challenges related to connectivity and reliability.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

PD and IT have indicated that cellular-based camera feeds may not provide sufficient value for enforcement purposes. As a result, staff is recommending the use of a game camera in areas without internet access. These cameras provide a practical and cost-effective solution for monitoring activity where traditional systems are not feasible.

This approach allows the City to:

- Expand coverage to parks lacking infrastructure
- Stay within current budget constraints
- Implement a phased and flexible security strategy

Staff suggest replacing security cameras with a reverse motion from November's meeting of the approved proposed camera schedule. Staff suggest updating security cameras at:

- Memorial Park
- Lum Park

Staff suggest placing game cameras at either park with PD input:

- Mississippi Landing; or

- Rotary

RECOMMENDED ACTION/MOTION

Staff is seeking direction from the Park Board on the proposed approach to security cameras throughout the parks.

FINANCIAL IMPACT



Park Board Agenda Request

MEETING DATE: April 28, 2026

TITLE OF ITEM: Approve Hydroseeding at Gregory Park

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 Minutes

SUMMARY OF ISSUE

Staff is proposing hydro seeding improvements at Gregory Park to enhance turf establishment and overall park conditions. Per Mayor Dave Badeaux, arrangements have been discussed with DeChantal to provide black dirt for the project, reducing overall material costs and supporting site preparation.

Hydro seeding is recommended as an efficient and cost-effective method to establish grass coverage, improve aesthetics, and reduce erosion in high-use or recently disturbed areas of the park.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Project Details:

- Location: Gregory Park
- Method: Hydro Seeding
- Materials:
 - Seed/Fertilizer: \$21.75 per 12lb. bag x 50 bags
 - Estimated Total (materials): \$1,087.50
- Labor & Equipment
 - (3) Staff Members
 - (1) Skid Steer
 - (1) Dump Truck
 - Estimated Time: (1) full day (24 total staff hours): \$50/hour (est.) x 24 hrs = \$1,200.00

RECOMMENDED ACTION/MOTION

Staff recommends approval of hydro seeding at Gregory Park to improve turf quality, prevent erosion, and support long-term park usability.

FINANCIAL IMPACT

None



Park Board Agenda Request

MEETING DATE: April 28, 2026

TITLE OF ITEM: Discussion and Approval of Lions Park Playground Color Preference

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 Minutes

SUMMARY OF ISSUE

As part of the planned playground improvements at Lions Park, staff is seeking direction and approval from the Park Board on the color scheme for the new playground equipment. The proposed color option is a tan and/or green palette, which aligns with the natural surroundings of the park and complements existing park aesthetics and is within the park standards.

This selection is needed to move forward with the Parks Improvement Plan (PIP) and finalize ordering installation timelines.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTSOptions:

1. Approve the tan scheme as presented for the Lions Park playground; or
2. Approve the tan/green color scheme as presented for the Lions Park playground
3. Provide an alternative color preference for staff to coordinate with the vendor

RECOMMENDED ACTION/MOTION

Motion to approve the tan/green playground color scheme for Lions Park as part of the PIP and authorize staff to proceed with final ordering and implementation.

FINANCIAL IMPACT

N/A



Lions Park at Buffalo Hills

Updated colors and PIP Options

W 94°12'30.24"



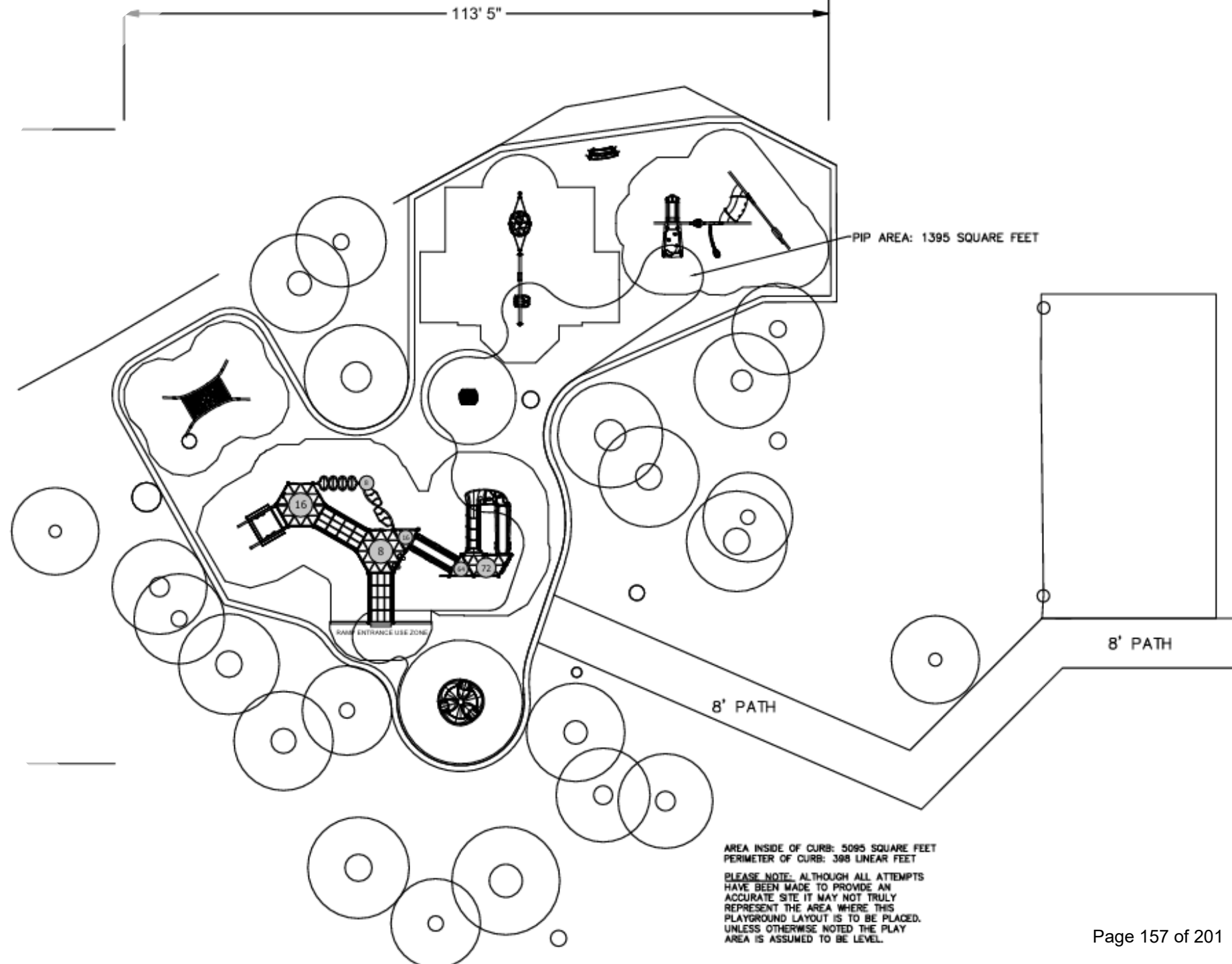
Your Playground – Innova Rocker and Bench

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





COLOR KEY	
●	BURGUNDY
●	OLIVE
●	TAN
●	TAN/GREEN











COLOR KEY	
●	BURGUNDY
●	OLIVE
●	TAN
B	TAN/GREEN











Park Board Agenda Request

MEETING DATE: April 28, 2026

TITLE OF ITEM: Discussion and Approval of New Golf Program for YMCA

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 Minutes

SUMMARY OF ISSUE

Brainerd Family YMCA has requested approval to add a new recreational golf program as part of its partnership programming with the City of Brainerd. The proposed program would encourage youth participants to learn basic golf skills in a fun and accessible format.

The request comes after the 2026 programming agreement between the City of Brainerd and the YMCA has already been executed. As this is a new program not originally outlined in the agreement, Park Board approval is being requested.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

- Location: Memorial Park (open space area)
- Day/Time: Tuesdays, 11:00 AM - 11:45 AM
- Program Description:
 - YMCA staff will set up a temporary mini-golf style course.
 - Youth participants will practice hitting golf balls and basic skills.
- Setup: Temporary equipment, no permanent installations

RECOMMENDED ACTION/MOTION

Staff recommends approval of the YMCA golf program as it expands recreational opportunities for youth, utilizes existing park space efficiently, and aligns with community programming goals.

FINANCIAL IMPACT

The program will be administered and staffed by the YMCA in accordance with the existing agreement.



Park Board Agenda Request

MEETING DATE: April 28, 2026

TITLE OF ITEM: Approval of Agreement with Rosallini's Pizza

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 Minutes

SUMMARY OF ISSUE

Attached is an agreement proposed for Rosallini's Pizza to provide pizzas to the Parks' Concession staff for sale during softball games and other special events. The agreement is for a one-year term and describes several responsibilities such as sale price, equipment, etc. The agreement has been reviewed by the City Attorney.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

This agreement would provide the opportunity to provide these pizzas for sale during concessions periods.

RECOMMENDED ACTION/MOTION

Motion to approve the attached agreement with Rosallini's Pizza.

FINANCIAL IMPACT

Unknown at this time.

RECREATION PROGRAM AGREEMENT

This Recreation Program Agreement (“Agreement”) is entered into this ___ day of _____, 2026, by and between the City of Brainerd, a Minnesota municipal corporation (“City”), and Rosallini’s Brainerd LLC, a Minnesota limited liability company (“Rosallini’s”). The City and Rosallini’s are hereinafter referred to collectively as “Parties” and individually as a “Party.”

Recitals

1. The City operates concession stands at Memorial Park, Bane Park, and Jaycees Park to serve participants and visitors during specified events.
2. Rosallini’s desires to sell pizzas to the City for the City to resell through its concession stands to enhance available food offerings during the City’s events.
3. The parties wish to set forth their mutual understanding and commitment regarding the provision, sale, and delivery of pizza at City park facilities.

Agreement

1. **Term.** This Agreement shall be in effect from ____, __, 2026 through ____, __, 2026, which constitutes the 2026 City softball season. This Agreement shall not automatically renew or continue. The parties may only renew or continue this Agreement in writing, signed by both parties.
2. **Sale of Pizza.** Rosallini’s shall provide pizzas to the City for resale at concession stands operated by the City. The City shall have sole discretion to determine quantities ordered and may cancel orders without penalty with reasonable notice.
 - a. **Cost.** Rosallini’s agrees to sell pizzas to the City for use at its concession stands at the following cost:
 - i. Single Topping Pizza: \$12.00 per pizza
 - ii. Specialty Pizza: \$15.00 per pizza
 - iii. Gluten-Free Pizza: \$20.00 per pizza (available upon request for the purchase of a full 12-inch pizza)

The City may determine resale pricing at its discretion. The City's concession stand staff shall be responsible for selling the pizza, handling transactions, and managing concession stand operations during events. The cost of pizzas to the City may be amended only by written agreement signed by both parties.

- b. **Schedule.** Rosallini's agrees to provide pizzas on Monday through Thursday evenings, during the term of the contract to serve the City's softball leagues. Rosallini's further agrees, upon request of the City, to provide pizzas during tournaments or special events hosted by the City during the term of the contract. The City reserves the right to modify the above schedule due to weather conditions, game cancellations, scheduling changes, or low attendance.

All specific delivery times and quantities of pizza shall be arranged between Rosallini's and City staff.

- c. **Delivery.** Rosallini's shall coordinate the timing and location of delivery with City staff. Pizzas shall be delivered warm and ready for sale and in compliance with all applicable Minnesota Food Code temperature and safety requirements. Risk of loss shall remain with Rosallini's until delivery is completed and accepted by the City. Any pizzas delivered in an unsafe or unsellable condition shall, at the City's option, be replaced or credited

- 3. **Equipment.** Rosallini's shall provide the City with two pizza warmers and two pizza serving tongs to assist with the City's operation. All equipment provided under this Agreement remains the property of Rosallini's. The City shall use reasonable care in operating and storing the equipment and shall be responsible for loss of or damage to the equipment occurring while in the City's possession, except for normal wear and tear.

Equipment shall be returned to Rosallini's within 14 days of the end of the term of this Agreement or the termination of this Agreement, whichever occurs first.

- 4. **Food Safety and Licensing.** Rosallini's represents and warrants that it holds a valid food establishment license issued pursuant to Minnesota Statutes § 157.16 authorizing the preparation and sale of food products and agrees to maintain such licensure throughout the term of this Agreement. Rosallini's shall provide a copy of its current license to the City upon request.

Both parties shall comply with all applicable Minnesota Department of Health food safety regulations, including Minnesota Food Code requirements for food handling, temperature control, storage, and sanitation.

- 5. **Invoicing and Payment.** Rosallini's shall provide the City with a monthly invoice detailing the pizzas supplied during that billing period. Invoices shall include itemized quantities, product types, unit prices, and total amount due.

The City shall remit payment within 30 days of receipt of a proper invoice, in accordance with the City's standard accounts payable procedures. The City may

dispute any portion of an invoice in good faith and may withhold payment of disputed amounts pending resolution.

6. **Insurance.** Rosallini's shall, at its own expense, maintain commercial general liability insurance throughout the term of this Agreement in an amount no less than \$500,000 per occurrence.
7. **MGDPA Compliance.** Rosallini's hereby recognizes that during performance of its duties under this Agreement, it may receive, acquire, have access to, or be exposed to "Government Data" as that term is used in the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 ("MGDPA"). Rosallini's hereby agrees that it must meet the requirements of the MGDPA as a contracting party under Minn. Stat. § 13.05, subdivision 6. Rosallini's agrees that it will collect, distribute, publish, maintain, and store any Government Data only in accordance with the provisions of the MGDPA. Rosallini's obligation under this paragraph survives the termination of this Agreement.
8. **Indemnification.** Rosallini's shall indemnify, save, hold harmless, and defend upon written tender the City, its employees, officers, council members, attorneys, and agents ("Covered Parties") against any and all claims, demands, suits, costs, judgments, or other forms of liability, actual or claimed, including attorneys' fees and punitive damages, for injury to property or persons, arising out of any intentional and/or negligent actions or omissions by Rosallini's, its employees, officers, directors, volunteers, agents, and actions or omissions of third parties under Rosallini's control and supervision, in connection with any services provided by Rosallini's during the term of this Agreement.

Notwithstanding any other provision of this Agreement, Rosallini's shall not settle or compromise any claim against the Covered Parties without a signed agreement approved by the City. The City shall have the right to participate in the defense of any such claim at its own expense.

Rosallini's obligations to indemnify, save, hold harmless, and defend the Covered Parties shall survive the expiration, termination, or cancellation of this Agreement.

9. **Non-Assignment.** Rosallini's shall not enter into any subcontract for performance under this Agreement nor assign any interest in this Agreement without the prior written approval of the City and subject to such conditions and provisions as the City may deem necessary. Any agreement between Rosallini's and any subcontractor shall obligate the subcontractor to comply with the general terms of this Agreement.
10. **Independent Contractor.** Rosallini's is an independent contractor and not an employee, agent, or representative of the City. Nothing in this Agreement shall be deemed to create any partnership, joint venture, or employment relationship.

Rosallini's shall be solely responsible for all compensation, taxes, insurance, and benefits for its employees and agents.

11. **No Exclusivity.** Nothing in this Agreement shall be construed to grant Rosallini's any exclusive right to provide food or beverages at City facilities or events. The City reserves the right to contract with other vendors or provide food services directly.

12. **Termination.** Either Party may terminate this Agreement upon 14 days' written notice to the other Party. The City may terminate this Agreement immediately upon written notice in the event of a material breach, including but not limited to failure to maintain required licensure, failure to comply with food safety requirements, or failure to perform delivery obligations.

Upon termination, Rosallini's shall promptly return all keys to City facilities and the City shall promptly return all equipment belonging to Rosallini's. The City shall pay Rosallini's for all pizzas properly delivered and accepted prior to the effective date of termination.

13. **Amendments/Modification.** This Agreement shall only be amended or modified in writing by mutual agreement of the Parties.

14. **Nonwaiver.** Nothing in this Agreement shall constitute a waiver by the City of any statute of limitations, defense, immunity, or other exceptions to liability. If the City does not enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it. This Agreement must be deemed to have been drafted by both Parties and shall not be construed against either Party.

15. **Severability.** If any part of this Agreement is deemed void, invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the remainder of this Agreement.

16. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

17. **Entire Agreement.** This Agreement contains the entire understanding and agreement of the Parties. No Party has relied on any statement, promise, inducement, or representation that is not contained in this Agreement. This Agreement supersedes and replaces any and all prior statements and agreements between the Parties. The Parties agree that this Agreement cancels, without costs or payment to either Party, all earlier agreements regarding the subject of this Agreement.

18. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which will be an original, but all of which together will constitute one agreement

binding on the Parties. A copy of this Agreement will have the same legal effect as an original.

By signing below, each Party specifically acknowledges that it has read this Agreement, that it has had an opportunity to review this Agreement with legal counsel, that it understands this Agreement, and that it agrees to be legally bound by all terms of this Agreement.

Rosallini's Pizza

The City of Brainerd

By: _____
Its: _____

By: _____
David Badeaux, Mayor

Date: _____

Date: _____

By: _____
Nicholas Broyles, City Administrator

Date: _____



Park Board Agenda Request

MEETING DATE: April 28, 2026

TITLE OF ITEM: Approval of Date Change for June Park Board Meeting

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Andrew Shipe, Commission Member

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE

Park Board Chair Shipe will be unavailable to attend the scheduled June 23rd Park Board meeting. He requested a discussion if the Park Board would approve a date change to another date.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Options could be June 30th, another date, or no change.

RECOMMENDED ACTION/MOTION

Direction from Park Board on the scheduled June 23th Park Board meeting date.

FINANCIAL IMPACT

N/A



Park Board Agenda Request

MEETING DATE: April 28, 2026

TITLE OF ITEM: Discussion and Approval of Two Design Options for Memorial Park

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 Minutes

SUMMARY OF ISSUE

Staff is presenting the two possible options for the designs of the Memorial Park playground replacement. As previously referenced, staff has applied for the MnDNR Outdoor Recreation grant to potentially increase the project budget from \$100,000 to \$200,000. Staff has worked with St. Croix to prepare options for either scenario of the grant solicitation.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Attached are the renderings and the estimates associated with each. One for the \$100,000 budget, if a grant is not received. The second for a \$200,000, if awarded an additional \$100,000 in grant funding to pair with the \$100,000 currently budgeted.

RECOMMENDED ACTION/MOTION

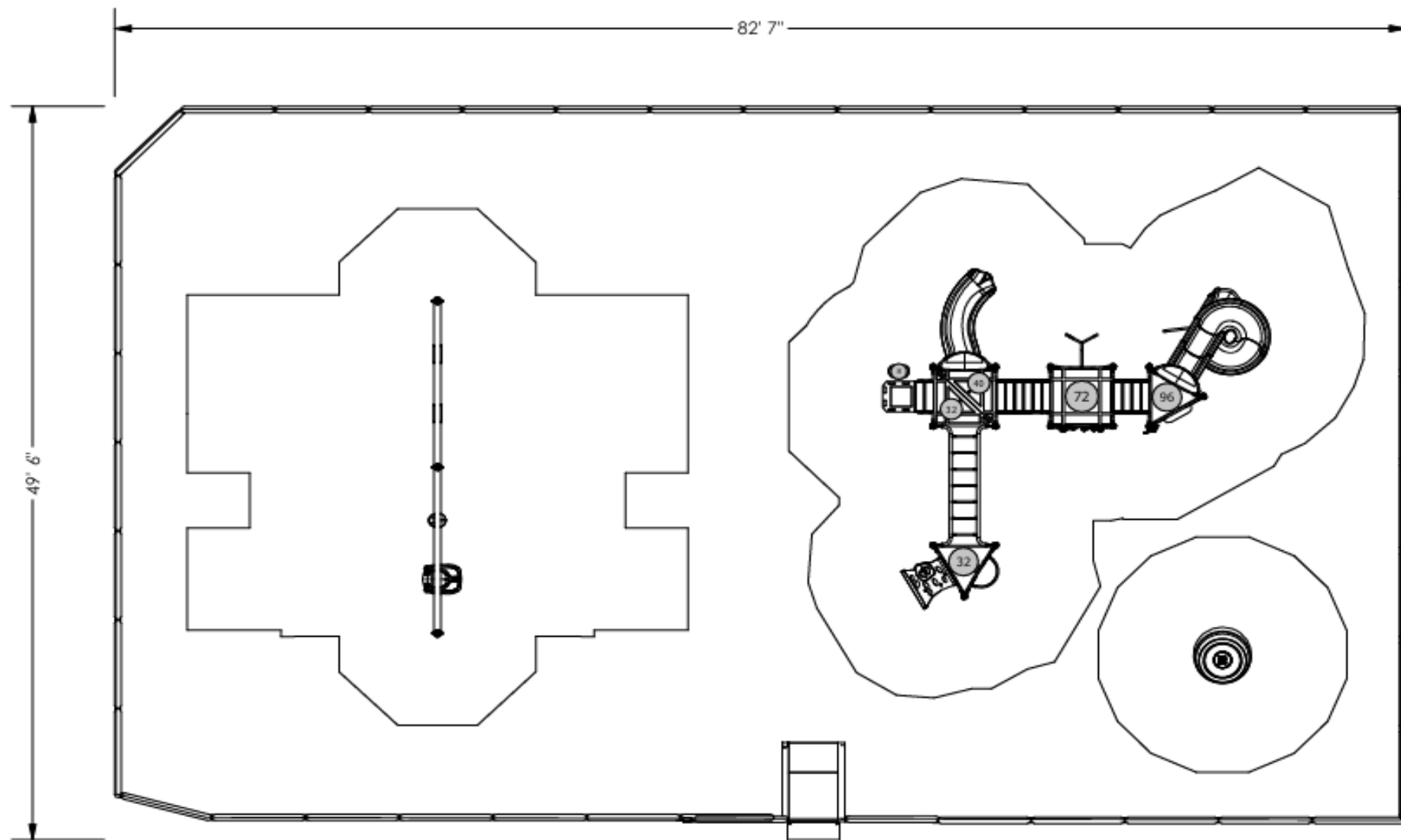
Staff recommends approval of both designs, provided that the direction of the two options is contingent on grant solicitation results.

FINANCIAL IMPACT

Dependent on grant solicitation results.

Memorial Park – Swing v2

Confidential / Brainerd MN



AREA INSIDE BORDERS: 3915 SQUARE FEET
PERIMETER: 256 LINEAR FEET

PLEASE NOTE: ALTHOUGH ALL ATTEMPTS
HAVE BEEN MADE TO PROVIDE AN
ACCURATE SITE IT MAY NOT TRULY
REPRESENT THE AREA WHERE THIS
PLAYGROUND LAYOUT IS TO BE PLACED.
UNLESS OTHERWISE NOTED THE PLAY
AREA IS ASSUMED TO BE LEVEL.

Memorial Park Playground – Key Points

Swings v2

- User capacity = **53**
- 2 bay Swing-Set with Belt Swings, Tot Swing and an **ADA** Freedom Swing
- Vero **ADA** Accessible Free Standing Motion Play / Spinner , 2-12 yrs (new to market in 2026!)
- 2 slides – 96” Viper Spiral Slide, Monaco Slide
- Many climbing events (Convex, Pipe Wall, Pathway, Atom, Cliff Crest, Tree Branch, Horizontal Overhead Ladder, Lil Novo Bean Step, and more)
- Counter Panel and play area under platform
- ADA access ramp included with border
- North facing slides for kid comfort
- Huge color selection available

COLOR KEY

- BURGUNDY
- OLIVE
- TAN
- OLIVE/BLACK

Freedom ADA Swing

Climbers

Viper 360 Slide

Vero ADA Spinner / Rocker

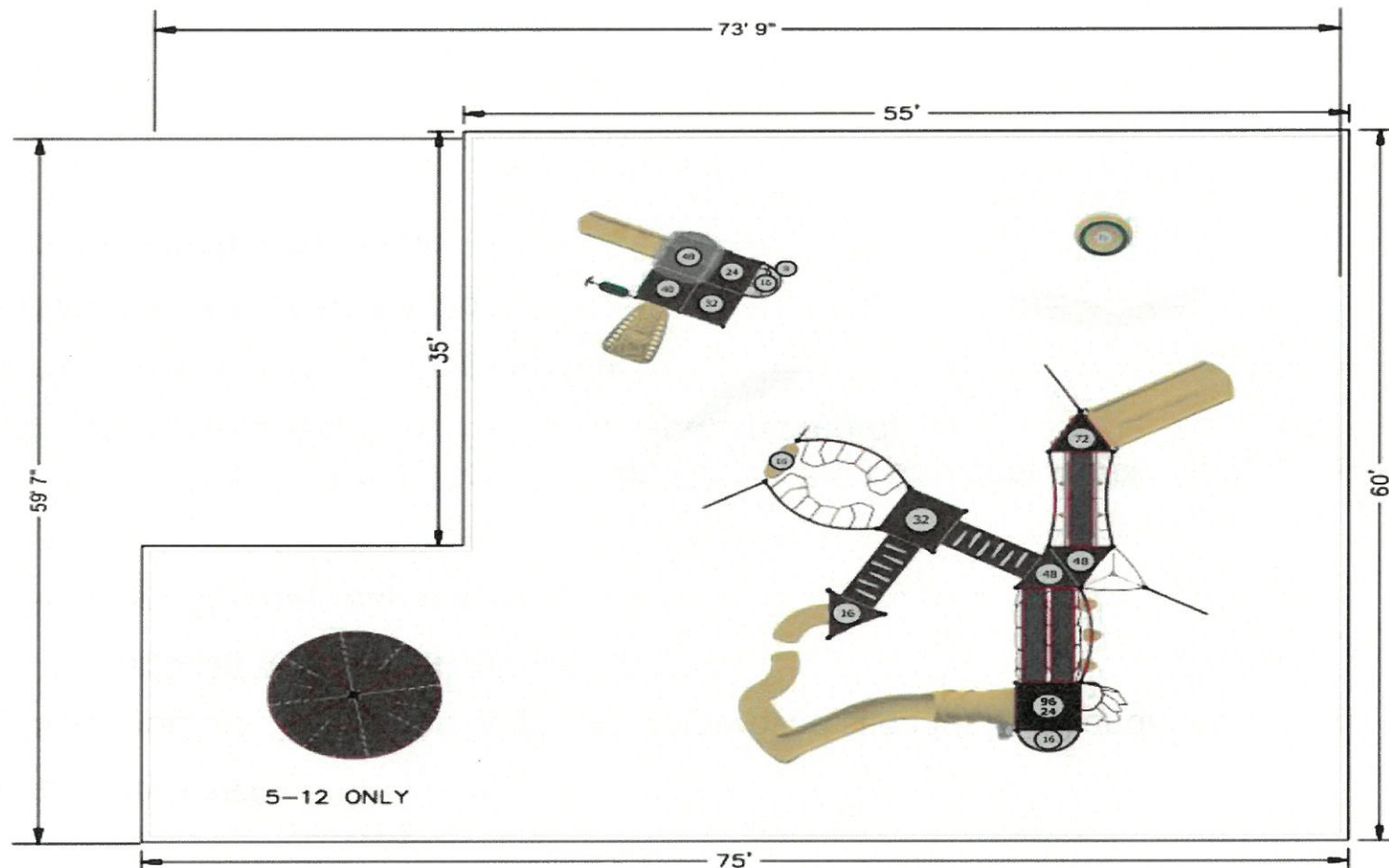


- Estimate

Swings v2	Amount
Play Equipment	\$55,537
Total Discount	-\$3,888
Freight	\$1,851
Demo	\$0
Installation	\$22,770
Surface - EWF	\$12,137
Surface - Other	\$0
Geo Textile Fabric	\$1,840
Other Site Finishing	\$0
Other Misc	\$3,295
Total	\$93,542

The above represents a price estimate. Only an official quote from St. Croix Recreation will represent final pricing. Also, there are other potential costs involved with playground installation that include landscaping/site prep, drain tile, cement work, and other.





AREA: 3805 SQUARE FEET
PERIMETER: 271 LINEAR FEET

PLEASE NOTE: ALTHOUGH ALL ATTEMPTS
HAVE BEEN MADE TO PROVIDE AN
ACCURATE SITE IT MAY NOT TRULY
REPRESENT THE AREA WHERE THIS
PLAYGROUND LAYOUT IS TO BE PLACED.
UNLESS OTHERWISE NOTED THE PLAY
AREA IS ASSUMED TO BE LEVEL.

Memorial Park Playground – Key Points

- User capacity = **181**
- Unique 8 ft platform - 360 Loop Slide – **ADA** approved slide for independence and fun
- Vero 2 person **ADA** Accessible Spinner , 2-12 yrs
- Rev8 Spinner / Climber– capacity 25, 5-12 yrs
- 4 slides
- Many climbing events (Terrex, Roundabout, Flylow, Rain Crescent, Upper Body, Topo, Rope Traingle, Strive Inclusive, Array, Cliff Crest, Ion, and more)
- Built-in game panels for learning and fun
- North facing slides for kid comfort
- Huge color selection available





- Estimate

Memorial No Swings	Amount
Play Equipment	\$144,816
Total Discount	-\$37,764
Freight	\$4,827
Demo	\$0
Installation	\$59,375
Surface - EWF	\$11,796
Surface - Other	\$0
Geo Textile Fabric	\$1,788
Other Site Finishing	\$0
Other Misc	\$7,795
Total	\$192,633

The above represents a price estimate. Only an official quote from St. Croix Recreation will represent final pricing. Also, there are other potential costs involved with playground installation that include landscaping/site prep, drain tile, cement work, and other.

2025–2026 Warming House and Outdoor Rink Season Report

Overview

The 2025–2026 outdoor rink season was impacted by inconsistent weather conditions and frequent snow events, including extended warm periods early in the season, extreme cold in January, and above-freezing temperatures in February. These conditions limited ice quality and reduced warming house usage.

The warming houses at Bane Park, Gregory Park, Jaycees Park, and Memorial Park experienced varying levels of operation throughout the season.

Warming House and Rink Operations Timeline

Weeks of December 22, December 29, January 5, and January 12

- Bane Park – Open
- Gregory Park – Open
- Jaycees Park – Open
- Memorial Park – Closed (insufficient ice)

Week of January 19

- Bane Park – Open 19-21 (Closed 22-25)
- Gregory Park – Open 19-21 (Closed 22-25)
- Jaycees Park – Closed (extreme cold)
- Memorial Park – Closed (extreme cold)

Week of January 26

- All warming houses open

Week of February 2

- Bane Park – Open
- Gregory Park – Open
- Jaycees Park – Open
- Memorial Park – Open for 3 days (ice began melting)

February 9–15

- Bane-Open (9-12)
- Gregory Open (9-11)
- All warming houses closed due to warm temperatures and unsafe ice conditions (13-15)

Week of February 17

- All warming houses closed due to continued warm weather and deteriorating ice

Week of February 23

- Additional closures due to warm temperatures and poor ice conditions

Memorial Park Summary

Memorial Park experienced the most limited season due to ongoing ice issues.

- Total days open: **10 days**
- Main limitation: insufficient ice development early and melting later in season
- Frequent closures due to unsafe ice conditions

Usage Summary

Jaycees Park

- Opening day attendance: **55 users**
- Most other days: **0–5 users**
- Overall usage remained very low throughout the season

Other Rinks

- Bane and Gregory had more consistent usage due to staff prioritizing these rinks for programs and overall usage.

Public Feedback

Several concerns were received from community members about ice conditions, including:

- Youth pond hockey parents
- Adult pond hockey players
- Ice skate party participants
- Facebook comments

Common concerns included:

- Poor ice quality-at all rinks
- Memorial remaining closed most of the season

Some residents reported traveling to other nearby communities to skate when their rinks were open and local rinks were closed.

Maintenance and Operational Factors

Public Works staff made strong efforts to maintain the rinks given weather limitations and workload priorities.

However, rink maintenance was impacted by:

- Priority assignment to downtown snow removal & plowing operations
- Limited available time to flood and build ice
- Weather conditions outside of operational control, including:
 - Randon warm winter temperatures
 - Extreme cold in January
 - Frequent thawing periods in February

Building a strong ice base early in the season is critical, and additional staff time during the initial ice-making period would improve overall rink quality and longevity.

Key Challenges

- Inconsistent winter weather conditions
- Limited staff availability for ice building due to downtown snow removal.

- Reduced ice quality and shorter operational season
 - Community dissatisfaction with ice availability and quality
 - Low participation at some locations, especially Jaycees Park
 - Difficulty scheduling pond hockey schedules due to ice quality and only having one available hockey rink (Bane). This may lead to limiting the amount of teams for next season if we don't come up with a solution for Memorial hockey rink
-

Recommendations for Future Seasons

1. Hire a contractor for downtown sidewalks
2. Allocate dedicated staff time early in the season to build ice base.
3. Evaluate staffing balance between plowing and rink maintenance.
4. Consider prioritizing fewer rinks to maintain higher quality ice.
5. Explore improvements to improve ice retention at Memorial Park (Add shade)

Easter Ball Hunt Event Summary

Event Title: Easter Ball Hunt

Date of Event: April 4, 2026

Location: Buster Dog Park and Buffalo Hills Trail

Organizer: City of Brainerd Parks and Recreation

Sponsors: Brainerd High School Tennis, Pampered Pets, Brainerd Animal Hospital



The poster for the Brainerd Easter Ball Hunt features a light purple background with green tennis ball graphics in the corners. The title "Brainerd Easter Ball Hunt" is prominently displayed in the center. Below the title, the date and time "April 4, 2026 12:00-1:00 PM" are shown in a green box. To the right of the date is the City of Brainerd Parks & Recreation logo and a "Happy Easter" graphic with pink paw prints. The location "BUSTER PARK- A PLAYGROUND FOR DOGS" and address "1101 E RIVER RD, BRAINERD, MN 56401" are listed. A note states: "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." Three bullet points with paw print icons list: "BRING A BAG TO COLLECT TENNIS BALLS", "FURRY FRIENDS WILL RECEIVE GIFT", and "PRIZES WILL BE AWARDED". On the right side, there are three photographs: a white dog running on a trail, a black dog sitting, and a black dog with a yellow collar. At the bottom, logos for Pampered Pets, Brainerd Animal Hospital, and Brainerd Warriors are shown, along with a map of Kiwanis Park and a QR code.

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

PAMPERED PETS
GROOMING | DAY CARE | BOARDING

Brainerd ANIMAL HOSPITAL

BRAINERD WARRIORS

Kiwanis Park
1101 East River Road

Park Features:
Playground
Basketball Court
Baseball Field
Tennis Courts
Picnic Area
Boat Launch
Fishing Pier
Hiking Trails

Parks and Recreation Department Office:
1101 East River Road
Brainerd, MN 56401
Phone: (218) 838-1234
Fax: (218) 838-1235
Email: parks@brainerd.org
Website: brainerd.org/parks

Summary:

Even with plenty of snow on the trail, the fun—and the turnout—didn't slow down one bit! Tails were wagging all over Buster Park as pups and their people gathered for the 2026 Easter Ball Hunt on April 4. Four-legged friends bounded along the Buffalo Hills trails, eagerly sniffing out tennis balls donated by the BHS Tennis Teams (around 150 balls!).

The festive atmosphere was made even sweeter thanks to Pampered Pets and Brainerd Animal Hospital, who provided adorable Easter-themed gift baskets/bags filled with goodies. Every pup went home with goody bags and treats!

Key Highlights/ Outcomes:

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

Attendees:

Approximately 45 people, accompanied by 30 dogs, attended the 2026 Easter Ball Hunt

Agenda:

11:00 pm- Scatter Tennis Balls around Boom Lake

11:55 pm- Rules

12:00 pm- Event starts

1:00 pm- Clean Up

Challenges Faced:

Snow-but that did not make a difference on attendance for our dog lovers!

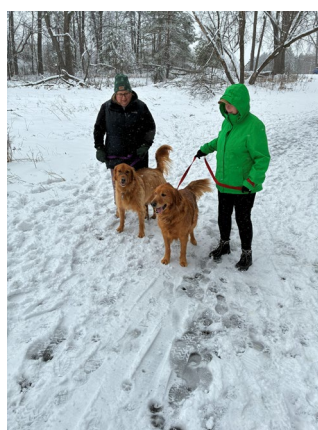
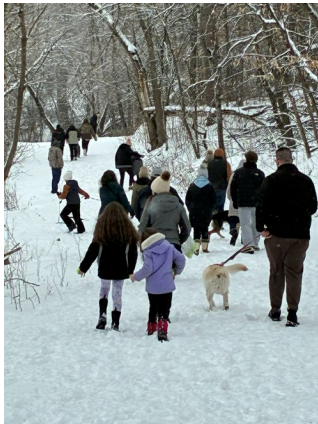
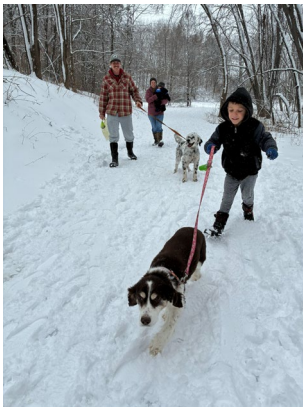
Additional Notes:

1. There was a limit of 8 tennis balls collected per dog to make sure all dogs received tennis balls.
2. 8 balls with hearts-If a dog found a ball with a heart (1 per dog) then that dog won a prize (use orange balls for this next year)
3. The 2 red tennis balls were the special prize winners with baskets full of goodies
4. Every dog received a goody bag full of treats
5. Rules were posted along the fence this year which worked out really well!

Kayla Huether Recreation Specialist

Date: 04/07/26

Photos:



Easter Egg Hunt Event Summary

Event Title: 2026 Easter Egg Hunt

Date of Event: April 4, 2026

Location: Gregory Park



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

Summary: The 2026 Gregory Park Easter Egg Hunt was a well-attended event held on Saturday, April 4. Hosted by Brainerd Parks and Recreation and the Brainerd Rotary Club, the free event welcomed children ages 2 to 9 for a morning of Easter fun.

Key highlights:

1. Meeting the Easter Bunny: Children and families had the opportunity to meet and take photos with the Easter Bunny.
2. Easter Egg Hunt: The main attraction of the event is the traditional Easter egg hunt, where children search for eggs hidden throughout Gregory Park divided by age quadrants.
3. Prizes: The Northern Pacific Center donated 8 bicycles towards the event!
4. Sponsors: Northern Pacific Center, Brainerd Noon Rotary Club, Members Cooperative Credit Union

Attendees:

Although an exact count wasn't obtained, it's estimated that approximately 115 children took part in the Easter egg hunt. There were about 100 adults.

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

Agenda:

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

9:30am -9:55am – Bunny Photos

9:55 am- Instructions and Acknowledgements

10:00 am – Easter Egg Hunt Starts

10:15 am- More Easter Bunny Photos, Goody bags & Prizes Handed out

10:30 am: Clean Up

Challenges Faced:

1. Snow- Plow inside circle the morning of event if snow is in the forecast. Weather makes a difference on attendance
2. Follow big map then add to map signs to make it easier for placements in quadrants

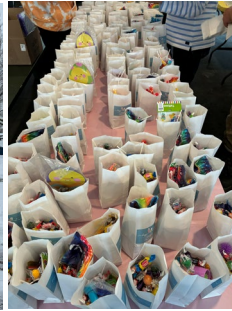
Additional Notes:

3. We had extra bags and candy after the event. This candy was delivered to PORT homes, nursing homes, and others.
4. 1 table for each quadrant placed in front of each section. This worked well to avoid long lines.
5. Marked the bottom of the bags to keep track of prize winners

Kayla Huether – Recreation Specialist

04/07/2026







DUSTIN ROBIN JULIA BOB
HOFFMAN WILLIAMS ROBERTS HOSKINS

A STEVEN SPIELBERG FILM

Hook

WAYNE JACK KEVIN K
INSON BLACK HART GI

PICTURES PRESENTS A MATT TOWARDS/SEVEN BUCKS PRODUCTION JIMANJA: WELCOME TO THE JUNGLE. NICK JINAS, ROBBY
WOLFE, AND HENRY JACKMAN. LAURA JEAN SHANNON, AND ERIC CHEN. MARK HELPERICH, AND STEVE EDW
DAVID HUSTON, JAKE BASTIAN, DYNIA JOHNSON, RAY GARCIA, TED FIELD, MIKE WEBER, AND CHRIS YAN
AND CHRIS MCKINLEY, AND FIVE SMOULERS, AND SCOTT BRISQWELL, AND JEFF PARKER, AND SAMI TO MARCH, WILLIAM TELLIF

CHRISTMAS

IN 3D



Brainerd Fishing Clinic



**Date: May 16
9 AM-1:30 PM**

**Registration
9 AM-9:30 AM
@Pavilion 1**

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

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

Thank you to our wonderful sponsors shown below

