



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, May 26, 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 Walk for Hope Event from Lum Park to Gregory Park**

E. **Approve Updated Senior Division 1 State Legion Baseball Tournament Application**

F. **Approval Stoney Brook Springs Application for Lyman P. White**

G. **Approve Risen Church Community Service at Lyman P. White**

H. **Approve Fun Run for Oak Street Christian School**

I. **Approve BBYC Pride Event at Gregory Park**

J. **Approval of Arts in the Park at Gregory Park**

K. **Approval of 4th of July at Lyman P. White**

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. **Presentations**
 - A. **Community Education**
8. **Unfinished Business**
 - A. **Recommend Authorization to Apply for Special Appropriation Application for Memorial Park Skatepark**
 - B. **Approval of the Completed Park Board Calendar**
9. **New Business**
 - A. **Approval of the Ski Loons Agreement for Pavilion and Shed Replacement**
10. **Staff Reports**
(Verbal: Any Updates since Packet)
 - A. **Staff Reports**
11. **Board Member Reports**
12. **Adjourn**

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

MISSION

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

Call to Order

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

Roll Call

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

Also noted as present Mayor Badeaux, City Administrator, and Recreational Specialist Huether. City Engineer Dehn was present through skype.

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

New Business

Approval of Lions Club Agreements

City Engineer Dehn discussed the two agreements with the Lions Club regarding donations and funding for the playground replacement. The first agreement is to allow the Lions Club to contribute annually towards replacement of amenities in the Lions Park, not for replacement but for future amenities. The next agreement is specific to replacement funding for the playground they are planning. This is a time sensitive to meeting deadlines.

MOVED AND SECONDED BY MEMBER MILLER AND MICKELSON, DULY CARRIED, TO APPROVE BOTH LIONS CLUB AGREEMENTS AS PRESENTED.

MnDNR Outdoor Recreation Grant Application – Memorial Park Playground Replacement

City Engineer Dehn stated that staff are requesting authorization to apply for the MnDNR Outdoor Recreation Grant for the planned replacement of the Memorial Park playground in 2026. The grant program is a 1:1 matching program. There is currently \$100,000 in capital funds allocated to the project. This was authorized by City Council at their March 16th meeting. Working with St. Croix Recreation with two different scenarios.

Member Miller asked when the Memorial Park playground was budgeted for the replacement in the capital budget.

City Engineer Dehn confirmed that this was replacement of the capital budget for 2026.

MOVED AND SECONDED BY MEMBER MILLER AND MICKELSON, DULY CARRIED, TO AUTHORIZE STAFF TO APPLY FOR THE MNDNR OUTDOOR RECREATION GRANT PROGRAM FOR MEMORIAL PARK PLAYGROUND.

Adjourn

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

Chair Shipe adjourned the meeting at 4:36 p.m.

Andrew Shipe/Park Board President

April 14, 2026

Member Miller did not call meeting to order, not enough board members in attendance for quorum. Allowed presentations for people that were scheduled to present to Park Board with no direction or motion due to lack of quorum.

Presentations:

Recommend Authorization to Apply for Special Appropriation Application for Memorial Park Skatepark

Due to no quorum Park Board allowed presentations from the City of Skate and Jake Rennaker to present and give updates on the skatepark at Memorial Park with no official action being taken.

Jake Rennaker we are looking at moving forward and getting approval for a phased project, getting bids this year, and starting construction in 2027. Hoping to meet the financial goal before the construction starts. Start phase one project will start with the construction and the lighting conduit. Phase two would be to finish the rest of the skatepark construction, and phase three is the skatepark lighting. Will continue to fundraise until 2027. Hoping to get approval today to start phase one of the project with getting bids out and start construction.

Member Miller stated the plan, and the phases are great and are on board with this project. Really like the design of the skatepark if they fix the design standards that the Park Board and City staff follow, on board to continue donation funds and fundraising to meet their goals.

Member Powell is also in agreement with phasing out the project as the skatepark has the money and to make it what they want it to be.

City Engineer Dehn wanted to give an update that staff have been working on this, reached out to Crow Wing County with the second access point on Mill Ave and staff have been in contact with Trent from BPU about putting together preliminary cost estimates for the street lighting.

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

Public Works Director Sandy received proposals since RFP went out for consultant engineering and architecture pools. Received proposals on March 4th for those services. The two that would pertain to Park Board would be category thirteen and category fourteen. Staff received thirty-three proposals back from interested firms, all RFPs were scored and final roster which staff is recommending to both Utility Commission, Park Board, and City Council is found on the last page of the agenda request. The purpose of this is to get consultants identified in service categories, get them under contract with master services agreement, and when projects come up, we will be able to issue task orders to one or multiple consultants on the list. Looking to approve this formally by the Park Board.

Northeast Association

Curtis Ross is presenting on behalf of the Northeast Association. Wanted to talk about the Memorial Park parking lot and the shape it's in and heard that the parking lot will be eventually turned to gravel. Wants to see if there is anything that they can do and if it can be paved. With the association they were discussing and planning to have a parking lot party and

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turning it into a fundraiser. Wanted to present the idea to the Park Board and see if this would be possible.

Member Miller stated that we could explore the idea.

City Engineer Dehn stated that staff could work with Curtis to put together a special event application to get in front of the Park Board and stated that the parking lot isn't on the list to discuss until 2027.

Call to Order

Pursuant to due call and notice thereof, the meeting of the Brainerd Park Board was called to order at 4:20 p.m. by Vice Chair Miller in the City Council Chambers.

Roll Call

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

Also noted as present Mayor Badeaux, Public Works Director Sandy, City Engineer Dehn, City Administrator Broyles, and Recreational Specialist Huether.

Member Miller opened the meeting with the Pledge of Allegiance to the flag.

Approval of Agenda

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

Approval of Consent Calendar

- 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**

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

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

Public Forum

Member Miller opened public forum at 4:22 p.m.

Member Miller closed the public forum at 4:22 p.m.

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Unfinished Business

Recommend Authorization to Apply for Special Appropriation Application for Memorial Park Skatepark

Member Miller went over the presentation that the City of Skate and Jake Rennaker presented before the meeting was called to order. Explained that they will be completing the skatepark in phases to stretch out the funding. Informed members that we can either decide today or table to another meeting.

City Engineer Dehn stated that staff are looking for direction from Park Board and if members support the phased construction as proposed and further to direct staff to complete the application which staff would bring come to Park Board for the final approval of the application.

MOVED AND SECONDED BY MEMBER POWELL AND MICKELSON, DULY CARRIED TO APPROVE THE PRILIMINARY PHASED CONSTRUTION AND AUTHORIZE STAFF TO COMPLETE THE APPLICATION TO DEED.

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

Member Miller discussed the overview of Public Works Director Sandy's discussion about the comprehensive list in the city system and looking for approval.

MOVED AND SECONDED BY MEMBER POWELL AND MICKELSON, DULY CARRIED TO APPROVE THE PROFESSIONAL ENGINEERING AND ARCHITECTURE SERVICES POOL AND AUTHORIZING STAFF TO ENTER INTO A MASTER SERVICES AGREEMENT WITH THE CONSULTANTS WITHIN THE APPROVED POOL.

Discussion and Approval of New Memorial Benches

City Engineer Dehn discussed the direction from Park Board at the last meeting, discussed that staff put together two new quotes and bench ideas for review. First vendor Bedford Industries that are polyscape benches that come in roughly of \$1,425.00 and the second vendor St. Croix recreation roughly under \$1,000.00.

MOVED AND SECONDED BY MEMBER POWELL AND MICKELSON, DULY CARRIED, TO APPROVE THE ST. CROIX RECREATION ENGRAVED MEMORIAL BENCH.

Discussion With Any Updates to Add to Park Board Calendar

Jessie Dehn informed Park Board that Chair Shipe wanted to check to see if there were other additional items that needed to be added to for additional topics, projects, or recurring items that should be included in the Park Board yearly calendar.

Member Miller stated there are just the additions from last month's meeting that need to be added. Regarding parks specifically, to possibly have a workshop down the line to discuss. Month by month breakdown is a great start with the yearly calendar with maintenance issues.

Mayor Badeaux discussed adding maintenance with the parks and adding that to the calendar as well, having a pre-summer and post summer list.

Member Miller said maintenance reports such as the ice at Memorial Park for the hockey rinks, major hurdles that staff have that we can continually work through monthly, a quarterly check-up or end of season check-up on major maintenance problems.

New Business

Approve Music in the Park at Gregory Band Stand

City Engineer discussed the letter and application received from Friends of Gregory Park and their request to have Music in the Park at Gregory Park and the use of the band stand. Friends of Gregory Park also has requested Park Board to waive any fees associated with the reservation. Further discussed that there have been damages due to vandalism and the ability to have the band stand open for public use due to safety concerns is present. Staff has reached out to Widseth to update the facility study and to relook at the facility and to provide some recommendations. The proposal should be received and available at the next Park Board meeting. Recommended that the band stand at Gregory Park does not get used at this time until the facility study comes back. Informed Park Board that an agreement is being drafted for the city attorney's review.

Member Miller asked staff about how concerned they are with the public utilizing the band stand.

City Engineer Dehn stated that it's because of the damages that it's stayed closed and has not been used by the public in his tenure as Public Works Director and to his knowledge that the previous Public Works Director Habighorst also didn't complete any updates or fixes to the band stand when he was Public Works Director. To his knowledge nothing has been done to the band stand with any capital projects. Suggested to have someone look at the damage before people start to use the space.

Natalie Schiferl from Friends of Gregory Park has seven artists that have been confirmed to come to Gregory Park to play at no cost to the city. Friends of Gregory Park are asking for waived fees, wants to bring the community back to Gregory Park. The Center used to host Music in the Park for years and has requested to use the band stand as that was what it was meant for and to bring back the community. Would like to enter into an agreement for a longer term. Mentioned that she remembers someone being in the band stand last year whether it was for Arts in the Park or Brainerd Night Out but remembers someone being up there. Not sure if it's in bad shape as the city staff are saying but would be happy to meet at the band stand for an inspection. Stated that if there are issues, Friends of Gregory Park would like to help fundraise to solve those issues.

Member Powell would like to see Music in the Park brought back to Gregory Park as a resident of North Brainerd. Wants to see the band stand being utilized again. This is a staple of the park.

Mayor Badeaux asked for permission to use the band stand a couple of years ago with the approval of Park Board and has been using it ever since. Stated that the insurance will be through Community Action and if there is a waiver that needs to be signed that Community Action will be willing to sign off for the use of the band stand. The most dangerous part of the band stand is the trap door that is heavy to lift.

MOTION AND SECONDED BY MEMBER POWELL AND MICKELSON, DULY CARRIED, TO WAIVE THE FEES FOR THE USE OF THE BAND STAND AT GREGORY PARK, GET A WAIVER SIGNED BEFORE JUNE 7TH, AND GET AN AGREEMENT MOVING FORWARD.

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Discussion and Approval of Security Cameras

City Engineer Dehn discussed to the board that previously reviewed park security camera options from a past meeting needed to be reviewed as Rotary Park does not have power or fiber to hook up to a security camera. 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 Park have the ability to support traditional camera systems due to existing power and fiber access in select areas. PD and IT indicated that cellular-based camera feeds may not provide sufficient value for enforcement purposes. Discussed the benefits of areas with no power or fiber installation to utilize game cameras when needed.

Member Miller commented if PD has input that will help provide information for cameras in areas that are better suited than is one hundred percent on board. Will continue to update the security cameras that are better suited as they establish access for cameras.

MOVED AND SECONDED BY MEMBER POWELL AND MICKELSON, DULY CARRIED, TO APPROVE THE PROPOSED CAMERAS FOR MEMORIAL AND LUM PARK AND THE USE OF GAME CAMERAS AT ROTARY PARK AND MISSISSIPPI LANDING.

Approve Hydroseeding at Gregory Park

City Engineer Dehn discussed that Mayor Badeaux proposal for hydro seeding and donate some materials and labor to place topsoil along some of the sidewalks at Gregory Park, DeChantal will be providing the black dirt and spreading throughout Gregory Park, City staff to provide labor to add the hydro seeding with cost provided in the packet.

Mayor Badeaux confirmed that Community Action will be providing payment for DeChantal and cost for City staff.

MOVED AND SECONDED BY MEMBER MICKELSON AND POWELL, DULY CARRIED, TO APPROVE THE HYDRO SEEDING AT GREGORY PARK.

Discussion and Approval of Lions Park Playground Color Preference

City Engineer Dehn discussed color options for the PIP, provided two options before the Park Board on the color scheme for the new surface, proposed color is tan or tan and green palette, which aligns with the natural surroundings.

Discussion on how long the PIP would last and does the color fade and mentioned that if we continue with PIP then have Park Board add that into the design standards.

MOVED AND SECONDED BY MEMBER POWELL AND MICKELSON, DULY CARRIED, TO APPROVE THE SURFACE AS TAN AND TO APPLY TO THE DESIGN STANDARDS FOR PARK BOARD.

Discussion and Approval of New Golf Program for YMCA

City Engineer Dehn discussed that YMCA approached staff and would like Park Board to approve the new addition of the golf program for the 2026 agreement. Informed board that they are not looking to amend the 2026 agreement or additional funds for this program, YMCA is looking for the motion to approve the use of Memorial Park open space to administer the golf program.

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Member Miller wanted to confirm that this will not interfere with additional programs that are also utilizing the open space at Memorial Park.

MOVED AND SECONDED BY MEMBER POWELL AND MICKELSON, DULY CARRIED, TO APPROVE YMCA THE USE OF MEMORIAL PARK OPEN SPACE FOR NEW GOLF PROGRAM.

Approval of Agreement with Rosallini's Pizza

City Engineer Dehn discussed the agreement proposed for Rosallini's Pizza that provides pizzas to the concession stand and agreement has been vetted by the city attorney. This is an annual agreement for Rosallini's Pizza agreement.

MOVED AND SECONDED BY MEMBER POWELL AND MICKELSON, DULY CARRIED TO APPROVE THE ROSALLINI'S PIZZA AGREEMENT.

Approval of Date Change for June Park Board Meeting

City Engineer Dehn stated that the Park Board Chair is not able to attend the June 23rd meeting and requested to discuss a change in date, looking to change date to June 30th.

MOVED AND SECONDED BY MEMBER MICKELSON AND POWELL, DULY CARRIED TO APPROVE THE DATE CHANGE OF PARK BOARD MEETING TO JUNE 30TH.

Discussion and Approval of Two Design Options for Memorial Park

City Engineer Dehn stated at the previous meeting we discussed and approved of the Recreational DNR Grant for the replacement of Memorial Park playground. Before the board there are two designs presented to the Park Board. By getting approval of both options, we would be able to move forward after we hear back results with that solicitation.

Member Miller agrees with both options before the Park Board both look great and is on board with either depending on the grant results.

MOVED AND SECONDED BY MEMBER MICKELSON AND POWELL, DULY CARRIED, TO APPROVE BOTH DESIGNS CONTINGENT ON GRANT SOLICITATION RESULTS.

Staff Reports

City Engineer Dehn discussed options for the hockey rink at Memorial Park for getting ice created and keeping ice. Trees are getting planted this week at Memorial Park and throughout the city. Working with TWM Architecture to get a formal design and bring back to Park Board. ADA improvements have been solicited with no responses, going to take a pause until some projects have been awarded to subcontractors.

Board Reports

Member Miller mentioned underneath the bridge to get cleaned up of vandalism. Lyman P. White is looking great and making sure the downtown garbage's are getting picked up before they get too full.

Mayor Badeaux discussed the hard work that Park Board and staff have been putting into the park system. Mayor Badeaux appreciates everyone and their hard work at the start of a April 28, 2026

very impressive park system. Thanks everyone and challenges everyone to continue that hard work.

Adjourn

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

Chair Shipe adjourned the meeting at 5:17 p.m.

Andrew Shipe
Park Board President

Call to Order

Pursuant to due call and notice thereof, the meeting of the Brainerd Park Board was called to order at 4:30 p.m. by Chair Shipe in the City Council Chambers.

Roll Call

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

Also noted as present Public Works Director Sandy, City Administrator Broyles, 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 POWELL AND MICKELSON, DULY CARRIED, TO APPROVE THE AGENDA.

New Business

Approval of AC Power Installation at Rotary Park Pavilion

Public Works Director Sandy informed Park Board that the Rotary Club has requested authorization from the Park Board to include an additional set of electrical facilities in conjunction with the Solar project. The facilities include six LED lights and four outlets. Rotary Club has approved funding for the installation and is requesting authorization from the Park Board to install it. Quote is attached to the agenda.

Chair Shipe asked about the quote mentions that it impacts the solar and asked if that is just where the wiring is connected to.

Public Works Director Sandy stated that it's been completed and that solar contractor would be the one who completed this.

John Forrest, 159 Pineview Drive, serves as co-chair of the Rotary Club, discussed that Jims Electric had an opening to get the power installed and is urgent for approval as there are a couple of events coming up in June where they would be needed.

MOVED AND SECONDED BY MEMBER POWELL AND MICKELSON, DULY CARRIED, TO APPROVE THE AC POWER INSTALLATION AT ROTARY PARK PAVILION.

Adjourn

MOVED AND SECONDED BY MEMBER POWELL AND MICKELSON, DULY CARRIED, TO ADJOURN THE MEETING.

Chair Shipe adjourned the meeting at 4:39 p.m.

Andrew Shipe
Park Board President

May 6, 2026

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0011 - ACE HARDWARE:							
339302/1 92830	ACE HARDWARE VELCRO STRIPS - SHOP 230-5200-42220	04/22/2026 pziemer REPAIR & MAINT	05/06/2026	8.98 8.98	0.00	Paid	Y 05/06/2026
339209/1 92882	ACE HARDWARE VACUUM, LEAF BLOWER BATTERY 230-5200-42220	04/17/2026 pziemer REPAIR & MAINT	05/06/2026	330.08 330.08	0.00	Paid	Y 05/06/2026
339568/1 93020	ACE HARDWARE PLUNGER X6 230-5200-42220	05/05/2026 pziemer REPAIR & MAINT	05/20/2026	53.94 53.94	0.00	Paid	Y 05/20/2026
339386/1 93048	ACE HARDWARE DRAIN/TAPE 230-5200-42220	04/27/2026 pziemer REPAIR & MAINT	05/20/2026	13.48 13.48	0.00	Paid	Y 05/20/2026
339449/1 93049	ACE HARDWARE KEYS X12 230-5200-42220	04/29/2026 pziemer REPAIR & MAINT	05/20/2026	39.48 39.48	0.00	Paid	Y 05/20/2026
339421/1 93050	ACE HARDWARE GLASS 230-5200-42220	04/28/2026 pziemer REPAIR & MAINT	05/20/2026	17.99 17.99	0.00	Paid	Y 05/20/2026
Total for vendor 0011 - ACE HARDWARE:				463.95	0.00		
Vendor 0074 - BRAINERD GENERAL RENTAL:							
00015979-001 92783	BRAINERD GENERAL RENTAL MILLS FIELD BACKSTOP NET 230-5200-42221	04/21/2026 pziemer R&M- MILLS FIELD	05/06/2026	327.75 327.75	0.00	Paid	Y 05/06/2026
Total for vendor 0074 - BRAINERD GENERAL RENTAL:				327.75	0.00		
Vendor 2684 - BRAINERD PARKS & RECREATION:							
4/28/26 92875	BRAINERD PARKS & RECREATION CONCESSION CHANGE FUNDS BANE/JAYCEES 230-0000-10300	04/28/2026 pziemer CHANGE FUND	05/06/2026	300.00 300.00	0.00	Paid	Y 05/06/2026
Total for vendor 2684 - BRAINERD PARKS & RECREATION:				300.00	0.00		

05/21/2026 01:43 PM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 04/23/2026 - 05/20/2026

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
APR 26/PKS 92923	BRAINERD PUBLIC UTILITIES	04/24/2026	05/06/2026	4,987.14	0.00	Paid	Y 05/06/2026
	3/24/26-4/24/26 PARKS UTILITIES	pziemer					
	230-5200-43381 BPU UTILITIES			4,709.18			
	230-5280-43380 UTILITIES			277.96			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			4,987.14	0.00		

Vendor 2106 - BSN SPORTS, LLC:

933889803 92772	BSN SPORTS, LLC	04/13/2026	05/06/2026	2,032.91	0.00	Paid	Y 05/06/2026
	4-WAY PITCHERS/BASES MMP ADULT	pziemer					
	230-5215-42210 OPERATING SUPPLIES			834.48			
	230-5200-42220 REPAIR & MAINT			1,198.43			
	Total for vendor 2106 - BSN SPORTS, LLC:			2,032.91	0.00		

Vendor 0307 - CENTERPOINT ENERGY:

92166-0/APR26/PKS 92989	CENTERPOINT ENERGY	04/23/2026	05/05/2026	613.95	0.00	Paid	Y 05/05/2026
	3/18/26-4/15/26 PARKS UTILITIES	pziemer					
	230-5200-43380 UTILITIES			613.95			
	Total for vendor 0307 - CENTERPOINT ENERGY:			613.95	0.00		

Vendor 0125 - CTC - 446126:

21819196 93065	CTC - 446126	05/12/2026	05/20/2026	252.80	0.00	Paid	Y 05/20/2026
	5/12-6/11 CAMPGROUND	pziemer					
	230-5280-43321 TELEPHONE			252.80			
21814460/PKS 93070	CTC - 446126	05/12/2026	05/20/2026	320.81	0.00	Paid	Y 05/20/2026
	5/12-6/11 PARKS PHONE/INTERNET	pziemer					
	230-5200-43321 TELEPHONE			320.81			
	Total for vendor 0125 - CTC - 446126:			573.61	0.00		

Vendor 0134 - CWC SANITARY LANDFILL:

222577 92771	CWC SANITARY LANDFILL	04/21/2026	05/06/2026	175.50	0.00	Paid	Y 05/06/2026
	ROTARY PARK TRASH REMOVAL	pziemer					
	230-5200-42220 REPAIR & MAINT			175.50			
	Total for vendor 0134 - CWC SANITARY LANDFILL:			175.50	0.00		

Vendor 2854 - DEERE & COMPANY - GOVT. SALES:

05/21/2026 01:43 PM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 04/23/2026 - 05/20/2026

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
117905961 92784	DEERE & COMPANY - GOVT. SALES 2026 GATOR 845M - VIN1736 400-5200-45500 PARKS CAPITAL OUTLAY Total for vendor 2854 - DEERE & COMPANY - GOVT. SALES:	04/17/2026 pziemer	05/06/2026	28,213.70 28,213.70 28,213.70	0.00 0.00	Paid	Y 05/06/2026
Vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:							
37472 92755	DIGITAL INK DESIGN & GRAPHICS PARK SIGN - HITCH WAYNE PARK 400-5200-45500 PARKS CAPITAL OUTLAY Total for vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:	04/01/2026 pziemer	05/06/2026	585.00 585.00 585.00	0.00 0.00	Paid	Y 05/06/2026
Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:							
FBN5626940/PKS 93116	ENTERPRISE FM TRUST - ATTN: BILLING MAY 26 PARKS DEPT VEHICLE LEASES/OIL 230-5200-42220 REPAIR & MAINT 230-5200-43331 LEASE PAYMENTS Total for vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:	05/05/2026 pziemer	05/20/2026	6,308.09 123.89 6,184.20 6,308.09	0.00 0.00	Paid	Y 05/20/2026
Vendor 3480 - FALLS FLAG SOURCE:							
27962 92788	FALLS FLAG SOURCE FLAGS - DOWNTOWN 230-5200-42220 REPAIR & MAINT Total for vendor 3480 - FALLS FLAG SOURCE:	04/01/2026 pziemer	05/06/2026	750.00 750.00 750.00	0.00 0.00	Paid	Y 05/06/2026
Vendor 0170 - FASTENAL COMPANY:							
MNBAX278561 92752	FASTENAL COMPANY CABLE TIES 230-5200-42220 REPAIR & MAINT Total for vendor 0170 - FASTENAL COMPANY:	04/01/2026 pziemer	05/06/2026	322.54 322.54 322.54	0.00 0.00	Paid	Y 05/06/2026
Vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:							
2109:044789 92831	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS - BEVERAGES, CHIPS, 230-5204-42210 OPERATING SUPPLIES Total for vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:	04/20/2026 pziemer	05/06/2026	1,396.80 1,396.80 1,396.80	0.00 0.00	Paid	Y 05/06/2026

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0356 - HIRSHFIELD'S DECORATING:							
09382738 93046	HIRSHFIELD'S DECORATING GREEN PAINT 230-5200-42220	05/06/2026 pziemer	05/20/2026	428.88	0.00	Paid	Y 05/20/2026
	REPAIR & MAINT			428.88			
09382905 93047	HIRSHFIELD'S DECORATING BLUE PAINT - GGP 230-5200-42220	05/06/2026 pziemer	05/20/2026	136.98	0.00	Paid	Y 05/20/2026
	REPAIR & MAINT			136.98			
Total for vendor 0356 - HIRSHFIELD'S DECORATING:				565.86	0.00		

Vendor MISC - JESSIE KOLLMANN:

104849655 93059	JESSIE KOLLMANN REFUND CAMPSITE RESERVATION 230-5280-34710	05/07/2026 pziemer	05/20/2026	55.00	0.00	Paid	Y 05/20/2026
	CAMPGROUND REVENUE			49.61			
	101-0000-31410	LODGING TAX		1.49			
	101-0000-20810	STATE TAX PAYABLE		3.40			
	101-0000-20811	COUNTY SALES TAX		0.25			
	101-0000-20812	CITY TAX PAYABLE		0.25			
Total for vendor MISC - JESSIE KOLLMANN:				55.00	0.00		

Vendor 3306 - LYONS, JASON:

4/26/26 92907	LYONS, JASON 2026 BOOT REIMBURSEMENT 230-5200-42209	04/26/2026 pziemer	05/06/2026	92.50	0.00	Paid	Y 05/06/2026
	SAFETY EQUIPMENT SUPPLIES			92.50			
Total for vendor 3306 - LYONS, JASON:				92.50	0.00		

Vendor 2392 - MENARDS:

69271 92781	MENARDS WEED CONTROL/BAGS - ROUNDABOUTS 230-5200-42220	04/21/2026 pziemer	05/06/2026	302.69	0.00	Paid	Y 05/06/2026
	REPAIR & MAINT			302.69			
Total for vendor 2392 - MENARDS:				302.69	0.00		

Vendor 0889 - MENARDS - BAXTER :

69680 93017	MENARDS - BAXTER BANE & CAMPGROUND REPAIRS 230-5200-42220	04/27/2026 pziemer	05/20/2026	362.12	0.00	Paid	Y 05/20/2026
	REPAIR & MAINT			355.33			
	230-5280-42220	REPAIR & MAINT		6.79			

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70366 93053	MENARDS - BAXTER SHELF FOR SHOP/GGP FOUNTAIN 230-5200-42210 230-5200-42220	05/06/2026 pziemer OPERATING SUPPLIES REPAIR & MAINT	05/20/2026	149.94 124.99 24.95	0.00	Paid	Y 05/20/2026
70410 93054	MENARDS - BAXTER RETURN SHELF 230-5200-42210	05/07/2026 pziemer OPERATING SUPPLIES	05/20/2026	(124.99) (124.99)	0.00	Paid	Y 05/20/2026
70414 93055	MENARDS - BAXTER SHELF & HOOKS FOR SHOP/BANE REPAIR 230-5200-42220	05/07/2026 pziemer REPAIR & MAINT	05/20/2026	320.57 320.57	0.00	Paid	Y 05/20/2026
Total for vendor 0889 - MENARDS - BAXTER :				<u>707.64</u>	<u>0.00</u>		

Vendor 3394 - MIDWEST MACHINERY CO:

10869204 93018	MIDWEST MACHINERY CO CHAINSAW CHAIN 230-5200-42220	05/02/2026 pziemer REPAIR & MAINT	05/20/2026	36.89 36.89	0.00	Paid	Y 05/20/2026
Total for vendor 3394 - MIDWEST MACHINERY CO:				<u>36.89</u>	<u>0.00</u>		

Vendor 0147 - MINNESOTA SOFTBALL:

8476 92742	MINNESOTA SOFTBALL UMPIRE REGISTRATION FEES X9 230-5215-42210	04/16/2026 pziemer OPERATING SUPPLIES	05/06/2026	675.00 675.00	0.00	Paid	Y 05/06/2026
8475 92811	MINNESOTA SOFTBALL UMPIRE REGISTRATION 230-5215-42210	04/16/2026 pziemer OPERATING SUPPLIES	05/06/2026	75.00 75.00	0.00	Paid	Y 05/06/2026
Total for vendor 0147 - MINNESOTA SOFTBALL:				<u>750.00</u>	<u>0.00</u>		

Vendor 3509 - MUTT MITT:

814721 93045	MUTT MITT QTY 36 CASES MUTT MITT 230-5200-42210	05/06/2026 pziemer OPERATING SUPPLIES	05/20/2026	5,172.79 5,172.79	0.00	Paid	Y 05/20/2026
Total for vendor 3509 - MUTT MITT:				<u>5,172.79</u>	<u>0.00</u>		

Vendor 0284 - OFFICE SHOP:

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
1164854-0 93110	OFFICE SHOP CARDSTOCK - SOFTBALL LEAGUE/SPECIAL 230-5208-42210 230-5211-42210	05/12/2026 pziemer	05/20/2026	34.21 17.10 17.11	0.00	Paid	Y 05/20/2026
1164854-1 93111	OFFICE SHOP CARDSTOCK/PENS 230-5200-42200 230-5215-42210 230-5211-42210	05/12/2026 pziemer	05/20/2026	55.28 19.64 17.82 17.82	0.00	Paid	Y 05/20/2026
Total for vendor 0284 - OFFICE SHOP:				89.49	0.00		

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

1647-432533 93051	O'REILLY AUTOMOTIVE STORES INC. MOTOROIL, TOWELS 230-5200-42220	04/27/2026 pziemer	05/20/2026	82.78 82.78	0.00	Paid	Y 05/20/2026
Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:				82.78	0.00		

Vendor 3607 - ST. CROIX RECREATION FUN PLAYGROUND:

22596 93095	ST. CROIX RECREATION FUN PLAYGROUND QTY 2 BUCKET SEAT SWINGS/CHAIN 230-5200-42220	05/12/2026 pziemer	05/20/2026	1,799.55 1,799.55	0.00	Paid	Y 05/20/2026
Total for vendor 3607 - ST. CROIX RECREATION FUN PLAYGROUND:				1,799.55	0.00		

Vendor 4450 - SUPER ONE FOODS - RETAIL ACCOUNTING:

00062014 92927	SUPER ONE FOODS - RETAIL ACCOUNTING CONCESSIONS - ICE 230-5204-42210	04/23/2026 pziemer	05/06/2026	4.58 4.58	0.00	Paid	Y 05/06/2026
66373 93133	SUPER ONE FOODS - RETAIL ACCOUNTING ICE - MOVIES IN THE PARK 230-5211-42210	05/08/2026 pziemer	05/20/2026	9.88 9.88	0.00	Paid	Y 05/20/2026
Total for vendor 4450 - SUPER ONE FOODS - RETAIL ACCOUNTING:				14.46	0.00		

Vendor 4417 - TEAM SIDELINE:

TS-INV-22576 92782	TEAM SIDELINE 7/1/26-7/1/27 SCHEDULING SOFTWARE	04/21/2026 pziemer	05/06/2026	599.00	0.00	Paid	Y 05/06/2026
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	GL Distribution						
	230-5209-42210	OPERATING SUPPLIES		149.75			
	230-5215-42210	OPERATING SUPPLIES		149.75			
	230-5231-42210	OPERATING SUPPLIES		149.75			
	230-5212-42210	OPERATING SUPPLIES		149.75			
	Total for vendor 4417 - TEAM SIDELINE:			599.00	0.00		

Vendor 0344 - WASTE PARTNERS INC:

64X00887 93009	WASTE PARTNERS INC	04/30/2026	05/20/2026	68.45	0.00	Paid	Y 05/20/2026
	APR 26 CAMPGROUND WASTE REMOVAL	pziemer					
	230-5280-43380	UTILITIES		68.45			
64X00894 93011	WASTE PARTNERS INC	04/30/2026	05/20/2026	468.00	0.00	Paid	Y 05/20/2026
	APR 26 PARKS DEPT WASTE REMOVAL	pziemer					
	230-5200-43380	UTILITIES		468.00			
	Total for vendor 0344 - WASTE PARTNERS INC:			536.45	0.00		

Vendor 3914 - WATSON COMPANY:

157325 92809	WATSON COMPANY	04/21/2026	05/06/2026	1,094.24	0.00	Paid	Y 05/06/2026
	CONCESSIONS - FOOD/GLOVES/NAPKINS	pziemer					
	230-5204-42210	OPERATING SUPPLIES		1,094.24			
	Total for vendor 3914 - WATSON COMPANY:			1,094.24	0.00		

Vendor 3199 - WEX BANK:

112403791/PKS 93083*	WEX BANK	04/30/2026	05/20/2026	1,343.69	0.00	Paid	Y 05/20/2026
	APRIL 2026 PARKS FUEL	pziemer					
	230-5200-42212	MOTOR FUELS		1,348.27			
	230-5200-42212	MOTOR FUELS		(4.58)			
	Total for vendor 3199 - WEX BANK:			1,343.69	0.00		

Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:

I33805 93008	WRUCK SEWER & PORTABLE RENTAL LLC	05/01/2026	05/20/2026	982.80	0.00	Paid	Y 05/20/2026
	PORTABLE RENTALS APRIL 2026	pziemer					
	230-5215-42210	OPERATING SUPPLIES		140.40			
	230-5200-43410	RENTAL EXPENSE		280.80			
	230-5200-42220	REPAIR & MAINT		561.60			
	Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:			982.80	0.00		

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Inv Ref#	Description	Entered By					Post Date

GL Distribution

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Vendor 3698 - AMAZON:

4/20/26							
92863	AMAZON	04/20/2026	05/06/2026	16.10	0.00	Paid	Y
	MOVIES IN THE PARK - RENTAL JURASSIC	pziemer					05/06/2026
	230-5211-42210	OPERATING SUPPLIES		16.10			
4/10/26							
92866	AMAZON	04/10/2026	05/06/2026	102.67	0.00	Paid	Y
	NAME TAGS/FISHING CLINIC SUPPLIES	pziemer					05/06/2026
	230-5211-42210	OPERATING SUPPLIES		102.67			
	Total for vendor 3698 - AMAZON:			118.77	0.00		

Vendor 2740 - AT&T MOBILITY:

4/18/26 - PKS							
92851	AT&T MOBILITY	04/18/2026	05/06/2026	254.18	0.00	Paid	Y
	MAR 26 PARKS PHONES/DEVICES	pziemer					05/06/2026
	230-5200-43321	TELEPHONE		166.72			
	230-5204-42210	OPERATING SUPPLIES		87.46			
	Total for vendor 2740 - AT&T MOBILITY:			254.18	0.00		

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

372.95	0.00
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
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PCard: 2257 U.S. BANK Card Holder: PARKS

Vendor 3711 - COSTCO:

4/1/26 92832	COSTCO CANDY - EASTER EGG HUNT 230-5211-42210	04/01/2026 pziemer	05/06/2026	145.53	0.00	Paid	Y 05/06/2026
	OPERATING SUPPLIES			145.53			
4/23/26 92833	COSTCO CONCESSIONS - HOT 230-5204-42210	04/23/2026 pziemer	05/06/2026	83.62	0.00	Paid	Y 05/06/2026
	OPERATING SUPPLIES			83.62			
4/9/26 92834	COSTCO RETURN CANDY - EASTER EGG HUNT 230-5211-42210	04/09/2026 pziemer	05/06/2026	(145.53)	0.00	Paid	Y 05/06/2026
	OPERATING SUPPLIES			(145.53)			
	Total for vendor 3711 - COSTCO:			83.62	0.00		

Vendor 3700 - DOLLAR TREE:

3/26/26 92835	DOLLAR TREE TABLE COVERS - EASTER EGG HUNT 230-5211-42210	04/01/2026 pziemer	05/06/2026	7.50	0.00	Paid	Y 05/06/2026
	OPERATING SUPPLIES			7.50			
	Total for vendor 3700 - DOLLAR TREE:			7.50	0.00		

Vendor 3879 - HARBOR FREIGHT TOOLS:

4/22/26 92836	HARBOR FREIGHT TOOLS BALL & HITCH FOR TRAILER 230-5200-42240	04/22/2026 pziemer	05/06/2026	69.94	0.00	Paid	Y 05/06/2026
	SMALL TOOLS			69.94			
	Total for vendor 3879 - HARBOR FREIGHT TOOLS:			69.94	0.00		

Vendor 0268 - MN RECREATION & PARK ASSN:

4/8/26 92837	MN RECREATION & PARK ASSN NMPRA CONF. REGISTRATION K.HUETHER 230-5200-43330	04/08/2026 pziemer	05/06/2026	35.00	0.00	Paid	Y 05/06/2026
	PROFESSIONAL DEVELOPMENT			35.00			
	Total for vendor 0268 - MN RECREATION & PARK ASSN:			35.00	0.00		

Vendor 4308 - SWANK MOTION PICTURES:

4/21/26 92838	SWANK MOTION PICTURES MOVIES IN THE PARK - JURASSIC PARK	04/21/2026 pziemer	05/06/2026	525.00	0.00	Paid	Y 05/06/2026
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

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

230-5211-42210	OPERATING SUPPLIES	525.00	
Total for vendor 4308 - SWANK MOTION PICTURES:		525.00	0.00

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

721.06	0.00
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# of Invoices:	53	# Due:	0	Totals:	62,641.30	0.00
# of Credit Memos:	2	# Due:	0	Totals:	(270.52)	0.00
Net of Invoices and Credit Memos:					62,370.78	0.00

* 1 Net Invoices have Credits Totalling:	(4.58)
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--- TOTALS BY GL DISTRIBUTION ---

101-0000-20810	STATE TAX PAYABLE	3.40
101-0000-20811	COUNTY SALES TAX	0.25
101-0000-20812	CITY TAX PAYABLE	0.25
101-0000-31410	LODGING TAX	1.49
230-0000-10300	CHANGE FUND	300.00
230-5200-42200	OFFICE SUPPLIES	19.64
230-5200-42209	SAFETY EQUIPMENT SUPPLIES	92.50
230-5200-42210	OPERATING SUPPLIES	5,172.79
230-5200-42212	MOTOR FUELS	1,343.69
230-5200-42220	REPAIR & MAINT	7,084.53
230-5200-42221	R&M- MILLS FIELD	327.75
230-5200-42240	SMALL TOOLS	69.94
230-5200-43321	TELEPHONE	487.53
230-5200-43330	PROFESSIONAL DEVELOPMENT	35.00
230-5200-43331	LEASE PAYMENTS	6,184.20
230-5200-43380	UTILITIES	1,081.95
230-5200-43381	BPU UTILITIES	4,709.18
230-5200-43410	RENTAL EXPENSE	280.80
230-5204-42210	OPERATING SUPPLIES	2,666.70
230-5208-42210	OPERATING SUPPLIES	17.10
230-5209-42210	OPERATING SUPPLIES	149.75
230-5211-42210	OPERATING SUPPLIES	696.08
230-5212-42210	OPERATING SUPPLIES	149.75
230-5215-42210	OPERATING SUPPLIES	1,892.45
230-5231-42210	OPERATING SUPPLIES	149.75
230-5280-34710	CAMPGROUND REVENUE	49.61
230-5280-42220	REPAIR & MAINT	6.79
230-5280-43321	TELEPHONE	252.80
230-5280-43380	UTILITIES	346.41
400-5200-45500	PARKS CAPITAL OUTLAY	28,798.70

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Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			5.39	0.00		
	230 - PARK & RECREATION FUND			33,566.69	0.00		
	400 - CAPITAL PROJECTS FUND			28,798.70	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			305.39	0.00		
	5200 - PARK MAIN/ADMINISTRATION			55,688.20	0.00		
	5204 - CONCESSIONS			2,666.70	0.00		
	5208 - YOUTH SOFTBALL PROGRAM			17.10	0.00		
	5209 - POND HOCKEY PROGRAM			149.75	0.00		
	5211 - SPECIAL EVENTS PROGRAM			696.08	0.00		
	5212 - KICKBALL PROGRAM			149.75	0.00		
	5215 - ADULT SOFTBALL			1,892.45	0.00		
	5231 - PICKLEBALL			149.75	0.00		
	5280 - CAMPGROUND			655.61	0.00		

As of April 30, 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	6,036	1,000	260	-	56	22,000	369	2,500	1,406	3,000	2,000
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	3,230	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	305	-	-	-	-	-	-	-	-	-	-
Total Other Revenue	2,000	3,535	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	47,250	10,063	1,000	260	-	56	22,000	369	2,500	1,406	3,000	2,000
Total Personal Services	972,076	254,354	440	-	11,597	10,097	13,368	-	-	-	-	-
Supplies												
Office and Operating Supplies	8,500	313	725	29	1,900	278	16,500	1,218	2,500	-	7,000	1,743
Motor Fuels	18,200	2,878	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	60,407	10,889	-	-	-	-	-	304	-	-	-	-
Repairs & Maintenance - Mills Field	10,000	-	-	-	-	-	-	-	-	-	-	-
Small Tools	2,000	406	-	-	-	-	-	-	-	-	-	-
Total Supplies	99,107	14,486	725	29	1,900	278	16,500	1,522	2,500	-	7,000	1,743
Services												
Professional Services	40,292	11,073	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	7,025	7,872	-	-	-	-	-	-	-	-	-	-
Telephone	3,804	1,585	-	-	-	-	-	-	-	-	-	-
Postage	50	26	-	-	-	-	-	-	-	-	-	-
Professional Development	3,000	975	-	-	-	-	-	-	-	-	-	-
Lease Payments	83,838	25,049	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	7	-	-	-	-	-	-	-	-	-	-
Insurance	29,381	4,648	-	-	-	-	-	-	-	-	-	-
Utilities	122,475	24,465	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,785	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	1,487	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	2,089	-	-	-	-	-	-	-	-	-	-	-
Total Services	296,739	77,188	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,367,923	346,028	1,165	29	13,497	10,375	29,868	1,522	2,500	-	7,000	1,743
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)	(335,965)	(165)	231	(13,497)	(10,319)	(7,868)	(1,154)	-	1,406	(4,000)	257

	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	33,607	2,000	973	60,000	20,045	150,750	64,752
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	3,230
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	500	20	1,500	325
Total Other Revenue	-	-	-	-	-	-	500	20	2,500	3,555
TOTAL REVENUES	2,000	-	48,000	33,607	2,000	973	60,500	20,065	188,250	68,798
Total Personal Services	2,958	-	25,622	-	-	-	-	-	1,026,062	264,451
Supplies										
Office and Operating Supplies	650	-	12,400	8,793	1,150	57	500	345	51,825	12,777
Motor Fuels	-	-	-	-	-	-	-	-	18,200	2,878
Repairs & Maintenance	-	-	5,000	-	-	-	1,500	-	66,907	11,193
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	10,000	-
Small Tools	-	-	-	-	-	-	-	-	2,000	406
Total Supplies	650	-	17,400	8,793	1,150	57	2,000	345	148,932	27,254
Services										
Professional Services	-	-	-	-	-	-	-	-	40,292	11,073
Computer Technical Support	-	-	-	-	-	-	-	-	7,025	7,872
Telephone	-	-	-	-	-	-	1,200	1,093	5,004	2,679
Postage	-	-	-	-	-	-	-	-	50	26
Professional Development	-	-	-	-	-	-	-	-	3,000	975
Lease Payments	-	-	-	-	-	-	-	-	83,838	25,049
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,000	7
Insurance	-	-	-	-	-	-	-	-	29,381	4,648
Utilities	-	-	-	-	-	-	7,000	773	129,475	25,238
Rent Expense	-	-	-	-	-	-	-	-	1,785	-
Miscellaneous	-	-	-	-	-	-	-	-	2,000	1,487
Dues and Subscriptions	-	-	-	-	-	-	-	-	2,089	-
Total Services	-	-	-	-	-	-	8,200	1,866	304,939	79,054
TOTAL OPERATING EXPENSES	3,608	-	43,022	8,793	1,150	57	10,200	2,211	1,479,934	370,758
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	24,814	850	917	50,300	17,854	(1,253,684)	(301,960)



SPECIAL EVENT APPLICATION

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 with Street Closure

☒
☐

Event – City Park
Other _____

Name of event:

Walk for Hope - Suicide + Addiction

Organizer Information

Organizer's Name:

Scott L. Schardin

Organizer's Address:

1001 Kingwood St.

Event Contact Person:

Sam

Event Contact Daytime Phone:

701-590-7680

Event Contact E-mail Address:

scottschardin@gmail

Contact Name/Number Day of Event:

Sam

For Profit/Nonprofit Status (type):

Seth Lane Schardin Foundation

Applicant information (if different from the event organizer):

Applicant Name:

Applicant Address:

Applicant Phone:

Applicant E-mail Address:

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6-13-26	11:00 AM	4:00 PM	Start at LUM Park
			Walk to Gregory
			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 plan is to walk from LUM Park to Gregory Park in an organized Fashion beginning around 1:00PM and ending at Gregory Park for food + music Approx: 75 to 100 people

Site Information

Electrical usage

☒

Yes

☐

No

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

PA System - needs Power

Amplified Sound

☒

Yes

☐

No

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

Heavy PA System

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):

We will be crossing Mill Ave
around 2:00

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Contacts, Permits, and Fees Checklist

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

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

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

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:

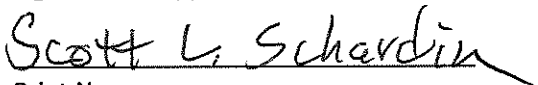
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance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

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.

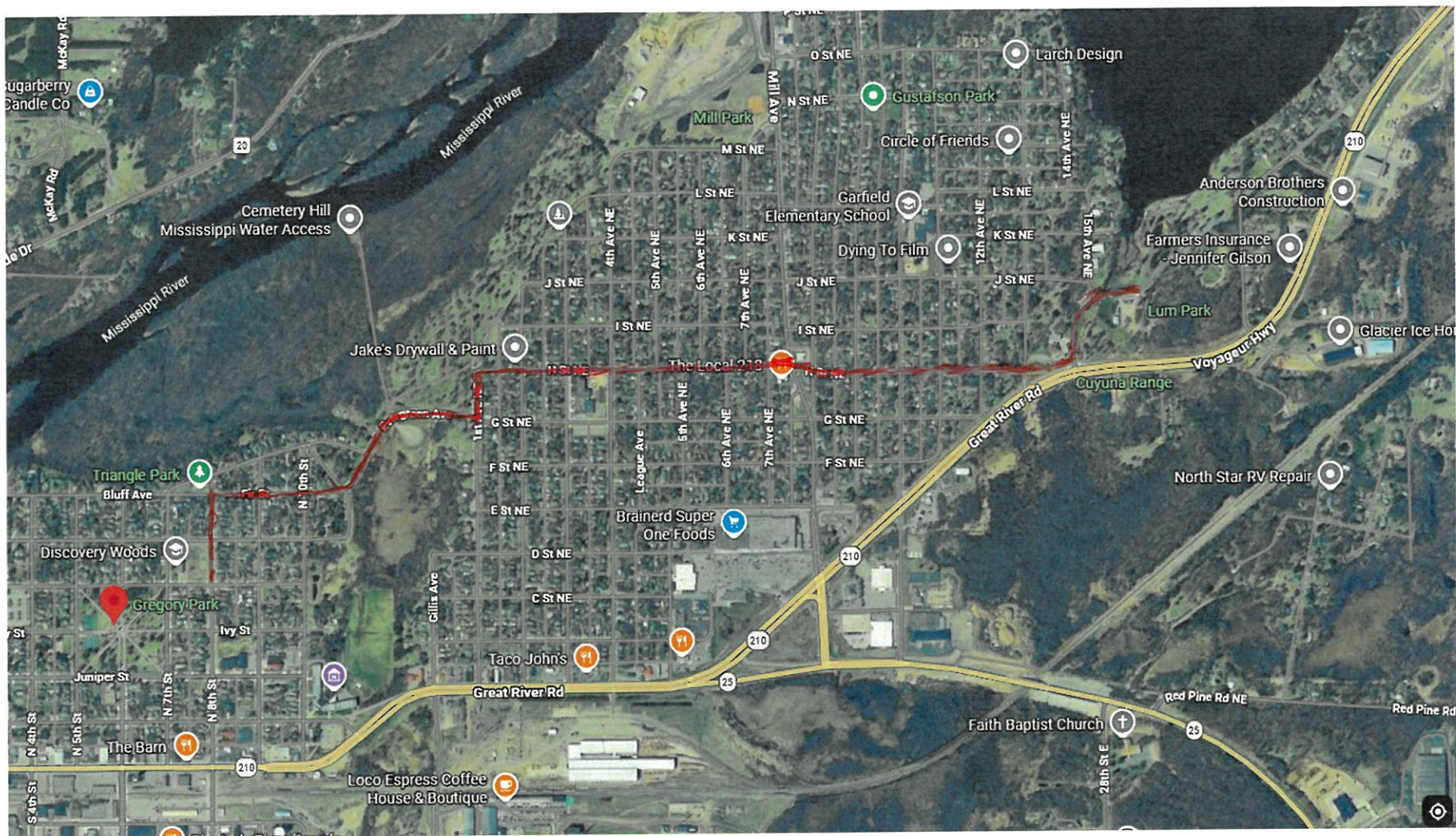
City Administrator

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.

Food truck vendors, vendors TBD.

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

Banners placed around Mills (mainly outfield fencing)

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	X			Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support		X		Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses		X		All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit				All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate	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: 5-

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

Type of event:

☐
☐

Event – City Parking Lot
Event with Street Closure

☒
☐

Event – City Park
Other _____

Name of event: Stoney Brook Springs

Organizer Information

Organizer's Name:

Arnie Anderson

Organizer's Address:

10504 Wilderness Point Rd. Brainerd

Event Contact Person:

Arnie Anderson

Event Contact Daytime Phone:

218-820-8148

Event Contact E-mail Address:

arnieanderson@frontier.com

Contact Name/Number Day of Event:

Arnie Anderson

For Profit/Nonprofit Status (type):

N/A

Applicant information (if different from the event organizer):

Applicant Name:

Arnie Anderson

Applicant Address:

10504 Wilderness Point Rd. Brainerd

Applicant Phone:

218-820-8148

Applicant E-mail Address:

arnieanderson@frontier.com

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6-24-24	6:00pm	8:30pm	Lyman P. White

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

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

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

Description of Activities

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

String music with students & family.

Site Information

Electrical usage

☒ Yes☐ No

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

MUSIC - plug in speakers

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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



Signature of Applicant

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

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



SPECIAL EVENT APPLICATION

Date of Application: 5-14-26

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

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

Name of event: Risen at the River Community Service

Organizer Information

Organizer's Name: Risen Church
Organizer's Address: 1410 Northern Pacific Road
Event Contact Person: Jason Erickson
Event Contact Daytime Phone: 218-851-7171
Event Contact E-mail Address: info@risenchurch.life
Contact Name/Number Day of Event: Jason Erickson - 218-851-7171
For Profit/Nonprofit Status (type): Non-profit/Church

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
8-9-26	8:00	3:00	Lyman P. White Park

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

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

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

Description of Activities

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

As we ’ ve done the past 3 years, we ’ re having a community service and picnic after at the park. We invite whoever from the community wants to join us, and hold our service and then a picnic lunch after for whoever wants to stay.

Site Information

Electrical usage

☐

Yes

☐

No

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

We have a sound system, keyboard, etc.

Amplified Sound

☐

Yes

☐

No

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

A sound system with keyboard, microphone, guitar etc.

Restrooms provided

☐

Yes

☐

No

If yes, how many at least ; (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:

Just a couple of welcome signs and we only need the restrooms open that are on site,

we ' re not bringing in any additional outhouses or anything.

Trash Receptacle Disposal

☐

Yes

☐

No

Company contracted for trash receptacle disposal: We typically use the garbage cans on site

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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



Signature of Applicant

Jason Erickson

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

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



SPECIAL EVENT APPLICATION

Date of Application: 3-26-26

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 with Street Closure

☒
☐

Event – City Park
Other _____

Name of event: Pack Run (Oak Street Christian School)

Organizer Information

Organizer's Name:

Oak Street Christian School

Organizer's Address:

2910 Oak St. Brainerd

Event Contact Person:

Christal Hernandez

Event Contact Daytime Phone:

(218) 828-9660

Event Contact E-mail Address:

christal.matsumoto@k12.mnsda.com

Contact Name/Number Day of Event:

Christal Hernandez (808) 443-7959

For Profit/Nonprofit Status (type):

Nonprofit ETN: 410056870

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
5-31-20	10:00	4:00	Buffalo Hills Park Pavillion

☐ 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:

Fun run for school, bbq @ pavillion, bounce house for kids,

Site Information

Electrical usage

☒

Yes

☐

No

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

Speaker and microphone

Amplified Sound

☒

Yes

☐

No

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

speaker, microphone, and music

Restrooms provided

☒

Yes

☐

No

If yes, how many public (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:

banners posted at race, markers posted along trail

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: public park

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):

None 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.

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

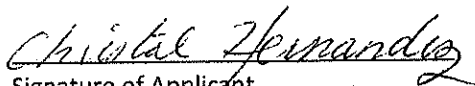
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

Christal Hernandez
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.

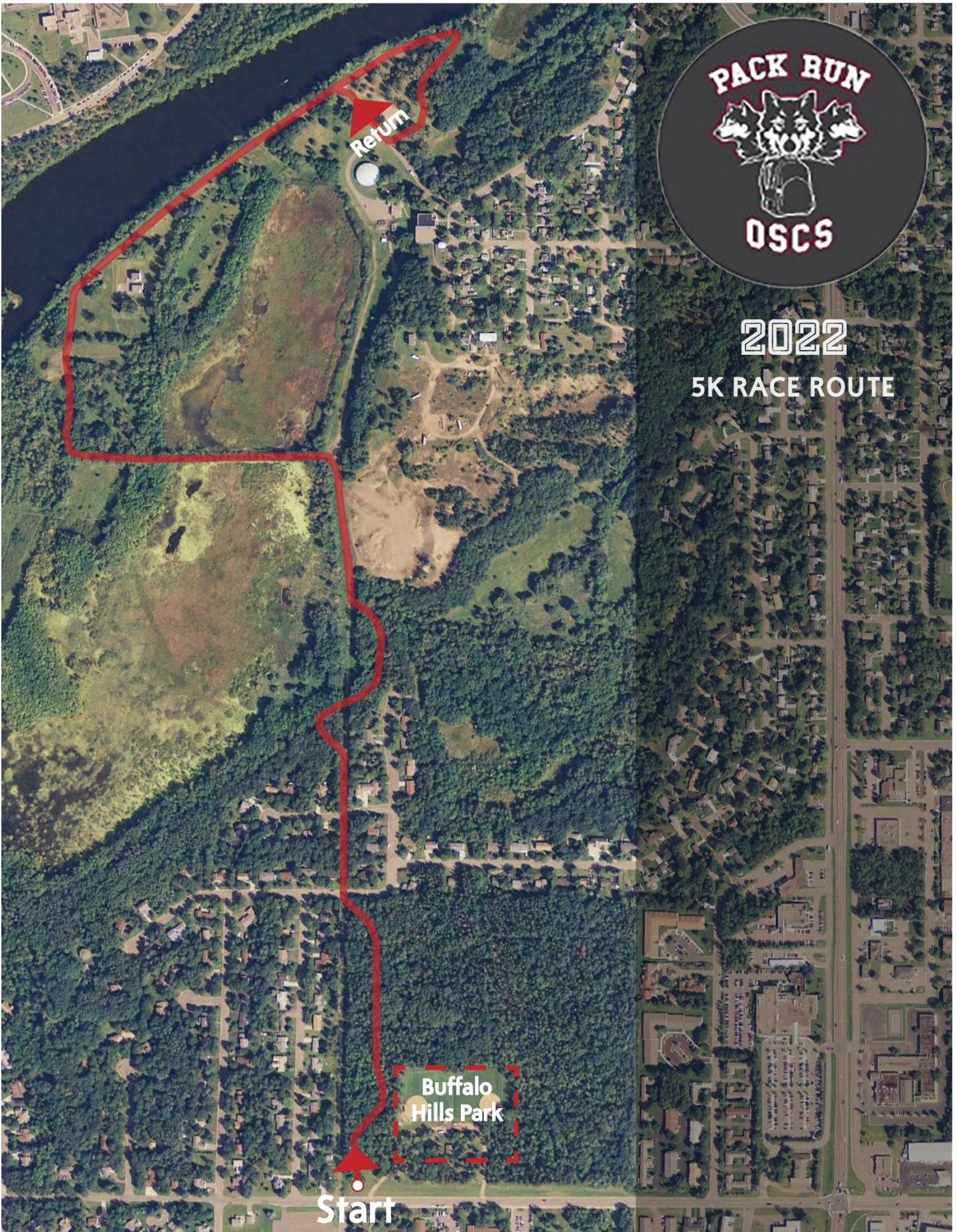
Contact Information

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

Pack Run

- Corporate sponsors:
 - Gold Sponsors contribute \$500 in cash or “in kind” donations, e.g. Run for the Lakes Jaycees gave us \$600 worth of personal speaker systems for runners, Highway 18 Collision Center wrote us \$500 check. They are featured in our social media with individual posts. Their logo is featured in a large format on our t-shirts. On the day of the race, we post videos and tag them in the videos. They are tagged in all of our advertising for the race.
 - Silver Sponsors contribute \$250 in cash or “in kind.” They are mentioned in our social media and tagged in posts. They are featured on our t-shirts but only by name and not by logo
- T-shirts- feature the sponsors’ names and logos and the deadline for registration is the deadline for us to turn in our t-shirt counts to the printing company
- Runners register online and pay \$25. This includes the fee for their t-shirt they will receive on race day. They can start a team or just sign up as a single runner
- Personal sponsors:
 - Students can ask people to sponsor them. We have tried to make it a competition but it didn’t really take off as a concept.
 - Students can also ask people to join their “team” and then their teammates would find sponsors. This is only important if you are being competitive with the teams’ total donations.
- Website:
 - The web master provides the service of creating the website on which people register
 - We share the link for registration and create a QR code for our flyers and advertising online
 - It can be used to record our times and winners

- The website also provides info to possible sponsors and registrants about our purpose and event including: address, race map, tshirt design, corporate sponsors, run times, etc.
- Race Day:
 - We have a BBQ, drinks, and snacks provided for the runners
 - We have a nurse present at the halfway point of the race with a first aid kit
 - We have several people stationed along the race path with water and drinks to direct people along the path and watch for traffic at road crossings
 - We have signs posted along the path to mark each kilometer and the signs also have our corporate sponsor logos on them
 - We have someone timing the runners at the start of the race and recording their times at the finish line
 - We have the runners start and finish at the same location creating a loop for the course
 - We ask family, friends, and church members to stand at the finish line to cheer for the runners to add to the hype of the race
 - We have a large speaker system set up at the pavilion with music playing to hype up the runners. We also have a mic to make announcements
 - We have a 1k for those who may not want to run very far. We have even had a 0k where the “runners” just stepped across the line and were done because they wanted to support us and register but did not want to actual walk/run anywhere. It was a big hit
 - We have the 1k first and then the 5k
 - We have a bounce house to keep the kids entertained. The bounce house rental company is then listed as a corporate sponsor
 - We provide medals we purchase from Amazon for the first place winners
 - We separate the runners on our time keeping worksheet by gender and by age group to make it fair
 - We get most of our supplies sponsored by a local grocery store





SPECIAL EVENT APPLICATION

Date of Application: 5-15-26

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

Type of event:

☐
☐

Event – City Parking Lot
Event with Street Closure

☒
☐

Event – City Park
Other _____

Name of event: BBYC PRIDE

Organizer Information

Organizer's Name:

Brainerd Baxter Youth Center

Organizer's Address:

723 Washington St, Brainerd MN 56401

Event Contact Person:

Breton Monroe

Event Contact Daytime Phone:

218-316-2070

Event Contact E-mail Address:

Breton@the shop brainerd.org

Contact Name/Number Day of Event:

SAME

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
Sat, June 20	12 -	6 PM	Gregory - Kitchen/Comms

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

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

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

Description of Activities

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

Free to public, maybe 100-150 people, Community
partners with booths and games.

Site Information

Electrical usage

☒ Yes

☐ No

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

Amplified Sound

☐ Yes

☒ No

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

Restrooms provided

☐ Yes

☒ No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☐ Yes

☒ No

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

Trash Receptacle Disposal

☐ Yes

☒ No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

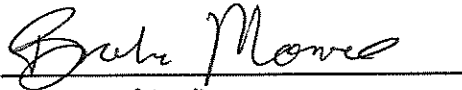
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

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

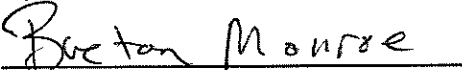
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance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

Signature of Event Applicant

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



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

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

BBYC Pride Community Event Proposal Portfolio

Brainerd Baxter Youth Center (“The Shop”)

Park Board Presentation & Community Event Proposal

Gregory Park – June 20, 2026

Executive Summary

The Brainerd Baxter Youth Center (“The Shop”) respectfully submits this proposal for **BBYC Pride**, a free, family-friendly, community-centered event to be held at **Gregory Park on June 20, 2026**. The event is intended to celebrate inclusion, belonging, and support for LGBTQIA+ youth, families, allies, and the greater Brainerd community.

BBYC Pride aligns with The Shop’s mission of creating safe, supportive, and empowering opportunities for all young people. Through this event, we aim to strengthen community connections, provide valuable resources, celebrate diversity, and foster a welcoming environment for youth and families of all backgrounds.

Expected attendance is **up to 150 community members**, and participation will be **free and open to the public**.

About The Brainerd Baxter Youth Center (“The Shop”)

The Brainerd Baxter Youth Center is a **501(c)(3) nonprofit organization** serving youth ages **12–22** throughout the Brainerd Lakes Area.

For more than thirteen years, The Shop has provided a youth-centered environment where young people can:

- Build meaningful relationships
- Access mentorship and guidance
- Develop life skills
- Explore educational and career opportunities

- Participate in inclusive community programming
- Receive meals and wellness support
- Engage in leadership and service-learning opportunities

Everything we do is rooted in:

- Inclusion
 - Respect
 - Empowerment
 - Community engagement
 - Youth voice and leadership
-

Our Mission

The Shop exists to create a safe and welcoming environment where young people are empowered to grow, connect, and succeed.

We strive to:

- Provide meaningful educational, vocational, social, and wellness opportunities
 - Support youth experiencing social and economic barriers
 - Foster leadership and critical thinking
 - Encourage healthy relationships and community involvement
 - Support diversity, equity, inclusion, and belonging
 - Amplify youth voices within our community
-

Organizational Impact

Over the past two years, The Shop has experienced significant growth and community impact.

Organizational Growth

- Developed **15+ programs and initiatives**
 - Serve **2,600+ youth annually**
 - Provide meals and support to **15–20 youth daily**
 - Maintain active partnerships with schools, nonprofits, healthcare organizations, and community agencies
-

Current Programming

The Shop currently offers a wide variety of educational, social, wellness, and leadership programs:

Youth Development Programs

- Life Talks
- Blade Talks
- Community Action Programs
- Connection Clubs
- Tutoring Program
- Supportiv Ambassadors
- College Readiness Programs
- Financial Literacy Workshops

Creative & Recreational Programming

- Art Nights
- D&D Clubs
- Cooking Clubs
- Movie Nights
- Community Nights
- Live Music Events

LGBTQIA+ Support Programming

- Rainbow Road
 - LGBTQIA+ peer support opportunities
 - Inclusive social programming
 - Safe community spaces and discussions
-

BBYC Pride Event Overview

Event Name:

BBYC Pride

Date:

June 20, 2026

Location:

Gregory Park

Attendance:

Estimated 150 community members

Admission:

Free and open to the public

Purpose of BBYC Pride

BBYC Pride is intended to create a safe and positive community experience that:

- Celebrates LGBTQIA+ youth and community members
 - Builds connections among families, youth, and allies
 - Promotes inclusion and belonging
 - Provides access to community organizations and resources
 - Encourages positive civic engagement
 - Supports mental health and community wellness
-

Event Layout & Use of Space

The proposed event would utilize the:

Center Commons Area

and

Kitchenette Area

Community organizations and local partners will be invited to host booths around the event space.

Potential participants include:

- Youth organizations
 - Mental health providers
 - Wellness organizations
 - Local nonprofits
 - Educational institutions
 - Community resources
 - Arts and creative organizations
 - Support and advocacy groups
 - Local businesses
-

Proposed Activities

Potential activities include:

Community Booths

Organizations sharing resources and services

Youth Activities

Interactive games and community engagement

Art & Creative Spaces

Youth art opportunities and expression stations

Wellness & Mental Health Resources

Community support and education

Community Connection Spaces

Areas designed to encourage conversations and relationship building

Community Benefits

BBYC Pride will positively contribute to the Brainerd community by:

Supporting Youth Wellness

Providing opportunities for young people to feel connected, supported, and valued.

Encouraging Inclusion

Creating a welcoming environment where all individuals feel safe and respected.

Increasing Awareness

Connecting residents with valuable local resources and organizations.

Strengthening Community Relationships

Building partnerships and positive engagement among youth, families, businesses, and organizations.

Supporting Mental Health

Reducing social isolation and promoting healthy community connections.

Formal Request

The Brainerd Baxter Youth Center respectfully requests approval and support for the use of **Gregory Park on June 20, 2026 for BBYC Pride.**

We believe this event represents an opportunity to create a positive community experience focused on inclusion, wellness, connection, and youth support.

We appreciate your consideration and look forward to partnering with the City to create an event that positively reflects the values and strengths of our community.

Submitted by:

Breton Monroe

Executive Director

Brainerd Baxter Youth Center ("The Shop")

723 Washington Street

Brainerd, Minnesota

"Supporting youth, building community, creating belonging."



SPECIAL EVENT APPLICATION

Date of Application: 2.11.26

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

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

Name of event: Arts in the Park

Organizer Information

Organizer's Name: Brainerd Community Action
Organizer's Address: 321 South 7th St. Suite
Event Contact Person: Dave Badeaux - Exec. Director
Event Contact Daytime Phone: 218.829.5278
Event Contact E-mail Address: info@brainerdcommunityaction.org
Contact Name/Number Day of Event: _____
For Profit/Nonprofit Status (type): Non-Profit

Applicant information (if different from the event organizer):

Applicant Name: Dave Badeaux
Applicant Address: Same
Applicant Phone: _____
Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6.28.26	10am	4pm	Gregory Park

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

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

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

Description of Activities

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

Artist fair, car show, live music, and food trucks.

See attached map for details.

Site Information

Electrical usage

☒

Yes

☐

No

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

Food vendors and musicians will use power as done in previous years.

Amplified Sound

☐

Yes

☐

No

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

Live music from 10am-4pm from the band stand

Restrooms provided

☒

Yes

☐

No

If yes, how many 10 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: Nelson Plumbing (plus park 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:

sponsorship banners will be placed in a few areas of the park and flyers

and poster will be located throughout town advertising the event.

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: Waste Partners

Additional Event Information

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

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

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

Street Closure Request Information

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

n/a

Date and time for beginning of street closures: _____

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 or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

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

2026

ARTS IN THE PARK

GREGORY PARK BRAINERD, MN

6.28.26



SUNDAY JUNE 28TH 10AM - 4PM



SPECIAL EVENT APPLICATION

Date of Application: 2.11.26

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

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

Name of event: Brainerd/Baxter 4th of July Celebration

Organizer Information

Organizer's Name: Brainerd Community Action
Organizer's Address: 321 South 7th St. Suite
Event Contact Person: Dave Badeaux - Exec. Director
Event Contact Daytime Phone: 218.829.5278
Event Contact E-mail Address: info@brainerdcommunityaction.org
Contact Name/Number Day of Event: _____
For Profit/Nonprofit Status (type): Non-Profit

Applicant information (if different from the event organizer):

Applicant Name: Dave Badeaux
Applicant Address: Same
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
7.4.26	7pm	11pm	Lyman P. White

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

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

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

Description of Activities

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

Parade - 6 p.m. (see map)

Family Activities- 8 p.m. (sack races, relays, various competitions)

Live music - 7 p.m.

Fireworks - 10:15 p.m.

Site Information

Electrical usage

☒

Yes

☐

No

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

Food vendors and broaddcasters will all use generators

Live music will utilize power at Amphitheater

Amplified Sound

☒

Yes

☐

No

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

Hubbard Radio will be broadcasting over the stadium PA as well as from a small staged location

at te end of the parade route. Live music at Amphitheater

Restrooms provided

☒

Yes

☐

No

If yes, how many **65** (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: **Nelson Plumbing (plus park 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:

sponsorship banners will be placed along the fencing of the football stadium and flyers

and poster will be located throughout town advertising the event.

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: **Waste Partners**

Additional Event Information

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

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

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

Street Closure Request Information

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

parade rout will follow S. 5th St. to Laurel. turn left and continue to East River Rd. Turn left and make its way

down E. River Rd. to the lower high school parking lot. A list of requested barricades, signs, cones, is attached.

Date and time for beginning of street closures: 5:00pm

Date and time for reopening of streets: 8:00pm or after parade has concluded

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.

This year access to College Dr. will not be blocked and traffic will be allowed to continue

as needed. We will again be staging east of the High School utilizing the parking lots.

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

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

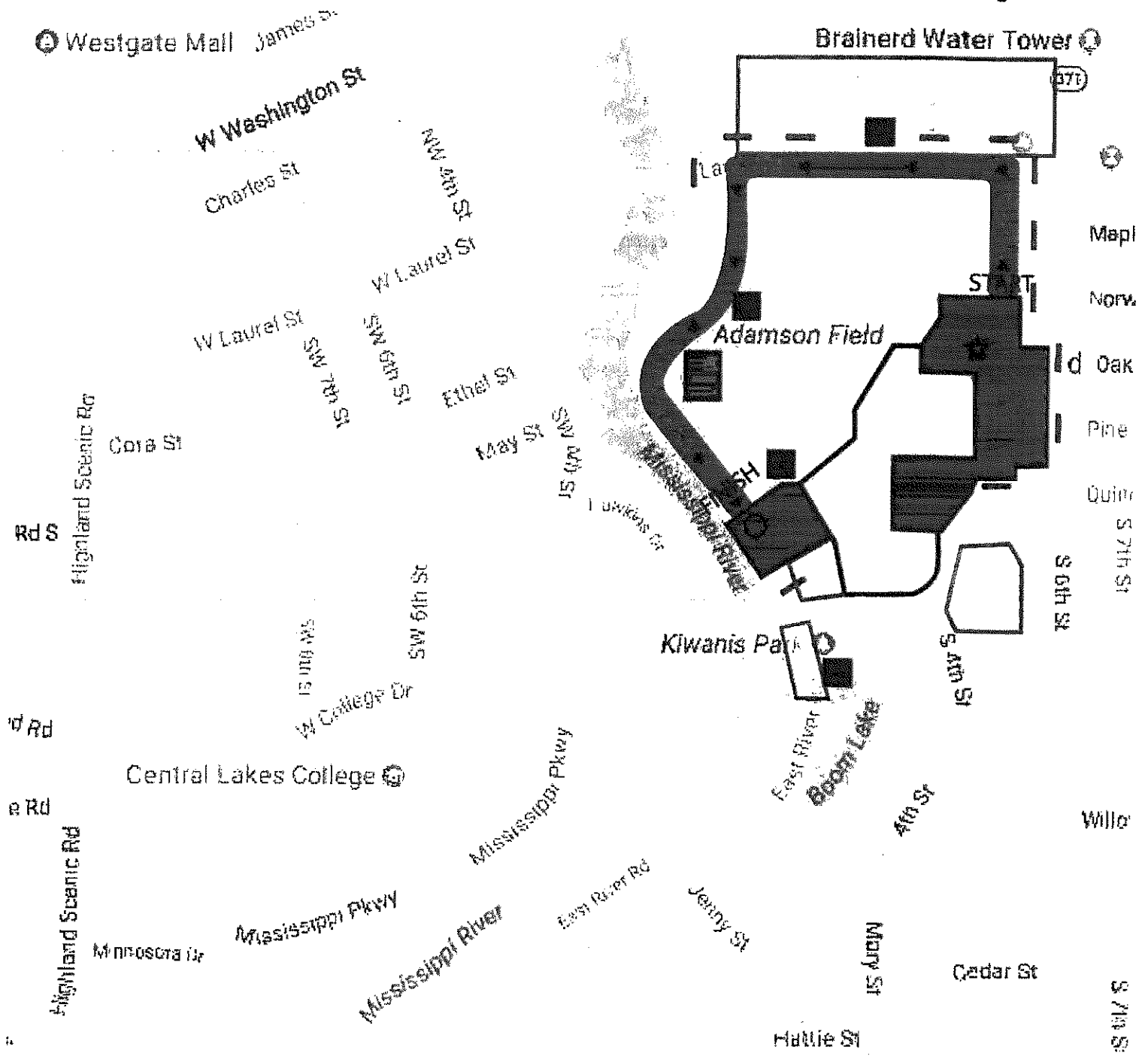
Certification of Street Closure Approval

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

BRAINERD 4TH OF JULY PARADE

JULY 4TH AT 6PM

- Parade Route
- Registration
- Restrooms
- Emcee
- Staging Area
- Concessions
- Barricade
- Parking
- Brd High School



The following use of barricades, cones and no parking signs are being requested for the Community 4th of July Celebration:

Barricades:

- 5th & Quince
- 5th & Oak
- 5th & Norway
- 5th & Maple
- 5th & Laurel (East and North)
- 4th & Laurel
- 2nd & Laurel
- E. River Road & Laurel – Police & Fire Dept.
- E. River Road & College Dr.

Cones:

- 15 cones High School Parking lot North of Itchy Zebra
- 10 cones High School Lower Parking lot South of Stadium

No Parking Signs:

- Along parade route

Thank you,

Dave Badeaux

Executive Director

Brainerd Community Action



Park Board Agenda Request

MEETING DATE: May 26, 2026

TITLE OF ITEM: Community Education

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Paul Sandy, Public Works Director

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

Community Education will provide a presentation to the Park Board regarding upcoming seasonal activities, program offerings, and registration information for the 2026 youth program season.

The presentation will include an overview of planned youth activities, participation opportunities, anticipated schedules, and registration updates for programs taking place throughout the 2026 season.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The presentation is intended to keep the Park Board informed on Community Education programming, upcoming activities, and youth participation opportunities offered in partnership with the City.

RECOMMENDED ACTION/MOTION

No action required. Presentation and discussion only.

FINANCIAL IMPACT

N/A

Parks & Rec Participation (Calendar years) as of 11/04/25														
Sport	Age	26	25	24	23	22	21	20	19	18	17	16	15	14
Fall Soccer	4 & 5		120	109	94	91	99	41	65	64	50	57	71	57
Fall Soccer	6 & 7		98	117	110	100	109	52	76	46	71	53	67	56
Fall Soccer	8 to 10		91	80	85	72	75	24	46	34	39	41	32	29
Fall Soccer	Grades 5-6		58	62	44	64	47	42	67	69	63	66	56	58
Flag Football	Grades 2-3		55	95	79	70	54	28	47	26	35	38	35	38
FALL TOTAL			422	463	412	397	384	187	301	239	258	255	261	238
Spring Soccer	4 & 5	157	156	137	110	132	144	COVID	97	70	98	106	74	78
Spring Soccer	6 & 7	152	107	122	132	149	120	COVID	65	81	87	95	66	40
Spring Soccer	8 to 10	120	127	108	102	104	81	COVID	57	76	57	45	42	24
Spring Tennis	Grades 3-4	19	12	22	23	24	courts gone from OK	COVID	9	23	12	16	21	16
SPRING TOTAL		448	402	389	367	409	345	0	228	250	254	262	203	158
Fastpitch Softball	12U Girls	23	23	0	13	13	12	COVID	8	25	13	14	13	0
Softball	10U Girls	49	46	49	43	37	22	COVID	36	46	42	24	35	28
Softball	8U Girls	47	52	45	50	30	12	COVID	13	25	24	31	25	27
Slowpitch Senior	14-16	41	53	43	35	31	35	COVID	0	0	0	0	0	0
Slowpitch Junior	11-13	0	0	52	48	59	46	COVID	0	0	0	0	0	0
Bronco Baseball	11 & 12	52	58	55	74	60	87	COVID	90	83	81	84	72	84
Major League Baseball	7 & 8	59	79	91	83	72	68	COVID	62	50	67	83	68	62
Minor League Baseball	6 & 7	50	50	55	72	51	48	COVID	57	61	21	25	27	41
Miracle League	Youth/Adult	36	59	50	35	33	26	COVID	-	-	-	-	-	-
Mustang Baseball	9 & 10	105	101	126	109	125	111	COVID	109	110	100	92	104	94
Pony Baseball	13 to 15	0	0	25	32	42	59	COVID	40	41	45	38	48	53
T-Ball	4 to 6	107	130	126	144	143	142	COVID	113	87	108	90	106	99
SUMMER TOTAL		569	651	717	738	696	668	0	528	528	488	467	485	488
CALENDAR YEAR TOTAL		1017	1475	1569	1517	1502	1397	187	1057	1017	1000	984	949	884

Park and Rec Financial Summary												
	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Actual	2024-25 Actual	2025-26 Actual	2026-27 Preliminary Budget	2027-28 Preliminary Budget
Fees	51,065.00	52,342.50	48,822.00	18,811.00	48,721.26	72,886.36	76,475.57	79,381.44	84,818.04	84,818.04	70,000	80,000
Donations	6,948.66	7,875.00	7,218.00	6,450.00	3,650.00	0.00	0.00	0.00	100.00	100.00	0	0
Contribution (City of Baxter)	32,000.00	34,000.00	35,000.00	35,000.00	32,700.00	20,000.00	20,000.00	*	43,000.00	43,000.00	23,000	23,000
Contribution (City of Brainerd)	0.00	0.00	0.00	0.00	1,875.00	9,125.00	13,000.00	13,000.00	15,000.00	15,000.00	15,000	15,000
Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	19,838.00	11,575.00	16,200.00	11,950.00	11,950.00	10,000	10,000
Total Revenues	\$90,013.66	\$94,217.50	\$91,040.00	\$60,261.00	\$86,946.26	\$121,849.36	\$121,050.57	\$108,581.44	\$154,868.04	\$154,868.04	\$118,000	\$128,000
Program Salaries and Benefits	51,966.31	36,584.41	39,002.97	21,158.35	26,827.34	62,924.91	46,628.58	50,409.50	75,243.95	75,243.95	55,000	55,000
Non-program Salary and Benefits	18,855.41	19,034.48	20,589.59	21,046.62	22,207.02	29,301.02	31,809.77	33,476.72	35,509.92	35,509.92	35,000	35,000
Purchased Services	7,266.15	5,384.77	5,493.96	5,220.74	6,901.74	11,934.37	10,984.64	5,293.91	6,800.63	6,800.63	6,600	6,600
Supplies and Materials	19,416.00	26,205.25	18,341.91	5,348.04	13,790.18	32,079.21	39,516.13	24,670.72	19,691.59	19,691.59	26,000	25,000
Due, Membership and License Fees	0.00	0.00	335.00	410.00	520.00	640.00	700.00	0.00	0.00	0.00	0	0
Total Expenses	\$97,503.87	\$87,208.91	\$83,763.43	\$53,183.75	\$70,246.28	\$136,879.51	\$129,639.12	\$113,850.85	\$137,246.09	\$137,246.09	\$122,600	\$121,600
Excess (Deficit)	-\$7,490.21	\$7,008.59	\$7,276.57	\$7,077.25	\$16,699.98	-\$15,030.15	-\$8,588.55	-\$5,269.41	\$17,621.95	\$17,621.95	-\$4,600	\$6,400
*City of Baxter contribution (\$20,000) received in August 2024												



Park Board Agenda Request

MEETING DATE: May 26, 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

DEPARTMENT: Public Works

PRESENTER: Paul Sandy, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

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

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

The Skate Park Association has now raised \$119,248.45 through local donation and events 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

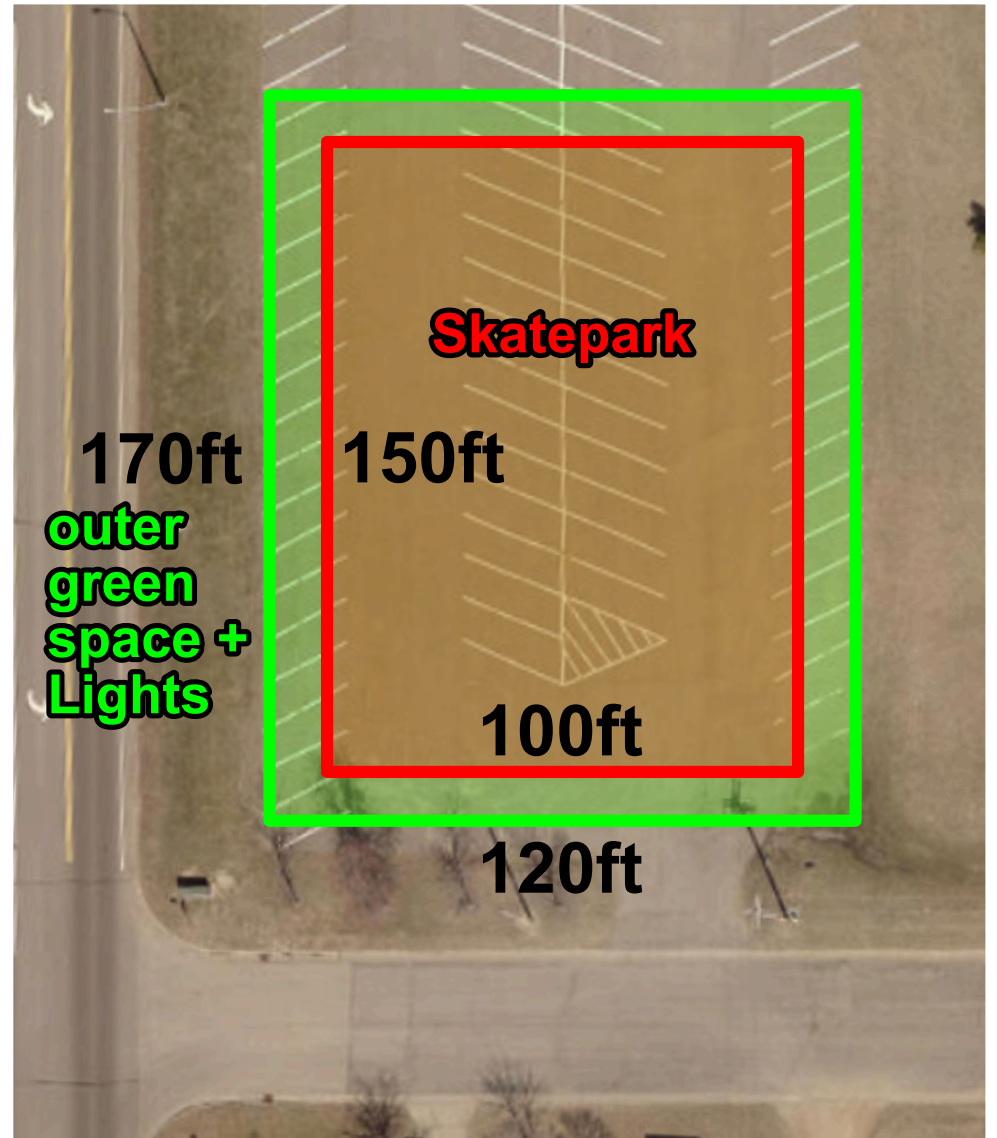
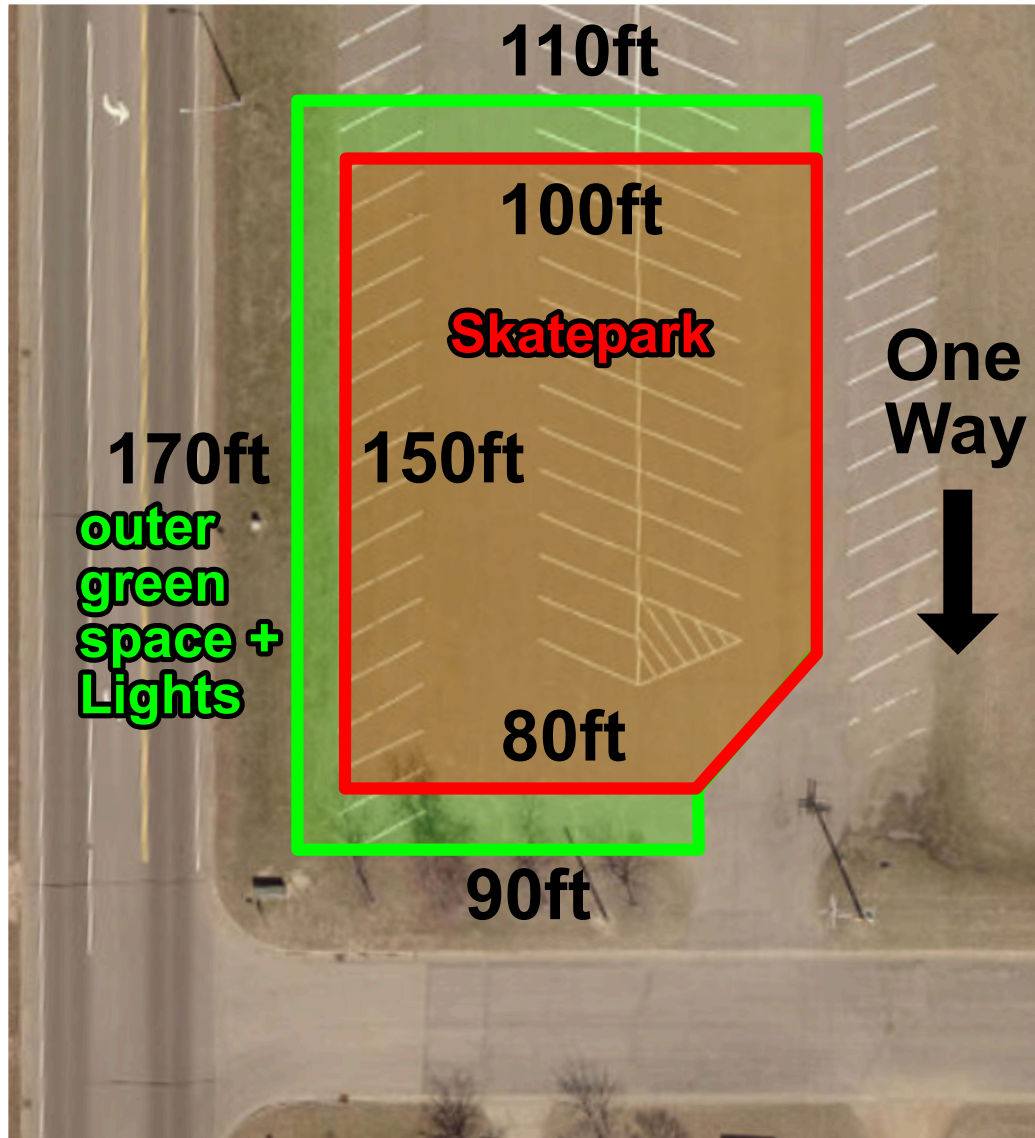
	LASA	TOTAL
ASSETS		
Current Assets		
Bank Accounts		
Checking-Old National...7113	119,248.45	\$119,248.45
Total Bank Accounts	\$119,248.45	\$119,248.45
Total Current Assets	\$119,248.45	\$119,248.45
TOTAL ASSETS	\$119,248.45	\$119,248.45
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Other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

Project Notes:

Power Requirements

Control cabinet(s):

Control voltage (phase to neutral) 120/60

VA loading - Inrush 2043.0

VA loading - Sealed 232.0

Lighting Circuits:

Voltage/Hertz/Phase 480/60/1

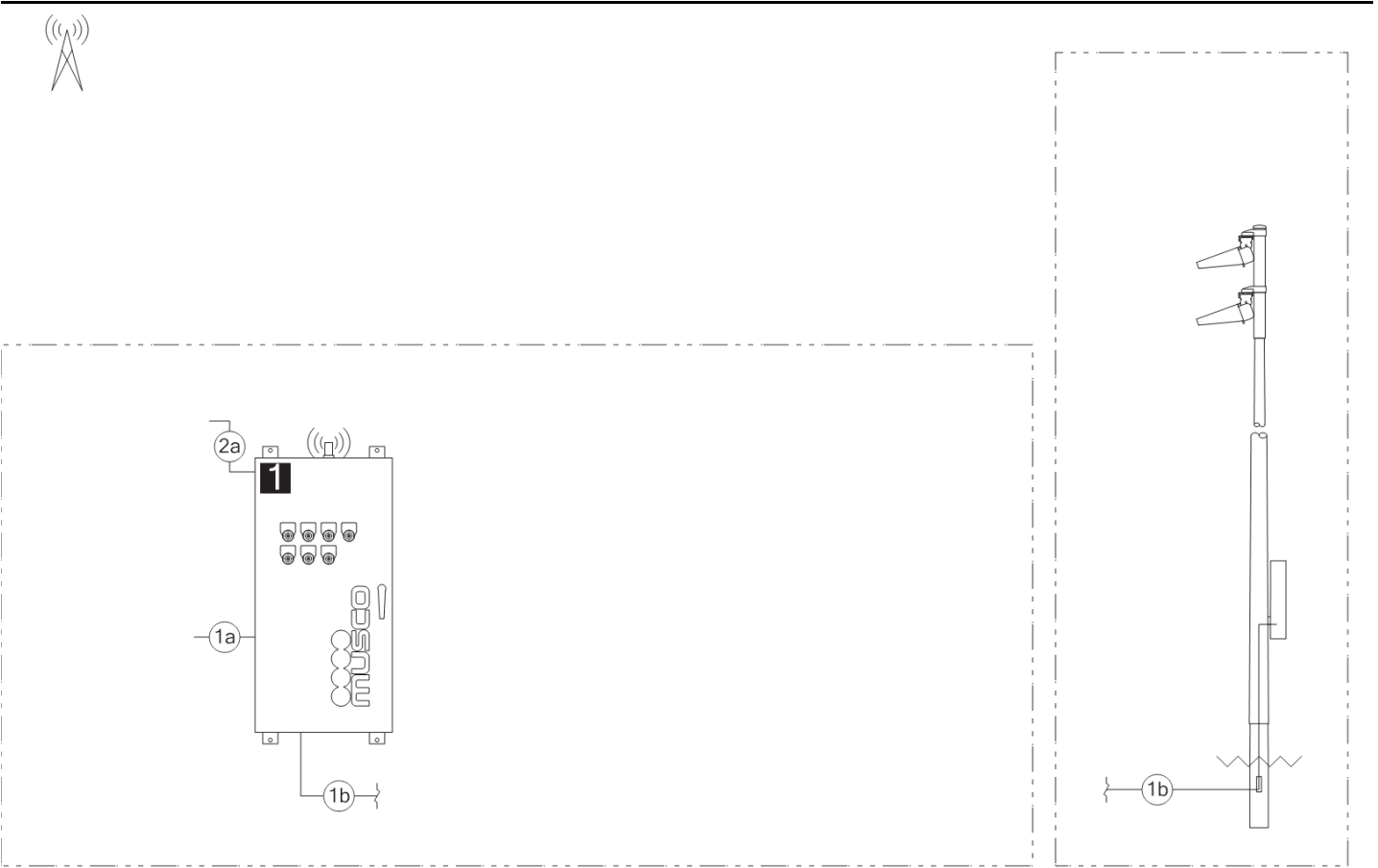
Equipment Listing

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

Important Notes:

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

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

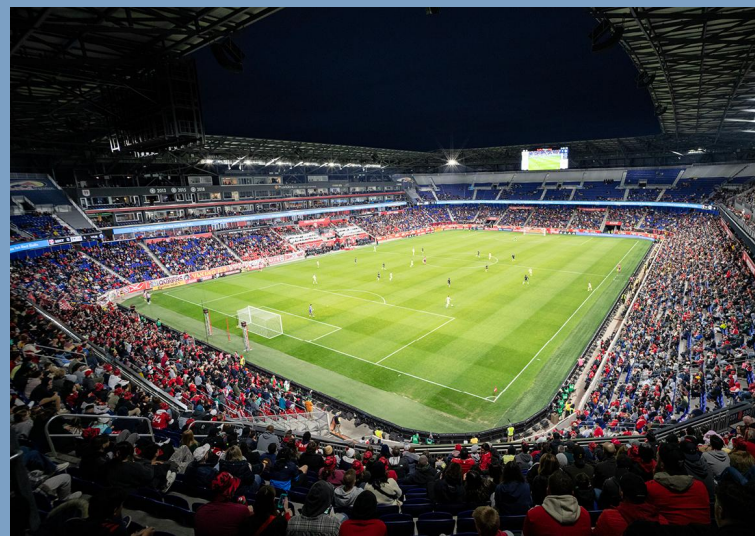
Circuit Summary

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	Quantity
TLC-LED-550	A	LED 5700K - 75 CRI	540W	67,000	>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.

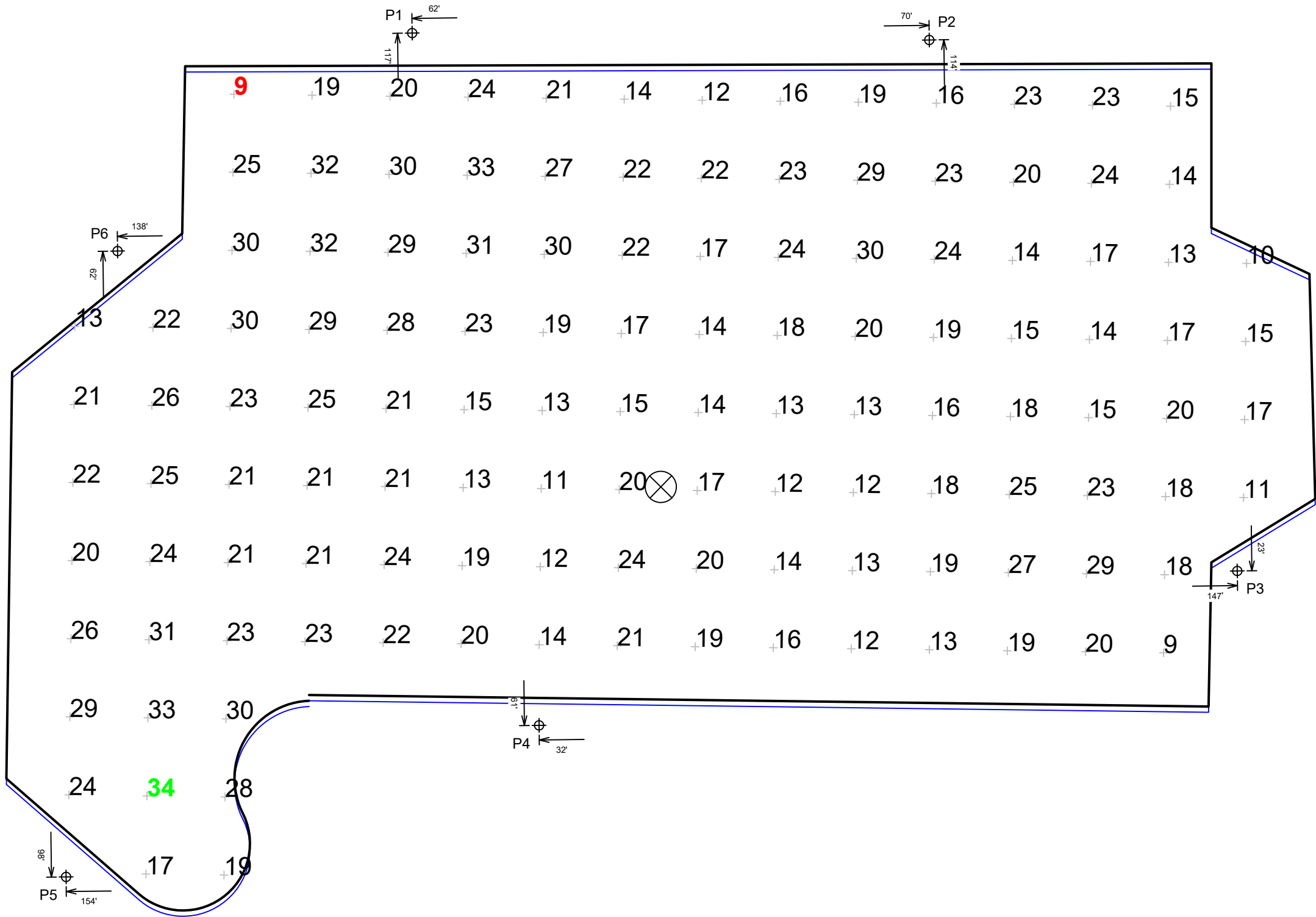
Electrical System Requirements: Refer to Amperage Draw Chart and/or the "Musco Control System Summary" for electrical sizing.

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



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

Brainerd Memorial Park Skatepark

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

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

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

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

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

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



Brainerd Memorial Park Skatepark

Equipment Layout

INCLUDES:
· Skatepark

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

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

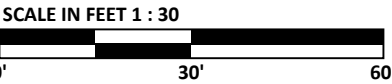
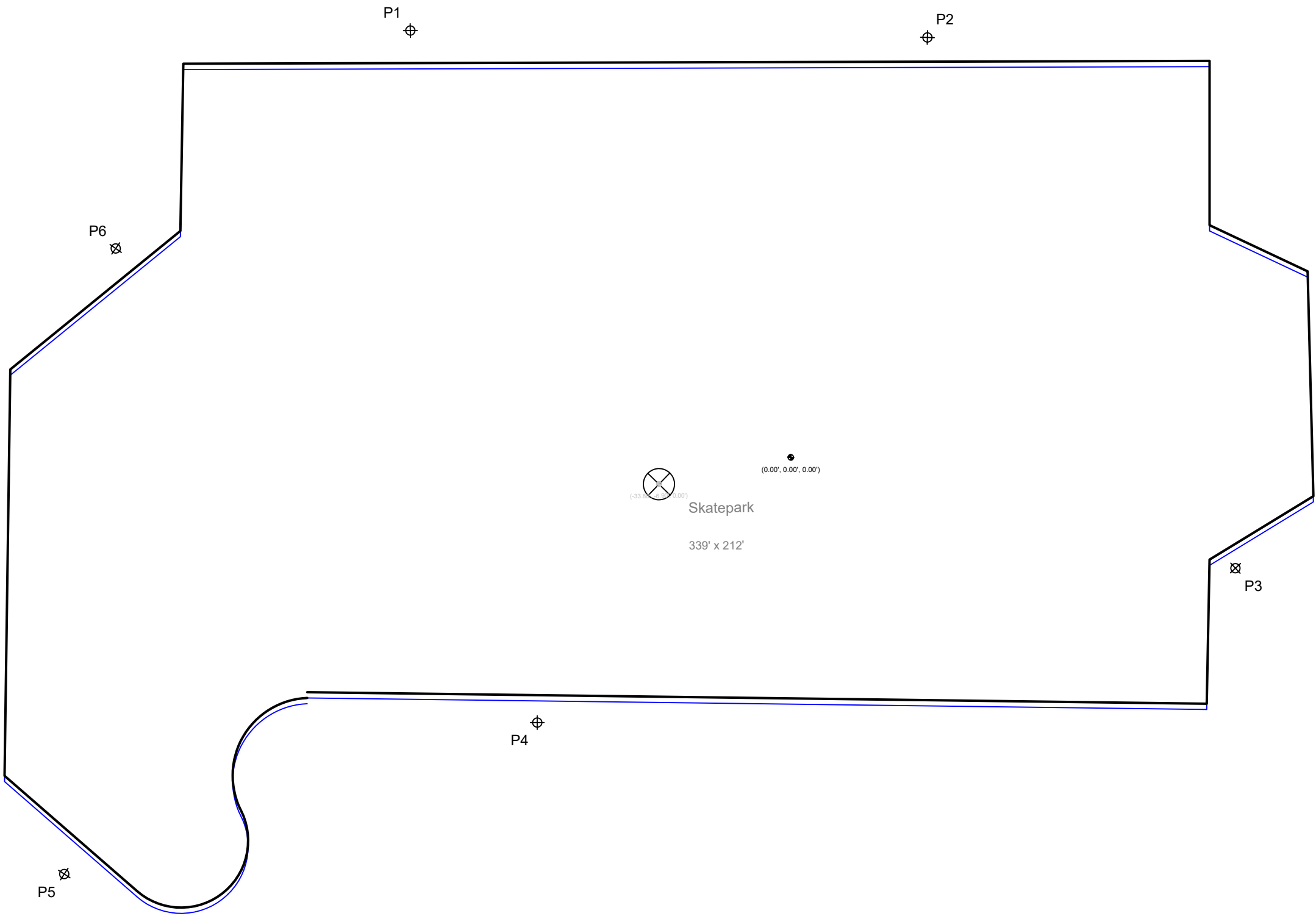
Equipment List For Areas Shown

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

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

Single Fixture Amperage Draw Chart

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



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



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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: May 26, 2026

TITLE OF ITEM: Approval of the Completed Park Board Calendar

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Paul Sandy, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Park Board President Shipe developed a working Park Board yearly calendar to assist with agenda planning, recurring discussions, seasonal projects, agreement reviews, and key decision points throughout the year. The calendar is intended to improve organization, support long-term planning efforts, and ensure timely review of projects, agreements and operational items.

Since the initial draft was presented, updates and revisions have been made based on Board discussion and staff input. The proposed calendar is now being brought forward for final Park Board review and approval.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Review the finalized Park Board yearly calendar and allow for any final comments or adjustments prior to adoption. Approval of the calendar will provide staff and the Board with a structured planning tool to guide future meeting topics and recurring agenda times.

RECOMMENDED ACTION/MOTION

Motion to approve the Park Board yearly calendar as presented.

FINANCIAL IMPACT

N/A

Task	Partner	Brainerd Assignee	Category	Month	Current Year Status	Notes
Review next 5 years of capital items			Capital Budget	April	complete	
Confirm next year of capital items			Capital Budget	June		
Present capital request to City Council			Capital Budget	August		
Priorities discussion with Public Services Director			Operating Budget	May		
Staff present proposed operating budget			Operating Budget	June		
Present Operating Budget request to City Council			Operating Budget	August		
Parks Fee Schedule			Operating Budget	October		
Softball pre-season meeting			Adult Sports	April	complete	
Softball post-season meeting			Adult Sports	November		
Disc golf association annual update/check-in	Fly-By Disc Golf League		Adult Sports	April		They are welcome to present at a meeting but don't have to. Want to see if there's anything we can be doing to help them
Review Board assignments to park partner organizations	Lions		Park Partnerships	February		
Spring meeting with partner organization	Jaycees		Park Partnerships	March		
Spring meeting with partner organization	Rotary		Park Partnerships	March		
Spring meeting with partner organization	Kiwanis		Park Partnerships	March		
Spring report to board	Lions		Park Partnerships	April		
Spring report to board	Jaycees		Park Partnerships	April		
Spring report to board	Rotary		Park Partnerships	April		
Spring report to board	Kiwanis		Park Partnerships	April		
Fall meeting with partner organization	Lions		Park Partnerships	October		
Fall meeting with partner organization	Jaycees		Park Partnerships	October		
Fall meeting with partner organization	Rotary		Park Partnerships	October		
Fall meeting with partner organization	Kiwanis		Park Partnerships	October		
Fall report to Board	Lions		Park Partnerships	November		
Fall report to Board	Jaycees		Park Partnerships	November		
Fall report to Board	Rotary		Park Partnerships	November		
Fall report to Board	Kiwanis		Park Partnerships	November		
Partner Spring presentation	YMCA		Youth Sports	April		
Partner Spring presentation	Community Ed		Youth Sports	April		
Partner post-season/fall presentation	YMCA		Youth Sports	September		
Partner post-season/fall presentation	Community Ed		Youth Sports	March/April		
Review/revise contracts for following year	BBBA		Youth Sports	March/April		
Review/revise contracts for following year	LAYSA		Youth Sports	September/October		
Review/revise contracts for following year	YMCA		Youth Sports	October		
Review/revise contracts for following year	Community Ed		Youth Sports	October		
Review/revise contracts for following year	Ski Loons		Youth Sports	October		
Review/revise contracts for following year	Campground Host		Campground	August		
Review/revise contracts for following year	Rosalini's Pizza		Concessions	March		
Review/revise contracts for following year	Community Action/Friends of Gregory Park		Park Partnerships	April/May		
Notification of pre-season meeting	Ski Loons		Youth Sports	May		
Notification of post-season meeting	Ski Loons		Youth Sports	September		
Baseball association annual check-in	BBBA		Youth Sports	April		They are welcome to present at a meeting but don't have to. Want to see if there's anything we can be doing to help them
Soccer association annual check-in	BLYSA		Youth Sports	April		They are welcome to present at a meeting but don't have to. Want to see if there's anything we can be doing to help them
Rotary Park			Master Plan Reviews	July		
Lions Park			Master Plan Reviews	October		
Bane Park			Master Plan Reviews	January		2027
Kiwanis Park			Master Plan Reviews	April		2027
Gregory Park			Master Plan Reviews	July		2027
Memorial Park			Master Plan Reviews	October		2027
Jaycees Park			Master Plan Reviews	January		2028
Lum Park			Master Plan Reviews	April		2028
Lyman P. White Park			Master Plan Reviews	July		2028
Triangle Park			Master Plan Reviews	September		2028
Hitch-Wayne Park			Master Plan Reviews	January		2027
Gustafson Park			Master Plan Reviews	May		2027
O'Brien Park			Master Plan Reviews	September		2027
Buster Park			Master Plan Reviews	January		2028
Mississippi Landing			Master Plan Reviews	May		2028
Meadows			Master Plan Reviews	September		2028

Changes

Changed Public Works Director to Public Services Director

Moved youth sports postseason presentation to September and youth sports contract review to October. Doesn't make sense to review their contracts before we've heard their end of season presentation.

Split out tasks for each partner agency.

Added disc golf league annual check-in.

Added youth baseball association check-in.

Added youth soccer association check-in.



Park Board Agenda Request

MEETING DATE: May 26, 2026

TITLE OF ITEM: Approval of the Ski Loons Agreement for Pavilion and Shed Replacement

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Paul Sandy, Public Works Director

ESTIMATED TIME (MIN): 5 Minute

SUMMARY OF ISSUE

The Brainerd Ski Loons have proposed constructing a new pavilion and separate storage shed at Lum Park following the demolished pavilion structure. The proposed project would be completed through donated labor, materials, and coordination by the Ski Loons organization.

The proposed structure and pavilion design have been reviewed and approved by the Building Official and are consistent with current Park Board standards for park pavilions.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The agreement defining the project scope, project responsibilities, liability, and additional project-related information has been reviewed by the City Attorney. The Ski Loons organization has also reviewed the agreement and expressed no concerns or issues with the proposed terms.

RECOMMENDED ACTION/MOTION

Staff is seeking Park Board approval of the agreement between the City of Brainerd and the Ski Loons for the pavilion and storage shed project at Lum Park.

FINANCIAL IMPACT

N/A

AGREEMENT BETWEEN CITY OF BRAINERD AND BRAINERD SKI LOONS
FOR THE CONSTRUCTION OF A NEW PAVILION AND STORAGE SHED
IN LUM PARK

THIS AGREEMENT is made by and between the Brainerd Ski Loons Water Ski Show Team, Inc., a Minnesota non-profit, hereafter referred to as “Ski Loons,” and the City of Brainerd, hereafter referred to as “the City.”

WHEREAS, the City owns and operates Lum Park, which is located on the shore of Rice Lake; and

WHEREAS, the Ski Loons practice and perform on Rice Lake, which they access through Lum Park; and

WHEREAS, the equipment storage building previously used by the Ski Loons was removed; and

WHEREAS, the Ski Loons desire to construct a new pavilion and storage shed to store equipment at Lum Park, hereafter referred to as the “Project”; and

WHEREAS, the City is willing to allow the new structures in Lum Park subject to the terms set forth herein.

NOW, THEREFORE, in consideration of the obligations set forth below, the Ski Loons and the City agree as follows:

1. Term of Agreement

- A. The term of this Agreement shall commence on the latest day on which Parties sign the Agreement. This term of this Agreement shall terminate upon inspection and acceptance of the Project by the City.

2. Project Defined

- A. The parties agree that Ski Loons will construct a new pavilion and storage shed to be used to store Ski Loons equipment during the season.
- B. The parties agree that upon completion of the Project, the pavilion and storage shed shall become the property of the City.

3. Access to Lum Park

- A. The City grants Ski Loons, its agents, and contractors, the right to limited access of Lum Park for the purposes of constructing the Project.
- B. This limited access is to last for the term of this Agreement.

4. Project Responsibilities and Approvals

- A. The City, as the property owner, shall be solely responsible for selecting the exact location of the Project within Lum Park, including the access point and staging area.
- B. Ski Loons shall be solely responsible for all funding and costs associated with the Project. Prior to entering into a contract for construction, Ski Loons shall provide evidence satisfactory to the City that all funds necessary for completion of the Project are immediately available. The City reserves the right to require the funds to be held in escrow until the Project is complete.

- C. Ski Loons shall select a contractor for construction of Project. The contractor must be approved by the City in writing. Ski Loons shall be the contracting party with the contractor. Ski Loons acknowledge, and will inform the contractor, that no liens may be placed on the Lum Park property given that it is owned by a public entity.
 - D. Ski Loons must submit the design for the Project to the City. The design must be approved by the City in writing prior to commencement of the work.
 - E. Ski Loons are responsible for returning Lum Park to its original condition following construction, including site cleanup and sod restoration.
- 5. Compliance
 - A. Ski Loons shall be solely responsible for ensuring the Project complies with all City codes, inspections, and permitting requirements.
- 6. Contact Persons
 - A. Contact person from Ski Loons will be the President of Ski Loons or designated alternate. These names will be submitted to City staff and updated as changes arise.
 - B. Contact person from the City will be the Public Works Director or designated alternate. If circumstances arise that are not covered by the provisions contained within this Agreement, the City contact person is authorized to work with the Ski Loons to resolve any such situation.
- 7. Liability
 - A. Each Party shall be responsible for its own acts and omissions. Nothing in this Agreement shall be construed to waive or limit the Parties' statutory immunities, defenses, or liability limits under Minnesota Statutes chapter 466. Each Party shall be responsible for its own insurance coverage.
 - B. Ski Loons shall obtain property and liability insurance covering the Project and cause the City to be named as an additional insured, and shall, upon request by the City, provide the City a Certificate of Insurance.
- 8. Miscellaneous Provisions
 - A. Other Governmental Regulations. This Agreement is subject to any and all governmental regulations as they may be amended from time to time over the term of this Agreement. If the Agreement is in conflict with said regulations, the regulations must be followed.
 - B. Assignment. Neither Ski Loons nor the City may assign its interest under this Agreement without the other party's prior written consent, which may be granted or withheld in such party's sole reasonable discretion.
 - C. Notices. All notices required or permitted by this Agreement shall be given in writing and shall be considered given upon receipt if a) hand delivered to the party or person intended, or (b) email transmission at the address stated below with verification of receipt requested.
 - D. Governing Law. This Agreement shall be interpreted and construed according to the laws of the State of Minnesota.
 - E. Severability of Provisions. If any of the terms or conditions contained herein shall be declared to be invalid or unenforceable by a court of competent jurisdiction, then the remaining provisions and conditions of this Agreement, or the application of

such to persons or circumstances other than those to which it is declared invalid or unenforceable, shall not be affected thereby and shall remain in full force and effect and shall be valid and enforceable to the full extent permitted by law.

- F. Captions. The captions in this Agreement are inserted only as matters of convenience and for reference and in no way define or limit the scope or intent of the various provisions, terms, or conditions hereof.
 - G. Binding Effect. The terms and conditions of this Agreement shall be binding upon and benefit the parties hereto and their respective successors and permitted assigns.
 - H. Entire Agreement. This writing constitutes the entire agreement between the parties hereto, and all prior statements, letters of intent, representations and offers, if any, are hereby terminated. This Agreement may be modified or amended only by a written instrument signed by both parties.
 - I. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original.
 - J. Representations as to Authority. Each party to this Agreement represents and warrants that: a) it has the power and authority to consummate the transactions contemplated by this Agreement; b) all proceedings necessary for it to consummate the transactions contemplated by this Agreement have been duly taken in accordance with law; and c) the persons executing this Agreement on behalf of it have been duly authorized to execute this Agreement.
 - K. The parties agree that signatures scanned and sent via email attachment shall be binding on the parties hereto.
9. Termination. This Agreement may be terminated by either Party prior to contracts being let for construction of the Project by the terminating party providing written notice to the other party, with or without cause.

CITY OF BRAINERD

City: Administrator

Dated: _____

Signature: _____

BRAINERD SKI LOONS WATER SKI SHOW
TEAM, INC.

Dated: _____

Signature: _____

CITY OF BRAINERD

PARK AND RECREATION BOARD

Park Board Chair:

Dated: _____

Signature: _____



RECREATION REPORT

- Concessions May 16 opening date for Bane tournaments
- Softball leagues Mondays-Thursdays
- Concessions at Memorial Monday-Thursdays
- Pickleball begins May 26 & 28
- Jaycees concessions open May 30th for tournaments
- June 5-Movies in the Park (Honey, I Shrunk the Kids)
- Wellness committee meetings & lunch n learn

PARKS MAINTENACE REPORT

- Put out boat landing dock & pier at Lum Park
- Put out picnic tables & garbage cans
- Prepped for Movies in the Park
- Mowing a mulching all parks
- Bane rink repair fencing and painting project
- Turning on power & getting water lines energized
- Opening restrooms
- BBBA batting cage work/build
- Working all ball fields
- Training all temp employees
- Put up all netting
- Repaired scoreboard power source
- Working on playgrounds graffiti and surface material
- Put up backstop netting and repaired scoreboard netting
- Opened campground/host site and dump station
- Getting restroom floors epoxied
- Daily garbage collection
- Start weekend work



PARKS & RECREATION REPORT
April 6, 2026

*******Graffiti under the Bridge has been removed*******





Epoxying Bathrooms are getting completed





Batting Cages are getting installed at Bane and Jaycee Park





SKI LOONS/RICE LAKE ASSOCIATION MAY 13TH MEETING SUMMARY

We updated the group on the new shed/pavilion.

Primary items for discussion were:

1. The option for a temporary buoy to be placed during practice as a target for the boat drivers that is straight out from the loon's dock. There was some concern by the sheriff whether a permanent one could be placed because of general navigation lanes. Worth continuing discussion with the sheriff's department.
2. The possibility of adding more reflectors or even lights to the jump. Neighbors are concerned that someone may hit it in the dark. They are also concerned about people swimming out to the jump and sinking it which happened a few times last year. They know there isn't much that can be done but are concerned about people's safety and damage to the jump.
3. Erik and Andy will meet with the drivers and discuss the turnaround that happens in the typical location that happened last year. The item #1 related to the buoy would be for this same guidance.
4. Putting the typical ski loons practice schedule on the kayak rental may help to inform those renting kayaks of the increased boat activity during practice times.



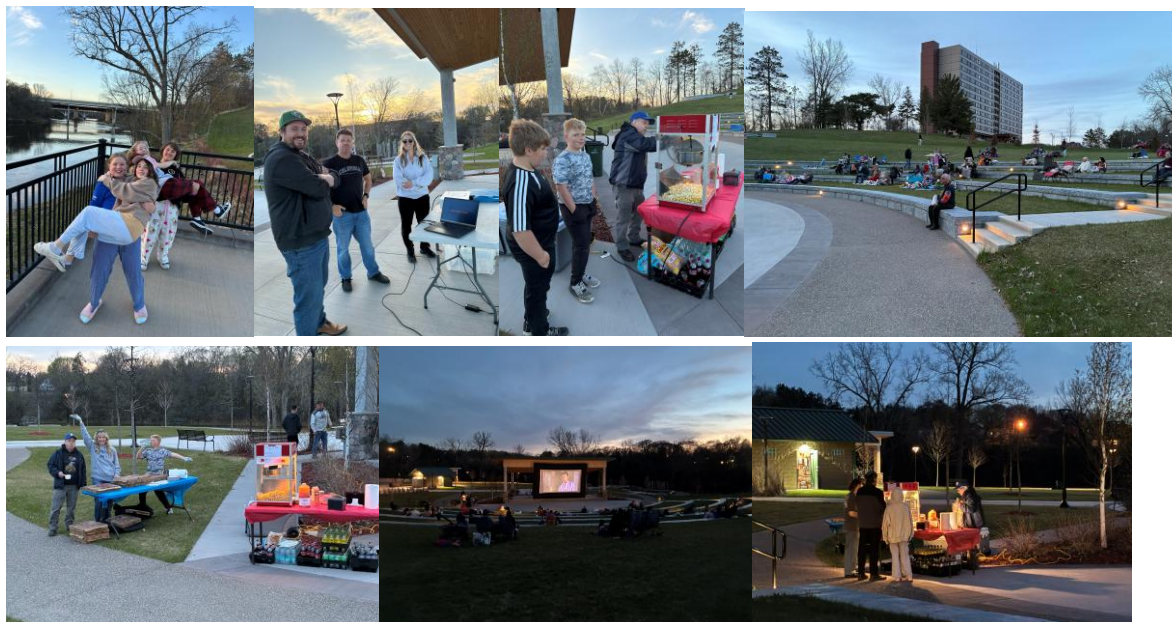
Ski Loons Practice Mondays & Wednesdays at 6:00PM



Movies in the Park Event Summary

The first Movies in the Park event of the season was a success! On May 8, approximately 85 people attended the showing of Jurassic Park. The weather cooperated with partly cloudy skies and temperatures around 65 degrees. It was windy earlier in the evening, but the wind calmed down around 8:00 PM, making for a great movie experience.

Set up and take down both went smoothly, and attendees enjoyed popcorn, beverages, and free pizza throughout the event. Overall, the spring movie was a hit and a great way to kick off the season!



2026 Kids Fishing Clinic Event Summary

Event Title: Fishing Clinic

Date of Event: May 16, 2026

Location: Lum Park, Brainerd, MN

Organizers: City of Brainerd Parks and Recreation



Summary

The kids fishing clinic at Lum Park, is an annual event designed to introduce young anglers to the joys of fishing. Held on May 16, 2026, the clinic featured hands-on learning stations where kids could gain valuable fishing knowledge and skills.

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

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

Key Highlights

1. Educational Stations:

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

2. Fishing Contest:

Kids participated in a one-hour fishing contest with rods and tackle provided for those who needed them. Volunteers and parents assisted.

3. Refreshments:

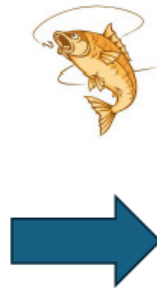
Attendees enjoyed a free shore lunch between stations and the fishing contest, featuring hot dogs, chips, and bottled water.

Attendance

- **Children:** 25
- **Adults:** Approximately 35
- **Volunteers:** Around 20, from the DNR, Crow Wing County Sheriff's Office, Cub scouts, Boy scouts, Brainerd High School fishing team, Pillager fishing team, and Brainerd Muskies.

Agenda

Time	Event
9:00-9:30	Check In
9:30-9:45	Directions/Station Assignments
9:45-11:15	Learning Stations
11:15-11:45	Lunch
12:00-1:00	Fishing Contest
1:00-1:30	Prizes & Participation Bags



#	Station Event	Presenter
1	Invasive Education Station	DNR
2	Minnow Races	Brainerd Muskies Inc.
3	Boating Safety	Crow Wing County Sheriff's Department- Boat & Water
4	Fish Identification: Live Fish Display	DNR Fisheries
5	Wheel of Fish	Brainerd Muskies Inc.
6	Reel Race	Brainerd Muskies Inc.
7	How to Tie a Knot	Boy Scouts/Cub Scouts

Challenges Faced

1. Only one fish caught. The fish weren't as active as last year, but that's a part of fishing!
Lesson learned was patience and you never know if fish will be biting or not!

Additional Notes

1. Start food about 20 minutes sooner
2. Switch up some stations for next year to bring new learning ideas (especially for repeat customers) and advertise new stations ahead of time to bring in more interest
3. **Volunteers/Donations:**
 1. Costco-\$100 Gift Card
 2. Walleye Alliance-\$200
 3. S & W Bait- Bag full of fishing gear & live bait donated
 4. Brainerd High School fishing team- Helped with stations, set up and fishing contest
 5. Pillager High School fishing team- Ran some stations, set up, take down and fishing contest
 6. Cub Scouts/Boy Scouts- Station
 7. Muskies Inc- Stations, helped with set up and planning

8. DNR- Stations
9. Sheriff's Office Boat & Water- Station
10. Members Cooperative Credit Union \$100
11. Charles Smith- Volunteer help all day- Set up, take down, food handling, attendance count
12. Kim Huether-Volunteer help all day- Set up, take down, photos, registration, attendance count

Reminders

- Donated 16 dozen night crawlers. There were a few left over. Next year plan for 13 dozen.
- Used whistle for switching stations-worked well (Depending on attendance stations will be about 8-10 minutes long each)
- Announcements/directions/prizes: Didn't need microphone
- Do a head count rather than registration. Used name tags with first & last name, age & station number. Worked well.
- Have a volunteer only parking sign down by the lake
- Last second change due to only one fish being caught: The kid who got the fish picked first prize. Then we put all names in a bucket and did 5 more drawings to receive prizes.
- Plenty of prizes leftover and will be able to use towards next year
- Times are tentative. The times that are on the schedule are based on about 50 kids or more. Times will be adjusted if there's less than 50 kids

Completed By: Kayla Huether – Recreation Specialist

Date: 5/19/26

Brainerd Fishing Clinic



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

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

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

**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







HELP PICK THE MOVIE IN THE PARK!



RICK MORANIS
IN
**HONEY, I
SHRUNK
THE KIDS**



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WRITTEN BY DAN AYKROYD AND HAROLD RAMIS PRODUCED AND DIRECTED BY IVAN



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