



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, June 30, 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. **Approval of the BLADE Coalition Recovery Walk at Kiwanis Park**

E. **Approval of Rise in Recovery Fitness Kickball Event**

F. **Approval of Beyond the Battle: Survival Edition Event**

G. **Approval of Bethlehem Lutheran Church Picnic and Service**

H. **Approval of Wyld Ryce Band at Lum Park**

I. **Approval of Brainerd Night Out at Gregory Park**

6. **Public Forum**

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

7. **Presentations**
 - A. **YMCA Pre-Season Presentation**
8. **Unfinished Business**
 - A. **Discussion on Park Maintenance Policy**
 - B. **Award Quote for Lum Park Sidewalk Extension Project**
9. **New Business**
 - A. **Discussion of Lum Park Shower and Restroom Building Remodel Project**
 - B. **Request for Consideration to Rebuild Memorial Park Picnic Shelter**
 - C. **Discussion and Approval of New Parks and Recreation Newsletter**
 - D. **Discussion on Pollinator Garden at Rotary Park**
 - E. **Discussion of Special Event Policy**
 - F. **Formation of a Skate Park Project Management Team (PMT)**
 - G. **Approval Garlic Mustard Management at Mississippi Landing**
 - H. **Lyman P. White Park Vehicle Access in the Center Circle**
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 4:30 p.m. by Chair Shipe in the City Council Chambers.

Roll Call

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

Also noted as present City Administrator Broyles and Community Development Director Kramvik.

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

Approval of Agenda

MOVED AND SECONDED BY MEMBER BERNs AND POWELL, DULY CARRIED, TO ADD PARK MAINTENANCE POLICY UNDER 9B AND APPROVE THE AGENDA.

Approval of Consent Calendar

- 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. **Approve Stoney Brook Springs Application for Lyman P. White**
- G. **Approve Risen Church Community Service at Lyman P. White**
- H. **Approve BBYC Pride Event at Gregory Park**
- I. **Approval of Arts in the Park at Gregory Park**
- J. **Approval of 4th of July at Lyman P. White**

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

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

Public Forum

Public forum opened at 4:04 p.m.

Dave Badeaux Executive Director of Brainerd Community Action, 321 S. 7th St. Suite 105, here to ask about an update for the hydroseeding at Gregory Park. Arts in the Park are approaching fast, and we are looking for an update.

Public forum closed at 4:06 p.m.

Presentations

May 26, 2026

AnnMarie Lacher, Director of Community Education and Communications with the Brainerd Public Schools, runs parks and recreation programs for City of Baxter and the City of Brainerd, shared a couple of items in the packet. Registration is still open and youth kids are still signing up for programs currently. Parent meetings are coming up and there are some programs that have already started with practices. Spring tennis and soccer programs have already finished and went very well. Programs that are run by Community Education for the City of Brainerd are baseball, miracle league, softball, and tennis. Finding that older kids are not signing up for baseball and they are going straight to travel baseball. Community Education is asking for the same contribution amount as last year. Scaling back on the staffing to make sure they are rightsizing staff.

Chair Shipe asked if they were looking into any opportunities for new programs for next year.

AnnMarie Lacher responded that they are possibly looking into pickleball leagues in the future. Would like to define their purpose, define the purpose of Community Action with the cities. How do we differ from an association. The purpose is to get kids involved in programs. Has some work on the future agreement and get some meetings to go over the agreements.

Chair Ship agrees that the Park Board wants kids in the parks, and pickleball or disc golf skills camp would be something the Park Board would support.

Unfished Business

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

Community Director Kramvik discussed the Skatepark Association has raised roughly \$120,000 through local donations and events for the construction of 15,000 square feet regional skate park. Allocated \$750,000 funds in the bonding bill in order of distribution of the allocated funds. The Park Board and City Council will have to authorize the submittal of an application to DEED. This is a reimbursable grant, once the funds are spent, the City Council will also need to approve resolution once Park Board approves the application. If the City does move forward with the application the next step would be to hire a consultant, begin design process, and get contractor in place to build skatepark in the fall or early winter, and begin construction in late spring.

Commissioner Yeager wanted to make sure everyone keeps in mind as we start the phased construction to make sure we have the appropriate warranty as well as concrete. Wants to ensure that we are getting the appropriate level of testing done on the concrete before it gets pored.

MOVED AND SECONDED BY MEMBER BERNS AND POWELL, DULY CARRIED, TO APPROVE THE APPLICATION TO DEED.

Approval of the Completed Park Board Calendar

City Administrator Broyles discussed the Park Board yearly calendar has been created to assist with agenda planning, recurring discussion, seasonal projects, agreement reviews, and key decision points throughout the year. This is an opportunity to provide any updates to the Park Board yearly calendar.

Commissioner Yeager asked if they have asked if there is a basic policy to review Master Planning.

May 26, 2026

Chair Shipe stated that the larger parks are reviewed every three years and the small parks is every four years.

MOVED AND SECONDED BY BERNES AND POWELL, DULY CARRIED, TO APPROVE THE PARK BOARD CALENDAR.

New Business

Approval of the Ski Loons Agreement for Pavilion and Shed

City Administrator Broyles discussed the proposed agreement between City of Brainerd and the Ski Loons, proposed construction of 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 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.

MOVED AND SECONDED BY MEMBER BERNES AND POWELL, DULY CARRIED, TO APPROVED THE AGREEMENT AS WRITEN.

Park Maintenance Policy

Chair Shipe brought forth a maintenance policy to help communicate clearly with staff. Start documenting everything to be clear for staff. Wants to capture decisions and put them in one document for the park's maintenance staff.

Commissioner Yeager discussed a couple of things that should be discussed. Now is the time to establish processes before the new Public Services Director position is filled. Wanted to add to the maintenance policy of backpack blowing court spaces. Discussed driving in the park and what is and isn't allowed.

MOVED AND SECONDED BY MEMBER BERNES AND MICKELSON, DULY CARRIED, TO DIRECT STAFF TO FINALIZE DRAFT POLICY AND BRING BACK TO JUNE MEETING.

Staff Reports

No new updated reports.

Board Member Reports

Commissioner Yeager stated that he's happy to be back.

Member Mickelson asked about the Hitch-Wayne Park signs and when they will be placed.

Chair Shipe mentioned the graffiti that was covered, bench in the Gregory Park SW playground metal bench has graffiti and discussed the garbage pickup and how the garbage wasn't picked up and was one third full and would like to see the garbage picked up.

Member Bernes thanked staff for getting the issues completed when there are issues in the parks and welcomed City Administrator Broyles and Commissioner Yeager to the Park Board.

May 26, 2026

Member Powell welcomed Commissioner Yeager and is excited for the summer in the parks.

Adjourn

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

Chair Shipe adjourned the meeting at 4:47 p.m.

Andrew Shipe
Park Board President

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 05/21/2026 - 06/23/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
339810/1 93165	ACE HARDWARE SPRING SNAP 230-5200-42220	05/15/2026 pziemer	06/03/2026	37.51	0.00	Paid	Y 06/03/2026
		REPAIR & MAINT		37.51			
339947/1 93212	ACE HARDWARE FASTENERS 230-5200-42220	05/22/2026 pziemer	06/03/2026	8.49	0.00	Paid	Y 06/03/2026
		REPAIR & MAINT		8.49			
339989/1 93266	ACE HARDWARE GGP - FILLER/BONDO 230-5200-42220	05/26/2026 pziemer	06/03/2026	30.58	0.00	Paid	Y 06/03/2026
		REPAIR & MAINT		30.58			
340059/1 93454	ACE HARDWARE LEADER HOSE 230-5200-42220	05/28/2026 pziemer	06/17/2026	13.49	0.00	Paid	Y 06/17/2026
		REPAIR & MAINT		13.49			
340038/1 93461	ACE HARDWARE FASTENERS 230-5200-42220	05/27/2026 pziemer	06/17/2026	1.88	0.00	Paid	Y 06/17/2026
		REPAIR & MAINT		1.88			
339631/1 93462	ACE HARDWARE TAPE/BATTERIES - SHOP 230-5200-42210	05/07/2026 pziemer	06/17/2026	24.23	0.00	Paid	Y 06/17/2026
		OPERATING SUPPLIES		24.23			
340130/1 93463	ACE HARDWARE GGP SPRINKLER 230-5200-42220	06/01/2026 pziemer	06/17/2026	35.99	0.00	Paid	Y 06/17/2026
		REPAIR & MAINT		35.99			
340198/1 93464	ACE HARDWARE GGP SPRAYPAINT 230-5200-42220	06/03/2026 pziemer	06/17/2026	15.87	0.00	Paid	Y 06/17/2026
		REPAIR & MAINT		15.87			
340171/1 93465	ACE HARDWARE GPP - CONCRETE PAINT 230-5200-42220	06/03/2026 pziemer	06/17/2026	65.46	0.00	Paid	Y 06/17/2026
		REPAIR & MAINT		65.46			
340152/1 93481	ACE HARDWARE MURIATIC ACID, NOZZLE 230-5200-42220	06/02/2026 pziemer	06/17/2026	19.78	0.00	Paid	Y 06/17/2026
		REPAIR & MAINT		19.78			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
340237/1 93525	ACE HARDWARE HDW CLOTH 230-5200-42220	06/05/2026 pziemer	06/17/2026	13.47	0.00	Paid	Y 06/17/2026
	REPAIR & MAINT			13.47			
	Total for vendor 0011 - ACE HARDWARE:			<u>266.75</u>	<u>0.00</u>		

Vendor 0748 - BJERGA FEED STORES:

1512030 93548	BJERGA FEED STORES NORWOOD STORM SEWER POND GRASS 238-3160-42220	06/09/2026 pziemer	06/17/2026	423.00	0.00	Paid	Y 06/17/2026
	REPAIR & MAINT			423.00			
	Total for vendor 0748 - BJERGA FEED STORES:			<u>423.00</u>	<u>0.00</u>		

Vendor 0296 - BRAINERD PUBLIC UTILITIES:

MAY 26/PKS 93408	BRAINERD PUBLIC UTILITIES 4/24/26-5/24/26 PARKS DEPT UTILITIES 230-5200-43381	06/01/2026 pziemer	06/17/2026	8,805.74	0.00	Paid	Y 06/17/2026
	BPU UTILITIES 230-5280-43380			8,080.55 725.19			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			<u>8,805.74</u>	<u>0.00</u>		

Vendor 0307 - CENTERPOINT ENERGY:

92166-0/MAY26/PKS 93411	CENTERPOINT ENERGY 4/16/26-5/14/26 PARKS UTILITIES 230-5200-43380	05/22/2026 pziemer	06/17/2026	409.51	0.00	Paid	Y 06/17/2026
	UTILITIES			409.51			
	Total for vendor 0307 - CENTERPOINT ENERGY:			<u>409.51</u>	<u>0.00</u>		

Vendor 4301 - CENTRAL LAKES FERTILIZING:

420 93396	CENTRAL LAKES FERTILIZING SPRING WEED/FEED: BANE, BHP, JCP, 400-5200-45500	05/30/2026 pziemer	06/17/2026	8,130.00	0.00	Paid	Y 06/17/2026
	PARKS CAPITAL OUTLAY			8,130.00			
444 93475	CENTRAL LAKES FERTILIZING SPRING WEED & FEED - MILLS FIELD 400-5200-45500	06/05/2026 pziemer	06/17/2026	2,550.00	0.00	Paid	Y 06/17/2026
	PARKS CAPITAL OUTLAY			2,550.00			
	Total for vendor 4301 - CENTRAL LAKES FERTILIZING:			<u>10,680.00</u>	<u>0.00</u>		

Vendor 0125 - CTC - 446126:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
21842122 93553	CTC - 446126 6/12-7/11 CAMPGROUND INTERNET/WIFI 230-5280-43321 TELEPHONE	06/12/2026 pziemer	06/18/2026	252.80 252.80	0.00	Paid	Y 06/18/2026
21841809/PKS 93556	CTC - 446126 6/12-7/11 PARKS PHONES/INTERNET 230-5200-43321 TELEPHONE	06/12/2026 pziemer	06/18/2026	320.81 320.81	0.00	Paid	Y 06/18/2026
Total for vendor 0125 - CTC - 446126:				<u>573.61</u>	<u>0.00</u>		

Vendor 3438 - DAHLHEIMER BEVERAGE:

2764334 93161	DAHLHEIMER BEVERAGE PARKS JANITORIAL SUPPLIES 230-5200-42210 OPERATING SUPPLIES	05/07/2026 pziemer	06/03/2026	494.90 494.90	0.00	Paid	Y 06/03/2026
2780673 93466	DAHLHEIMER BEVERAGE ALL PARKS JANITORIAL SUPPLIES 230-5200-42210 OPERATING SUPPLIES	05/28/2026 pziemer	06/17/2026	646.40 646.40	0.00	Paid	Y 06/17/2026
Total for vendor 3438 - DAHLHEIMER BEVERAGE:				<u>1,141.30</u>	<u>0.00</u>		

Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:

FBN5658860/PKS 93506	ENTERPRISE FM TRUST - ATTN: BILLING JUN 26 PARKS DEPT VEHICLE LEASES 230-5200-43331 LEASE PAYMENTS	06/03/2026 pziemer	06/17/2026	11,211.79 11,211.79	0.00	Paid	Y 06/17/2026
Total for vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:				<u>11,211.79</u>	<u>0.00</u>		

Vendor 0170 - FASTENAL COMPANY:

MNBAX279181 93206	FASTENAL COMPANY CONCRETE DRILL BIT 230-5200-42220 REPAIR & MAINT	05/06/2026 pziemer	06/03/2026	27.24 27.24	0.00	Paid	Y 06/03/2026
MNBAX279238 93303	FASTENAL COMPANY BAP - ANCHORS 230-5200-42220 REPAIR & MAINT	05/11/2026 pziemer	06/03/2026	65.61 65.61	0.00	Paid	Y 06/03/2026
MNBAX279353 93434	FASTENAL COMPANY JCP - SPRINGHOOK.JOBBER 230-5200-42220 REPAIR & MAINT	05/19/2026 pziemer	06/17/2026	196.76 196.76	0.00	Paid	Y 06/17/2026
Total for vendor 0170 - FASTENAL COMPANY:				<u>289.61</u>	<u>0.00</u>		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:							
2109:048524 93138	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS - BEVERAGES 230-5204-42210	05/14/2026 pziemer	06/03/2026	707.24	0.00	Paid	Y 06/03/2026
	OPERATING SUPPLIES			707.24			
2109:049954 93139	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS - CHIPS 230-5204-42210	05/14/2026 pziemer	06/03/2026	100.24	0.00	Paid	Y 06/03/2026
	OPERATING SUPPLIES			100.24			
2109:051746 93254	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS - BEVERAGES/CHIPS 230-5204-42210	05/21/2026 pziemer	06/03/2026	586.96	0.00	Paid	Y 06/03/2026
	OPERATING SUPPLIES			586.96			
2109:051744 93255	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS BEVERAGES/CHIPS 230-5200-42210	05/21/2026 pziemer	06/03/2026	586.96	0.00	Paid	Y 06/03/2026
	OPERATING SUPPLIES			586.96			
2109:048526 93397	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS: BEVERAGES, CHIPS, TRAYS 230-5204-42210	05/28/2026 pziemer	06/17/2026	804.24	0.00	Paid	Y 06/17/2026
	OPERATING SUPPLIES			804.24			
2109:051755 93398	FIRST CHOICE FOOD & BEVERAGE CONCESSION FOOD TRAYS (MMP) 230-5204-42210	05/26/2026 pziemer	06/17/2026	97.00	0.00	Paid	Y 06/17/2026
	OPERATING SUPPLIES			97.00			
2109:051757 93399	FIRST CHOICE FOOD & BEVERAGE CONCESSION FOOD TRAYS (BANE) 230-5204-42210	05/26/2026 pziemer	06/17/2026	97.00	0.00	Paid	Y 06/17/2026
	OPERATING SUPPLIES			97.00			
	Total for vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:			2,979.64	0.00		
Vendor 0356 - HIRSHFIELD'S DECORATING:							
09385454 93526	HIRSHFIELD'S DECORATING CONCRETE GRAY STAIN 230-5200-42220	06/04/2026 pziemer	06/17/2026	53.98	0.00	Paid	Y 06/17/2026
	REPAIR & MAINT			53.98			
	Total for vendor 0356 - HIRSHFIELD'S DECORATING:			53.98	0.00		
Vendor 3517 - ISD #181 COMMUNITY ED DEPT:							
BRD 2026 - 2 93474	ISD #181 COMMUNITY ED DEPT 2026 RECREATION PROGRAMMING - 2ND	06/04/2026 pziemer	06/17/2026	7,500.00	0.00	Paid	Y 06/17/2026

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	230-5200-43300	PROFESSIONAL SERVICES		7,500.00			
	Total for vendor 3517 - ISD #181 COMMUNITY ED DEPT:			7,500.00	0.00		
<hr/>							
Vendor 3418 - LAKES AREA LOCK & DOOR HARDWARE, IN:							
126886 93194	LAKES AREA LOCK & DOOR HARDWARE, IN JCP - INSTALL/REPAIR DOOR/LOCK 230-5200-42220	05/15/2026 pziemer	06/03/2026	1,010.00	0.00	Paid	Y 06/03/2026
	REPAIR & MAINT			1,010.00			
	Total for vendor 3418 - LAKES AREA LOCK & DOOR HARDWARE, IN:			1,010.00	0.00		
<hr/>							
Vendor 0889 - MENARDS - BAXTER :							
70947 93159	MENARDS - BAXTER SPRING/SNAPS 230-5200-42220	05/14/2026 pziemer	06/03/2026	185.35	0.00	Paid	Y 06/03/2026
	REPAIR & MAINT			185.35			
70877 93160	MENARDS - BAXTER PULLEY CABLES/BOLTS 230-5200-42220	05/13/2026 pziemer	06/03/2026	82.77	0.00	Paid	Y 06/03/2026
	REPAIR & MAINT			82.77			
71328 93256	MENARDS - BAXTER CREDIT - RETURN PAINTING SUPPLIES 230-5200-42220	05/19/2026 pziemer	06/03/2026	(79.84)	0.00	Paid	Y 06/03/2026
	REPAIR & MAINT			(79.84)			
71329 93257	MENARDS - BAXTER BHP RESTROOM REPAIR 230-5200-42220	05/19/2026 pziemer	06/03/2026	50.96	0.00	Paid	Y 06/03/2026
	REPAIR & MAINT			50.96			
72121 93455	MENARDS - BAXTER TRANSFER PUMP, WATERING TOOL 230-5200-42220	05/28/2026 pziemer	06/17/2026	110.96	0.00	Paid	Y 06/17/2026
	REPAIR & MAINT			110.96			
72457 93467	MENARDS - BAXTER GGP - HOSE 230-5200-42220	06/01/2026 pziemer	06/17/2026	319.88	0.00	Paid	Y 06/17/2026
	REPAIR & MAINT			319.88			
72444 93490	MENARDS - BAXTER GGP QTY 5 HOSES, SHUT OFF CONNECTOR 230-5200-42220	06/01/2026 pziemer	06/17/2026	253.44	0.00	Paid	Y 06/17/2026
	REPAIR & MAINT			253.44			
72455 93491	MENARDS - BAXTER RETURN QTY 5 HOSES	06/01/2026 pziemer	06/17/2026	(249.95)	0.00	Paid	Y 06/17/2026

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	230-5200-42220	REPAIR & MAINT		(249.95)			
	Total for vendor 0889 - MENARDS - BAXTER :			673.57	0.00		
<hr/>							
Vendor 3394 - MIDWEST MACHINERY CO:							
10897245 93258	MIDWEST MACHINERY CO JD 750 SIDE CHUTE REPAIR 230-5200-42220	05/20/2026 pziemer REPAIR & MAINT	06/03/2026	132.22 132.22	0.00	Paid	Y 06/03/2026
10861465 93468	MIDWEST MACHINERY CO MOWER PARTS 230-5200-42220	05/01/2026 pziemer REPAIR & MAINT	06/17/2026	68.70 68.70	0.00	Paid	Y 06/17/2026
10917091 93469	MIDWEST MACHINERY CO JD 750 REPAIR PARTS 230-5200-42220	06/02/2026 pziemer REPAIR & MAINT	06/17/2026	31.46 31.46	0.00	Paid	Y 06/17/2026
	Total for vendor 3394 - MIDWEST MACHINERY CO:			232.38	0.00		
<hr/>							
Vendor 0798 - MR TIRE:							
44499 93162	MR TIRE NEW TIRES WATER TRUCK VIN8425 230-5200-42220	05/01/2026 pziemer REPAIR & MAINT	06/03/2026	721.31 721.31	0.00	Paid	Y 06/03/2026
	Total for vendor 0798 - MR TIRE:			721.31	0.00		
<hr/>							
Vendor 0736 - NORTHLAND FIRE PROTECTION:							
67805 93432	NORTHLAND FIRE PROTECTION FIRE EXTINGUISHER - PARKS 230-5200-42220	05/01/2026 pziemer REPAIR & MAINT	06/17/2026	144.00 144.00	0.00	Paid	Y 06/17/2026
	Total for vendor 0736 - NORTHLAND FIRE PROTECTION:			144.00	0.00		
<hr/>							
Vendor 0284 - OFFICE SHOP:							
1164854-2 93166	OFFICE SHOP PAPER - PARKS 230-5200-42200	05/15/2026 pziemer OFFICE SUPPLIES	06/03/2026	59.80 59.80	0.00	Paid	Y 06/03/2026
1165439-1 93460	OFFICE SHOP DATE STAMP 101-1940-42200	06/04/2026 pziemer OFFICE SUPPLIES	06/17/2026	31.57 31.57	0.00	Paid	Y 06/17/2026
	Total for vendor 0284 - OFFICE SHOP:			91.37	0.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 4419 - ROSALLINIS BRAINERD LLC:							
200 93552	ROSALLINIS BRAINERD LLC PIZZA FOR CONCESSIONS - APR-MAY 2026 pziemer 230-5204-42210	06/11/2026	06/16/2026	582.00	0.00	Paid	Y 06/16/2026
	OPERATING SUPPLIES			582.00			
	Total for vendor 4419 - ROSALLINIS BRAINERD LLC:			582.00	0.00		
Vendor 4450 - SUPER ONE FOODS - RETAIL ACCOUNTING:							
00074589 93267	SUPER ONE FOODS - RETAIL ACCOUNTING GARBAGE BAGS, ICE-TOURNAMENTS pziemer 230-5204-42210	05/21/2026	06/03/2026	8.57	0.00	Paid	Y 06/03/2026
	OPERATING SUPPLIES			6.28			
	230-5200-42209 SAFETY EQUIPMENT SUPPLIES			2.29			
00080278 93546	SUPER ONE FOODS - RETAIL ACCOUNTING CONCESSIONS - BEVERAGES, SUNFLOWER pziemer 230-5204-42210	06/10/2026	06/17/2026	72.50	0.00	Paid	Y 06/17/2026
	OPERATING SUPPLIES			72.50			
	Total for vendor 4450 - SUPER ONE FOODS - RETAIL ACCOUNTING:			81.07	0.00		
Vendor 0344 - WASTE PARTNERS INC:							
65X02887 93378	WASTE PARTNERS INC MAY 26 CAMPGROUND WASTE REMOVAL pziemer 230-5280-43380	05/31/2026	06/17/2026	157.95	0.00	Paid	Y 06/17/2026
	UTILITIES			157.95			
65X02894 93385	WASTE PARTNERS INC MAY 26 PARKS DEPT WASTE REMOVAL pziemer 230-5200-43380	05/31/2026	06/17/2026	819.00	0.00	Paid	Y 06/17/2026
	UTILITIES			819.00			
	Total for vendor 0344 - WASTE PARTNERS INC:			976.95	0.00		
Vendor 3914 - WATSON COMPANY:							
157894 93259	WATSON COMPANY CONCESSIONS - CANDY, SEEDS, FROZEN pziemer 230-5211-42210	05/15/2026	06/03/2026	712.95	0.00	Paid	Y 06/03/2026
	OPERATING SUPPLIES			712.95			
157893 93260	WATSON COMPANY CONCESSIONS - CANDY, SEEDS, FROZEN pziemer 230-5211-42210	05/15/2026	06/03/2026	684.94	0.00	Paid	Y 06/03/2026
	OPERATING SUPPLIES			684.94			
157892 93261	WATSON COMPANY FOOD TRAYS	05/15/2026	06/03/2026	44.96	0.00	Paid	Y 06/03/2026

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	230-5204-42210	OPERATING SUPPLIES		44.96			
158104 93478	WATSON COMPANY CONCESSIONS - CANDY, SEEDS, CHEESE 230-5204-42210	05/26/2026 pziemer OPERATING SUPPLIES	06/17/2026	263.22 263.22	0.00	Paid	Y 06/17/2026
158103 93479	WATSON COMPANY CONCESSIONS - CANDY, SEEDS, CHEESE 230-5204-42210	05/26/2026 pziemer OPERATING SUPPLIES	06/17/2026	263.22 263.22	0.00	Paid	Y 06/17/2026
158102 93480	WATSON COMPANY CONCESSIONS - NAPKINS, MUSTARD, 230-5204-42210	05/26/2026 pziemer OPERATING SUPPLIES	06/17/2026	169.78 169.78	0.00	Paid	Y 06/17/2026
Total for vendor 3914 - WATSON COMPANY:				<u>2,139.07</u>	<u>0.00</u>		

Vendor 3199 - WEX BANK:

112895882/PKS 93452*	FUEL WEX BANK MAY 2026 PARKS DEPT FUEL 230-5200-42212 230-5200-42212 230-5200-42212	05/31/2026 pziemer MOTOR FUELS MOTOR FUELS MOTOR FUELS	06/17/2026	2,748.70 2,770.63 (18.33) (3.60)	0.00	Paid	Y 06/17/2026
Total for vendor 3199 - WEX BANK:				<u>2,748.70</u>	<u>0.00</u>		

Vendor 4218 - WICKS ADVANCED DRAIN CLEANING LLC:

6018 93392	WICKS ADVANCED DRAIN CLEANING LLC GGP BACKUP - HYDROJET 230-5200-42220	05/21/2026 pziemer REPAIR & MAINT	06/17/2026	300.00 300.00	0.00	Paid	Y 06/17/2026
Total for vendor 4218 - WICKS ADVANCED DRAIN CLEANING LLC:				<u>300.00</u>	<u>0.00</u>		

Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:

I34797 93427	WRUCK SEWER & PORTABLE RENTAL LLC MAY 2026 PORTABLE RENTALS 230-5215-42210 230-5200-43410 230-5200-42220	06/02/2026 pziemer OPERATING SUPPLIES RENTAL EXPENSE REPAIR & MAINT	06/17/2026	982.80 140.40 280.80 561.60	0.00	Paid	Y 06/17/2026
Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:				<u>982.80</u>	<u>0.00</u>		

Vendor 0354 - ZIEGLER, INC:

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 05/21/2026 - 06/23/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
IN002420392 93264	ZIEGLER, INC TOWMASTER 2022 TRAILER VIN17963 400-5200-45500	05/20/2026 pziemer	06/03/2026	3,866.31	0.00	Paid	Y 06/03/2026
	PARKS CAPITAL OUTLAY			3,866.31			
	Total for vendor 0354 - ZIEGLER, INC:			<u>3,866.31</u>	<u>0.00</u>		

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

Vendor 3698 - AMAZON:

5/15/26 93228	AMAZON MOVIES IN THE PARK - HONEY I SHRUNK 230-5211-42210	05/15/2026 pziemer	06/03/2026	19.32	0.00	Paid	Y 06/03/2026
	OPERATING SUPPLIES			19.32			
5/6/26 93229	AMAZON SANITIZER TEST PAPER - CONCESSIONS 230-5204-42210	05/06/2026 pziemer	06/03/2026	18.84	0.00	Paid	Y 06/03/2026
	OPERATING SUPPLIES			18.84			
	Total for vendor 3698 - AMAZON:			<u>38.16</u>	<u>0.00</u>		

Vendor 2740 - AT&T MOBILITY:

5/18/26 - PARKS 93220	AT&T MOBILITY APR 26 PARKS DEPT PHONES/DEVICES 230-5200-43321	05/18/2026 pziemer	06/03/2026	267.06	0.00	Paid	Y 06/03/2026
	TELEPHONE			166.70			
	OPERATING SUPPLIES			100.36			
	Total for vendor 2740 - AT&T MOBILITY:			<u>267.06</u>	<u>0.00</u>		

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

305.22 0.00

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

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

Vendor 3711 - COSTCO:

5/12/26							
93239	COSTCO	05/12/2026	06/03/2026	93.71	0.00	Paid	Y
	FISHING CLINIC - CHIPS, WATER,	pziemer					06/03/2026
	230-5211-42210	OPERATING SUPPLIES		93.71			
5/15/26							
93241	COSTCO	05/15/2026	06/03/2026	109.39	0.00	Paid	Y
	CONCESSIONS - HOT DOGS.BUNS / ICE	pziemer					06/03/2026
	230-5211-42210	OPERATING SUPPLIES		5.98			
	230-5204-42210	OPERATING SUPPLIES		103.41			
	Total for vendor 3711 - COSTCO:			203.10	0.00		

Vendor 3700 - DOLLAR TREE:

5/12/26							
93242	DOLLAR TREE	05/12/2026	06/03/2026	20.50	0.00	Paid	Y
	FISHING CLINIC EVENT/CONCESSION	pziemer					06/03/2026
	230-5211-42210	OPERATING SUPPLIES		13.00			
	230-5204-42210	OPERATING SUPPLIES		7.50			
	Total for vendor 3700 - DOLLAR TREE:			20.50	0.00		

Vendor 3719 - FLEET FARM:

5/1/26							
93243	FLEET FARM	05/01/2026	06/03/2026	6.18	0.00	Paid	Y
	FISHING CLINIC - PAILS X 2	pziemer					06/03/2026
	230-5211-42210	OPERATING SUPPLIES		6.18			
	Total for vendor 3719 - FLEET FARM:			6.18	0.00		

Vendor MISC - SPEEDWAY:

5/14/26							
93244	SPEEDWAY	05/14/2026	06/03/2026	2.59	0.00	Paid	Y
	YOUTH TOURNAMENTS - ICE	pziemer					06/03/2026
	230-5200-42209	SAFETY EQUIPMENT SUPPLIES		2.59			
	Total for vendor MISC - SPEEDWAY:			2.59	0.00		

Vendor 4308 - SWANK MOTION PICTURES:

5/15/26							
93245	SWANK MOTION PICTURES	05/15/2026	06/03/2026	525.00	0.00	Paid	Y
	MOVIES IN PARK RIGHTS - HONEY SHRUNK	pziemer					06/03/2026
	230-5211-42210	OPERATING SUPPLIES		525.00			

06/24/2026 12:37 PM
 User: lasbach
 DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 05/21/2026 - 06/23/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
PCard: 2257 U.S. BANK Card Holder: PARKS							
5/19/26 93246	SWANK MOTION PICTURES MOVIES IN THE PARK RIGHTS - NATIONAL 230-5211-42210	05/19/2026 pziemer	06/03/2026	525.00	0.00	Paid	Y 06/03/2026
	OPERATING SUPPLIES			525.00			
	Total for vendor 4308 - SWANK MOTION PICTURES:			<u>1,050.00</u>	<u>0.00</u>		
<hr/>							
Vendor 2956 - ULINE:							
5/1/26 93247	ULINE TOILET BOWL MOPS X24 230-5200-42220	05/01/2026 pziemer	06/03/2026	62.70	0.00	Paid	Y 06/03/2026
	REPAIR & MAINT			62.70			
	Total for vendor 2956 - ULINE:			<u>62.70</u>	<u>0.00</u>		
<hr/>							
Vendor 0006 - WALMART COMMUNITY/GECRB:							
5/20/26 93248	WALMART COMMUNITY/GECRB CONCESSIONS - CHEESE/FREEZE POPS 230-5211-42210	05/20/2026 pziemer	06/03/2026	47.68	0.00	Paid	Y 06/03/2026
	OPERATING SUPPLIES			47.68			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			<u>47.68</u>	<u>0.00</u>		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				<u>1,392.75</u>	<u>0.00</u>		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
# of Invoices:	74	# Due:	0	Totals:	60,912.22	0.00	
# of Credit Memos:	2	# Due:	0	Totals:	(329.79)	0.00	
Net of Invoices and Credit Memos:					60,582.43	0.00	

* 1 Net Invoices have Credits Totalling: (21.93)

--- TOTALS BY GL DISTRIBUTION ---

101-1940-42200	OFFICE SUPPLIES	31.57	
230-5200-42200	OFFICE SUPPLIES	59.80	
230-5200-42209	SAFETY EQUIPMENT SUPPLIES	4.88	
230-5200-42210	OPERATING SUPPLIES	1,752.49	
230-5200-42212	MOTOR FUELS	2,748.70	
230-5200-42220	REPAIR & MAINT	4,291.67	
230-5200-43300	PROFESSIONAL SERVICES	7,500.00	
230-5200-43321	TELEPHONE	487.51	
230-5200-43331	LEASE PAYMENTS	11,211.79	
230-5200-43380	UTILITIES	1,228.51	
230-5200-43381	BPU UTILITIES	8,080.55	
230-5200-43410	RENTAL EXPENSE	280.80	
230-5204-42210	OPERATING SUPPLIES	4,024.75	
230-5211-42210	OPERATING SUPPLIES	2,633.76	
230-5215-42210	OPERATING SUPPLIES	140.40	
230-5280-43321	TELEPHONE	252.80	
230-5280-43380	UTILITIES	883.14	
238-3160-42220	REPAIR & MAINT	423.00	
400-5200-45500	PARKS CAPITAL OUTLAY	14,546.31	

--- TOTALS BY FUND ---

101 - GENERAL FUND	31.57	0.00
230 - PARK & RECREATION FUND	45,581.55	0.00
238 - STORM SEWER FUND	423.00	0.00
400 - CAPITAL PROJECTS FUND	14,546.31	0.00

--- TOTALS BY DEPT/ACTIVITY ---

1940 - CITY HALL	31.57	0.00
3160 - STORM SEWER EXPENSE	423.00	0.00
5200 - PARK MAIN/ADMINISTRATION	52,193.01	0.00
5204 - CONCESSIONS	4,024.75	0.00
5211 - SPECIAL EVENTS PROGRAM	2,633.76	0.00
5215 - ADULT SOFTBALL	140.40	0.00
5280 - CAMPGROUND	1,135.94	0.00

As of May 31, 2026

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	492	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	10,250	8,610	1,000	260	-	56	22,000	4,088	2,500	1,545	3,000	3,775
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	3,730	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	305	-	-	-	-	-	-	-	-	-	-
Total Other Revenue	2,000	4,035	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	47,250	13,137	1,000	260	-	56	22,000	4,088	2,500	1,545	3,000	3,775
Total Personal Services	972,076	330,674	440	-	11,597	10,097	13,368	1,233	-	848	-	-
Supplies												
Office and Operating Supplies	8,500	5,598	725	179	1,900	278	16,500	3,888	2,500	-	7,000	2,439
Motor Fuels	18,200	4,222	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	60,407	17,973	-	-	-	-	-	304	-	-	-	-
Repairs & Maintenance - Mills Field	10,000	328	-	-	-	-	-	-	-	-	-	-
Small Tools	2,000	476	-	-	-	-	-	-	-	-	-	-
Total Supplies	99,107	28,597	725	179	1,900	278	16,500	4,192	2,500	-	7,000	2,439
Services												
Professional Services	40,292	11,264	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	7,025	7,872	-	-	-	-	-	-	-	-	-	-
Telephone	3,804	2,073	-	-	-	-	-	-	-	-	-	-
Postage	50	27	-	-	-	-	-	-	-	-	-	-
Professional Development	3,000	1,010	-	-	-	-	-	-	-	-	-	-
Lease Payments	83,838	31,233	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	291	-	-	-	-	-	-	-	-	-	-
Insurance	29,381	4,648	-	-	-	-	-	-	-	-	-	-
Utilities	122,475	31,182	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,785	281	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	1,487	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	2,089	-	-	-	-	-	-	-	-	-	-	-
Total Services	296,739	91,367	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,367,923	450,638	1,165	179	13,497	10,375	29,868	5,425	2,500	848	7,000	2,439
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)	(437,501)	(165)	81	(13,497)	(10,319)	(7,868)	(1,336)	-	696	(4,000)	1,336

As of May 31, 2026

	Kickball		Adult Softball		Pickleball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
<i>Total Taxes and Penalties</i>	-	-	-	-	-	-	-	-	35,000	492
<i>Total Rev fr Other Gov'ts</i>	-	-	-	-	-	-	-	-	-	-
<i>Charges for Services - User Fees</i>	2,000	-	48,000	33,607	2,000	1,174	60,000	28,433	150,750	81,547
<i>Other Revenue</i>										
Interest Income	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	3,730
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	500	40	1,500	345
<i>Total Other Revenue</i>	-	-	-	-	-	-	500	40	2,500	4,075
TOTAL REVENUES	2,000	-	48,000	33,607	2,000	1,174	60,500	28,473	188,250	86,114
<i>Total Personal Services</i>	2,958	-	25,622	2,059	-	-	-	-	1,026,062	344,910
<i>Supplies</i>										
Office and Operating Supplies	650	150	12,400	10,703	1,150	207	500	345	51,825	23,786
Motor Fuels	-	-	-	-	-	-	-	-	18,200	4,222
Repairs & Maintenance	-	-	5,000	-	-	-	1,500	7	66,907	18,284
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	10,000	328
Small Tools	-	-	-	-	-	-	-	-	2,000	476
<i>Total Supplies</i>	650	150	17,400	10,703	1,150	207	2,000	352	148,932	47,096
<i>Services</i>										
Professional Services	-	-	-	-	-	-	-	-	40,292	11,264
Computer Technical Support	-	-	-	-	-	-	-	-	7,025	7,872
Telephone	-	-	-	-	-	-	1,200	1,363	5,004	3,436
Postage	-	-	-	-	-	-	-	-	50	27
Professional Development	-	-	-	-	-	-	-	-	3,000	1,010
Lease Payments	-	-	-	-	-	-	-	-	83,838	31,233
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,000	291
Insurance	-	-	-	-	-	-	-	-	29,381	4,648
Utilities	-	-	-	-	-	-	7,000	1,119	129,475	32,301
Rent Expense	-	-	-	-	-	-	-	-	1,785	281
Miscellaneous	-	-	-	-	-	-	-	-	2,000	1,487
Dues and Subscriptions	-	-	-	-	-	-	-	-	2,089	-
<i>Total Services</i>	-	-	-	-	-	-	8,200	2,482	304,939	93,850
TOTAL OPERATING EXPENSES	3,608	150	43,022	12,762	1,150	207	10,200	2,834	1,479,934	485,855
<i>Other Revenue (Expenses)</i>										
Sale of Assets	-	-	-	-	-	-	-	-	38,000	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
<i>Total Other Revenue (Expenses)</i>	-	-	-	-	-	-	-	-	38,000	-
TOTAL REVENUE OVER/(UNDER)	(1,608)	(150)	4,978	20,846	850	967	50,300	25,639	(1,253,684)	(399,741)



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Approval of the BLADE Coalition Recovery Walk at Kiwanis Park

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 1 Minute

SUMMARY OF ISSUE

BLADE Coalition submitted a special event application for the Blade Recovery Walk scheduled for September at Kiwanis Park. The event is anticipated to have approximately 350 attendees throughout the day.

Planned activities for the event include:

- Dunk tank
- Resource/vendor tables
- Mock-tail bar
- DJ/music
- MNTC Choir performance

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The organization is requesting permission to place temporary event signs on the ground for promotion and event direction. A map of the proposed event layout was included with the application materials.

No additional requests were noted on the application at this time.

RECOMMENDED ACTION/MOTION

Staff is seeking Park Board discussion and direction regarding the event application and site accommodations.

FINANCIAL IMPACT

N/A

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below

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:

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):

- Setup: 1:00-3:30
- Exhibitor set up: 3:00 - 4:00
- Registration opens: 4:00 - 4:30
- Domino Pizza delivered: 4:30
- Speaker Commissioner Steve Barrows: 5:00
- MNTC Choir: 5:10
- Drum Circle: 5:30
- Domino Pizza delivered: 5:30
- Walk begins: 6:00
- Door prize drawing: 6:15
- End: 6:30
- Tear down: 6:30-7:00


Kiwanis Park

Pavillion 1
Rock painting

Pavillion 2

Balloons

MNTC
Drum
Circle

	Resource/Vendors
	Activities: Face painting and Yard games
	Entrance/registration
	Memory Lane
	Beginning and End of Walk
	Dunk Tank
	Pizza
	DJ Keith
	Mocktail Bar
	Door Prize table
	Welcome committee



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Approval of Rise in Recovery Fitness Kickball Event

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 1 Minute

SUMMARY OF ISSUE

Rise in Recovery Fitness has submitted a Special Event Application to host a kickball event at Memorial Park on Saturday, July 18, from 11:00 a.m. to 1:00 p.m. The event is intended to promote health, wellness, and community engagement through recreational activities.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The event will include a kickball tournament and lunch for participants. No temporary structures, vendors, or additional amenities are being requested. The only requests associated with the event are the use of the kickball fields and access to electrical service.

RECOMMENDED ACTION/MOTION

Staff has reviewed the application and identified no concerns with the requested use of the park. Staff is seeking Park Board approval of the Special Event Application as submitted.

FINANCIAL IMPACT

N/A



SPECIAL EVENT APPLICATION

Date of Application: 6-18-22

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

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

Name of event: Rise in Recovery Fitness - Kickball

Organizer Information

Organizer's Name: Sara Rettke
Organizer's Address: 1009 5th Ave Ironton MN
Event Contact Person: Sara Rettke - J
Event Contact Daytime Phone: 218-838-9993
Event Contact E-mail Address: sararettke9993@gmail.com
Contact Name/Number Day of Event: _____
For Profit/Nonprofit Status (type): just a game

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
July 18 th	11 am	1 pm	mill park

Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

a friendly game of kickball for
 Rise + Recovery fitness
 will be providing lunch ourselves
 guessing about 20-30 showing up.

Site Information

Electrical usage

Yes No

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

Crowd pot

Amplified Sound

Yes No

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

Restrooms provided

Yes No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

Yes No

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

Trash Receptacle Disposal

Yes No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

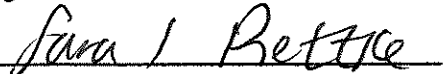
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance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

Signature of Event Applicant

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



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Approval of Beyond the Battle: Survival Edition Event

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 1 Minute

SUMMARY OF ISSUE

Beyond the Battle has submitted a Special Event Application to host its Survival Edition literacy program at Lyman P. White Amphitheater on Tuesday, July 21 and Tuesday, August 18, from 2:00 p.m. to 6:00 p.m.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The event is designed for middle school-age readers and will feature two Minnesota authors to encourage literacy and reading engagement. Activities will include a book discussion, author presentations, and interactive book-related activities for participants from 3:00 p.m. to 5:00 p.m. Event organizers have indicated that ample adult supervision will be provided throughout the event.

The event requests access to electricity and permission to use amplified sound for presentations. No temporary structures, vendors, or additional amenities are being requested.

RECOMMENDED ACTION/MOTION

Staff has reviewed the application and identified no concerns with the requested use of the park. Staff is seeking Park Board approval of the Special Event Application as submitted.

FINANCIAL IMPACT

N/A



SPECIAL EVENT APPLICATION

Date of Application: 6/10/2026

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

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

Name of event: Beyond the Battle: Survival Edition

Organizer Information

Organizer’s Name: Noelle Bussler & Helene Danielson
Organizer’s Address: 16115 Ahrens Hill Road, Brainerd MN (home address)
Event Contact Person: Noelle Bussler
Event Contact Daytime Phone: 218-820-3812
Event Contact E-mail Address: Noellerazidlo@gmail.com
Contact Name/Number Day of Event: Noelle Bussler/218-820-3812
For Profit/Nonprofit Status (type): Nonprofit via Friends of the Brainerd Public Library

Applicant information (if different from the event organizer):

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

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
7/21/26	2:00pm	6:00pm	Lyman P. White Park Amphitheatre
8/18/26	2:00pm	6:00pm	Lyman P. White Park Amphitheatre

Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

We are hosting a literacy event with middle school aged- readers and two MN authors. We
will have ample volunteer supervision for the event. We have a book discussion, author
presentation and book activities planned for our readers from 3:00-500pm.

Site Information

Electrical usage Yes No

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

We will have wirless microphones and speakers for our author presentations.

Amplified Sound Yes No

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

We will have wireless microphones and speakers for our author presentations.

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):

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

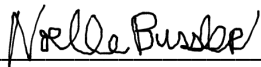
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

Noelle Bussler

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Approval of Bethlehem Lutheran Church Picnic and Service

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 1 Minute

SUMMARY OF ISSUE

Staff has received a Special Event Application from Bethlehem Lutheran Church requesting approval to hold a picnic and worship service at Lyman P. White Amphitheater and Education Center on Tuesday, August 18, from 2:00 p.m. to 8:30 p.m.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The event will include a potluck picnic beginning at 5:00 p.m., followed by a worship service at 6:00 p.m. The organization is requesting the use of electricity to power musical equipment, including keyboard, guitar, bass guitar, drum, amplifiers, microphones, and amplified sound for the service.

No additional structures, vendors, or other requests have been submitted as part of the application.

RECOMMENDED ACTION/MOTION

Motion to approve the Special Event Application submitted by Bethlehem Lutheran Church for a picnic and worship service at Lyman P. White Park on August 18 from 2:00 p.m. to 8:30 p.m., including the use of electricity and amplified sound as outlined in the application.

FINANCIAL IMPACT

N/A



SPECIAL EVENT APPLICATION

Date of Application: 6/13/26

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

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

Name of event: Joint ELCA picnic & worship service

Organizer Information

Organizer's Name: Bethlehem Lutheran Church
Organizer's Address: 418 8th Ave NE Brainerd
Event Contact Person: Cori Wrobel
Event Contact Daytime Phone: 218-829-3330
Event Contact E-mail Address: office@belcnet.net
Contact Name/Number Day of Event: Cori Wrobel 218-829-3330
For Profit/Nonprofit Status (type): nonprofit

Applicant information (if different from the event organizer):

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

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
8/19/26	2:00pm	8:30pm	Lyman P. White amphitheater & Education Center

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:

There will be a potluck picnic around 5:00pm
followed by a worship service around 6:00pm.

Site Information

Electrical usage Yes No

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

Keyboard, guitar, bass, drums, amps, microphones
We will plug into your electrical outlets as we have in the past.

Amplified Sound Yes No

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

sound check of equipment listed above around 5:00 pm,
worship service around 6:00

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):

None

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Approval of Wyld Ryce Band at Lum Park

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 1 Minute

SUMMARY OF ISSUE

Staff have received a request for a private event at Lum Park to have a live band during their gathering on Monday, August 17, from 4:00 p.m. to 10:00 p.m.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The private event is requesting permission for Wyld Ryce Band to perform during the private gathering. The band will utilize electricity for musical equipment and amplified sound as part of the performance.

No additional requests, structures, or vendors have been submitted as part of the reservation.

RECOMMENDED ACTION/MOTION

Motion to approve the request for a live band, Wyld Ryce Band, at a private event at Lum Park on August 17, including the use of electricity and amplified sound as outlined in the request.

FINANCIAL IMPACT

N/A



SPECIAL EVENT APPLICATION

Date of Application: June 22-2020

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: _____

Organizer Information

Organizer's Name: Carrie Pratt
Organizer's Address: 10050 185th Street West, Lakeville MN 55044
Event Contact Person: Carrie
Event Contact Daytime Phone: 1 (952) 836-8105
Event Contact E-mail Address: Calholm@aim.com
Contact Name/Number Day of Event: Carrie August 7th
For Profit/Nonprofit Status (type): _____

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
August 7th	4:00	10:00pm	Lum 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:

This is a get together for my dad. He has stage four lung cancer. This is a celebration for my parents. My dad wants Wyld Ryce ^{Band} to play - he is friends with the lead singer Craig Engelhart - Wyld Ryce Band. ♥ Hoping this is fine. ♥ Thank you so much

Site Information

Electrical usage Yes No

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

The band equipment - not quite sure
they are in charge of that.

Amplified Sound Yes No

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

I'm guessing ?? I know they have
all their own equipment.

Restrooms provided Yes No 1 um park
restrooms

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):

Turn Park

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

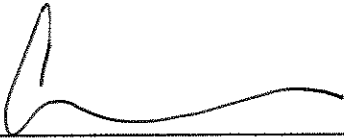
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Approval of Brainerd Night Out at Gregory Park

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 1 Minute

SUMMARY OF ISSUE

Staff received a Special Event Application for the annual Brainerd Night Out, a recurring community event scheduled for Tuesday, August 11, from 5:00 p.m. to 7:00 p.m. at Gregory Park.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The event will utilize the park's picnic tables, restrooms, and electrical service. Organizers will have several small tents and yard games located near the fountain area. The event will feature live music, first responder participation, including fire and law enforcement vehicle demonstrations, and opportunities for community engagement. Additional trash receptacles will be provided to accommodate the event.

No additional requests have been made beyond the use of park amenities, electricity, small tents, and the placement of extra trash receptacles. Staff recommends approval of the Special Event Application as submitted.

RECOMMENDED ACTION/MOTION

Motion to approve the Special Event Application for the annual Brainerd Night Out at Gregory Park on Tuesday, August 11, from 5:00 p.m. to 7:00 p.m.

FINANCIAL IMPACT

N/A



SPECIAL EVENT APPLICATION

STREET/PARKING LOT CLOSURE

Date of Application: 6-25-2026

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

Type of Event:

- Event- City Parking Lot
- Event- Street Closure
- Other

Name of Event: BRAINERD NIGHT OUT (BNO)

Organizer Information

Organization Name	Brainerd Police Department/BNNA/Community Action
Organization Address	225 E River Rd Brainerd, MN 56401
Event Contact Person	Mike Kulzer & Krista Soukup
Event Contact Phone	MK - 218-825-3478 & KS - 218-828-4717
Event Contact Email	mike.kulzer@ci.brainerd.mn.us & bluecottageagency@gmail.com
Contact (Day of)	Mike Kulzer and/or Krista Soukup
For Profit/Nonprofit Status	Government/Non-profit

Event Information

Description of Activities

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

Road closure of 500 and 600 blocks of Juniper Street and use of Gregory Park to host event. Use of the park picnic tables, bathrooms, limited electric. Small tents and yard games near Gregory Park fountain. Event includes first responder, fire, and law enforcement vehicles & demonstrations. Live music. Open to the public. Event scheduled from 1700-1900.

Event has been insured by Community Action in past years. BNNA is affiliated with Community Action.

Event Details:

Event Date	Start Time	End Time	Event Location(s)
08/11/2026	1700	1900	Gregory Park, 500 and 600 block Juniper Street

City Locations/Facilities

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

Sit Information

Electrical Usage YES NO

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

Use of electrical box near Gregory Park fountain for music amplifier

Amplified Sound YES NO

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

Single guitarist with amplifier

Restrooms YES NO

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

Company contracted for restrooms:

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

Signs/Banners/Posters/Flyers YES NO

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

Trash Receptacle Disposal YES NO

Company contracted for trash receptacle disposal:

Requesting use of park receptacles

Street Closure Request Information

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

Requesting the closure of the 500 block and 600 block of Juniper Street. Requesting street barriers.

Date and Time for beginning of street closure: 08/11/2026 1600

Date and Time for reopening of streets: 08/11/2026 1930

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian traffic along sidewalks):

Limited to no adverse impact on neighboring businesses or residences. In the past there have been no complaints from members of the public. Alternative routes exist for street closure of Juniper Street.

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@brainerdmn.gov.

Hold Harmless Agreement and Insurance Information

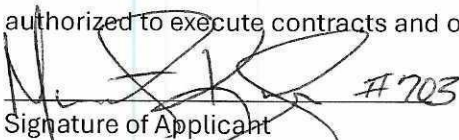
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

 #703
Signature of Applicant

MIKE KULZER BPD
Print Name

Event Application Approval

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

City Administrator

Date

Approval Conditions:



Gregory Park
Park for play areas,
basketball & tennis

Skating Rink

Ivy St

N 5th St

N 5th St

N 7th St

N 7th St

First Congrega
Church

Road block

Picnic Tables
Games
Community Partner
tables

Grills/Tents/Music

Road Barriers

Juniper St Vehicle Staging Area Juniper St

Road Barrier

High Praise
Brainerd Lakes

Park United
Methodist Church



Gregory Park
Park for play areas,
basketball & tennis

Skating Rink

Ivy St

N 5th St

N 5th St

N 7th St

N 7th St

First Congregational Church

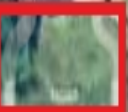
Road block



Picnic Tables
Games
Community Partner
tables
Grills/Tents/Music

Road Barriers

Juniper St Vehicle Staging Area Juniper St



Road Barrier

High Praise
Brainerd Lakes

Park United
Methodist Church



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: YMCA Pre-Season Presentation

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY:

DEPARTMENT: Public Works

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

FINANCIAL IMPACT



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Discussion on Park Maintenance Policy

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

At the direction of the Park Board, staff have prepared a draft Park Maintenance Policy for review. The draft incorporates the original maintenance policy framework developed by Park Board President Andrew Shipe and has been expanded to include standards related to grass and turf maintenance, trees and landscaping, buildings and amenities, trash and cleanliness, vandalism response, inspections, and general park conditions.

The purpose of the policy is to establish clear maintenance standards, define service levels expected by residents, and provide guidance to staff while maintaining flexibility for day-to-day operational decision-making.

In addition, staff have developed discussion questions related to maintenance priorities, service levels, staffing limitations, vehicle use within parks, inspection schedules, maintenance response times, and long-term maintenance expectations.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Staff are seeking policy-level direction from the Park Board regarding the draft maintenance policy and associated maintenance priorities.

Discussion topics include:

Maintenance Priorities

- Should maintenance efforts focus on heavily used parks first or provide equal service levels throughout the system?
- What maintenance items are most important to residents?
- Should service levels vary between destination parks and neighborhood parks?
- How should staff prioritize work when multiple issues arise simultaneously?

Grass and Turf Standards

- Mowing heights and frequency.
- Weed control expectations.
- Athletic field maintenance standards.
- Irrigation expectations.
- Repair timelines for damaged turf.

Trees and Landscaping

- Tree replacement expectations.
- Native versus ornamental tree preferences.
- Tree inspection schedules.
- Landscape and flower bed maintenance standards.

Buildings and Amenities

- Restroom maintenance and seasonal operations.
- Playground inspection standards.
- Pavilion and shelter cleaning expectations.
- Replacement schedules for benches, picnic tables, and other amenities.

Trash and Cleanliness

- Frequency of trash collection.
- Event cleanup expectations.
- Illegal dumping procedures.
- Weekend and holiday cleanliness standards.

Park Safety and Vandalism

- Graffiti removal timelines.
- Vandalism reporting and tracking.
- Security camera priorities.
- Coordination with law enforcement.
- Park lighting maintenance standards.

Driving in Parks

- When driving on turf is permitted.
- Use of designated access routes.
- Preferred use of utility vehicles versus larger equipment.

- Identification of no-drive zones.
- Procedures for repairing turf damage caused by maintenance activities.
- Event and emergency access considerations.

Park Inspections

- Inspection frequency.
- Documentation and record retention.
- Inspection requirements for playgrounds, trees, buildings, trails, athletic facilities, parking lots, and signage.

Staffing and Service Levels

- Realistic maintenance expectations based on current staffing levels.
- Service adjustments during staffing shortages.
- Seasonal employee limitations and impacts.
- Budget and resource considerations needed to meet service expectations.

RECOMMENDED ACTION/MOTION

Provide staff direction regarding revisions to the draft Park Maintenance Policy, maintenance service levels, operational expectations, and any desired changes to maintenance priorities. Staff will incorporate Board feedback and return a revised policy for future consideration and adoption.

FINANCIAL IMPACT

N/A

Draft Park Maintenance Policy

Grass

- Height at or below city code standard
- Grass around trees, poles, buildings, etc... maintained at same height as other grass in the park
- Bare spots seeded as weather allows

Trees

- As the tree's size/health allows, trim low branches "limb up" so that an average adult can walk under the tree
- Suckers and watersprouts trimmed before they're more than a foot long/tall
- Trunk collars and supports removed after their useful life
- Stumps ground within a year of a tree's removal
- Significant broken branches trimmed and removed within a week
- Fallen trees removed as soon as practical

Buildings and Amenities

- Graffiti identified and removed within a week of occurrence
- Playground fill roughly level and depth maintained for safe play and per equipment manufacturer's recommendation
- Messes/spills cleaned within a week of occurrence
- Water fountains and bottle fillers regularly tested and fixed as needed
- Remove standing water and debris from courts

Trash

- Trash cans available near major park amenities or other amenities likely to generate trash. Add trash cans when staff consistently find trash in a specific location.
 - Examples: warming houses, playgrounds, ballfields, picnic tables
- Trash cans emptied regularly to avoid consistently overflowing cans
- Loose trash collected
 - Excessive loose trash flagged for targeted cleanup/larger time investment
- Debris from activities removed after completion

General Park Condition and Review

- Regularly walk through walkable parts of all parks to identify maintenance issues, vandalism, and/or damaged/failing amenities
- Staff vehicles

Vehicles In Parks

General Rules

- Vehicles shall only be driven in parks when necessary for maintenance, repairs, event setup, emergencies, or approved operational purposes
- Operators must use designated service roads or access routes whenever possible
- Driving on grass or turf areas should be minimized to prevent damage
- Vehicles must yield to pedestrians, bicyclists, and park users at all times
- Speed shall not exceed 10 MPH within parks unless otherwise authorized for emergency response.
- Submit a consent form, text, or email prior to entering the park????
- Use flashing lights when operating near the public

Restricted Areas

Vehicles are prohibited from:

- No nonessential driving within parks
- Vehicles must remain on paved or designated maintenance routes whenever possible
- Access onto turf requires a work-related purpose
- Avoid wet or soft turf

City of Brainerd Parks and Recreation Department

Park Maintenance Policy

Purpose

The City of Brainerd is committed to providing safe, clean, attractive, and functional parks, recreational facilities, and public spaces for residents and visitors. This policy establishes maintenance standards, operational priorities, and service expectations for the maintenance, inspection, repair, and preservation of park assets.

The intent of this policy is to:

- Promote public safety.
- Protect public investments and infrastructure.
- Establish consistent maintenance expectations.
- Provide accountability and transparency for park operations.
- Assist staff in prioritizing maintenance activities and resource allocation.
- Support long-term sustainability of the park system.

Maintenance Priority Levels

Maintenance activities shall be prioritized in the following order, recognizing that emergencies, weather events, staffing levels, and special events may require adjustments.

1. Mowing and Turf Maintenance
2. Restroom Cleaning and Inspections
3. Trash and Litter Removal
4. Playground and Park Safety Inspections
5. Irrigation Monitoring
6. Splash Pad Operations
7. Athletic Field Preparation

8. Equipment and Facility Maintenance
 9. Tree and Landscape Care
 10. Vandalism Response and Repairs
-

Priority 1: Mowing and Turf Maintenance

The Parks Department shall maintain turf areas in a safe and aesthetically pleasing condition.

Standards

- Grass shall be maintained at or below applicable City Code requirements.
 - Grass around trees, signs, poles, buildings, and amenities shall be maintained at a consistent height.
 - Bare areas shall be repaired and seeded as weather and resources allow.
 - Athletic fields and high-use turf areas shall receive priority maintenance.
 - Turf shall be monitored for weeds, disease, erosion, and damage.
-

Priority 2: Restroom Cleaning and Inspections

The Parks Department shall maintain public restroom facilities in a clean, sanitary, and safe condition.

Standards

- Restrooms shall be inspected and cleaned regularly during operating seasons.
 - Supplies shall be maintained at adequate levels.
 - Fixtures shall be inspected for proper operation.
 - Health and safety concerns shall be addressed promptly.
 - Seasonal opening and winterization procedures shall be completed annually.
-

Priority 3: Trash and Litter Removal

The Parks Department shall maintain parks free from excessive litter and debris.

Standards

- Trash receptacles shall be located near major amenities and high-use areas.
 - Receptacles shall be emptied before overflowing.
 - Loose litter shall be collected during routine maintenance activities.
 - Event organizers may be required to remove event-generated waste as a condition of permit approval.
 - Illegal dumping shall be addressed as resources permit.
-

Priority 4: Playground and Park Safety Inspections

The Parks Department shall conduct routine inspections to identify hazards, vandalism, and maintenance deficiencies.

Standards

- Playgrounds shall be inspected according to established inspection schedules.
 - Playground surfacing shall be maintained according to manufacturer's recommendations.
 - Unsafe equipment shall be removed from service or secured until repairs are completed.
 - Facilities, trails, shelters, and amenities shall be routinely reviewed for safety concerns.
-

Priority 5: Irrigation Monitoring

The Parks Department shall operate and maintain irrigation systems to support healthy turf and landscape areas.

Standards

- Irrigation systems shall be inspected regularly.
 - Water use shall be managed responsibly.
 - Broken sprinkler heads, leaks, and controller malfunctions shall be repaired as resources allow.
 - Seasonal startup and winterization shall occur annually.
-

Priority 6: Splash Pad Operations

The Parks Department shall operate splash pad facilities in accordance with applicable health and safety regulations.

Standards

- Splash pads shall be inspected daily during the operating season.
 - Water quality shall be monitored according to regulatory requirements.
 - Mechanical and control systems shall be maintained according to manufacturer recommendations.
 - Safety hazards shall be corrected immediately or facilities closed until repaired.
-

Priority 7: Athletic Field Preparation

The Parks Department shall maintain athletic facilities to provide safe and playable conditions.

Standards

- Fields shall be prepared for scheduled games and events.
 - Infields, bases, pitching areas, goals, and related equipment shall be routinely inspected.
 - Weather-related field damage shall be evaluated prior to use.
 - Tournament and scheduled league activities shall receive priority attention.
-

Priority 8: Equipment and Facility Maintenance

The Parks Department shall preserve public assets through preventative maintenance and timely repairs.

Standards

- Buildings, shelters, courts, fences, lighting systems, and amenities shall be routinely inspected.
 - Preventative maintenance schedules shall be maintained where practical.
 - Repairs shall be prioritized based on public safety, operational necessity, and available resources.
 - Equipment shall be maintained in accordance with manufacturer recommendations.
-

Priority 9: Tree and Landscape Care

The Parks Department shall maintain a healthy and sustainable urban forest and landscape system.

Standards

- Trees shall be monitored for health, safety, and structural integrity.
- Hazardous limbs and trees shall be addressed promptly.
- Landscape beds shall be maintained free of excessive weeds and debris.
- Tree replacement and planting efforts shall support long-term sustainability goals.

Tree Maintenance Standards

- Significant broken branches should be removed within one week when practical.
- Fallen trees shall be removed as soon as practical.
- Tree supports and trunk collars shall be removed after their useful life.
- Tree stumps should be ground within one year of removal when resources allow.

Priority 10: Vandalism Response and Repairs

The Parks Department shall respond to vandalism and property damage in a timely manner to maintain public confidence and safety.

Standards

- Graffiti and vandalism shall be documented upon discovery.
- Graffiti should be removed within one week when practical.
- Safety hazards resulting from vandalism shall be addressed immediately.
- Repeated vandalism locations may be evaluated for additional security measures.

General Park Standards

Buildings and Amenities

- Water fountains and bottle fillers shall be inspected regularly.
- Courts shall be maintained free of standing water and excessive debris.
- Playground surfacing shall be maintained at safe levels.
- Spills and messes shall be cleaned as practical.

General Park Review

Staff shall regularly inspect all parks to identify:

- Maintenance deficiencies
- Safety hazards
- Vandalism
- Damaged amenities
- Infrastructure concerns
- Tree hazards

- Accessibility concerns
-

Staff Vehicle Operations

City vehicles may be operated within parks only when necessary to perform maintenance, inspections, repairs, event support, public safety activities, or approved operational functions.

Staff shall:

- Minimize turf damage whenever possible.
 - Use designated service routes when available.
 - Avoid unnecessary vehicle traffic in park areas.
 - Operate vehicles safely around park users.
 - Follow all applicable city vehicle policies.
-

Service Level Expectations

The City recognizes that staffing levels, budgets, weather conditions, emergency situations, and special events may affect maintenance schedules and response times. This policy establishes maintenance goals and priorities rather than guaranteed service levels.

The Parks Director, Public Works Director, or designee may adjust maintenance priorities as operational needs require.

Policy Review

This policy shall be reviewed periodically by the Park Board and City staff to ensure maintenance practices continue to meet community needs, industry standards, and available resources.

Maintenance Priorities

- Should park maintenance focus on heavily used parks first or provide equal service across all parks?
- Establish seasonal priorities (spring cleanup, summer mowing, fall leaf removal, winter maintenance).
- Determine what level of service is expected for neighborhood parks versus destination parks.
- Define response times for safety hazards, vandalism, and maintenance requests.
- Prioritize preventative maintenance over reactive repairs when possible.

Grass and Turf Standards

- Desired mowing height and frequency.
- Expectations for weed control in parks.
- Athletic field maintenance standards versus general park turf.
- Irrigation expectations during drought conditions.
- Acceptable timeline for repairing damaged turf from events or vehicle traffic.

Trees and Landscaping

- Tree replacement goals when trees are removed.
- Native versus ornamental tree preferences.
- Tree inspection schedule and risk management.
- Pollinator-friendly and naturalized areas.
- Expectations for shrub and flower bed maintenance.

Buildings and Amenities

- Response times for restroom repairs.
- Standards for opening and closing seasonal restrooms.
- Expectations for playground inspections and documentation.
- Pavilion and shelter cleaning standards.
- Bench, picnic table, and amenity replacement schedules.

Trash and Cleanliness

- Frequency of trash collection.
- Expectations for special event cleanup.

- Procedures for illegal dumping.
- Park cleanliness standards during weekends and holidays.

Park Safety and Vandalism

- Graffiti removal timeline.
- Reporting and tracking vandalism.
- Security camera usage and placement priorities.
- Coordination with law enforcement on recurring issues.
- Park lighting maintenance standards.

Driving in Parks

This is often a topic where boards have strong opinions. Consider discussing:

- When is driving on grass permitted?
- Should staff use designated access routes whenever possible?
- Should utility vehicles be preferred over larger trucks?
- What areas should be considered "no-drive zones" (playgrounds, athletic fields, beaches, trails)?
- How close can vehicles get to playgrounds or active recreation areas?
- Procedures for repairing turf damage caused by maintenance vehicles.
- Expectations during special events and tournaments.
- Emergency access exceptions.

Park Inspections

- How often should every park be formally inspected?
- Should inspection reports be documented and retained?
- What items should be included in inspections?
 - Playground equipment
 - Trees
 - Buildings
 - Trails
 - Athletic facilities
 - Parking lots
 - Signage

Staffing and Service Levels

Given the seasonal staffing challenges the Parks Department has experienced, the Park Board may also want to discuss:

- What maintenance level is realistic with current staffing?
- What services may be reduced when staffing levels are low?
- Priorities during peak summer months.
- Use of seasonal employees and limitations of the 67-day employment rule.
- Whether additional budget resources are needed to meet expectations.

Questions for the Park Board

1. What maintenance items are most important to residents?
2. Are there areas where expectations exceed current staffing capacity?
3. Should service levels vary by park type?
4. Are there additional vehicle restrictions the Board would like to see?
5. Are there maintenance standards missing from the draft policy?
6. How should staff prioritize work when multiple issues arise simultaneously?

The maintenance policy should answer:

- What standard are we maintaining?
- What are staff expected to do?
- What level of service should residents expect?

The Park Board Priorities should answer:

- What are the Board's annual goals?
- What projects should receive attention and funding?
- What strategic direction should staff focus on?



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Award Quote for Lum Park Sidewalk Extension Project

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Paul Sandy, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Paul Sandy, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

To support the 2026 capital improvement plan, Park Board staff solicited quotes from two contractors for a proposed sidewalk extension at Lum Park: Knife Lake Concrete and Lind Masonry. Lind Masonry has an established history with the Park Board, and Knife Lake Concrete is currently active on several Public Works projects across the City.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Two contractors were contacted for quotes; however, only one submission was received. Lind Masonry quoted the project at \$23,852, while Knife Lake Concrete did not submit a bid.

RECOMMENDED ACTION/MOTION

Staff recommends awarding the Lum Park Sidewalk Extension contract to Lind Masonry for \$23,852.

FINANCIAL IMPACT

The Parks capital budget includes \$25,000 annually for ADA upgrades.

Lum Park Sidewalk Improvements



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

ArcGIS Web Map

Land Use Classification

- | | | | | | | |
|--------------------------------|-----------------------|--------------------------------------|------------------------|-------------------------|------------------------------|-----------------------|
| Agricultural/Forestry District | Commercial District 1 | Commercial/Heavy Industrial District | Rural Residential - 20 | Rural Residential - 5 | Rural Residential - 1 | Shoreland District |
| Airport District | Commercial District 2 | Commercial/Light Industrial District | Rural Residential - 10 | Rural Residential - 2.5 | Sensitive Shoreland District | Urban Growth District |
| | | | | | | Waterfront Commercial |



Date: 3/25/2026 Time: 3:32 PM

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

QUOTE

Lic#BC774073

City of Brainerd Parks and Recreation
 Lum Park
 Brainerd Mn

Quote # 0000764
Quote Date 06/17/2026

Item	Description	Unit Price	Quantity	Amount
	2800 sq ft of 4' sidewalk 145 sq ft of 6' sidewalk Truncated domes 22 sq ft 24' tear out and curb replace. Remove sod, prep area for sidewalk. Pour 4" thick with rebar grid, relief cuts and sealed. Fill in and taper edges with black dirt.	23852.00	1.00	23,852.00
<u>NOTES:</u> Thanks.				
			Subtotal	23,852.00
			Total	23,852.00
			Amount Paid	0.00
			Quote	\$23,852.00



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Discussion of Lum Park Shower and Restroom Building Remodel Project

AGENDA: Approve

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Paul Sandy, Public Works Director, **DEPARTMENT:** Public Works
Nick Broyles, City Administrator

PRESENTER: Paul Sandy, Public Works Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE

The 2027 approved Parks capital budget allocated \$110,000 for improvements to the Lum Park Shower Building. Over the past year, staff have been collaborating with Travis Miller of TWM Architecture to develop plans for a comprehensive renovation of the shower and restroom building.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The full proposed scope of work includes new painted exterior doors and an addition of two doors for the separate shower facilities, an exterior drinking fountain, partitioning of the shower area from the restroom space, interior painting with new restroom partitions, epoxy flooring throughout the facility, replacement of all existing fixtures, roofing improvements including new soffit, flashing, gutters, and caulking, exterior lighting at select entry points, and miscellaneous remodeling work. Completed drawings and a preliminary cost estimate are included in the packet for the Board's review.

TWM Architecture worked with Hy-Tec Construction to develop preliminary pricing for the full scope of work. The total estimated project cost is \$180,110.06 — approximately \$70,000 over the current budget allocation.

Based on conversations with staff, staff's project priorities have been organized into three tiers:

1. Interior painting, epoxy flooring, and separation of shower facilities with the two new exterior doors.
2. Painting of existing steel doors, soffit, fascia, and roofing.
3. Replacement of existing fixtures throughout the building and the remaining miscellaneous remodeling work.

Based on preliminary estimates, the current \$110,000 budget may be sufficient to complete Priority 1 items only. Staff is seeking direction from the Park Board regarding the Board's priorities for this remodel. In discussions with TWM Architecture and Hy-Tec Construction, to fit within the budget currently for the building, the following scope of work has been identified within the available \$110,000

budget. The estimated cost for the items outlined below is \$98,500, leaving approximately \$11,500 in contingency. This represents a preliminary budget figure only; formal hard bids will need to be solicited and received before any work is authorized.

Restroom/Shower Separation

- Cut and frame two new doorways; install doors and hardware
- Lay new block partition walls to define restroom spaces
- Cut concrete floor for new shower drain locations; patch concrete upon completion
- Sump concrete floor in shower areas and apply epoxy finish

Plumbing & Fixtures

- Install one new sink and one new shower in each new restroom
- Replace six fixtures in existing restrooms
- Replace existing drinking fountains

Mechanical & Electrical

- Install one exhaust fan in each new restroom with a shower
- Install surface-mounted lighting in new restrooms via new circuit and switch
- Existing restroom lighting to remain; no modifications to current fixtures

Finishes & Accessories

- Install four hand dryers, one per restroom
- Install new toilet accessories throughout
- Paint all interior surfaces, including doors and frames
- Apply epoxy floor finish throughout the full interior

Project Notes

- No exterior work is included in this scope
- Budget figures are preliminary; hard bids required before work is authorized

If the Board wishes to pursue the full scope of the project, staff recommends requesting that the City Council authorize an additional approximate \$80,000 from the Parks Long Term Maintenance Fund. If the Board's preference is to remain within the existing budget, staff requests that a clear priority list be established so the project scope can be refined accordingly and a more precise cost estimate obtained prior to soliciting contractor quotes.

RECOMMENDED ACTION/MOTION

Staff requests that the Board identify its priorities for the building renovation and establish a target

budget figure to guide the refinement of the project scope, cost estimates, and construction documents in coordination with TWM Architecture and Hy-Tec Construction.

FINANCIAL IMPACT

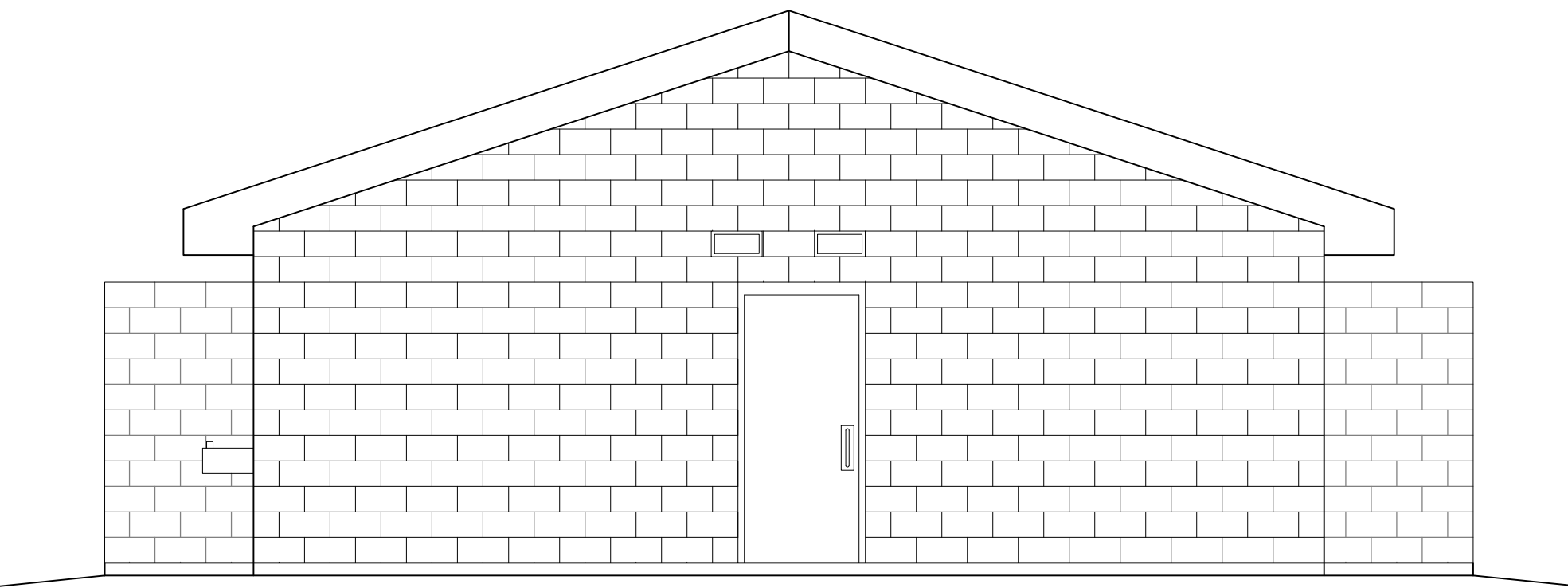
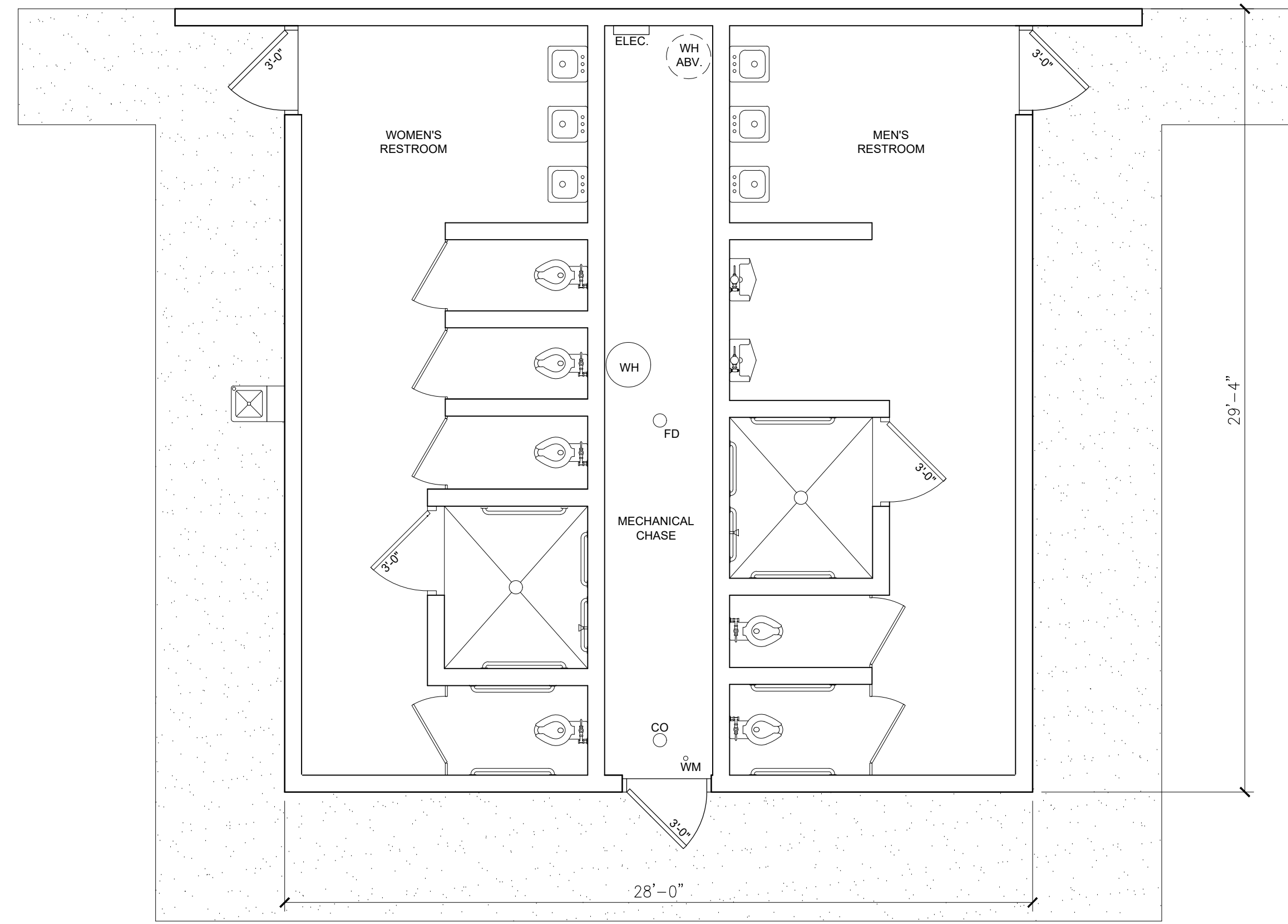
The Park Board budgeted \$110,000 in the 2027 capital budget for the remodel of the Lum Park shower and restroom building.

LUM PARK RESTROOM REMODEL BRAINERD, MN

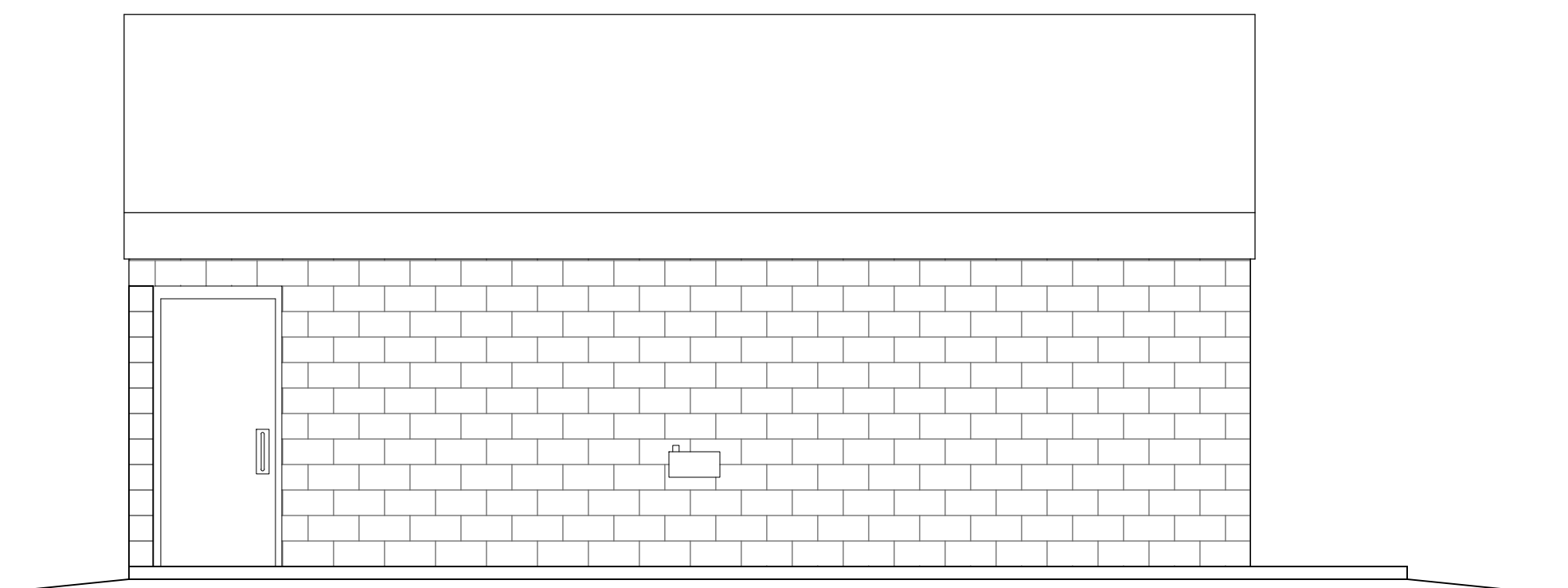
5-19-26

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

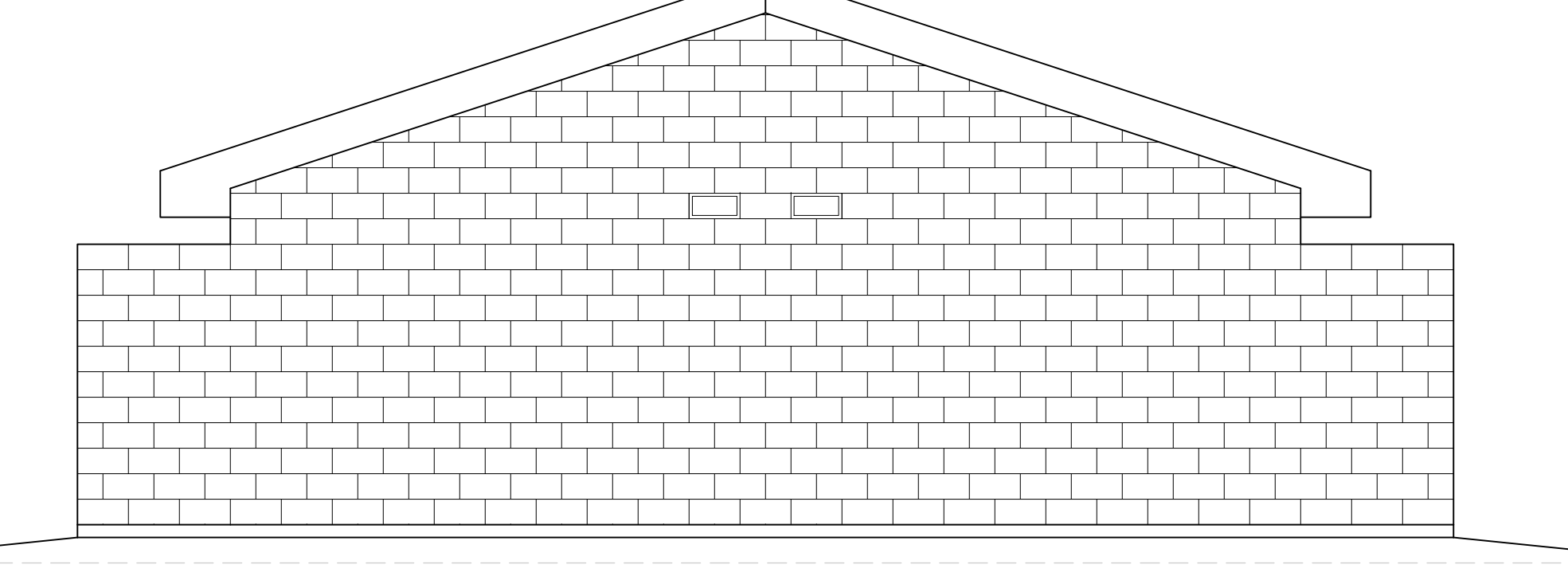
TRAVIS MILLER DATE: 4-17-24 LIC. # 45743



2 EXISTING SOUTH ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



3 EXISTING WEST ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER

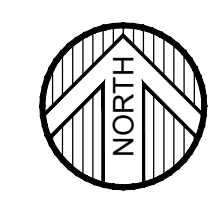


4 EXISTING NORTH ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER

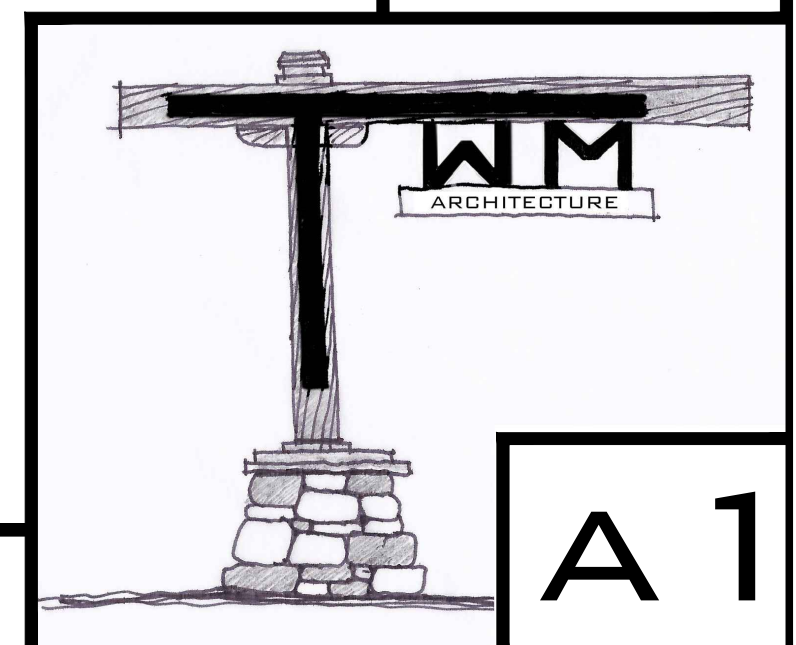


5 EXISTING EAST ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER

1 RESTROOM EXISTING PLAN
1/4" = 1'-0" ON 24 X 36 PAPER



**LUM PARK RESTROOM
REMODEL**
1619 NE, WASHINGTON STREET
BRAINERD, MN



A1

DRAWING INDEX

A1 - EXISTING PLANS & ELEVATIONS
A2 - DEMO PLANS & ELEVATIONS

A3 - FLOOR PLAN & FINISH SCHEDULE
A4 - ELEVATIONS

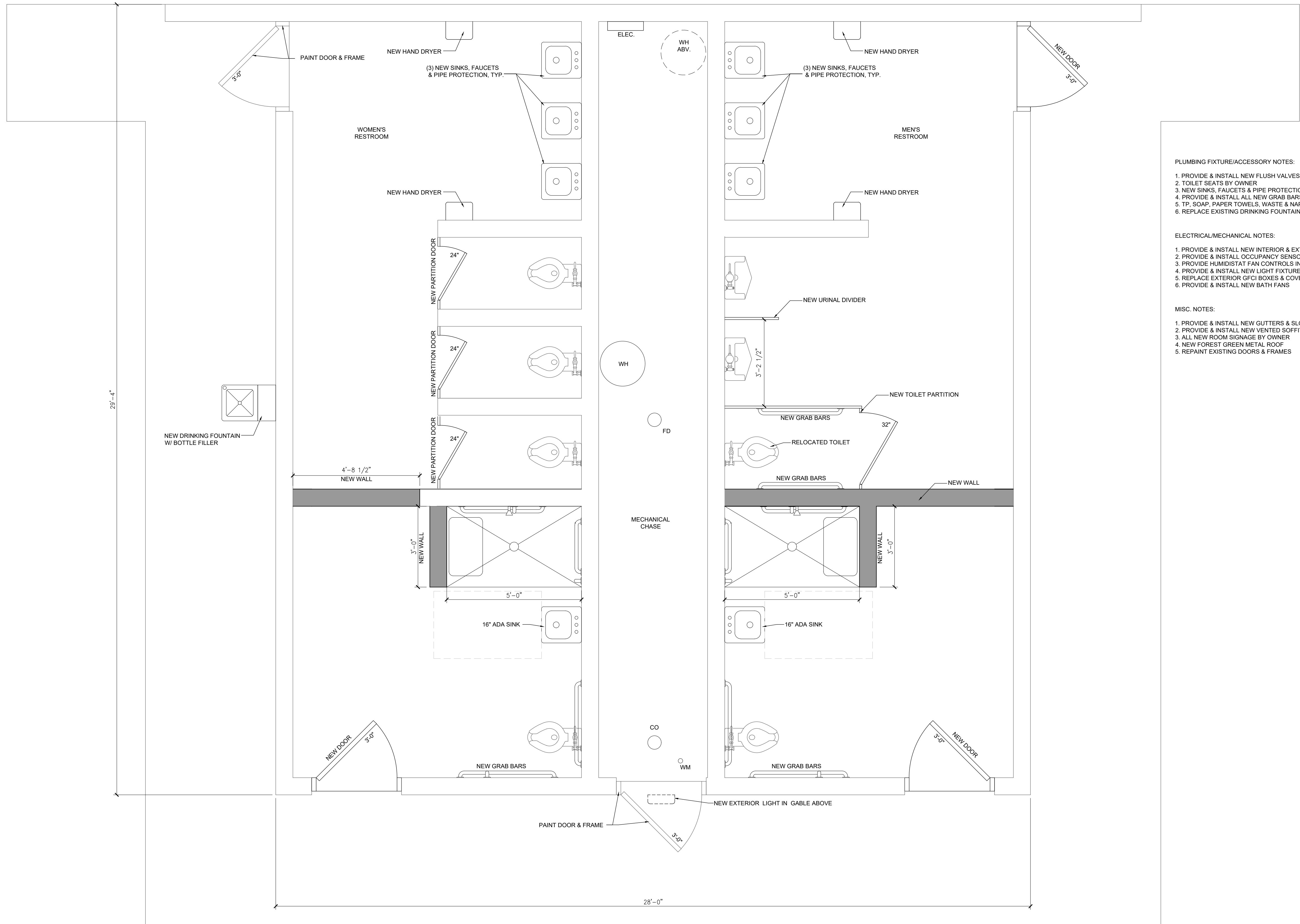
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

LIC. # 45743

DATE: 4-17-24

TRAVIS MILLER

LUM PARK RESTROOM REMODEL
1619 NE, WASHINGTON STREET
BRainerd, MN



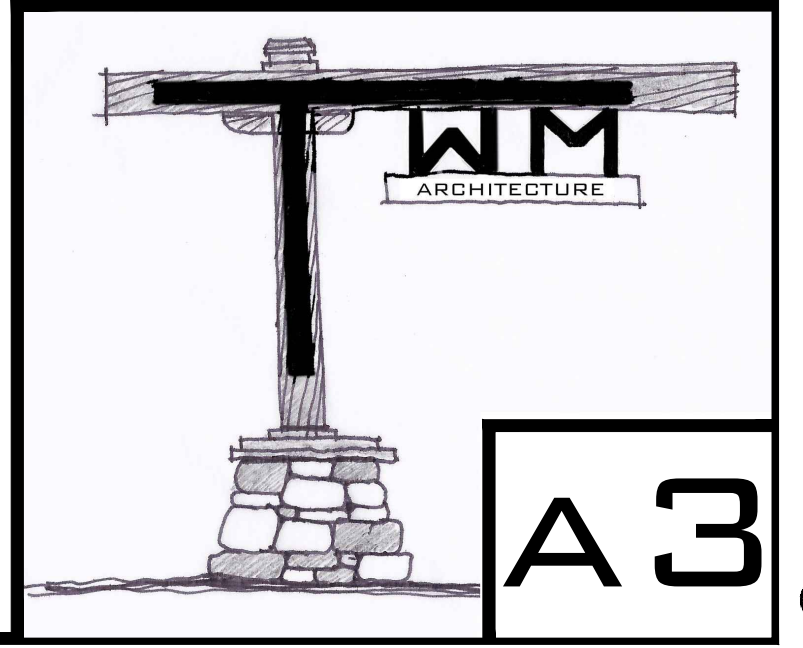
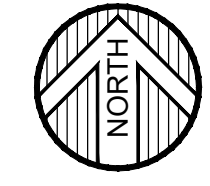
- PLUMBING FIXTURE/ACCESSORY NOTES:**
1. PROVIDE & INSTALL NEW FLUSH VALVES FOR EXISTING TOILETS/URINALS
 2. TOILET SEATS BY OWNER
 3. NEW SINKS, FAUCETS & PIPE PROTECTION @ ALL SINKS
 4. PROVIDE & INSTALL ALL NEW GRAB BARS
 5. TP, SOAP, PAPER TOWELS, WASTE & NAPKIN DISPOSAL BY OWNER
 6. REPLACE EXISTING DRINKING FOUNTAIN W/ NEW DRINKING FOUNTAIN/BOTTLE FILLER
- ELECTRICAL/MECHANICAL NOTES:**
1. PROVIDE & INSTALL NEW INTERIOR & EXTERIOR LIGHT FIXTURES
 2. PROVIDE & INSTALL OCCUPANCY SENSOR CONTROLS
 3. PROVIDE HUMIDISTAT FAN CONTROLS IN SHOWER ROOMS
 4. PROVIDE & INSTALL NEW LIGHT FIXTURE IN SOUTH GABLE
 5. REPLACE EXTERIOR GFCI BOXES & COVERS
 6. PROVIDE & INSTALL NEW BATH FANS
- MISC. NOTES:**
1. PROVIDE & INSTALL NEW GUTTERS & SLOPE TO LAKE SIDE
 2. PROVIDE & INSTALL NEW VENTED SOFFIT & FASCIA
 3. ALL NEW ROOM SIGNAGE BY OWNER
 4. NEW FOREST GREEN METAL ROOF
 5. REPAINT EXISTING DOORS & FRAMES

1 FLOOR PLAN
1/2" = 1'-0" ON 24 X 36 PAPER

ROOM NAME	FLOOR	BASE	WALLS								CEILING	COMMENTS	
			NORTH		EAST		SOUTH		WEST				
			MAT L	FINISH	MAT L	FINISH	MAT L	FINISH	MAT L	FINISH			
WOMEN'S RESTROOM	EPOXY	-	EX. CMU	PAINT	EX. CMU	PAINT	EX. CMU	PAINT	EX. CMU	PAINT	EX. GYP.	PAINT	
WOMEN'S ADA RESTROOM	EPOXY	-	EX. CMU	PAINT	EX. CMU	PAINT	EX. CMU	PAINT	EX. CMU	PAINT	EX. GYP.	PAINT	
MEN'S RESTROOM	EPOXY	-	EX. CMU	PAINT	EX. CMU	PAINT	EX. CMU	PAINT	EX. CMU	PAINT	EX. GYP.	PAINT	
MEN'S ADA RESTROOM	EPOXY	-	EX. CMU	PAINT	EX. CMU	PAINT	EX. CMU	PAINT	EX. CMU	PAINT	EX. GYP.	PAINT	

NOTES:
1. PAINT SHEEN TO BE SEMI-GLOSS, COLOR TO BE WHITE, VERIFY

ABBREVIATIONS:
CMU = CONCRETE MASONRY UNIT
EX. = EXISTING
GYP. = GYPSUM BOARD



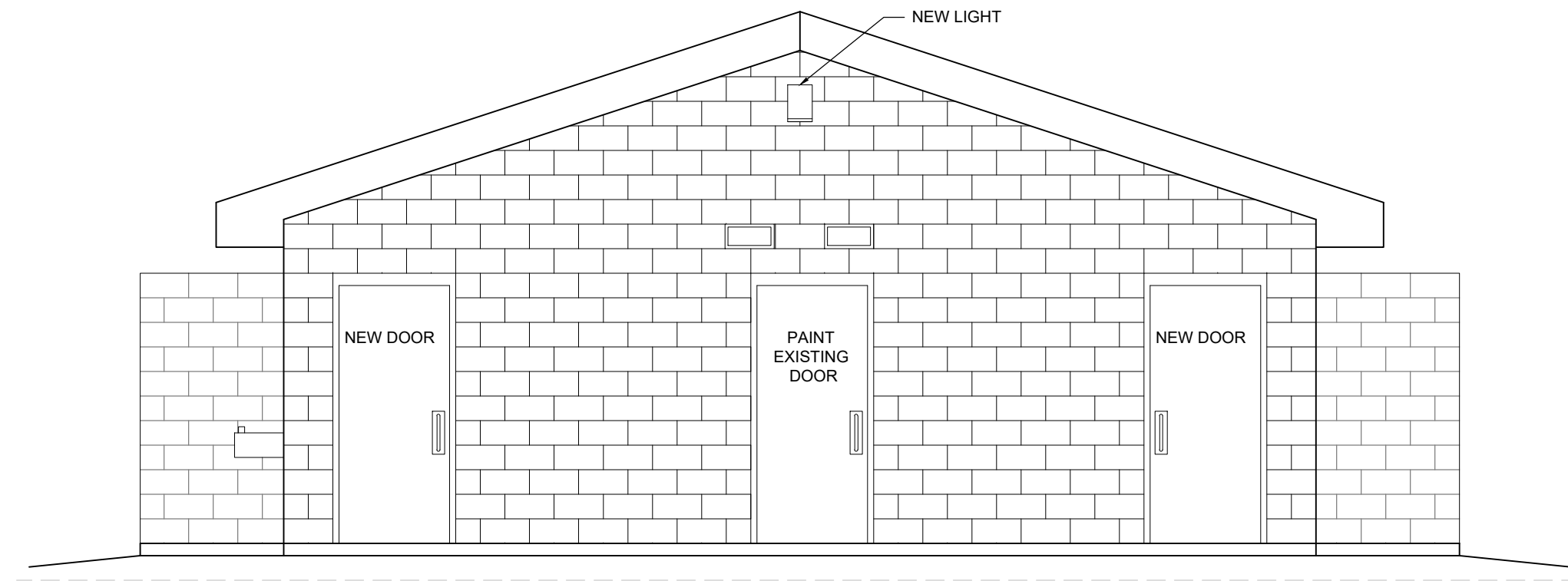
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

LIC. # 45743

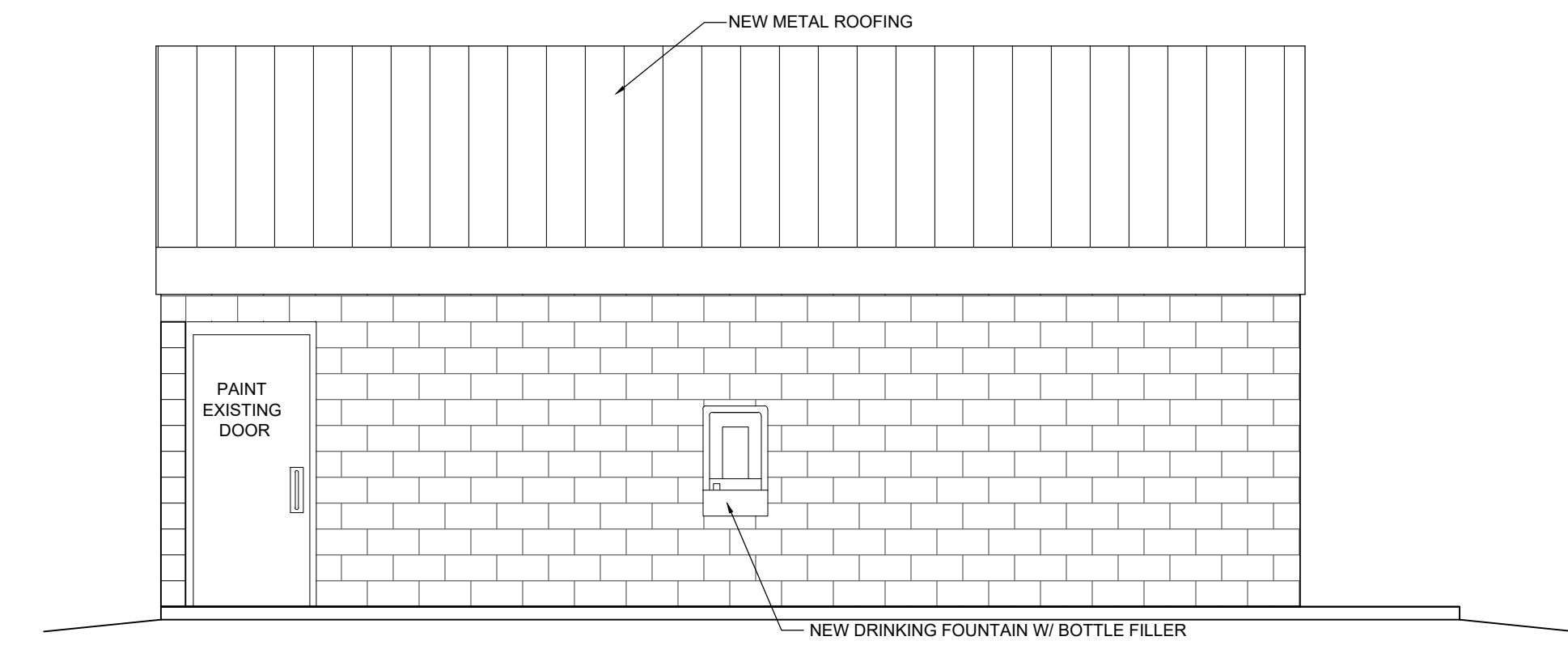
DATE: 4-17-24

TRAVIS MILLER

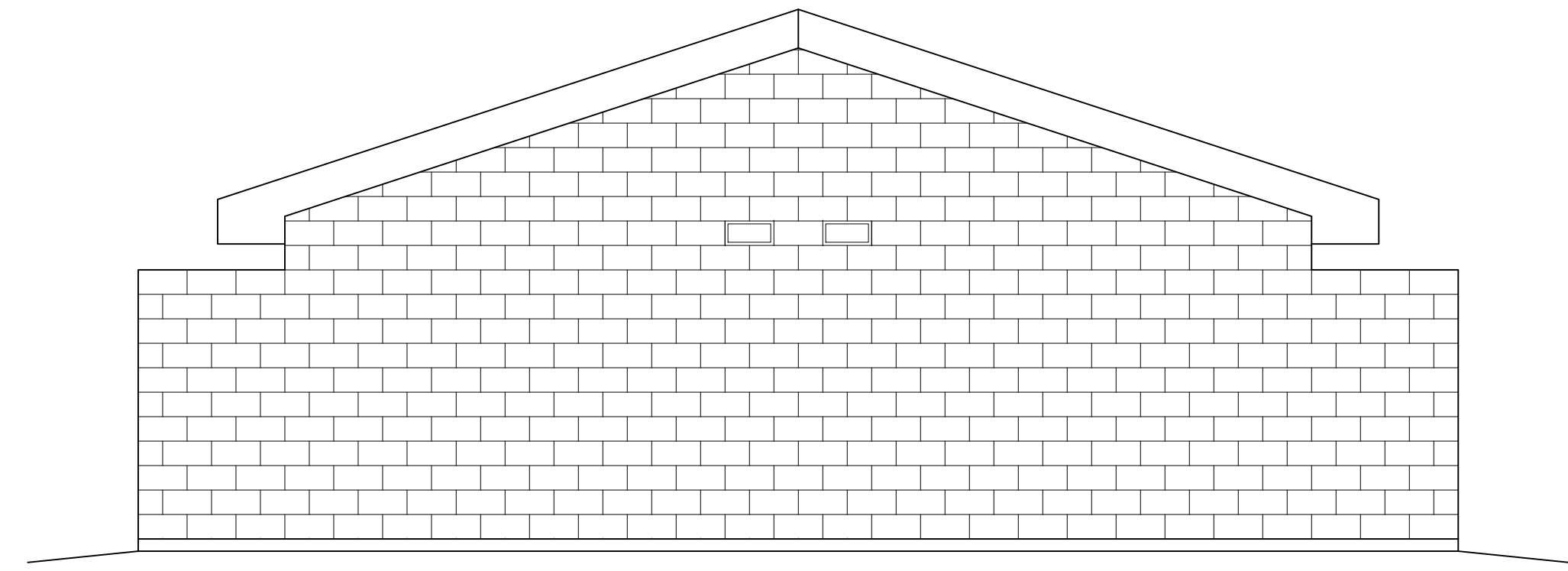
LUM PARK RESTROOM
REMODEL
1619 NE, WASHINGTON STREET
BRAINERD, MN



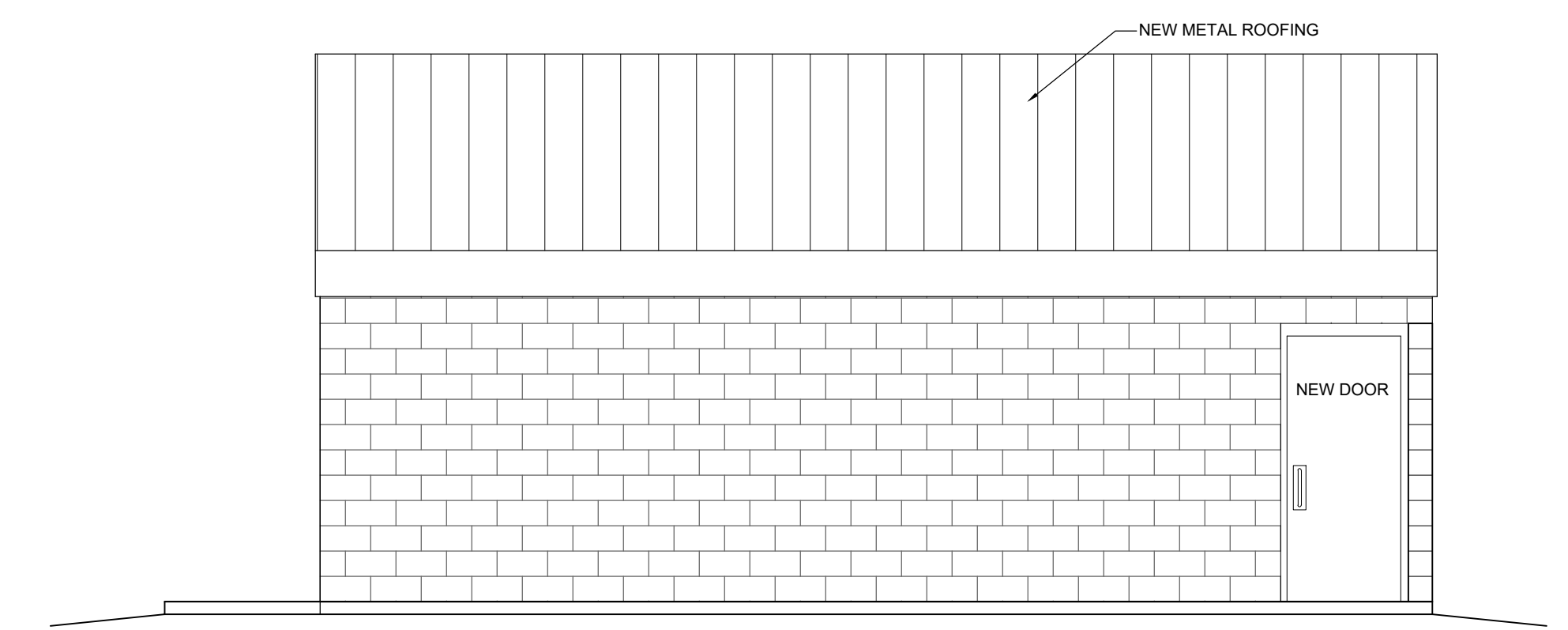
1 PROPOSED SOUTH ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



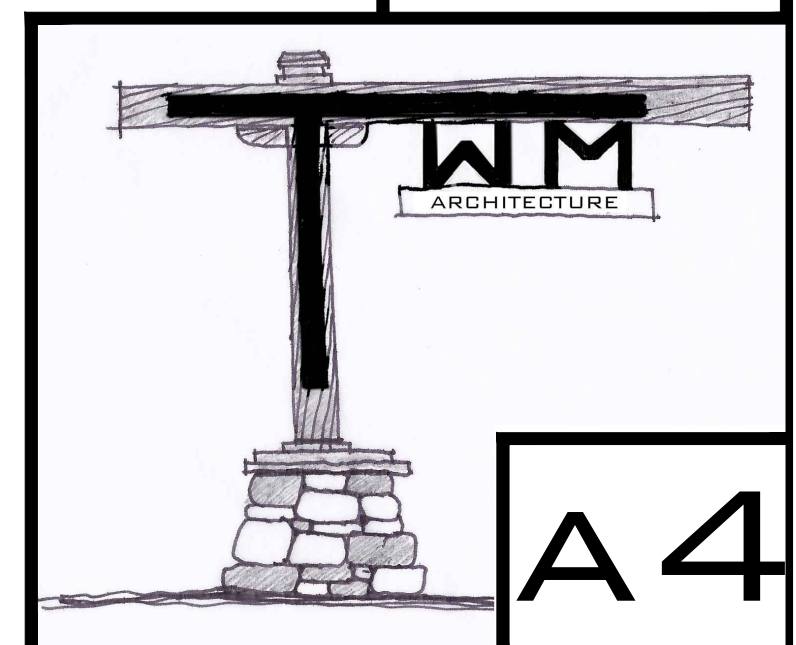
2 PROPOSED WEST ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



3 PROPOSED NORTH ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER



4 PROPOSED EAST ELEVATION
1/4" = 1'-0" ON 24 X 36 PAPER





SCHEDULE OF VALUES
for
City of Brainerd
Lum Park bathroom Budget
6/17/2026

Division	Description	Value	Total by Division	Cross Check	% of Base Bid
	<u>PROFESSIONAL SERVICES</u>				
	Sub-total Professional Services		\$0.00	\$0.00	0.00%
Div. 1	<u>GENERAL REQUIREMENTS</u>				
	Supervision	\$5,526.91			
	Safety	\$206.78			
	Cleanup & Dumpster	\$2,897.61			
	Misc. Consumables	\$882.20			
	Barriers	\$732.15			
	Permits & SAC/WAC (if applicable)	\$500.00			
	Mobilization, general equipment & gas	\$1,128.31			
	Sub-total General Requirements		\$11,873.96	\$11,873.96	6.59%
Div 2	<u>SITWORK</u>				
	Demolition	\$5,938.77			
	Sub-total Sitework		\$5,938.77	\$5,938.77	3.30%
Div 3	<u>CONCRETE</u>				
	Concrete Footings/Slabs	\$5,378.89			
	Sub-total Concrete		\$5,378.89	\$5,378.89	2.99%
Div 4	<u>MASONRY</u>				
	Masonry work	\$5,421.33			
	Sub-total Masonry		\$5,421.33	\$5,421.33	3.01%
Div 6	<u>CARPENTRY</u>				
	Rough Carpentry	\$1,798.15			
	Sub-total Carpentry		\$1,798.15	\$1,798.15	1.00%
Div 7	<u>THERMAL & MOISTURE PROTECTION</u>				
	Roofing/Flashing/Soffit/Gutter	\$24,642.55			
	Caulking	\$301.96			
	Sub-total Thermal & Moisture Protection		\$24,944.51	\$24,944.51	13.85%
Div 8	<u>DOORS & WINDOWS</u>				
	Doors/Frames/Hardware	\$14,573.87			
	Sub-total Doors & Windows		\$14,573.87	\$14,573.87	8.09%
Div 9	<u>FINISHES</u>				
	Gypsum Hanging/Taping/Texturing/Plaster/S	\$0.00			
	Painting	\$5,800.00			
	Epoxy Flooring	\$5,800.00			
	Sub-total Finishes		\$11,600.00	\$11,600.00	6.44%
Div 10	<u>SPECIALTIES</u>				
	Signage	\$761.64			
	Toilet Partitions	\$7,594.73			
	Bath Accessories	\$5,033.80			
	Sub-total Specialties		\$13,390.17	\$13,390.17	7.43%
Div 15	<u>MECHANICAL</u>				
	Plumbing	\$53,360.00			
	HVAC	\$5,220.00			
	Sub-total Mechanical		\$58,580.00	\$58,580.00	32.52%
Div 16	<u>ELECTRICAL</u>				
	Electrical	\$26,610.40			
	Sub-total Electrical		\$26,610.40	\$26,610.40	14.77%
	TOTAL BASE BID COST	\$180,110.06	\$180,110.06	\$180,110.06	100.00%



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Request for Consideration to Rebuild Memorial Park Picnic Shelter

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kayla Huether, Recreation Specialist

DEPARTMENT: Parks

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

The picnic shelter previously located at Memorial Park adjacent to the softball fields was demolished in the fall due to wear and tear throughout the years. Memorial Park is a highly utilized facility, particularly during the softball season, and the absence of the shelter reduces available shade and covered space for spectators and families. Several people have expressed interest in seeing the picnic shelter rebuilt and have inquired about future plans for the structure.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Rebuilding the picnic shelter would benefit a wide range of park users, including softball players, spectators, families, and community members attending events. The shelter provides protection from rain and sun, which is especially important given the limited shaded areas near the softball fields. It also offers a safe and accessible space for young children, elderly individuals, and others who may need a place to sit and to avoid foul balls.

Staff obtained estimates for reconstruction of the picnic shelter, with the lowest estimate received totaling \$14,000. Staff is seeking Park Board direction regarding funding for the project.

Funding Options for Consideration:

1. Add the picnic shelter reconstruction project to the Park Capital Improvement Plan and identify a future year for funding.
2. Utilize available Banner Program funds as a park improvement project to complete the reconstruction sooner.
3. Other ideas for funding?

RECOMMENDED ACTION/MOTION

Motion to approve the reconstruction of the picnic shelter and provide direction on a funding source for the project.

FINANCIAL IMPACT

See above.



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Discussion and Approval of New Parks and Recreation Newsletter

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Staff has developed a draft Parks & Recreation Newsletter to provide the Park Board with a comprehensive overview of department operations, maintenance activities, service requests, completed projects, recreation programming, permit activity, park board priorities, and ongoing maintenance needs. The newsletter is intended to improve communication, provide greater transparency regarding staff workload and accomplishments, and highlight both short-term and long-term priorities within the park system.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

- Review the draft newsletter format and content.
- Discuss whether additional information, statistics, projects, or updates should be included.
- Identify any sections that should be modified, expanded, condensed, or removed.
- Discuss the desired frequency of the newsletter (monthly, quarterly, seasonal, etc.).
- Determine whether the newsletter should be incorporated into monthly staff reports as a recurring communication tool for the Park Board.

RECOMMENDED ACTION/MOTION

Provide staff direction regarding newsletter content, frequency, and inclusion as part of future monthly staff reports.

FINANCIAL IMPACT

N/A



Newsletter

Brainerd Parks & Recreation

• 30 JUNE, 2026



Park Board Priorities

Daily Maintenance Priorities

Our parks crew focuses on the essential daily services that keep parks clean, safe, and enjoyable for the community:

1. Mowing and turf maintenance
2. Restroom cleaning and inspections
3. Trash and litter removal
4. Playground and park safety inspections
5. Irrigation monitoring
6. Splash Pad operations
7. Athletic field preparation
8. Equipment and facility maintenance
9. Tree and landscape care
10. Vandalism response and repairs

Short-Term Priorities (2026)

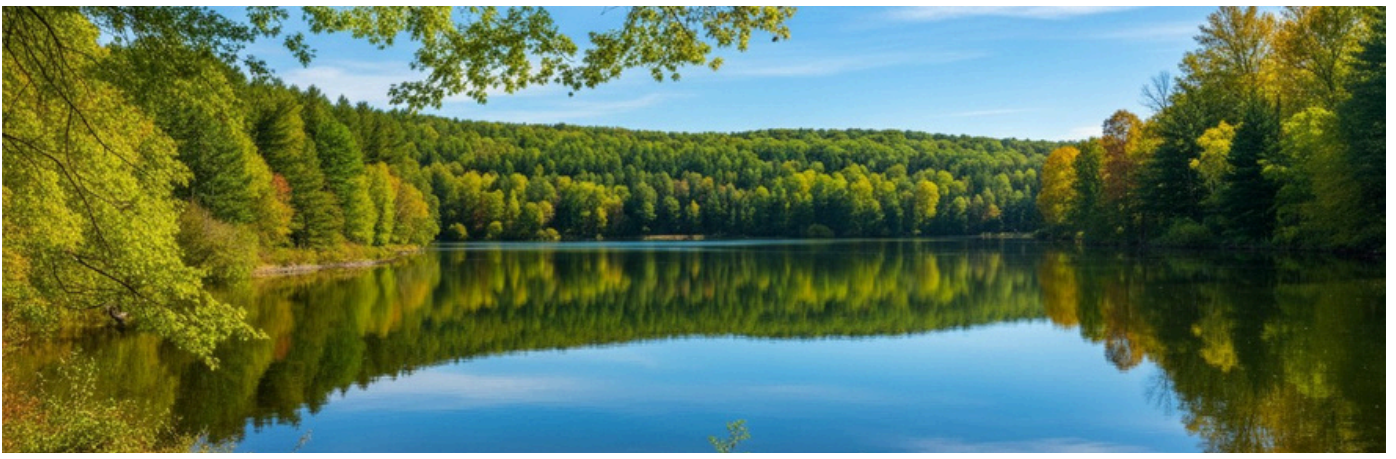
- Grass and turf management
- Restroom operations and seasonal maintenance
- Weed control and fertilization
- Playground inspections
- Equipment maintenance and replacement
- Procedure and SOP development
- Customer service improvements
- Beach maintenance and safety
- Youth and adult recreation programming
- Athletic field and court maintenance



Long-Term Priorities

- Tree placement and park beautification planning
- Memorial tree and bench program
- Downtown mulch and landscaping improvements
- Sustainability initiatives
- Capital Improvement Planning (CIP)
- Playground access and future playground development
- Asset protection and land-use planning
- Design standards for future park improvements
- Community partnerships
- Long-range park master planning

LOOKING AHEAD
 THE PARK BOARD CONTINUES TO FOCUS ON BALANCING DAILY PARK MAINTENANCE NEEDS WITH LONG-TERM INVESTMENTS THAT IMPROVE PARKS, TRAILS, ATHLETIC FACILITIES, AND RECREATIONAL OPPORTUNITIES THROUGHOUT THE COMMUNITY.



● 30 JUNE, 2026



Maintenance Daily Duties

- Jim and 1 temp mowing 8 hours daily, every day.
- Sam and 1 temp Southside ball field prep and maintenance.
- Scott and 1 temp, 5 days a week, Northside softball and baseball fields.
- Jason & Joe perform maintenance and repairs daily with anything park-related every day.
- Troy fills in where he can.

Maintenance Calls & Service Requests

May 22

- Gregory Park restrooms flooded and were temporarily closed.
- Portable restroom units were brought in to maintain service.
- Gregory Park Pavilion kitchenette renter was reimbursed \$16.19 due to restroom impacts.

May 23

- Staff spent approximately four hours disinfecting and cleaning Gregory Park restrooms following the flooding incident.

May 27

- Parks maintenance staff completed a four-hour repair after a garbage truck experienced a hydraulic hose failure

May 29

- Gregory Park restrooms flooded a second time and were temporarily closed.
- Portable restroom units were brought in again.
- Staff communicated directly with pavilion renters regarding the restroom closure and water issues.
- Main park mower experienced a breakdown. A loaner mower was obtained; however, the smaller mower increased mowing times and reduced efficiency.

May 30

- On-call staff responded to a pavilion rental request regarding access to the kitchenette after prior communication that the water service was unavailable.
- On-call staff responded to inquiries regarding additional garbage receptacles requested through the event permit process.

June 1

- Public Works, Streets & Utilities, Brainerd Public Utilities, and sewer crews began a sewer reconstruction project involving excavation of a seven-foot-deep sanitary sewer line.



- Restroom epoxy flooring projects began at Jaycees Park and Kiwanis Park. Portable restroom units were placed on-site while facilities were temporarily closed.
- Gregory Park hydroseeding irrigation continued with additional hose purchases and daily watering operations.
- Staff responded to a report of low water pressure at the Splash Pad. Investigation determined the issue was related to nearby hydrant flushing and not the Splash Pad system.
- Downtown planter and hanging basket watering operations began.
- Campground Site #22 reported a failing 20-amp electrical breaker requiring maintenance.
- Jaycees Park restroom vandalism resulted in a damaged stall door requiring repairs.

June 2

- Staff removed and relocated a damaged picnic table from Gregory Park. Due to the table's weight, it was dismantled and removed in sections.

June 3

- Gregory Park caution tape surrounding construction and repair areas was repeatedly removed, requiring daily replacement by staff.

- After restroom cleaning was completed at Gregory Park, vandalism resulted in a toilet paper dispenser being torn from the wall.
- Lum Park restroom vandalism was reported, including graffiti and explicit language written on facility walls.

June 4

- Lum Park: Removed and addressed a tree issue within the park to maintain safety and overall park conditions.
- Historical Sign Project: Parks staff fabricated and assembled six sets of custom brackets and poles for the installation of historical signs throughout the community.
- Equipment Maintenance: The primary 72-inch mower experienced a mechanical breakdown. Staff transitioned to a backup riding mower to minimize disruptions to the mowing schedule.
- Roundabout Maintenance: Parks staff temporarily shifted resources from park mowing operations to complete landscape maintenance and upkeep of the 6th Street roundabouts.
- Shut down Kiwanis restrooms, starting epoxy installation.
- Broken picnic table at campground
- Vandalism, ripped the gate off at JCP
- Lock box left open at JCP, keys for the park are missing.



June 8

- Removed a picnic table and a full garbage container that had been placed on top of a park garbage enclosure roof.
- Removed a picnic table that had been relocated to the middle of a baseball field and completed a field inspection following the incident.
- Continued monitoring and responding to vandalism-related maintenance issues throughout the park system.
- Responded to a fallen tree at Lum Park Campground that damaged a picnic table. Staff cleared the debris and evaluated the site for safety and necessary repairs
- Clearing area for Bane Park sign

June 9

- Identified mechanical issues with the mower trailer. Repairs are being scheduled to restore the equipment to service and support ongoing maintenance operations.
- Removed a dead tree at Lum Park as part of ongoing tree management and park safety efforts.
- Repaired the water bottle filling station at Gregory Park. The unit is fully operational and available for public use.

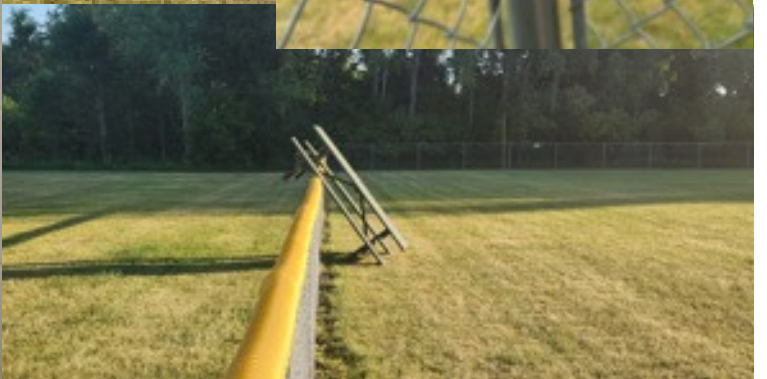
- Responded to a restroom vandalism incident involving a full roll of toilet paper being unrolled and disposed of in the restroom. Staff completed cleanup and restocked supplies to maintain service levels.





Gregory Park Sewer Repair









Campground Permits

The Parks & Recreation Department issued 32 campground permits for the month of May.

Field & Courts Permits

The Parks & Recreation Department conducted 248 field and court permits.

Pavilion Permits

The Parks & Recreation Department conducted 248 field and court permits.

Pavilion Permits

The Parks & Recreation Department conducted 26 pavilion permits.

Park Youth Programming

- Community Education
 1. Tennis
 2. Mustang Baseball (ages 9-10)
 3. Senior Slowpitch Softball (grades 7+)
 4. Miracle League (ages 5-11)
 5. Miracle League (ages 12+)
- Brainerd YMCA
 6. Golf (New)
 7. Basketball
 8. TBall
 9. Soccer
 10. Flag Football
- Lakes Area Youth Soccer Association
- Brainerd Baxter Baseball Association

Maintenance Backlog

- Memorial bench installations are currently behind schedule. Staff are actively working to find time to complete the remaining installations while maintaining daily park operations and responding to service requests.
- Firewood preparation for Lum Park Campground remains a priority. Staff is working to find time to cut and split wood while balancing ongoing seasonal maintenance demands throughout the park system.
- Staff are working to find time to pump down the Memorial Park holding pond
- Install new park signs at Bane Park, Hitch Wayne Park, and Jaycees Park
- Prepare concession stand facilities for upcoming epoxy floor applications.

Park Board Tasks

- Hydroseeding Project: Completed hydroseeding operations in designated areas and conducted daily watering to promote seed establishment and healthy turf growth.
- Weed and Feed Program: Completed weed and feed applications at the following park locations:
 - Bane Park – Both Athletic Fields
 - Buffalo Hills Park – Both Athletic Fields
 - Jaycees Park – Three Athletic Fields
 - Lyman P. White Park
 - Lum Park
 - Mills Field



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Discussion on Pollinator Garden at Rotary Park

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

The Rotary Club has reached out to the City staff to inquire whether the Park Board would be interested in exploring the development of a pollinator garden at Rotary Park. The proposed location would be approximately 180 square feet, situated between the parking lot and the river.

At this time, no formal proposal or design has been developed. Before additional planning efforts are undertaken, staff is seeking feedback from the Park Board regarding its level of interest in pursuing this concept.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Discussion Points:

- General interest in establishing a pollinator garden at Rotary Park.
- Potential benefits including pollinator habitat, environmental education, beautification, and community partnerships.
- Consideration of maintenance responsibilities and long-term upkeep.
- Direction to staff regarding whether to continue discussions with the Rotary Club and develop a more detailed proposal.

RECOMMENDED ACTION/MOTION

Provide feedback and direction to staff regarding the Park Board's interest in a pollinator garden at Rotary Park and whether a formal proposal should be developed for future consideration.

FINANCIAL IMPACT

N/A



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Discussion of Special Event Policy

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: James Kramvik, Community Development Director, Nick Broyles, City Administrator

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 15 min

SUMMARY OF ISSUE

City Council will hold a public hearing and consider Special Event Ordinance 1604 at their July 6th meeting. The Special Event process is not codified in City Code, which makes it difficult for staff to require and enforce a special event application. The proposed ordinance defines a special event and requires those holding special events to apply for and have a special event permit prior to holding an event.

The penalty for violating the ordinance is a misdemeanor and has been reviewed by the City's prosecuting attorney.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The proposed ordinance includes a line in Section 835.09 that states, "the applicant is responsible for enforcing and following all City Ordinances, Park Regulations, and Special Event Policies."

The Special Event Ordinance as drafted requires a special event permit and would be enforceable if passed by City Council. The special event policy allows for more detail and any additional requirements and, based on Section 835.09 would also be enforceable under City Code.

Staff has provided a draft policy for Park Board to consider. Staff is seeking direction for the proposed policy from the Park Board.

Note: The Special Event Policy will be divided into separate sections for both parks and streets. The Safety and Public Works Committee will work on the streets section of the policy.

RECOMMENDED ACTION/MOTION

Review the proposed draft language for the Special Event Policy and provide direction to staff.

FINANCIAL IMPACT

N/A

City of Brainerd Public Services Department

Special Event Policy

Purpose

The purpose of the special event policy is to establish clear procedures for organizers using public property or city services. This policy ensures all events protect the health, safety and welfare of the community while managing traffic and city resources effectively.

Park Special Event Policies

Event organizers are required to obtain a special event permit subject to the Special Event Section of the City Code.

Insurance

The event organizer shall meet all requirements for commercial general liability insurance in the Special Event Section of the City Code. Events of the following size and characteristics require the following minimum commercial general liability insurance:

- Events under (100) guests do not require insurance
- Events over (100) guests or those utilizing the stage at Lyman P. White Park, those with additional structures, or those with food vendors require \$250,000 in commercial general liability insurance.
- Events over (250) guests require \$500,000 in commercial general liability insurance.
- Events over (500) guests require \$1,000,000 in commercial general liability insurance.
- The Park Board, at its discretion, may increase or decrease the liability insurance for any special event.

Certificate of insurance must be provided to the City (10) days prior to the event.

Deposit

The applicant shall submit a cleaning deposit with their application for the following special events:

- Events renting indoor facilities shall submit a \$100 deposit per structure.
- Events over (500) guests shall submit a \$250 deposit for the park.
- The Park Board, at its discretion, may increase or decrease the deposit for any special event.

Park staff will inspect the facility or park the next working day. Staff hours will be tracked for any cleaning required because of the special event.

Deposits will not be cashed unless there is a cleaning issue determined by staff.

Deposits will be returned promptly if there are no issues.

Restrooms

Events that are over 2 hours in duration require nearby restroom facilities. Restroom facilities are required for the following event size(s):

- One portable restroom facility or park restroom stall is required for every (100) guests.
- Events under (100) guests require one restroom facility.

Event organizers are responsible for providing additional portable restroom facilities.

Location and delivery/ pickup of the portable restroom facilities must be approved by staff prior to the event.

Garbage

Events over two hundred (200) guests require additional garbage containers provided by the event organizer. Staff will determine the amount of additional garbage containers based on the event characteristics.

Food Vendors

Food vendors selling items that are prepackaged from a commercial retail store or wholesale food distributor do not require city licensing. The vendor shall ensure that they meet all State Licensing requirements.

The event organizer or the food vendor preparing food or catered food for the public must submit the proper State License to the City prior to the event. The license must be accepted and confirmed by staff. The food vendor shall not operate if they fail to submit the proper license to the City.

Food trucks must be licensed by the City and Inspected by the Fire Department prior to the event. The food truck shall not operate at the event without a City food truck license.

Structures

All structures for the event must be listed in the application along with its dimensions.

A drawing must be submitted along with the application for placement of structures.

The application must indicate how the structure will be secure(d).

Structures must be approved by the City prior to the event.

Portable canopies 12x12 or under are not required to be listed.

Alcohol

Alcohol sales and use are regulated in City Code.

Special Event Agreement

The Park Board, at its discretion, may require a special event agreement.

Policy Review

This policy shall be reviewed periodically by the Park Board and City staff to ensure the requirements meet community needs.

**ORDINANCE
NO. 1604**

**AN ORDINANCE AMENDING CHAPTER 8 – STREETS, ALLEYS, PUBLIC WAYS AND
GOUNDS OF THE CITY CODE OF
THE CITY OF BRAINERD**

WHEREAS, a public hearing was held by the City Council, on July 6th, 2026

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Brainerd, Minnesota,
as follows:

SECTION ONE: Purpose

The purpose of this Ordinance is to regulate large public gatherings to protect public health, safety, and welfare of the community. It provides a formal permit system that manages the time, place, and manner of events while coordinating necessary city services like traffic control, sanitation, and emergency response.

SECTION TWO: Chapter 8 - Streets, Alleys, Public Ways & Grounds of the City Code is hereby amended by adding the following Section:

Section 835 – Special Events

835.01 Definitions. For purposes of this Section the term “Special Event” means an organized event, gathering, or activity, held on public property, including public streets, sidewalks, walkways, alleys, right-of-way, parks, or any other publicly owned property, which interferes with normal vehicular or pedestrian traffic, or involves fifty (50) or more participants, or amplified sound, or the sale of food or beverages, or the addition of temporary structures, or requires the use of City services. Examples include, but are not limited to: Parade, Community Festival, Run/Walk Event, Sporting Event, and a Public Assembly.

835.03 Permit Requirement. Any person or organization desiring to conduct or sponsor a special event in the City shall first obtain a special event permit from the City and are subject to the following provision:

- a) Requests are accepted on a first-come, first-served basis.
- b) The submittal of an application does not guarantee permission to conduct the planned event.
- c) All applications are subject to review and approval by the City.

835.05 Permit Applications. Application for a permit shall contain, and will be considered complete only upon compliance with the requirements of the following provisions:

- a) Submission of a completed permit application form, including all required attachments.

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

- a) The Applicant shall provide insurance which indemnifies the City of Brainerd and its elected and/or appointed officials, agents, and authorized volunteers from and against any and all claims, actions, suits, proceedings, costs, expenses, damages, obligations, penalties, injuries, and liabilities (including, without limitation, reasonable court costs, attorney's fees, and the cost of appellate proceedings) arising in connection with the proposed uses in amounts of at a minimum of \$1,000,000 in commercial general liability insurance.
- b) Insurance shall cover liability for injury, death and property damage including coverage for alcohol related claims if alcohol will be served.
- c) Applicant's insurance shall be primary.
- d) The policy shall name the City of Brainerd as an additional insured "as their interest may appear". The name, date and location of event shall be listed under "Description of Operations".
- e) The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- f) At least ten (10) days prior to the event, the Applicant must provide a Certificate of Insurance showing the required coverage to the City.

835.09 Issuance of Permit; Conditions. The City may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety and welfare of the public or public property. In addition, the applicant shall agree to the following provisions:

- a) The Applicant must take all reasonable safety precautions during the event. If canceling or postponing your event, the applicant must notify the City of Brainerd in advance of the original event date.
- b) The Applicant is responsible for enforcing and following all City Ordinances, Park Regulations, and Special Event Policies.
- c) The City of Brainerd may require a security deposit for a special event. Permits for the event will not be issued until the full security deposit is paid.
- c) The Applicant is responsible for cleaning up and disposing of garbage at the event's conclusion. City of Brainerd personnel will inspect the areas after the event. Any costs for repair or clean-up in excess of your deposit will be billed to the individual and/or group who reserved the facility. The sponsoring group and/or applicant are responsible for any damage or accidents that may occur in connection with the event. Deposit is refundable only by recommendation of City Staff.

835.11 Criminal Penalty. Subdivision 1. Any violation of this section by the event organizer is deemed a misdemeanor, as defined in Minnesota Statute §609.02, subd. 3, currently a crime for which a sentence of not more than 90 days or a fine of not more than \$1,000, or both, may be imposed.

Subd. 2. No person may be prosecuted under this chapter unless the person has been warned that their conduct is a violation of this section, subject to criminal prosecution. An individual who has been warned and then relocates to another space that a reasonable person would understand is also covered by this section is not entitled to a new warning.

SECTION THREE: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2026

MIKE O'DAY
President of the Council

Approved this _____ day of _____, 2026

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published: One Time – _____



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Formation of a Skate Park Project Management Team (PMT)

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Parks

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

To help guide the development of the skate park project, the city recommends that the Park Board consider forming a Project Management Team (PMT). The purpose of the PMT would be to provide focused oversight, facilitate communication among stakeholders, and assist with moving the project forward between Park Board meetings.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS It is recommended that the Project Management Team consists of:

- Two Park Board members
- Jake Rennaker, representing the Lakes Area Skatepark Association
- One or two additional individuals involved with the skate park project (as determined by the Park Board)

The PMT would work collaboratively with staff and project partners to review project updates, discuss design and construction considerations, coordinate stakeholder input, and bring recommendations back to the full Park Board for discussion and action as appropriate.

RECOMMENDED ACTION/MOTION

Discuss the formation of a Skate Park Project Management Team (PMT) and provide direction to staff on moving forward.

FINANCIAL IMPACT

N/A



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Approval Garlic Mustard Management at Mississippi Landing

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Great River Greening contacted staff regarding a developing garlic mustard infestation at the Mississippi Landing (Evergreen Boat Launch). Garlic mustard is a non-native invasive plant species that can rapidly spread and overtake native woodland vegetation if not addressed early. While still relatively rare in the Brainerd Lakes Area, experts indicate that populations can expand quickly if left unmanaged.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Great River Greening is currently managing garlic mustard at Rotary Park and has offered to include Mississippi Landing in its invasive species management efforts. The organization intends to seek State Outdoor Heritage Funds to implement treatment over the next two to three years using OHF funding as allows. Proposed management methods include hand-pulling, cutting, torching, and targeted herbicide applications during the spring and fall treatment seasons.

There is no cost to the City for participation in this program. This partnership provides an opportunity to proactively manage an invasive species while utilizing outside funding and technical expertise to protect the natural resources at Mississippi Landing.

RECOMMENDED ACTION/MOTION

Motion to authorize Great River Greening for the removal of garlic mustard at Mississippi Landing (Evergreen Boat Launch) and authorize staff to coordinate the project and execute any necessary agreements related to the grant-funded invasive species management program.

FINANCIAL IMPACT

N/A



Park Board Agenda Request

MEETING DATE: June 30, 2026

TITLE OF ITEM: Lyman P. White Park Vehicle Access in the Center Circle

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

Staff have identified the need to review vehicle access within the center circle at Lyman P. White Park. Currently, the City's park reservation waiver and General Park Rules prohibit driving and parking on grass but do not specifically address vehicle access or parking within the center circle or other paved areas of the park. As the use of the parks evolved over the past couple of years, questions have arisen regarding whether current practices and expectations are adequately communicated to event organizers.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Review the current reservation language, City website information, and park rules related to vehicle access at Lyman P. White Park. Staff is seeking Park Board direction on whether the existing language is sufficient or if revisions should be made to better define where vehicles are permitted during events.

Potential discussion topics include:

- Allowing vehicle access to the center circle only for loading and unloading, with vehicles removed immediately afterward.
- Prohibiting routine vehicle parking in the center court except for City-authorized or emergency vehicles.
- Establishing designated parking or staging areas for food trucks, vendors, and event support vehicles.
- Updating the reservation waiver, City website, and event information to clearly communicate vehicle access and parking expectations.

A copy of waiver information that is attached to the permit with the General Park Rules at Lyman P. White Park with a photo for reference.

RECOMMENDED ACTION/MOTION

Staff is requesting Park Board guidance on the preferred policy direction before drafting updates to the reservation documents and park rules.

FINANCIAL IMPACT

N/A

Amphitheater Rental:

Reservation requests will be accepted online, beginning the first business day in January each calendar year. Individuals and groups may request exclusive use of city facilities. Rental fees will apply. *Routine requests will be approved by staff.*

Requests for larger special events:

Requests or events involving amplified sound, special considerations, outside vendors, exceptions to city ordinances or department policies, involve safety concerns, or that exceed standard capacities will require Park Board approval. The Park Board meets the fourth Tuesday of each month, so event organizers need to plan accordingly. Event planners are encouraged to submit their applications as early as possible.

All special events and festivals that require significant logistics planning between City departments or are requesting a street closure must submit this application at least thirty (30) days prior to the event. City Council must approve all street closure requests, and additional licenses and permits may also be required.

Upon approval, a use permit will be sent to the requestor. Rental fees must be paid at time of reservation. The City of Brainerd reserves the right to cancel any reservation. Staff may attempt to contact the customer to confirm the reservation if necessary.

Cancellation and refund policy for Park Facility Rentals effective January 1, 2023:

Full advance payment is required for all reservations.

Refund of rental fee less a \$10 Administration Fee for cancellations received at least 30 days in advance.

No refund for cancellations received less than 30 days in advance.

Rental fees are not refundable due to inclement weather.

General Park Rules Apply and in Addition:

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

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

The consumption and sale of alcoholic beverages is prohibited at this park during organized youth events.

Alcohol sale and consumption in parks is regulated by City Code 1200.17.





RECREATION REPORT

- Registration open for fall leagues
 - Kickball
 - MS2 Softball
 - MS1 Softball (Women's as a backup)
 - Coed Softball
 - Competitive Pickleball
 - Recreational Pickleball
- Registration open for end of summer softball tournament
- Concessions (Memorial, Bane, Jaycees)
- Summer leagues
- Movies in the Park July 1st: National Treasure

PARKS MAINTENANCE REPORT

- Planting & watering grass
- Put up 3 park signs & landscaped
- Pressure washing
- Mowing and garbage
- Watering downtown flowers
- Preparing for 4th of July
- Removing miscellaneous graffiti
- Ball field & tournament maintenance
- Tree trimming
- Weeding & weed whipping
- Stump grinding

Movies in the Park Summary – Friday, June 5

Movie: *Honey, I Shrunk the Kids*

Event Summary: Rain moved through before the movie began but cleared up in time for the showing. It was a damp evening with temperatures in the upper 60s and little to no wind, making for comfortable viewing conditions despite the wet ground.

A total of 77 attendees came out to enjoy *Honey, I Shrunk the Kids*, with Passport providing a food table for guests.



The poster features a central image of a man wearing a white helmet and glasses, looking upwards. Above him is a film strip with three frames: the first shows the movie title "HONEY, I SHRUNK THE KIDS", the second shows a close-up of the man's face, and the third shows a group of people. Above the film strip are a large bucket of popcorn with the Brainerd logo, a red and white striped cup with a straw, and a red envelope. The background is dark with two spotlights shining down. At the bottom, there is a white box with red and black text.

MOVIE IN THE PARK

FRIDAY JUNE 5TH ★ 9:00PM ★ FREE TO ATTEND!

★ LYMAN P. WHITE AMPHITHEATER | 484 E RIVER RD, BRAINERD, MN 56401

FOOD TRUCK AVAILABLE 🍷 POPCORN BY BRAINERD PARKS & REC*

SWANK MOTION PICTURES, INC. *FOR ADDITIONAL COST, WHILE SUPPLIES LASTS





MOVIE IN THE PARK

WEDNESDAY JULY 1ST ★ 9:00PM ★ FREE TO ATTEND!



LYMAN P. WHITE
AMPHITHEATER

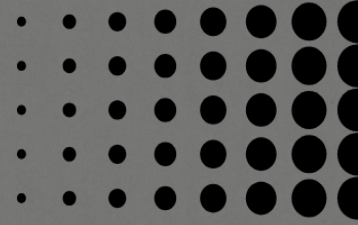


484 E RIVER RD,
BRainerD, MN 56401

FOOD TRUCK AVAILABLE 🍷 POPCORN BY BRAINERD PARKS & REC*

SWANK
MOTION PICTURES, INC.

*FOR ADDITIONAL COST, WHILE SUPPLIES LASTS



Brainerd Parks and Recreation Adult Fall Kickball League at Memorial Park

Registration is now open. You can register one of three ways:

- By Phone: 218-828-2320
- In Person: City Hall, 501 Laurel St., Brainerd, MN 56401
- Online: Register:

Games are played Monday evenings. End of August to beginning of October

Cost is \$350

Deadline to register a team is August 3, 2026





Attention fall softball teams:
Early registration for returning teams begins now.

Tuesday's-Men's MS2, Wednesday's MS1, Thursday's Coed.

You can register one of three ways: By phone: 218-828-2320, In person: City Hall, 501 Laurel St. Brainerd, MN 56401, Online.

New team sign-ups begin July 7th.
Final deadline to register is August 3rd.
Maximum of 9 teams per division.
Cost is \$350.

The season kicks off in late August once summer ball wraps up
and league ends early October!





**End of Summer Coed Softball Tournament
at Memorial Park
Theme for 2026:
A Day at the Beach
Date: August 29, 2026**





End of Summer Coed Softball Tournament
at Memorial Park
Theme for 2026:
A Day at the Beach
Date: August 29, 2026



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

Location: Memorial Park Pickleball Courts
1700 Mill Ave



Tuesday Competitive/Advanced league:

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

*Competitive/Advanced League (3.5 & higher Ratings): Geared towards more experienced players and a higher level of play.

Cost: \$40/team (\$20/person)

Sign up as a team

of Teams: Minimum 8 teams, Maximum 16

Season: End of August to early October. Begins once summer league concludes

Deadline to Register: August 3

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

Thursday Recreational League:

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

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

Cost: \$40/team (\$20/person)

Sign up as a team

of Teams: Minimum 8 teams, Maximum 16

Season: End of August to early October. Begins once summer league concludes

Deadline to Register: August 3

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

