



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, July 28, 2026 @ 4:00 PM

The public is invited to attend these meetings in person

Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV

1. **Call To Order**

2. **Roll Call**

___J. Berns ___J. Mickelson ___J. Powell ___J. Miller ___A. Shipe

3. **Pledge of Allegiance**

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

5. **Consent Calendar**

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

A. **Approval of Minutes**

B. **Approval of Disbursements**

C. **Financial Reports**

D. **Approve Updated USA Patriots Softball Event Application**

E. **Approve Zion Lutheran Church Worship in the Park**

F. **Approve We Are The Clinic Advocates for Reproductive Education (WeARE)**

G. **Approve Brainerd Lakes Cross Walk Talk**

H. **Approval of TheShop Clwoning Around: Skill-Share Workshop**

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. **Rotary Park Pollinator Garden**
- 8. **Unfinished Business**
 - A. **Policy - Park Special Events**
 - B. **Discussion of the Promenade at Lyman P. White**
 - C. **Approval of Memorial Park Playground Estimate and Color Proposal**
 - D. **Request for Consideration to Rebuild Memorial Park Picnic Shelter**
 - E. **Approval of Tree Removal, Legacy Trail, and Playground Demolish**
- 9. **New Business**
 - A. **2027 Budget**
 - B. **Approval of Green Heron Research in Rotary Park**
 - C. **Umpire Pay Increase Proposal**
 - D. **Master Plan Review of Rotary Park**
 - E. **Park Partner Meeting Assignments and Annual Calendar Review**
- 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.brainerdmn.gov/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, Public Works Director Sandy, and Recreational Specialist Huether.

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

Approval of Agenda

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

Approval of Consent Calendar

- 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 Service**
- H. **Approval of Wyld Ryce Band at Lum Park**
- I. **Approval of Brainerd Night Out at Gregory Park**

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

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

Public Forum

Public forum opened at 4:02 p.m.

Public forum closed at 4:02 p.m.

Presentations

Shane Riffle Chief Executive Office for Brainerd YMCA always enjoys coming to the meeting to share all the good work that we're doing in partnership with the City of Brainerd in the parks with the community. Is here today to go over the mid-season report, one thing that the YMCA has been working on is infusing more coach training and components at every practice that help develop life skills in citizenship, values, and character. Brainerd YMCA is following
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safe sport, all the concussion protocols, child abuse prevention. Brainerd YMCA have been training the coaches how to use tools in hope for healthy outcomes through positive experience. It's a simple four level system, simple things to help kids develop better character. Every week Brainerd YMCA marketing director sends out an email to all the parents which includes at home activities that parents can do with their children, encourages skill development, learning to set goals and perseverance. Reviewed the sports programs through the City of Brainerd which consists of two offerings daytime and evenings sports include basketball, t-ball, soccer, flag football, and golf. On Tuesday evenings at Gustafson Park, the Brainerd YMCA is doing food distribution which has doubled since last year. Handing out boxed lunches on Mondays and Tuesdays approximately 147 boxes which have 5 meals in each box. The Brainerd YMCA is working hard to make sure people are aware of the partnership with the City of Brainerd Parks and Recreation. Logos on t-shirts with the City of Brainerd logo have been added and have added the logo to all forms and communication. The Brainerd YMCA is appreciative of the fields, staff time and that we can use this opportunity to reach more kids throughout the community.

Member Mickelson didn't know about the food distribution and asked where they are marketing.

Chief Executive Officer Riffle of Brainerd YMCA stated that flyers, Facebook, Brainerd Dispatch, are where they have been marketing the food distribution.

Chair Shipe asked if there are any programs that are either higher or lower enrollment from last year.

Chief Executive Officer Riffle of Brainerd YMCA informed the Board that the daytime programs are slightly lower because the YMCA started later in the summer due to an unexpected major staff change. Wanted to also mention that Brainerd YMCA is working with the Brainerd High School Coach Freed with flag football. Trying to create a vertical alignment with flag football so that the kids build an identity as a Warrior Football player, working to get varsity players out to practice mentoring kids and run a few drills.

Unfished Business

Discussion on Park Maintenance Policy

City Administrator Broyles discussed the park maintenance policy with the direction of the Park Board. The draft incorporates the original maintenance policy framework developed by Park Board President Shipe. 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. Informed the Park Board that the draft policy is there for Park Board members to review, comment on, and/or direction staff to what the Board would like to see differently. Questioned the Board if staff are on the right track with the policy.

Member Berns commented on the maintenance policy, mentioned that staff were not following what Park Board wanted in the past. Discussed how the board started to give basic directions to staff and at the workshop the list of priorities that were made by the board members and how everything from the list of priorities just dropped off the staff's daily maintenance routine. Discussed how much the board has gone over no driving in the parks and how tiring it gets to keep discussing the same issue of driving in the parks, there's no vehicles in the parks unless it's necessary.

City Administrator Broyles asked if the Park Board is taking on a more aggressive approach and more detailed approach then staff will work within those parameters until such a June 30, 2026

time that we have established ourselves where the Park Board begins to trust that we're taking care of business in the way that the Board wants staff to. Reviewed the maintenance policy regarding vehicles in the parks. City Administrator Broyles told the Park Board that as of right now, staff check in with City Administrator Broyles if they're going to drive in the parks. Asked the Park Board if they are uncomfortable with the policy, staff would make any necessary updates.

Chair Shipe stated that specifically, the policy seems good. Stated that it's documenting something that I think we haven't clearly documented over the years. Discussed that there are times you need vehicles in the parks for safety.

Discussions continued with ideas for having quarterly priorities with updates for the changing seasons, item to be brought back in August.

Award Quote for Lum Park Sidewalk Extension Project

Public Works Director Sandy discussed supporting the 2026 Capital Improvement Plan, solicited quotes from two contractors for a proposed sidewalk extension at Lum Park. Lind Masonry has established history with the Park Board, and Knife Lake Concrete is currently active on several Public Works projects across the City. 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. Recommend approving Lind Masonry.

MOVED AND SECONDED BY MEMBER BERNES AND MICKELSON, DULY CARRIED, TO APPROVE AWARDED THE CONTRACT AT LUM PARK SIDEWALK EXTENSION TO LIND MASONRY FOR \$23,852.

New Business

Discussion of Lum Park Shower and Restroom Building Remodel Project

Public Works Director Sandy discussed 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 comprehensive renovation of the shower and restroom building. 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. Staff are seeking directions from the Park Board regarding the Board's priorities for the remodel. If the Board wishes to pursue the full scope of the project, staff recommend requesting that the City Council authorize an additional cost, approximately \$80,000, from the Parks Long Term Maintenance Fund. If the Board's preference is to remain within the existing budget, staff request that a clear priority list be established so the project scope can be redefined accordingly and a more precise cost estimate obtained prior to soliciting contractor quotes.

Member Bernes asked if the exterior portion would be able to be pushed back or if there were issues that this would need to be resolved now.

Public Works Director Sandy discussed that he looked at the building and the façade at this time does not meet the Park Board design standards, the roof looks like it needs to be replaced, the fascia is old wood, and stated that the building could use exterior improvements sooner rather than later.

Discussions continued about the options provided and what Park Board would like to be completed, also discussed the options for budgeting and when the shower building and bathroom improvements are scheduled for.

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MOVED AND SECONDED BY MEMBER BERNES AND POWELL, DULY CARRIED, TO APPROVE THE FULL PROJECT FORMALLY AND BREAK OUT BIDS WITH THE DEFINED SCOPES.

Request for Consideration to Rebuild Memorial Park Picnic Shelter

City Administrator Broyles discussed the picnic shelter that was demolished at Memorial Park last fall. This was a highly utilized facility, particularly during the softball season, and the absence of shelter reduces available shade and covered space for spectators and families. Several people expressed interest in seeing the picnic shelter rebuilt and have inquired about the future of the structure. 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 need a place to sit and avoid foul balls. Funding options for consideration are adding the picnic shelter reconstruction project to the Park Capital Improvement Plan and identifying a future year for funding, utilizing available Banner Program funds as a park improvement project to complete the construction sooner, or if Park Board has any ideas for funding.

Member Bernes felt that this was not a necessary item to have on the Parks Capital Improvement Plan when the Parks Capital Improvement Plan was created but had been told differently from the residents of Brainerd. Would like to figure out a way to get this added back into Memorial Park.

Commissioner Yeager asked if someone could investigate what the Banner Program money is used for, stated that he believes these funds are specifically for lights at the ball fields.

Chair Shipe asked if this is something we could use a shade sail for and get the coverage and not build a new shelter. With the foul ball coverage, rain and sun, asked if we could provide that with shade sail which would be cost effective. Would like this added to the capital budget regardless of what option the Park Board decided to choose.

MOVED AND SECONDED BY MEMBER BERNES AND POWELL, DULY CARRIED TO APPROVE STAFF TO BRING BACK OPTIONS FOR A SHELTER AT MEMORIAL PARK AND TO INCLUDE OPTIONS FOR SHADE STRUCTURE.

Discussion and Approval of New Parks and Recreation Newsletter

City Administrator Broyles discussed that staff have developed a draft Park and Recreation Newsletter to provide the Park Board with a comprehensive overview of the department. 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. Asked Park Board to review the priorities within the newsletter. That gives the Park Board an opportunity to change those priorities as they see fit. Review the priorities and do a thirty-day lookback, do a thirty-day look forward, talk about anything unplanned or things that popped up, and where do we need some help from the Park Board.

Member Powell mentioned that a monthly newsletter at least to start to help with communication and after it could be quarterly.

Member Bernes would prefer monthly, once the template is structured, then it would be easy to fill in each month and thought this could replace maintenance staff reports.

MOVED AND SECONDED BY MEMBER BERNES AND MICKELSON, DULY CARRIED TO DIRECT STAFF TO INCORPORATE THE NEWSLETTER MONTHLY AND REPLACE THE PREVIOUS STAFF REPORT.

Discussion on Pollinator Garden at Rotary Park

City Administrator Broyles discussed that the Rotary Club 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. No formal proposal or design has been developed. Seeking feedback from the Park Board regarding its level of interest in pursuing the concept.

Member Bernes is not in favor of anything that's going to add to our long-term upkeep or budgeting items. We're already looking at ways that we can adjust and come up with money. Is not in favor of adding anything else currently.

Chair Shipe believes this is a great idea, if this is something that Rotary Club wants to add, is in favor for the garden but the Rotary Club would need to commit to the upkeep for the garden. If Rotary Club wants to still present with the expectation of completing the upkeep of the garden, then the Rotary Club could come to present to the Park Board.

Discussion of Special Event Policy

City Administrator Broyles discussed the event policy, and 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.

Chair Shipe asked how this would work with the facility rental. Wanted to make sure that this isn't a process that would be cumbersome.

Administrative Specialist Asbach explained the process and how the process works with special events and the application process.

Discussion continued with more questions on the process of how the ordinance will work once approved, went over concerns in which staff would be honoring the previous approved special event applications and if there are any changes that the Park Board would like to see changed before the City Council meeting. All Park Board members were in agreement with the new Special Event Ordinance 1604.

Formation of a Skate Park Project Management Team (PMT)

City Administrator Broyles, recommending helping 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. Recommended that the PMT consists of two Park Board members, Jake Rennaker representing the Lakes Area Skatepark Association, and two additional individuals involved with the skate park project.

Member Bernes is in favor of the Project Management Team as this will help streamline the governmental process.

Member Miller noted arriving at the Park Board meeting at 5:14 p.m.

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Discussion continued about the logistics of the Project Management Team, discussed the frequency of the meetings, and who the group would need to report to. Discussed that the group should prepare to make the presentations. Member Miller and Member Mickelson volunteered to be in the group. Discussed some additional members that would be good to include in the group, Community Development Director Kramvik and Mayor Badeaux were also mentioned to reach out and join the PMT.

MOVED AND SECONDED BY MEMBER MILLER AND POWELL, DULY CARRIED, TO APPROVE THE PROJECT MANAGEMENT TEAM CONSISTING OF MEMBER MILLER, MEMBER MICKELSON, JAKE RENNAKER, MAYOR BADEAUX IF WILLING, AND ANY ADDITIONAL MEMBERS.

Approval of Garlic Mustard Management at Mississippi Landing

City Administrator Broyles discussed that Great River Greening contacted staff regarding a developing garlic mustard infestation at the Mississippi Landing. Garlic mustard is a non-native invasive plant species that can rapidly spread and overtake native woodland vegetation if not addressed early. While it is still relatively rare in the Brainerd Lakes Area, experts indicate that populations can expand quickly if left unmanaged. 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 over the next two to three years using OHF funding as allows. 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.

Member Miller stated that this seems to be a relatively low impact removal and is in favor of having the garlic mustard removed from Mississippi Landing.

Member Berns is also in favor of the removal of the garlic mustard and if there is any minimal cost that this get brought back to Park Board for approval.

MOVED AND SECONDED BY MEMBER MILLER AND BERNs, DULY CARRIED, TO APPROVE GREAT RIVER GREENING FOR THE REMOVAL OF GARLIC MUSTARD AT MISSISSIPPI LANDING AND AUTHORIZE STAFF TO COORDINATE THE PROJECT AND EXECUTE ANY NECESSARY AGREEMENTS RELATED TO THE GRANT-FUNDED INVASIVE SPECIES MANAGEMENT PROGRAM.

Lyman P. White Park Vehicle Access in the Center Circle

City Administrator Broyles discussed that 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 has evolved over the past couple of years, questions have arisen regarding whether current practices and expectations are adequately communicated to event organizers. Asked Park Board if they would like to see any changes to the waiver.

Member Miller discussed that he walks by Lyman P. White Park often and consistently if there is any set up in the amphitheater that people do use the inlet to bring their things in. Not opposed if that was the original intent to load and unload their things. Doesn't know if this was originally designed to allow people to use this inlet to load and unload items.

City Administrator Broyles mentioned the bullet points to review and to look at for options to consider if Park Board would like to make any changes.

Member Miller mentioned that the food trucks and vendors have been parked on the street by the Education Center that is further down the road. What it boils down to is the civilians parking and unloading. Has no issue if it is designed to allow vehicles to come through there. Agrees that the food truck vendors should be parked on the street.

Member Berns also likes the bullet points that were added to the agenda and agrees with Member Millers statements.

Commissioner Yeager stated that a lot of the ancillary issues that you have are what about vehicles that have oil leaks, which damages the concrete, then somebody's got to clean the concrete. Soft compound tires on high temperature days leave marks on concrete. Letting people drive in the park is a high-risk enterprise.

Member Miller stated that if we choice to do that, maybe a bollard should be added. Stated to set the expectation that people can't drive on anything within the park system. Discussed the use of carts for loading and unloading would be the preferred way instead of having vehicles enter the park to load and unload items.

MOVED AND SECONDED BY MEMBER MILLER AND BERNs, DULY CARRIED, TO CHANGE THE RENTAL GUIDANCE ACROSS THE SYSTEM FOR NO PARKING WITHIN PARK GROUNDS IN GENERAL AND FOR STAFF TO COME BACK WITH SOLUTIONS FOR THE INLET RESTRICTION.

Staff Reports

Public Works Administrative Specialist informed the Park Board that the DNR Recreational Grant that staff applied for was not awarded to the City of Brainerd. With both concepts already approved, staff with move forward with St. Croix to start on the new playground at Memorial Park.

Board Member Reports

Member Miller, from Lyman P. White to underneath the bridge, the paint that covered the graffiti is starting to chip. Would like staff to come back with some solutions to make the paint-covered graffiti look better instead of paint chipping away. Discussed that there is graffiti all over the sidewalk coming up to Kiwanis and the back of the landing signage and then coming down through Rotary Park by the pump house is also full of graffiti. The walking path is not well kept, lots of blind spots. Glad that the porta potties were picked up, noticed how long that they sat at the parks even after the epoxying was completed. Stated that the bridge area feels very neglected by the Buffalo Hills biking trail. Also mentioned that the dock there is underwater.

Member Mickelson mentioned having the walking path under the bridge monitored or putting up a sign.

Member Miller stated that we do have a camera under the bridge, just the chipped paint doesn't look good, and the sidewalk also looks horrible.

Chair Shipe mentioned that he went to Pups in the Park and Arts in the Park over the weekend and said how much fun it was. Mentioned that there were a couple of dead trees at Triangle Park, asked staff to check on warranty and a dead tree at Gregory Park on the northside leading out of the center.

Member Berns thanked Nick and Kayla for handling suspensions that occurred at Memorial Park softball leagues.

Adjourn

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

Chair Shipe adjourned the meeting at 5:45 p.m.

Andrew Shipe
Park Board President

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0011 - ACE HARDWARE:							
340407/1 93663	ACE HARDWARE LEVER FLUSH 230-5200-42220	06/12/2026 pziemer	07/08/2026	6.29	0.00	Paid	Y 07/08/2026
	REPAIR & MAINT			6.29			
340725/1 93809	ACE HARDWARE SPLASH PAD SUPPLIES 230-5200-42210	06/26/2026 pziemer	07/08/2026	78.44	0.00	Paid	Y 07/08/2026
	OPERATING SUPPLIES			78.44			
	Total for vendor 0011 - ACE HARDWARE:			84.73	0.00		
Vendor 2670 - AMERICAN STEEL SUPPLY INC:							
131092 93623	AMERICAN STEEL SUPPLY INC PARK SIGNS 400-5200-45500	06/11/2026 pziemer	07/08/2026	49.64	0.00	Paid	Y 07/08/2026
	PARKS CAPITAL OUTLAY			49.64			
	Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:			49.64	0.00		
Vendor 3939 - BELSON OUTDOORS:							
398683 93909	BELSON OUTDOORS QTY 20 PICNIC TABLES 400-5200-45500	07/02/2026 pziemer	07/22/2026	29,497.88	29,497.88	Open	N 07/22/2026
	PARKS CAPITAL OUTLAY			29,497.88			
	Total for vendor 3939 - BELSON OUTDOORS:			29,497.88	29,497.88		
Vendor 0748 - BJERGA FEED STORES:							
1511771 93810	BJERGA FEED STORES WEED SPRAYING ALONG FENCELINES - 230-5200-42220	06/03/2026 pziemer	07/08/2026	251.54	0.00	Paid	Y 07/08/2026
	REPAIR & MAINT			251.54			
	Total for vendor 0748 - BJERGA FEED STORES:			251.54	0.00		
Vendor 3906 - BRAINERD FAMILY YMCA:							
#400 93830	BRAINERD FAMILY YMCA 2026 PARKS CONTRACT PAY REQ 2 230-5200-43300	06/30/2026 pziemer	07/08/2026	6,000.00	0.00	Paid	Y 07/08/2026
	PROFESSIONAL SERVICES			6,000.00			
	Total for vendor 3906 - BRAINERD FAMILY YMCA:			6,000.00	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							

07/21/2026 02:07 PM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/24/2026 - 07/20/2026

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
JUN 26/PKS 93709	BRAINERD PUBLIC UTILITIES	06/24/2026	07/08/2026	18,116.42	0.00	Paid	Y 07/08/2026
	5/24/26-6/24-26 PARKS DEPT UTILITIES pziemer						
	230-5200-43381 BPU UTILITIES			17,103.66			
	230-5280-43380 UTILITIES			1,012.76			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			18,116.42	0.00		

Vendor 0447 - CDW GOVERNMENT, INC:

AJ9ML7K 93951	CDW GOVERNMENT, INC	07/01/2026	07/22/2026	87.57	87.57	Open	N 07/22/2026
	TONER FOR PARKS	pziemer					
	230-5200-42220 REPAIR & MAINT			87.57			
	Total for vendor 0447 - CDW GOVERNMENT, INC:			87.57	87.57		

Vendor 0307 - CENTERPOINT ENERGY:

92166-0/JUN26/PKS 93802	CENTERPOINT ENERGY	06/24/2026	07/08/2026	168.81	0.00	Paid	Y 07/08/2026
	5/15/26-6/16/26 PARKS UTILITIES pziemer						
	230-5200-43380 UTILITIES			168.81			
	Total for vendor 0307 - CENTERPOINT ENERGY:			168.81	0.00		

Vendor 0125 - CTC - 446126:

21860239 93952	CTC - 446126	07/12/2026	07/22/2026	252.80	252.80	Open	N 07/22/2026
	7/12-8/11 CAMPGROUND INTERNET WIFI pziemer						
	230-5280-43321 TELEPHONE			252.80			
21857660/PKS 93957	CTC - 446126	07/12/2026	07/22/2026	320.81	320.81	Open	N 07/22/2026
	7/12-8/11 PARKS PHONES/INTERNET pziemer						
	230-5200-43321 TELEPHONE			320.81			
	Total for vendor 0125 - CTC - 446126:			573.61	573.61		

Vendor 4493 - D. ERVASTI SALES CO LLC:

15870 93604	D. ERVASTI SALES CO LLC	06/01/2026	07/08/2026	4,105.00	0.00	Paid	Y 07/08/2026
	FIELD MARKING CHALK/HOME PLATE CLAY pziemer						
	230-5200-42220 REPAIR & MAINT			4,105.00			
	Total for vendor 4493 - D. ERVASTI SALES CO LLC:			4,105.00	0.00		

Vendor 3438 - DAHLHEIMER BEVERAGE:

07/21/2026 02:07 PM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 06/24/2026 - 07/20/2026

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
2798210 93624	DAHLHEIMER BEVERAGE PARKS JANITORIAL SUPPLIES 230-5200-42210	06/11/2026 pziemer	07/08/2026	415.80 415.80	0.00	Paid	Y 07/08/2026
	OPERATING SUPPLIES			415.80			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			415.80	0.00		
Vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:							
37776 93870	DIGITAL INK DESIGN & GRAPHICS HITCH WAYNE PARK SIGN 230-5200-45530	06/30/2026 pziemer	07/22/2026	115.00 115.00	115.00	Open	N 07/22/2026
	CAPITAL OUTLAY - OTHER			115.00			
	Total for vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:			115.00	115.00		
Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:							
FBN5678057/PKS 93920	ENTERPRISE FM TRUST - ATTN: BILLING JUL 26 PARKS VEHICLE LEASES 230-5200-43331	07/03/2026 pziemer	07/22/2026	6,771.16 6,771.16	6,771.16	Open	N 07/22/2026
	LEASE PAYMENTS			6,771.16			
	Total for vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:			6,771.16	6,771.16		
Vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:							
2109:055443 93572	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS - BEVERAGES, CHEESE CUPS 230-5204-42210	06/15/2026 pziemer	07/08/2026	1,036.62 1,036.62	0.00	Paid	Y 07/08/2026
	OPERATING SUPPLIES			1,036.62			
2109:055846 93573	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS - PRETZELS/CHEESE CUPS 230-5204-42210	06/15/2026 pziemer	07/08/2026	315.10 315.10	0.00	Paid	Y 07/08/2026
	OPERATING SUPPLIES			315.10			
2109:055042 93620	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS - FOOD TRAYS - JCP 230-5204-42210	06/08/2026 pziemer	07/08/2026	97.00 97.00	0.00	Paid	Y 07/08/2026
	OPERATING SUPPLIES			97.00			
2109:055447 93621	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS - BEVERAGES MMP 230-5204-42210	06/12/2026 pziemer	07/08/2026	897.12 897.12	0.00	Paid	Y 07/08/2026
	OPERATING SUPPLIES			897.12			
2109:058110 93943	FIRST CHOICE FOOD & BEVERAGE CONCESSIONS - POPCORN, PRETZELS 230-5204-42210	07/08/2026 pziemer	07/22/2026	165.00 165.00	165.00	Open	N 07/22/2026
	OPERATING SUPPLIES			165.00			
	Total for vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:			2,510.84	165.00		

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Vendor 0193 - GOODIN COMPANY :							
6705348-00 93580	GOODIN COMPANY CARTRIDGE - JCP 230-5200-42220	06/12/2026 pziemer	07/08/2026	33.38	0.00	Paid	Y 07/08/2026
	REPAIR & MAINT			33.38			
	Total for vendor 0193 - GOODIN COMPANY :			33.38	0.00		
Vendor 0203 - HOLDEN ELECTRIC:							
84505 93576	HOLDEN ELECTRIC CAMPGROUND REPAIRS - SITE 22 230-5280-42220	06/17/2026 pziemer	07/08/2026	261.25	0.00	Paid	Y 07/08/2026
	REPAIR & MAINT			261.25			
	Total for vendor 0203 - HOLDEN ELECTRIC:			261.25	0.00		
Vendor 3220 - IMPERIAL DADE:							
42249873/PKS 93821	IMPERIAL DADE JANITORIAL SUPPLIES - PARKS SHARE 230-5200-42210	06/30/2026 pziemer	07/08/2026	60.68	0.00	Paid	Y 07/08/2026
	OPERATING SUPPLIES			60.68			
	Total for vendor 3220 - IMPERIAL DADE:			60.68	0.00		
Vendor 4141 - LIND MASONRY AND CONSTRUCTION:							
0000175 93823	LIND MASONRY AND CONSTRUCTION PARKS SIGN SLABS - JCP, HITCH WAYNE, 400-5200-45500	06/17/2026 pziemer	07/08/2026	3,000.00	0.00	Paid	Y 07/08/2026
	PARKS CAPITAL OUTLAY			3,000.00			
0000180 93880	LIND MASONRY AND CONSTRUCTION LPBH - ADA SIDEWALKS - FINAL 400-5200-45500	07/03/2026 pziemer	07/22/2026	9,540.00	9,540.00	Open	N 07/22/2026
	PARKS CAPITAL OUTLAY			9,540.00			
0000183 93975	LIND MASONRY AND CONSTRUCTION ADA IMPR. LUM PARK SIDEWALK - FINAL 400-5200-45500	07/14/2026 pziemer	07/22/2026	23,852.00	23,852.00	Open	N 07/22/2026
	PARKS CAPITAL OUTLAY			23,852.00			
	Total for vendor 4141 - LIND MASONRY AND CONSTRUCTION:			36,392.00	33,392.00		
Vendor 0889 - MENARDS - BAXTER :							
73142 93652	MENARDS - BAXTER COUPLING - LMP 230-5200-42220	06/09/2026 pziemer	07/08/2026	4.45	0.00	Paid	Y 07/08/2026
	REPAIR & MAINT			4.45			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
73309 93653	MENARDS - BAXTER MATERIALS FOR PARKS SIGNS 400-5200-45500	06/11/2026 pziemer	07/08/2026	319.61 319.61	0.00	Paid	Y 07/08/2026
73310 93654	MENARDS - BAXTER CEDAR LUMBER - SIGNS 400-5200-45500	06/11/2026 pziemer	07/08/2026	62.80 62.80	0.00	Paid	Y 07/08/2026
73824 93658	MENARDS - BAXTER TIMBER SCREWS - BHP 230-5200-42220	06/18/2026 pziemer	07/08/2026	24.99 24.99	0.00	Paid	Y 07/08/2026
74215 93788	MENARDS - BAXTER KWP REPAIRS 230-5200-42220	06/23/2026 pziemer	07/08/2026	59.10 59.10	0.00	Paid	Y 07/08/2026
75657 93964	MENARDS - BAXTER POOL SHOCK - GGP FOUNTAIN 230-5200-42220	07/13/2026 pziemer	07/22/2026	106.47 106.47	106.47	Open	N 07/22/2026
Total for vendor 0889 - MENARDS - BAXTER :				577.42	106.47		
Vendor 3394 - MIDWEST MACHINERY CO:							
10926535 93625	MIDWEST MACHINERY CO QTY 2 TRIMMERS, REPAIR SUPPLIES 230-5200-42240	06/10/2026 pziemer	07/08/2026	876.40 759.98	0.00	Paid	Y 07/08/2026
	230-5200-42220	SMALL TOOLS REPAIR & MAINT		116.42			
10956874 93942	MIDWEST MACHINERY CO JOHN DEERE X7150 MOWER PULLEY 230-5200-42220	07/02/2026 pziemer	07/22/2026	51.08 51.08	51.08	Open	N 07/22/2026
Total for vendor 3394 - MIDWEST MACHINERY CO:				927.48	51.08		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							
1647-437777 93997	O'REILLY AUTOMOTIVE STORES INC. MOTOR OIL - GARBAGE TRUCK 230-5200-42220	06/01/2026 pziemer	07/22/2026	17.98 17.98	17.98	Open	N 07/22/2026
Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:				17.98	17.98		
Vendor 0291 - PIKE PLUMBING AND HEATING:							

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94624 93953	PIKE PLUMBING AND HEATING LUM PARK ANNUAL BACKFLOW PREVENTER 230-5200-42220 REPAIR & MAINT	07/07/2026 pziemer	07/22/2026	125.00 125.00	125.00	Open	N 07/22/2026
Total for vendor 0291 - PIKE PLUMBING AND HEATING:				125.00	125.00		

Vendor 0695 - PIONEER:

INV-296139 93812	PIONEER FIELD MARKING PAINT - ATHLETIC 230-5200-42221 R&M- MILLS FIELD 230-5215-42220 REPAIR & MAINT 230-5200-42220 REPAIR & MAINT	06/01/2026 pziemer	07/08/2026	2,575.00 257.50 643.75 1,673.75	0.00	Paid	Y 07/08/2026
Total for vendor 0695 - PIONEER:				2,575.00	0.00		

Vendor 4419 - ROSALLINIS BRAINERD LLC:

#201 93887	ROSALLINIS BRAINERD LLC JUNE 2026 PIZZA FOR CONCESSIONS 230-5204-42210 OPERATING SUPPLIES	07/07/2026 pziemer	07/22/2026	783.00 783.00	783.00	Open	N 07/22/2026
Total for vendor 4419 - ROSALLINIS BRAINERD LLC:				783.00	783.00		

Vendor 4450 - SUPER ONE FOODS - RETAIL ACCOUNTING:

71056 93626	SUPER ONE FOODS - RETAIL ACCOUNTING CONCESSIONS - BEVERAGE/CANDY 230-5204-42210 OPERATING SUPPLIES	06/15/2026 pziemer	07/08/2026	103.42 103.42	0.00	Paid	Y 07/08/2026
00079161 93656	SUPER ONE FOODS - RETAIL ACCOUNTING CONCESSIONS - SEEDS, CANDY 230-5204-42210 OPERATING SUPPLIES	06/24/2026 pziemer	07/08/2026	112.91 112.91	0.00	Paid	Y 07/08/2026
00340387 93926	SUPER ONE FOODS - RETAIL ACCOUNTING WINDEX - CONCESSIONS CLEANING 230-5204-42210 OPERATING SUPPLIES	07/09/2026 pziemer	07/22/2026	7.89 7.89	7.89	Open	N 07/22/2026
00087976 93985	SUPER ONE FOODS - RETAIL ACCOUNTING CONCESSIONS WATER/ICE 230-5204-42210 OPERATING SUPPLIES	07/15/2026 pziemer	07/22/2026	13.96 13.96	13.96	Open	N 07/22/2026
00088182 94001	SUPER ONE FOODS - RETAIL ACCOUNTING CONCESSIONS - SEEDS	07/16/2026 pziemer	07/22/2026	12.45	12.45	Open	N 07/22/2026

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	230-5204-42210	OPERATING SUPPLIES		12.45			
	Total for vendor 4450 - SUPER ONE FOODS - RETAIL ACCOUNTING:			250.63	34.30		
Vendor 3907 - TWM ARCHITECTURE:							
2026379 93647	TWM ARCHITECTURE	06/18/2026	07/08/2026	3,000.00	0.00	Paid	Y 07/08/2026
	LUM PARK BATHROOM BLDG -	pziemer					
	400-5200-45500	PARKS CAPITAL OUTLAY		3,000.00			
	Total for vendor 3907 - TWM ARCHITECTURE:			3,000.00	0.00		
Vendor 0344 - WASTE PARTNERS INC:							
66X05229 93834	WASTE PARTNERS INC	06/30/2026	07/08/2026	157.95	0.00	Paid	Y 07/08/2026
	JUNE 26 CAMPGROUND WASTE REMOVAL	pziemer					
	230-5280-43380	UTILITIES		157.95			
66X05236 93841	WASTE PARTNERS INC	06/30/2026	07/08/2026	936.00	0.00	Paid	Y 07/08/2026
	JUNE 26 PARKS WASTE REMOVAL	pziemer					
	230-5200-43380	UTILITIES		936.00			
	Total for vendor 0344 - WASTE PARTNERS INC:			1,093.95	0.00		
Vendor 3914 - WATSON COMPANY:							
158555 93661	WATSON COMPANY	06/01/2026	07/08/2026	(56.02)	(56.02)	Open	Y 07/08/2026
	CREDIT FOR KING CONE - BANE PARK INV	pziemer					
	230-5204-42210	OPERATING SUPPLIES		(56.02)			
158554 93662	WATSON COMPANY	06/01/2026	07/08/2026	(56.02)	(56.02)	Open	Y 07/08/2026
	CREDIT FOR KING CONE - JCP	pziemer					
	230-5204-42210	OPERATING SUPPLIES		(56.02)			
	Total for vendor 3914 - WATSON COMPANY:			(112.04)	(112.04)		
Vendor 3199 - WEX BANK:							
113714829/PKS 93914*	WEX BANK	06/30/2026	07/22/2026	2,722.05	2,722.05	Open	N 07/22/2026
	JUN 26 PARKS DEPT FUEL	pziemer					
	230-5200-42212	MOTOR FUELS		2,748.48			
	230-5200-42212	MOTOR FUELS		(24.92)			
	230-5200-42212	MOTOR FUELS		(1.51)			
	Total for vendor 3199 - WEX BANK:			2,722.05	2,722.05		

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
50037128622 93518	WHITE CAP L.P. GGP - GRASS SEED, SOD STAPLES 230-5200-42220	05/21/2026 pziemer	07/08/2026	253.37 253.37	0.00	Paid	Y 07/08/2026
50037273660 93519	WHITE CAP L.P. GGP - GRASS SEED, EROSION CONTROL 230-5200-42220	06/01/2026 pziemer	07/08/2026	170.37 170.37	0.00	Paid	Y 07/08/2026
	Total for vendor 4296 - WHITE CAP L.P.:			423.74	0.00		

Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:

I35811 93994	WRUCK SEWER & PORTABLE RENTAL LLC JUN 26 ROTARY PORTABLE 230-5200-43410	07/01/2026 pziemer	07/22/2026	140.40 140.40	140.40	Open	N 07/22/2026
I35812 93995	WRUCK SEWER & PORTABLE RENTAL LLC JUN 26 GUSTAFSON PORTABLE 230-5200-43410	07/01/2026 pziemer	07/22/2026	140.40 140.40	140.40	Open	N 07/22/2026
I35810 93996	WRUCK SEWER & PORTABLE RENTAL LLC JUN 26 MMP PORTABLE 230-5215-42210	07/01/2026 pziemer	07/22/2026	140.40 140.40	140.40	Open	N 07/22/2026
I35546 93999	WRUCK SEWER & PORTABLE RENTAL LLC JUN 26 MMP ADDTL PORTABLE 230-5200-42220	07/01/2026 pziemer	07/22/2026	280.80 280.80	280.80	Open	N 07/22/2026
I35545 94000	WRUCK SEWER & PORTABLE RENTAL LLC JUN 26 LPW ADDTL PORTABLE 230-5200-42220	07/01/2026 pziemer	07/22/2026	280.80 280.80	280.80	Open	N 07/22/2026
	Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:			982.80	982.80		

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

Vendor 3698 - AMAZON:

5/27/26 93723	AMAZON MOVIES IN THE PARK - NATIONAL 230-5211-42210	06/01/2026 pziemer	07/08/2026	19.32 19.32	0.00	Paid	Y 07/08/2026
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

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

6/22/26							
93743	AMAZON	06/22/2026	07/08/2026	70.99	0.00	Paid	Y
	GOOSENECK TUBE HEAD	pziemer					07/08/2026
	230-5200-42220	REPAIR & MAINT		70.99			
	Total for vendor 3698 - AMAZON:			90.31	0.00		

Vendor 2740 - AT&T MOBILITY:

6/18/26 - PKS							
93730	AT&T MOBILITY	06/18/2026	07/08/2026	282.89	0.00	Paid	Y
	MAY 26 PARKS PHONES/DEVICES	pziemer					07/08/2026
	230-5200-43321	TELEPHONE		166.70			
	230-5204-42210	OPERATING SUPPLIES		116.19			
	Total for vendor 2740 - AT&T MOBILITY:			282.89	0.00		

Vendor 0079 - BRAINERD LICENSE OFFICE:

5/29/26							
93737	BRAINERD LICENSE OFFICE	06/01/2026	07/08/2026	8.68	0.00	Paid	Y
	PARKS GATOR 1736 LIFETIME	pziemer					07/08/2026
	230-5200-43430	MISCELLANEOUS		8.68			
	Total for vendor 0079 - BRAINERD LICENSE OFFICE:			8.68	0.00		

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

381.88	0.00
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
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PCard: 2257 U.S. BANK Card Holder: PARKS

Vendor 3711 - COSTCO:

6/8/26 93738	COSTCO CONCESSIONS HOT DOGS, ICE -SAFETY 230-5204-42210 230-5200-42209	06/08/2026 pziemer	07/08/2026	151.07 148.08 2.99	0.00	Paid	Y 07/08/2026
6/15/26 93739	COSTCO CONCESSIONS - HOTDOGS/BUNS 230-5204-42210	06/15/2026 pziemer	07/08/2026	163.05 163.05	0.00	Paid	Y 07/08/2026
Total for vendor 3711 - COSTCO:				314.12	0.00		

Vendor 0006 - WALMART COMMUNITY/GECRB:

6/8/26 93740	WALMART COMMUNITY/GECRB CONCESSIONS - BEVERAGES, CHEESE, 230-5204-42210	06/08/2026 pziemer	07/08/2026	162.84 162.84	0.00	Paid	Y 07/08/2026
6/15/26 93741	WALMART COMMUNITY/GECRB CONCESSIONS - BEVERAGES, CHEESE 230-5204-42210	06/15/2026 pziemer	07/08/2026	116.71 116.71	0.00	Paid	Y 07/08/2026
Total for vendor 0006 - WALMART COMMUNITY/GECRB:				279.55	0.00		

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

593.67 0.00

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

# of Invoices:	62	# Due:	23	Totals:	119,949.91	75,424.90
# of Credit Memos:	2	# Due:	2	Totals:	(112.04)	(112.04)
Net of Invoices and Credit Memos:					119,837.87	75,312.86

* 1 Net Invoices have Credits Totalling: (26.43)

--- TOTALS BY GL DISTRIBUTION ---

230-5200-42209	SAFETY EQUIPMENT SUPPLIES	2.99
230-5200-42210	OPERATING SUPPLIES	554.92
230-5200-42212	MOTOR FUELS	2,722.05
230-5200-42220	REPAIR & MAINT	7,719.35
230-5200-42221	R&M- MILLS FIELD	257.50
230-5200-42240	SMALL TOOLS	759.98
230-5200-43300	PROFESSIONAL SERVICES	6,000.00
230-5200-43321	TELEPHONE	487.51
230-5200-43331	LEASE PAYMENTS	6,771.16
230-5200-43380	UTILITIES	1,104.81
230-5200-43381	BPU UTILITIES	17,103.66
230-5200-43410	RENTAL EXPENSE	280.80
230-5200-43430	MISCELLANEOUS	8.68
230-5200-45530	CAPITAL OUTLAY - OTHER	115.00
230-5204-42210	OPERATING SUPPLIES	4,139.30
230-5211-42210	OPERATING SUPPLIES	19.32
230-5215-42210	OPERATING SUPPLIES	140.40
230-5215-42220	REPAIR & MAINT	643.75
230-5280-42220	REPAIR & MAINT	261.25
230-5280-43321	TELEPHONE	252.80
230-5280-43380	UTILITIES	1,170.71
400-5200-45500	PARKS CAPITAL OUTLAY	69,321.93

--- TOTALS BY FUND ---

230 - PARK & RECREATION FUND	50,515.94	12,422.98
400 - CAPITAL PROJECTS FUND	69,321.93	62,889.88

--- TOTALS BY DEPT/ACTIVITY ---

5200 - PARK MAIN/ADMINISTRATION	113,210.34	74,049.40
5204 - CONCESSIONS	4,139.30	870.26
5211 - SPECIAL EVENTS PROGRAM	19.32	0.00
5215 - ADULT SOFTBALL	784.15	140.40
5280 - CAMPGROUND	1,684.76	252.80

As of June 30, 2026

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	12,539	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	10,250	10,450	1,000	260	-	56	22,000	13,024	2,500	1,637	3,000	3,775
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	4,320	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	305	-	-	-	-	-	-	-	-	-	-
Total Other Revenue	2,000	4,625	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	47,250	27,613	1,000	260	-	56	22,000	13,024	2,500	1,637	3,000	3,775
Total Personal Services	972,076	408,246	440	-	11,597	10,097	13,368	3,808	-	2,082	-	-
Supplies												
Office and Operating Supplies	8,500	7,415	725	179	1,900	278	16,500	7,938	2,500	-	7,000	5,073
Motor Fuels	18,200	6,971	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	60,407	22,776	-	-	-	-	-	304	-	-	-	-
Repairs & Maintenance - Mills Field	10,000	328	-	-	-	-	-	-	-	-	-	-
Small Tools	2,000	476	-	-	-	-	-	-	-	-	-	-
Total Supplies	99,107	37,966	725	179	1,900	278	16,500	8,242	2,500	-	7,000	5,073
Services												
Professional Services	40,292	18,956	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	7,025	7,872	-	-	-	-	-	-	-	-	-	-
Telephone	3,804	2,561	-	-	-	-	-	-	-	-	-	-
Postage	50	29	-	-	-	-	-	-	-	-	-	-
Professional Development	3,000	1,010	-	-	-	-	-	-	-	-	-	-
Lease Payments	83,838	42,445	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	328	-	-	-	-	-	-	-	-	-	-
Insurance	29,381	19,292	-	-	-	-	-	-	-	-	-	-
Utilities	122,475	41,260	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,785	562	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	1,487	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	2,089	-	-	-	-	-	-	-	-	-	-	-
Total Services	296,739	135,800	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,367,923	582,011	1,165	179	13,497	10,375	29,868	12,050	2,500	2,082	7,000	5,073
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)	(554,398)	(165)	81	(13,497)	(10,319)	(7,868)	975	-	(445)	(4,000)	(1,298)

As of June 30, 2026

	Kickball		Adult Softball		Pickleball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	-	-	35,000	12,539
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	2,000	324	48,000	33,932	2,000	1,211	60,000	36,473	150,750	101,142
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	4,320
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	500	150	1,500	455
Total Other Revenue	-	-	-	-	-	-	500	150	2,500	4,775
TOTAL REVENUES	2,000	324	48,000	33,932	2,000	1,211	60,500	36,623	188,250	118,455
Total Personal Services	2,958	-	25,622	7,116	-	-	-	-	1,026,062	431,349
Supplies										
Office and Operating Supplies	650	150	12,400	10,843	1,150	207	500	345	51,825	32,427
Motor Fuels	-	-	-	-	-	-	-	-	18,200	6,971
Repairs & Maintenance	-	-	5,000	-	-	-	1,500	8	66,907	23,088
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	10,000	328
Small Tools	-	-	-	-	-	-	-	-	2,000	476
Total Supplies	650	150	17,400	10,843	1,150	207	2,000	353	148,932	63,290
Services										
Professional Services	-	-	-	-	-	-	-	-	40,292	18,956
Computer Technical Support	-	-	-	-	-	-	-	-	7,025	7,872
Telephone	-	-	-	-	-	-	1,200	1,633	5,004	4,193
Postage	-	-	-	-	-	-	-	-	50	29
Professional Development	-	-	-	-	-	-	-	-	3,000	1,010
Lease Payments	-	-	-	-	-	-	-	-	83,838	42,445
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,000	328
Insurance	-	-	-	-	-	-	-	-	29,381	19,292
Utilities	-	-	-	-	-	-	7,000	2,003	129,475	43,262
Rent Expense	-	-	-	-	-	-	-	-	1,785	562
Miscellaneous	-	-	-	-	-	-	-	-	2,000	1,487
Dues and Subscriptions	-	-	-	-	-	-	-	-	2,089	-
Total Services	-	-	-	-	-	-	8,200	3,635	304,939	139,435
TOTAL OPERATING EXPENSES	3,608	150	43,022	17,959	1,150	207	10,200	3,988	1,479,934	634,074
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	-	-	38,000	-
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	38,000	-
TOTAL REVENUE OVER/(UNDER)	(1,608)	175	4,978	15,972	850	1,004	50,300	32,635	(1,253,684)	(515,618)



SPECIAL EVENT APPLICATION

Date of Application: 4/13/26

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

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

Name of event: USA Patriots Softball Game & Practice

Organizer Information

Organizer's Name: Brainerd

Organizer's Address: PO Box 523 Brainerd MN

Event Contact Person: Sheena Ziegler

Event Contact Daytime Phone: 218-330-430

Event Contact E-mail Address: Sheenaziegler@gmail.co

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): 501c\$

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
7/29/26	8am	12pm	practice field mill park
7/30/26	8am	12pm	practice field mill park
7/31/26	8am	12pm	practice field mill park
8/1/26	1pm	6pm	USA PATRIOTS KIDS GAME & ADULT GAME- BIG BALL FIELD mill park

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

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

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

Description of Activities

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

The USA Patriots soft ball team will be hosting the USA Patriots Alumni camp with over 50 kids with limb difference

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

Food truck vendors and vendors added to the event - 7/14/26

Site Information

Electrical usage

☒

Yes

☐

No

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

Amplified Sound

☒

Yes

☐

No

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

[Play by Play](#)

Restrooms provided

☐

Yes

☐

No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☒

Yes

☐

No

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

[Around the park and ball](#)

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: _____

[it will be waster](#)

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

Sheena M

Signature of Applicant

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

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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):



Zion Lutheran Church

"To Know Christ . . . And To Make Him Known"

To: Lisa at City of Brainerd MN Engineering Department

From: Heidi Newman event coordinator Zion Lutheran Church

Lisa,

If there is anything else that I need to send to you let me know. I have also enclosed a copy of the check and check stub if you need it.

Thank you so much for all your help!

Sincerely,

Heidi N.



SPECIAL EVENT APPLICATION

Date of Application: July 08, 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: Worship in the Park

Organizer Information

Organizer's Name: Zion Lutheran Church
Organizer's Address: 220 N 8th St. Brainerd MN 56401
Event Contact Person: Heidi Newman
Event Contact Daytime Phone: 218-829-4317
Event Contact E-mail Address: zionsecretary3@gmail.com
Contact Name/Number Day of Event: Heidi Newman 218-821-2349
For Profit/Nonprofit Status (type): Nonprofit tax exempt

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 16, 2026	8 AM	3 PM	Lum Park Pavillion 2

☐ 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:

Worship service followed by potluck with grilled hot dogs/brats and games.

Site Information

Electrical usage

☒

Yes

☐

No

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

Microphone, keyboard, speakers. Use of on-site electric.

Amplified Sound

☒

Yes

☐

No

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

Speakers used between 8 am and 11 am.

Restrooms provided

☒

Yes

☐

No

If yes, how many 120 (a ratio of 1 for every 100-150 people is recommended)

onsite restrooms, I believe there are 2 male and 2 female

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☒

Yes

☐

No

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

Directional signs

Trash Receptacle Disposal

☒

Yes

☐

No

onsite trash

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.

Heidi Newman

Signature of Applicant
Heidi Newman

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):



Form ST3, Certificate of Exemption

Purchaser: Complete this certificate and give it to the seller.

Seller: If this certificate is not completed, you must charge sales tax. Keep this certificate as part of your records.

This is a blanket certificate, unless one of the boxes below is checked. This certificate remains in force as long as the purchaser continues making purchases or until otherwise cancelled by the purchaser.

☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____.

☐ If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make purchases for a specific job. Enter the exempt entity name and specific project:

Exempt entity name _____ Project description _____

Name of Purchaser

ZION LUTHERAN CHURCH

Business Address

220 NORTH 8TH STREET

City

BRAINRED

State

MN

ZIP code

56401

Purchaser's Tax ID Number

7589291

State of Issue

If no tax ID number,

Enter one of the following:

FEIN

41-6008934

Driver's license number/State issued ID number

State of Issue

Number

Name of seller from whom you are purchasing, leasing, or renting

Seller's Address

City

State

ZIP code

Type of Business

- ☐ 01 Accommodation and food services
☐ 02 Agricultural, forestry, fishing, hunting
☐ 03 Construction
☐ 04 Finance and insurance
☐ 05 Information, publishing and communications
☐ 06 Manufacturing
☐ 07 Mining
☐ 08 Real estate
☐ 09 Rental and leasing
☐ 10 Retail trade

- ☐ 11 Transportation and warehousing
☐ 12 Utilities
☐ 13 Wholesale trade
☐ 14 Business services
☐ 15 Professional services
☐ 16 Education and health-care services
☐ 17 Nonprofit organization
☐ 18 Government
☐ 19 Not a business (explain) _____
☐ 20 Other (explain) _____

Reason for Exemption (See Instructions)

- ☐ A Federal government (department) _____
☐ B Specific government exemption _____
☐ C Tribal government (name) _____
☐ D Foreign diplomat # _____
☐ E Charitable organization # _____
☐ F Educational organization # _____
☒ G Religious organization # 7589291
☐ H Resale
☐ I Qualifying capital equipment (see instructions when equipment claimed is part of a construction project)

- ☐ J Agricultural production
☐ K Industrial production/manufacturing
☐ L Direct pay authorization
☐ M Multiple points of use (services, digital goods, or computer software delivered electronically)
☐ N Direct mail
☐ O Other (enter number from instructions) _____
☐ P Percentage exemption
☐ Advertising (enter percentage) _____ %
☐ Utilities (enter percentage) _____ %
☐ Electricity (enter percentage) _____ %

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined \$100 under Minnesota law for each transaction for which the certificate is used.)

Signature of Authorized Purchaser

Print Name Here

KAREN M WIELE

Title

BOOKKEEPER

Date

	Invoice #	Description	Account and amount
CITY OF BRAINERD	deposit	Deposit -worship service in the park	WORSHIP SERVICES & SUPPLY 100.00
29590			
7/7/2026			
\$ 100.00			

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER HEAT SENSITIVE RED INK COPIES APPEAR WHEN HEATED

29590

Zion Lutheran Church - LCMS

220 North 8th Street
Brainerd, MN 56401
218-829-4317

OLD NATIONAL BANK
Terre Haute, Indiana

71-1/863



DATE

AMOUNT

7/7/2026

\$100.00

PAY

One Hundred Dollars and No Cents*****

TO THE
ORDER
OF:

CITY OF BRAINERD
501 LAUREL STREET
BRAINERD, MN 56401



[Handwritten Signature]

AUTHORIZED SIGNATURE

Deposit -worship service in the park

⑈029590⑈ ⑆086300012⑆ 6002242⑈

Security features. Details on back.





SPECIAL EVENT APPLICATION

Date of Application: 7/20/2026

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: WeARE Annual Fundraiser

Organizer Information

Organizer's Name: Advocates for Reproductive Education (WeARE)
Organizer's Address: 615 Oak St; Brainerd, MN 56401
Event Contact Person: Jenna Weiss
Event Contact Daytime Phone: 218-454-1546
Event Contact E-mail Address: director@wearebrainerd.org
Contact Name/Number Day of Event: Jenna Weiss / 218-838-4036
For Profit/Nonprofit Status (type): 501(c)(3) Nonprofit

Applicant information (if different from the event organizer):

Applicant Name: N/A - Same as above
Applicant Address: _____
Applicant Phone: _____
Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
9/17/2026	4pm (setup at 2pm)	7pm (clean up by 8pm)	Lyman P White Park Amphitheater

☐ 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:

Fundraising event with ice cream truck, live music, games, and raffle. Items to be brought into the park include:

10' x 10' canopy (with weights) and tables/chairs, A-frame and feather flag signs with weights, musical instruments and amplifiers, coolers with beverages, snack foods, ice cream truck (MJ's Neighborhood ice cream), Plinko game with prizes, raffle tickets and prizes.

Site Information

Electrical usage ☒ Yes ☐ No

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

Microphone and amplifiers for live music. We plan to use the electrical outlets in the amphitheater.

Amplified Sound ☒ Yes ☐ No

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

Microphone, amplifiers, speakers. 4pm-7pm.

Restrooms provided ☐ Yes ☐ No Restrooms on site at park.

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:

Freestanding A-Frame and Feather Flag signs at park entrances.

Trash Receptacle Disposal ☐ Yes ☐ No Trash receptacles on site at park.

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: N/A

Date and time for reopening of streets: N/A

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

N/A

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

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

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

Hold Harmless Agreement and Insurance Information

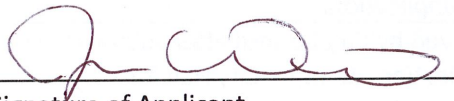
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

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

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

Signature of Event Applicant

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



Signature of Applicant

Jenna Weiss

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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





SPECIAL EVENT APPLICATION

Date of Application: 7/24/26

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

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

Name of event: Brainerd Lakes Cross Walk Talk

Organizer Information

Organizer's Name: Reese Glynn
Organizer's Address: 24180 Aspen Drive, Nisswa MN
Event Contact Person: Reese Glynn
Event Contact Daytime Phone: 218-839-2661
Event Contact E-mail Address: reese glynn01@gmail.com
Contact Name/Number Day of Event: Reese Glynn 218-839-2661
For Profit/Nonprofit Status (type): Nonprofit (fundraiser)

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
7/30/26	4 pm	9 pm	

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

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

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

Description of Activities

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

The event will begin at the amphitheater with participant check-in and registration, followed by a brief message reflecting on Jesus' sacrifice and the purpose of the Carry the Cross Challenge. After the talk, participants will move to Don Adamson Field to complete the 600-meter walk challenge. The event will conclude with awards and a closing prayer.

Site Information

Electrical usage



Yes



No

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

We are simply using a speaker and microphone, which we are supplying.

Amplified Sound



Yes



No

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

A speaker with sound amplification for at most 45 minutes. It will just be used for a quick message about Jesus Christ's suffering and journey to the cross.

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:

Just informative flyers about the event and where to sign up.

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

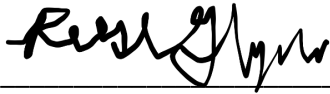
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

Reese Glynn

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	✗			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

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Department Sign-offs Required

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

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



SPECIAL EVENT APPLICATION

Date of Application: 7/22/26

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

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

Name of event: Clowning Around: Skill-Share Workshop

Organizer Information

Organizer's Name: TheShop Brainerd-Baxter Youth Center
Organizer's Address: 723 Washington St, Brainerd MN, 56401
Event Contact Person: Lenaj Smith
Event Contact Daytime Phone: 218-839-6250
Event Contact E-mail Address: Lenaj@theshopbrainerd.org
Contact Name/Number Day of Event: Lenaj - 218-839-6250
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
8/28/26	10am	4pm	Gregory Park

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

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

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

Description of Activities

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

Skill-share workshop for youth, led by volunteers, for learning odd skills and abilities (Ex. Juggling, cartwheels, etc.), including a performance.

Communal crockpot meal and live music (brass band).

Carnival games/activities to win tickets, redeemable for prizes.

Site Information

Electrical usage

☒

Yes

☐

No

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

Crockpots for warming meal, powered by extension cord and electrical hookup.

Amplified Sound

☐

Yes

☒

No

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

No amplified sound, but we'd like to have a brass band play from ~11:30a to 1:00p

Restrooms provided

☐

Yes

☒

No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☒

Yes

☐

No

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

Flyers to advertise event, posted at businesses downtown, bulletin boards, grocery stores, library, community partners/organizations.

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

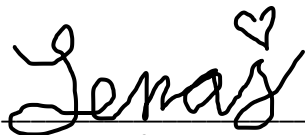
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

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

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

Signature of Event Applicant

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



Signature of Applicant

Lenaj Smith

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

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



Park Board Agenda Request

MEETING DATE: July 28, 2026

TITLE OF ITEM: Rotary Park Pollinator Garden

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER:

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

At the previous Park Board meeting, the Board discussed a proposal from the Rotary Club to install a pollinator garden at Rotary Park. During that discussion, the Park Board expressed interest in hearing a presentation on the proposal, provided the project would not require additional City funding or increase maintenance responsibilities for parks staff.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Following the discussion, staff met with representatives of the Rotary Club to further clarify the proposal. The Rotary Club has confirmed that:

- The project will be completed at no additional cost to the city.
- The Rotary Club will be responsible for funding the installation of the pollinator garden.
- The Rotary Club has agreed to maintain the garden on an ongoing basis, ensuring the project does not create additional maintenance responsibilities for the City staff.

Representatives of the Rotary Club are present to provide an overview of the proposed pollinator garden, discuss the project details, and answer any questions from the Park Board.

RECOMMENDED ACTION/MOTION

Staff recommends that the Park Board hear the presentation from the Rotary Club and, if the Board is comfortable with the proposal and long-term maintenance commitments, provide authorization for staff to coordinate with the Rotary Club on the project's design, installation, and any necessary agreements.

FINANCIAL IMPACT

N/A

Mississippi River

X

X

X

X

X

TRAIL

X

X

X

Bat House

Pollinator Garden

Poles

Signs

Signs

N ↑

Rotary Park

S. Parking lot

X

X

Trail

X

X

X

X

83

84

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86

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Park Board Agenda Request

MEETING DATE: July 28, 2026

TITLE OF ITEM: Policy - Park Special Events

AGENDA: Approve

ACTION REQUESTED: Discussion Item

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

DEPARTMENT: Public Works

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE

City Council approved Special Event Ordinance 1604 at their July 6th meeting. Ordinance 1604 is attached to the agenda. The special event process was not codified in City Code, which made it difficult for staff to require and enforce a special event application. The 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 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 policy allows for more detail and any additional requirements and, based on Section 835.09, would also be enforceable under City Code. The Special Event Policy will be separated into two sections. One section will pertain to parks and the other section will pertain to streets and City parking lots. The Park Board is responsible for reviewing and approving the section pertaining to parks, while the Safety and Public Works Committee will be responsible for streets and parking lots.

The Park Board reviewed the Park Special Event Policies at the June 30th meeting and was generally in favor of the policy. City Council reviewed the park policies at their July 6th meeting and had no comments for the Park Board. They stated that it was a Park Board decision.

Staff added language to the policy based on questions at the last meeting and upon further review by staff. The changes are highlighted in the proposed policy.

RECOMMENDED ACTION/MOTION

Motion to Approve the Park Special Event Policies.

FINANCIAL IMPACT

N/A



City of Brainerd

501 Laurel Street - Brainerd, Minnesota 56401

Parks Department: 218-828-2320 - **City Hall:** 218-828-2307

www.brainerdmn.gov

Special Event Policy

POL_2026-XX

Park Policy Statement Latest Revision/Effective Date:

Park Policy Statement Original Adoption Date:

Streets and Parking Lots Policy Statement Revision/ Effective Date:

Streets and Parking Lots Policies Lates Revision/ Effective Date:

I. 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.

II. Scope

This Policy provides additional regulations and guidance for holding special events in the City of Brainerd pursuant to the Special Event Section in City Code. Event organizers are required to obtain a special event permit subject to the Special Event Section of the City Code.

III. Definitions

Pursuant to the Special Event Section of the City Code 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, or a Public Assembly.

IV. Park Special Events - Policy Statement

a. Application Submittal

Special event applications shall follow all applicable policies at the time of a complete application submittal. Completed applications shall not be subject to changes to the Special Event Policy after a complete application has been submitted and accepted by City Staff.

b. 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:

- i. Events under (100) guests do not require insurance.
- ii. 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.
- iii. Events over (250) guests require \$500,000 in commercial general liability insurance.
- iv. Events over (500) guests require \$1,000,000 in commercial general liability insurance.
- v. 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.

c. Restrooms

Events that are over 2 hours in duration require nearby restroom facilities.

Restroom facilities are required for the following event size(s):

- i. One portable restroom facility or park restroom stall is required for every (100) guests.
- ii. 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.

d. 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.

e. Cleanup and Deposit

The applicant will, at no cost to the City, immediately clean up, remove and dispose of all litter or material of any kind, which is placed or left in the park because of the event. If the Applicant neglects or fails to proceed with clean up within a two-hour period immediately following the end of the event, or if the cleanup is done in an inadequate manner, the Director of Public Services or designee is authorized to cleanup and charge Applicant for clean-up at the rate established by the Public Services Department.

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

- i. Events under (500) guests shall submit a \$100 check or cash deposit.
- ii. Events over (500) guests shall submit a \$250 check or cash deposit.
- iii. The Park Board, at its discretion, may increase or decrease the deposit for any special event.

Deposits will not be cashed unless there is a cleaning issue determined by staff and returned promptly if there are no issues.

f. 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.

g. 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.

h. Alcohol

Alcohol sales and use are regulated in City Code and must be approved by the City prior to the event.

i. Special Event Agreement

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

j. Policy Review

This policy shall be reviewed by the Park Board and City staff every 2 years 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: July 28, 2026

TITLE OF ITEM: Discussion of the Promenade at Lyman P. White

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 previous Park Board meeting, the Board discussed vehicle access to the promenade area at Lyman P. White Park and requested staff to review the original design intent of the space before considering any changes to park policies or event waivers.

Staff has since confirmed with Public Works Director Sandy that the promenade was intentionally designed and constructed to accommodate vehicle access for approved park uses. During the park's development, the Park Board authorized additional grant funding to install a thicker, driveway-style concrete surface specifically to support vehicle traffic associated with park operations and special events. The intended uses included food trucks, vendors, deliveries, and other authorized service vehicles entering the park on a durable hard-surfaced route rather than traveling on turf.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Given this original design intent, the promenade was created to provide safe and appropriate access for these types of vehicles while minimizing impacts on park grounds.

The current discussion is intended to determine whether the Park Board still wishes to pursue revisions to event waivers, park regulations, or other policies regarding vehicle access throughout the park system, or if the existing approach at Lyman P. White Park should remain consistent with its original purpose and design.

- Does the Park Board wish to maintain the promenade's intended use for authorized vehicles such as food trucks, vendors, deliveries, and event support?
- Does the Park Board still wish to revise park event waivers or park rules regarding vehicle access throughout the park system?
- Should staff develop a standardized policy identifying where vehicle access is permitted, under what circumstances, and with what approvals?

RECOMMENDED ACTION/MOTION

Provide staff direction regarding vehicle access at Lyman P. White Park and determine whether revisions to park event waivers or park system vehicle access policies are necessary, recognizing the original design intent of the promenade as an approved access route for food trucks, vendors, deliveries, and other authorized event-related vehicles.

FINANCIAL IMPACT

N/A



Park Board Agenda Request

MEETING DATE: July 28, 2026

TITLE OF ITEM: Approval of Memorial Park Playground Estimate and Color Proposal

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

In April's meeting, the Park Board reviewed and approved two conceptual designs for the Memorial Park Playground under two scenarios: one with funding from the Minnesota Department of Natural Resources (DNR) Outdoor Recreation Grant and one without grant funding.

Staff has since received notification that the City was not awarded the DNR Outdoor Recreation Grant. As a result, the project will proceed using the previously discussed non-grant funding plan, with a total project budget of \$100,000.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

To maintain the project schedule and complete installation during the 2026 construction season, staff is requesting Park Board approval to proceed with the playground equipment order. Due to current manufacturing lead times, approval is needed to finalize the equipment estimate and reserve a production and installation schedule.

In addition, staff is requesting direction on the playground color palette. Color palette options have been included in the agenda packet for the Board's review. The Park Board may choose to remain consistent with the City's established park design standards using green and red, or select an alternate color scheme specifically for the Memorial Park Playground.

To prepare the site for installation, staff is also requesting authorization to:

- Remove the existing playground equipment when the new equipment is ready for installation.
- Remove the existing playground surfacing and prepare the site to the manufacturer's specifications prior to installation.

These approvals will allow staff to move forward with ordering the equipment, scheduling installation, and completing the necessary site preparation work.

RECOMMENDED ACTION/MOTION

Motion to approve the Memorial Park Playground equipment estimate, authorize appropriate City officials to execute the estimate and associated project documents, approve the playground color palette, and authorize staff to remove the existing playground equipment and surfacing, complete all necessary site preparation, and proceed with installation of the new playground in accordance with the approved project budget and schedule.

FINANCIAL IMPACT

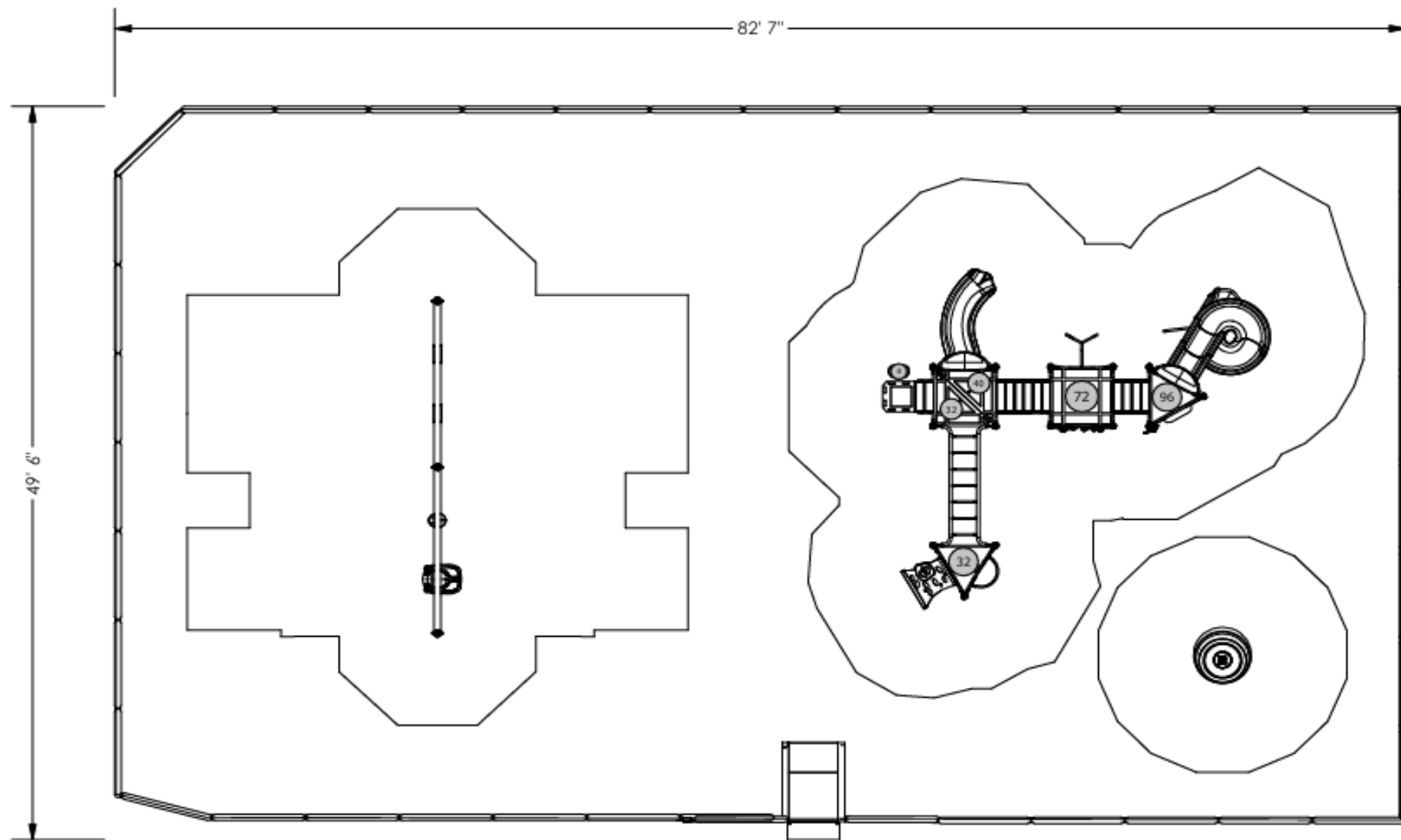
\$100,000

Memorial Park – Swing v2

Confidential / Brainerd MN

W 94°10'33.6"

Stewart



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

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

Memorial Park Playground – Key Points

Swings v2

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

COLOR KEY

- BURGUNDY
- OLIVE
- TAN
- OLIVE/BLACK

Freedom ADA Swing

Climbers

Viper 360 Slide

Vero ADA Spinner /
Rocker



- Estimate

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

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

St. Croix Recreation Fun Playgrounds INC.
 1826 Tower Dr W
 Stillwater, MN 55082-7597 USA
 6514301247
 hannah@stcroixrec.com



Estimate

ESTIMATE # 8439
 DATE 07/01/2026

ADDRESS

City of Brainerd
 Email:
 accountspayable@ci.brainerd.
 mn.us
 501 Laurel St
 Brainerd, MN 56401

SHIP TO

Memorial Park
 Attn: Lisa Asbach
 1700 Mill Ave
 Brainerd, MN 56401

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

ACTIVITY	ACTIVITY	QTY	RATE	AMOUNT
BCI 100-214754-2	BCI Burke 5-12 Year Old age group Playground	1	55,537.00	55,537.00T
STATE CONTRACT	STATE CONTRACT #218090	55,537	-0.07	-3,887.59T
Freight	BCI Burke Playground Freight -Current Lead Limes 8-10 weeks -City to Unload	1	2,400.00	2,400.00T
INSTALLATION	Installation of Playground	1	23,242.23	23,242.23T
RESILIENT	Engineered Woodfiber 12" Depth Blown In 3,915 SQFT	195	60.00	11,700.00T
GEO-TEXTILE	GEO-TEXTILE SURFACE COVER	3,915	0.55	2,153.25T
MOBILIZATION	MOBILIZATION	1	1,100.00	1,100.00T
Playground Installation Assumptions 2026	Please see Playground Installation Assumptions 2026 document for how playground install is bid	1	0.00	0.00T

MATERIAL ITEMS AS QUOTED ARE GOOD FOR 30 DAYS. FREIGHT QUOTES ARE GOOD FOR 15 DUE TO FUEL UNCERTAINTIES. SALES TAX SUBJECT TO CHANGE. ADD IF NOT TAX EXEMPT OR SUPPLY EXEMPTION CERTIFICATE IF NOT ON FILE. PAYMENT TERMS ARE NET 30 DAYS UNLESS OTHERWISE NOTED. FAILURE TO PAY IN A TIMELY MANNER WILL BE SUBJECT TO INTEREST AT A RATE OF 1.5%/MONTH OR 18% ANNUALLY.

SUBTOTAL	92,244.89
TAX (0%)	0.00
TOTAL	\$92,244.89

*LEAD TIMES AND SHIPPING DATES ARE BASED ON CURRENT INVENTORY. PLEASE BE PATIENT AS OUR VENDORS NAVIGATE SUPPLY CHAINS & NATIONAL SHORTAGES.

**FOR BIDDING CONTRACTORS & SUPPLIERS: ST CROIX RECREATION IS NOT LIABLE FOR INTERPRETATION OF PROJECT BIDS, DRAWINGS OR ADDENDA. IT IS THE CUSTOMER'S

By signing estimate or authorizing by email or PO, purchaser is agreeing to billing terms as listed on the estimate. Order to include model number(s), quantity and color(s) above including any supplemental documents provided and/or requested. Please verify all content for accuracy. **Those purchasing off of the MN State Contract are bound only by the terms and conditions listed in said contract**

RESPONSIBILITY TO VERIFY ACCURACY OF MODEL NUMBER(S),
DESCRIPTION(S), QUANTITY AND COLOR(S) DIRECTLY WITH END
USER

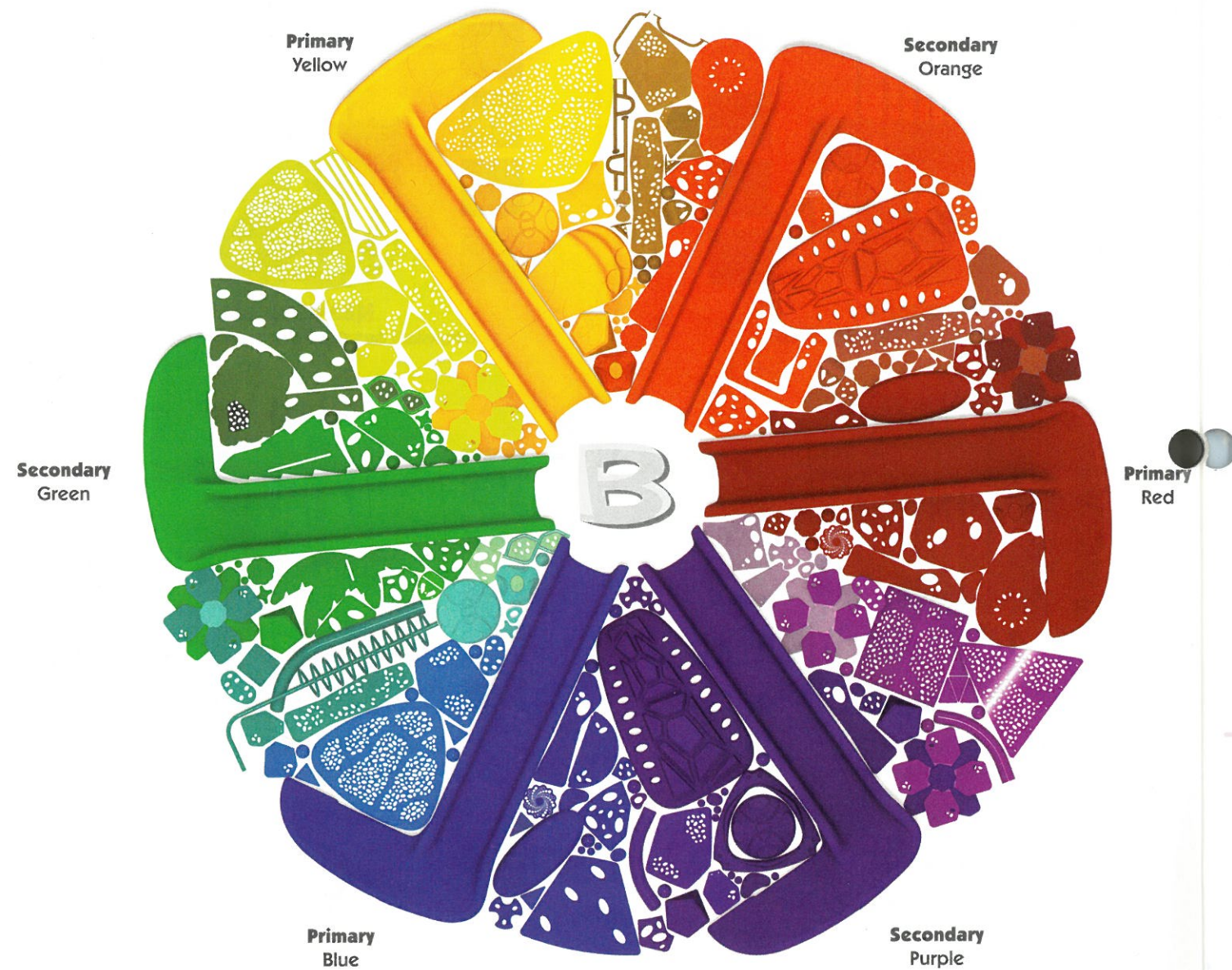
Accepted By

Accepted Date

COLOR SELECTION

Colors by Material

A color wheel is a guide that reveals how colors connect, contrast and work together within a space. Primary colors — red, yellow and blue — combine to create secondary colors like purple, green and orange, while mixing further produces tertiary hues. Complementary colors create strong contrast, while colors next to each other produce a sense of harmony — helping designers understand how to create balanced color schemes.



Color in outdoor spaces is more than a design decision — it's a powerful form of visual communication. Thoughtfully chosen colors enhance the outdoor experience, evoke emotional connections and help visitors navigate and engage with their surroundings. From dynamic hues to expressive tones, color brings your outdoor space to life! Explore palettes, trends and possibilities at bciburke.com/color.



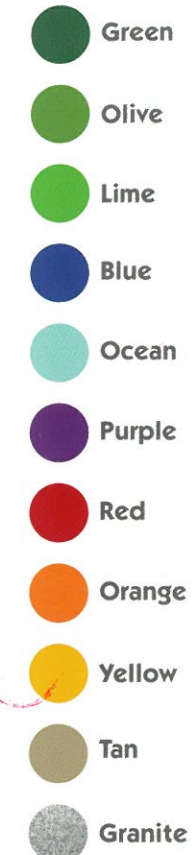
Powder Coat Paint



ShadePlay® Canopies



Rotomold Plastic



Vinyl Site Amenities



Acrylic



2-Color HDPE



Platforms





Park Board Agenda Request

MEETING DATE: July 28, 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 Park Board is asked to determine which picnic shelter option should be reconstructed at Memorial Park and identify the funding source for the project.

The goal is to replace the previous shelter with a structure that is similar in size and able to accommodate approximately four picnic tables, providing adequate space for families and park users.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Structure Options:

Option 1 – Traditional Picnic Shelter

- Drawings and quote attached.
- **Estimated Cost: \$14,000**
- Similar in size and appearance to the previous shelter.
- Constructed on grass (no concrete slab) to reduce project costs.
- This style of shelter has proven durable, lasting many years while withstanding wind and snow.

Option 2 – Updated Shelter with Concrete Slab

- Drawing and quote attached.
- Includes a concrete slab.
- **Estimated cost \$22,800 plus permit fees.**
- The quoted price is based on a 16' × 24' shelter.
- Provides a more permanent installation but will increase the overall project cost.

Option 3 – St. Croix Shade Structure

- Footings 46' W X 5' D \$20,000
- Installation \$8,000
- Total Install \$28,000 does not include concrete pad
- **Estimated Cost: \$38,623.8**
- The attachment shows the numbers for small shade structures, not the 18x25 structure.
- The cost will be significantly higher than Option 1 and more than what we have in the banner program funds.
- Provides shade but does not offer protection from rain, which is an important consideration for families using the shelter.

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 to complete the project sooner. The Banner Program was established to fund improvements to park athletic facilities through business sponsorships. The current available balance is \$23,215.
3. Other ideas?

RECOMMENDED ACTION/MOTION

Motion to approve a selected picnic shelter option, approve the funding source, and authorize staff to proceed with obtaining final pricing (if necessary) and coordinating construction at an appropriate time.

FINANCIAL IMPACT

See above.

== Proposal

Date: 3/9/2026

Bill to:

Brainerd Park and Rec/ Eagles Club

[illegible]

Make all checks payable to: Palace Companies Inc.
30212 Rasmussen Rd
Pequot Lakes, Mn 56472

Sub-Total	\$14,000.00
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Shipping

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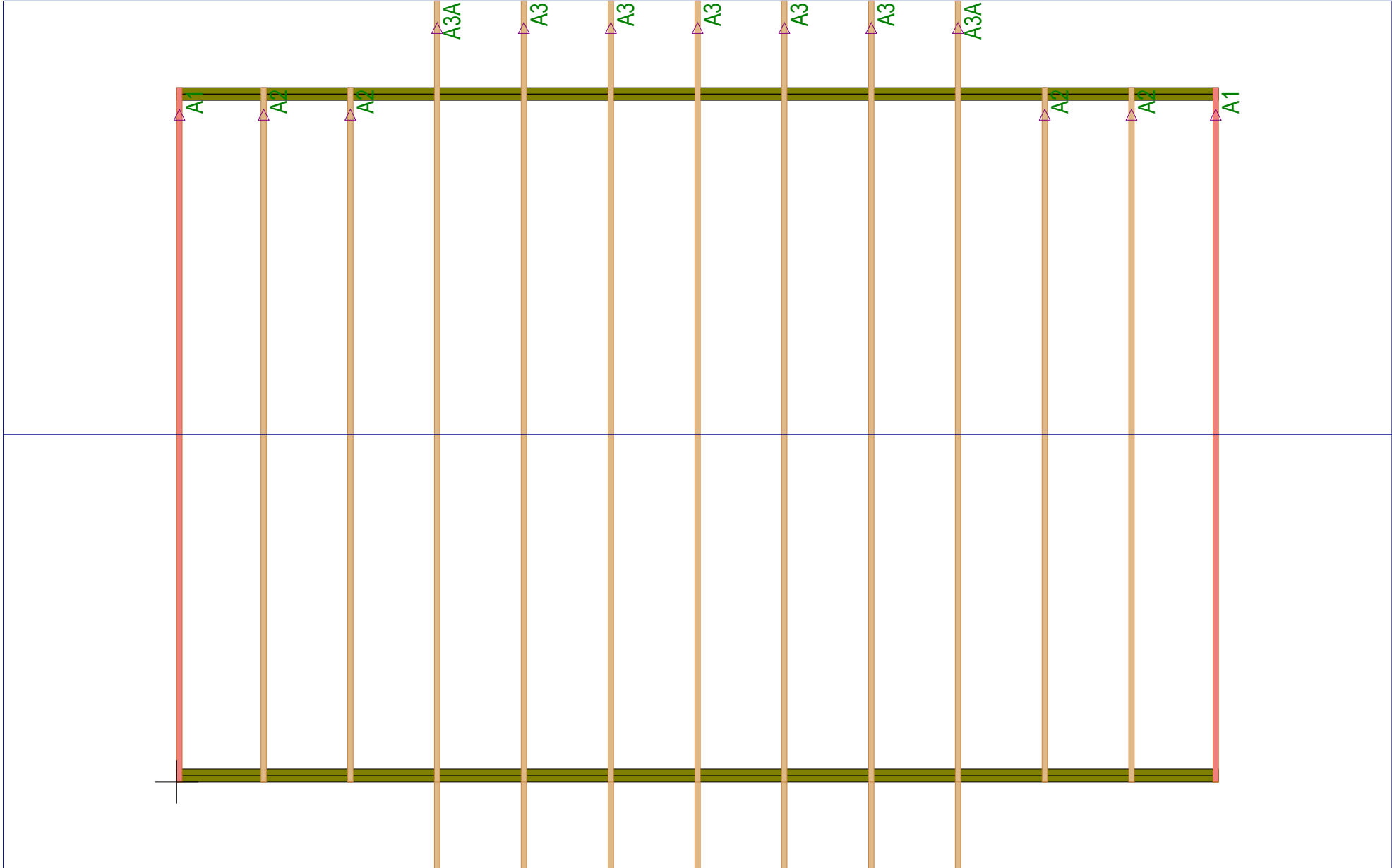
Due Upon Receipt	\$14,000.00
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Thank you for your business!

Palace Companies Inc.

PRELIMINARY ROOF LAYOUT
FOR BIDDING PURPOSES ONLY

- ROOF NOTES:
- 6/12 PITCH
 - TRIANGLE ON TRUSS INDICATES LEFT END ALSO LABELED END
 - ALL INT. WALLS SHOWN ARE BRG.
 - ALL BEAMS BY OTHERS



Prelim Truss Placement Plan
Drawn By: Elijah Brunell
Salesman: Elijah Brunell

Customer: BFS - Brainerd
Job #:
Jobname: Palace 16x24



1100 N Jefferson St.
P.O. Box 109
Wadena, MN 56482
(218) 631-2607

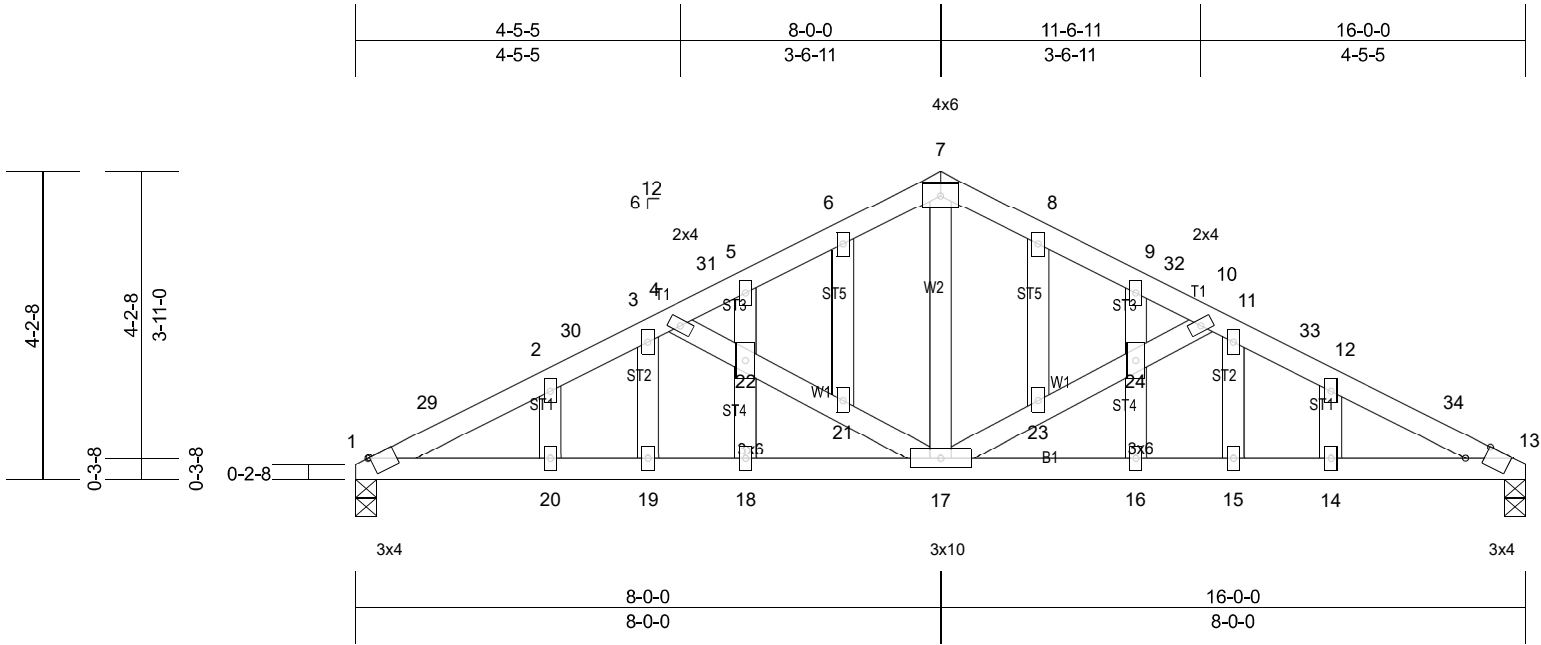
Job	Truss	Truss Type	Qty	Ply	
5582409	A1	Common Structural Gable	2	1	Job Reference (optional)

Timber Roots, Wadena, MN 56482, Elijah Brunell

Run: 25.40 S Mar 12 2026 Print: 25.4.0 S Mar 12 2026 MiTek Industries, Inc. Mon Jul 20 12:32:57

Page: 1

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Scale = 1:31.5

Plate Offsets (X, Y): [1:0-0-4,Edge], [13:0-2-12,Edge]												
Loading	(psf)	Spacing	2-0-0	CSI		DEFL	in	(loc)	L/defl	L/d	PLATES	GRIP
TCLL	42.0	Plate Grip DOL	1.15	TC	0.27	Vert(LL)	-0.07	20	>999	240	MT20	197/144
(Roof Snow = 42.0)		Lumber DOL	1.15	BC	0.51	Vert(CT)	-0.10	20	>999	180		
TCDL	10.0	Rep Stress Incr	YES	WB	0.39	Horz(CT)	0.04	13	n/a	n/a		
BCLL	0.0	Code	IRC2018/TPI2014	Matrix-MS								
BCDL	10.0											
										Weight: 63 lb	FT = 12%	

LUMBER		BRACING		
TOP CHORD	2x4 SPF 1650F 1.5E	TOP CHORD		
BOT CHORD	2x4 SPF 1650F 1.5E	BOT CHORD		
WEBS	2x4 SPF-S Stud			Structural wood sheathing directly applied or 4-9-3 oc purlins.
OTHERS	2x4 SPF-S Stud			Rigid ceiling directly applied or 10-0-0 oc bracing.
REACTIONS	(size) 1=0-3-8, (min. 0-1-12), 13=0-3-8, (min. 0-1-12)			MiTek recommends that Stabilizers and required cross bracing be installed during truss erection, in accordance with Stabilizer Installation guide.
	Max Horiz 1=50 (LC 13)			
	Max Grav 1=1122 (LC 18), 13=1122 (LC 19)			

FORCES	(lb) - Max. Comp./Max. Ten. - All forces 250 (lb) or less except when shown.
TOP CHORD	1-29=-2001/107, 2-29=-1950/114, 2-30=-1950/134, 3-30=-1924/139, 3-4=-1734/136, 4-31=-1214/96, 5-31=-1168/101, 5-6=-1157/120, 6-7=-1120/132, 7-8=-1120/132, 8-9=-1157/120, 9-32=-1168/101, 10-32=-1214/96, 10-11=-1734/136, 11-33=-1924/139, 12-33=-1950/134, 12-34=-1950/114, 13-34=-2001/107
BOT CHORD	1-20=-79/1744, 19-20=-79/1744, 18-19=-79/1744, 17-18=-79/1744, 16-17=-73/1744, 15-16=-73/1744, 14-15=-73/1744, 13-14=-73/1744
WEBS	7-17=-56/710, 4-22=-862/79, 21-22=-853/76, 17-21=-894/84, 17-23=-894/84, 23-24=-853/76, 10-24=-862/79, 3-19=-16/285, 11-15=-16/285

- NOTES
- 1) Wind: ASCE 7-16; Vult=115mph (3-second gust) Vasd=91mph; TCDL=6.0psf; BCDL=6.0psf; h=24ft; B=45ft; L=24ft; eave=4ft; Cat. II; Exp B; Enclosed; MWFRS (directional) and C-C Exterior(2E) 0-1-12 to 3-1-12, Interior (1) 3-1-12 to 8-0-0, Exterior(2R) 8-0-0 to 11-0-0, Interior (1) 11-0-0 to 15-10-4 zone; cantilever left and right exposed ; end vertical left and right exposed;C-C for members and forces & MWFRS for reactions shown; Lumber DOL=1.60 plate grip DOL=1.60

2) Truss designed for wind loads in the plane of the truss only. For studs exposed to wind (normal to the face), see Standard Industry Gable End Details as applicable, or consult qualified building designer as per ANSI/TPI 1.

3) TCLL: ASCE 7-16; Pf=42.0 psf (Lum DOL = 1.15 Plate DOL = 1.15); Is=1.0; Rough Cat B; Partially Exp.; Ce=1.0; Cs=1.00; Ct=1.10

4) Unbalanced snow loads have been considered for this design.

5) All plates are 2x4 (||) MT20 unless otherwise indicated.

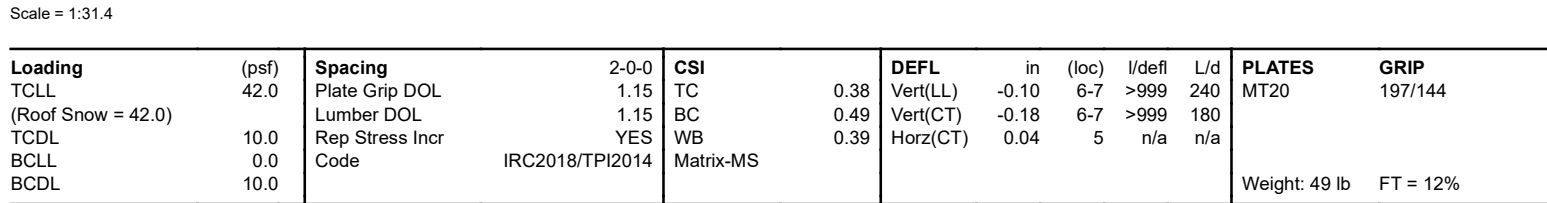
6) Gable studs spaced at 1-4-0 oc.

7) This truss has been designed for a 10.0 psf bottom chord live load nonconcurrent with any other live loads.

8) This truss is designed in accordance with the 2018 International Residential Code sections R502.11.1 and R802.10.2 and referenced standard ANSI/TPI 1.

LOAD CASE(S) Standard

Timber Roots, Wadena, MN 56482, Elijah Brunell Run: 25.40 S Mar 12 2026 Print: 25.4.0 S Mar 12 2026 MiTek Industries, Inc. Mon Jul 20 12:32:57 Page: 1
ID:Nj_smwshmK2mAkh_w9S09NywAPq-0HJqwLYUNaMMZv9UfMC37rXcX2L4f8NHVVWxjyAKq

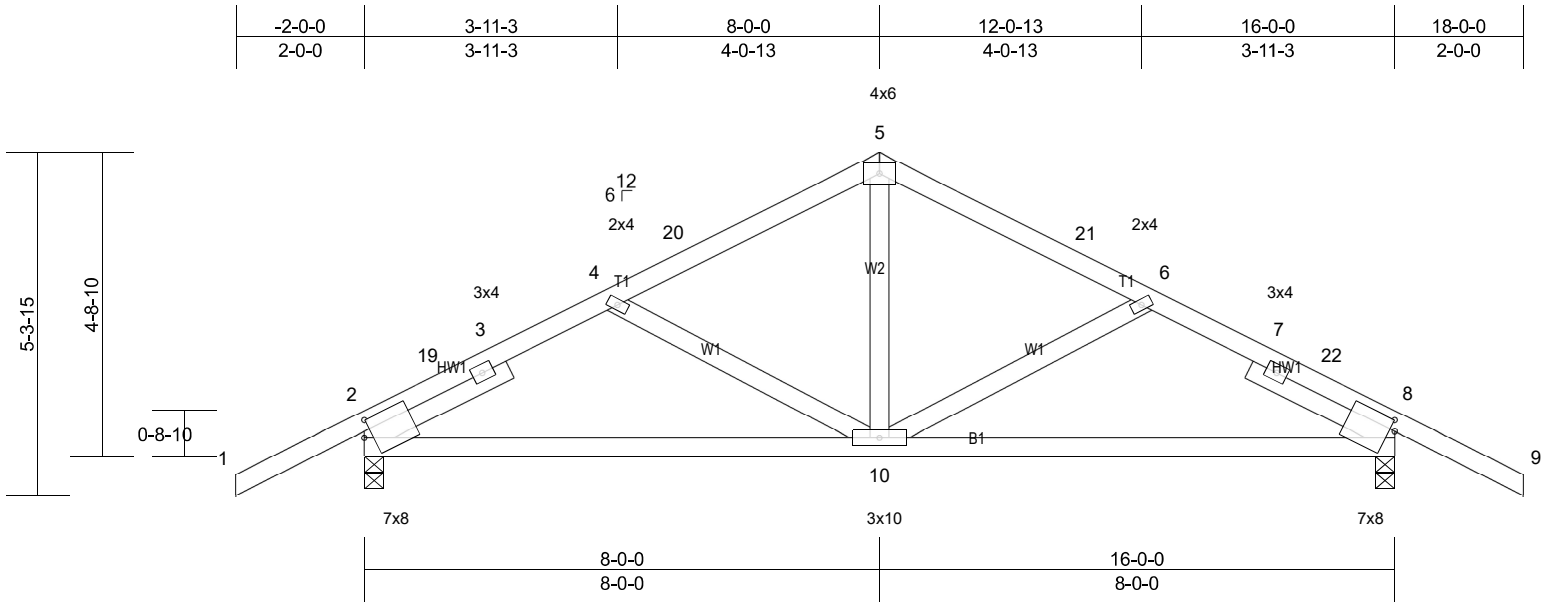


REACTIONS	(size) 1=0-3-8, (min. 0-1-12), 5=0-3-8, (min. 0-1-12) Max Horiz 1=50 (LC 13) Max Grav 1=1122 (LC 18), 5=1122 (LC 19)	installed during truss erection, in accordance with Stabilizer Installation guide.
FORCES	(lb) - Max. Comp./Max. Ten. - All forces 250 (lb) or less except when shown.	
TOP CHORD	1-11=-1953/134, 11-12=-1903/134, 2-12=-1757/151, 2-13=-1283/96, 3-13=-1156/114, 3-14=-1156/114, 4-14=-1283/96, 4-15=-1757/151, 15-16=-1903/134, 5-16=-1953/134	
BOT CHORD	1-6=-96/1702, 5-6=-90/1702	
WEBS	3-6=-13/704, 2-6=-790/112, 4-6=-790/112	

- NOTES**
- 1) Wind: ASCE 7-16; Vult=115mph (3-second gust) Vasd=91mph; TC DL=6.0psf; BCDL=6.0psf; h=24ft; B=45ft; L=24ft; eave=4ft; Cat. II; Exp B; Enclosed; MWFRS (directional) and C-C Exterior(2E) 0-1-12 to 3-1-12, Interior (1) 3-1-12 to 8-0-0, Exterior(2R) 8-0-0 to 11-0-0, Interior (1) 11-0-0 to 15-10-4 zone; cantilever left and right exposed ; end vertical left and right exposed; C-C for members and forces & MWFRS for reactions shown; Lumber DOL=1.60 plate grip DOL=1.60
 - 2) TLL: ASCE 7-16; Pf=42.0 psf (Lum DOL = 1.15 Plate DOL = 1.15); Is=1.0; Rough Cat B; Partially Exp.; Ce=1.0; Cs=1.00; Ct=1.10
 - 3) Unbalanced snow loads have been considered for this design.
 - 4) This truss has been designed for a 10.0 psf bottom chord live load nonconcurrent with any other live loads.
 - 5) This truss is designed in accordance with the 2018 International Residential Code sections R502.11.1 and R802.10.2 and referenced standard ANSI/TPI 1.

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Job	Truss	Truss Type	Qty	Ply	Job Reference (optional)
5582409	A3	Common	5	1	



Scale = 1:35.8

Plate Offsets (X, Y): [2:0-1-8,0-3-0], [8:0-0-15,0-1-14]

Loading	(psf)	Spacing	2-0-0	CSI		DEFL	in	(loc)	l/defl	L/d	PLATES	GRIP
TCLL	42.0	Plate Grip DOL	1.15	TC	0.59	Vert(LL)	-0.05	10-13	>999	240	MT20	197/144
(Roof Snow = 42.0)		Lumber DOL	1.15	BC	0.40	Vert(CT)	-0.10	10-13	>999	180		
TCDL	10.0	Rep Stress Incr	YES	WB	0.32	Horz(CT)	0.03	8	n/a	n/a		
BCLL	0.0	Code	IRC2018/TPI2014	Matrix-MS							Weight: 63 lb	FT = 12%
BCDL	10.0											

LUMBER
TOP CHORD 2x4 SPF 1650F 1.5E
BOT CHORD 2x4 SPF 1650F 1.5E
WEBS 2x4 SPF-S Stud
SLIDER Left 2x4 SPF 1650F 1.5E -- 2-6-0, Right 2x4 SPF 1650F 1.5E -- 2-6-0

BRACING
TOP CHORD
BOT CHORD

Structural wood sheathing directly applied or 5-8-4 oc purlins.
Rigid ceiling directly applied or 10-0-0 oc bracing.
MiTek recommends that Stabilizers and required cross bracing be installed during truss erection, in accordance with Stabilizer Installation guide.

REACTIONS (size) 2=0-3-8, (min. 0-2-2), 8=0-3-8, (min. 0-2-2)
Max Horiz 2=-64 (LC 12)
Max Uplift 2=-26 (LC 14), 8=-26 (LC 14)
Max Grav 2=1352 (LC 19), 8=1352 (LC 20)

FORCES (lb) - Max. Comp./Max. Ten. - All forces 250 (lb) or less except when shown.
TOP CHORD 2-19=-526/425, 3-19=-476/432, 3-4=-1483/119, 4-20=-1141/78, 5-20=-997/94, 5-21=-997/94, 6-21=-1141/78, 6-7=-1483/119, 7-22=-476/432, 8-22=-481/425
BOT CHORD 2-10=-222/1374, 8-10=-35/1374
WEBS 5-10=0/434, 4-10=-558/95, 6-10=-558/95

- NOTES**
- Wind: ASCE 7-16; Vult=115mph (3-second gust) Vasd=91mph; TCDL=6.0psf; BCDL=6.0psf; h=24ft; B=45ft; L=24ft; eave=4ft; Cat. II; Exp B; Enclosed; MWFRS (directional) and C-C Exterior(2E) -2-0-0 to 1-0-0, Interior (1) 1-0-0 to 8-0-0, Exterior(2R) 8-0-0 to 11-0-0, Interior (1) 11-0-0 to 18-0-0 zone; cantilever left and right exposed ; end vertical left and right exposed;C-C for members and forces & MWFRS for reactions shown; Lumber DOL=1.60 plate grip DOL=1.60
 - TCLL: ASCE 7-16; Pf=42.0 psf (Lum DOL = 1.15 Plate DOL = 1.15); Is=1.0; Rough Cat B; Partially Exp.; Ce=1.0; Cs=1.00; Ct=1.10
 - Unbalanced snow loads have been considered for this design.
 - This truss has been designed for greater of min roof live load of 16.0 psf or 2.00 times flat roof load of 42.0 psf on overhangs non-concurrent with other live loads.
 - This truss has been designed for a 10.0 psf bottom chord live load nonconcurrent with any other live loads.
 - Provide mechanical connection (by others) of truss to bearing plate capable of withstanding 26 lb uplift at joint 2 and 26 lb uplift at joint 8.
 - This truss is designed in accordance with the 2018 International Residential Code sections R502.11.1 and R802.10.2 and referenced standard ANSI/TPI 1.

LOAD CASE(S) Standard

Timber Roots, Wadena, MN 56482, Elijah Brunell Run: 25.40 S Mar 12 2026 Print: 25.4.0 S Mar 12 2026 MiTek Industries, Inc. Mon Jul 20 12:32:58 Page: 1
ID:5_DmiPgLMS0H4KSE_cflVPyAOL-UTiC8hZ68uUDB3kgD3jlf3OkNxO91ZTHcxE339yWAKp

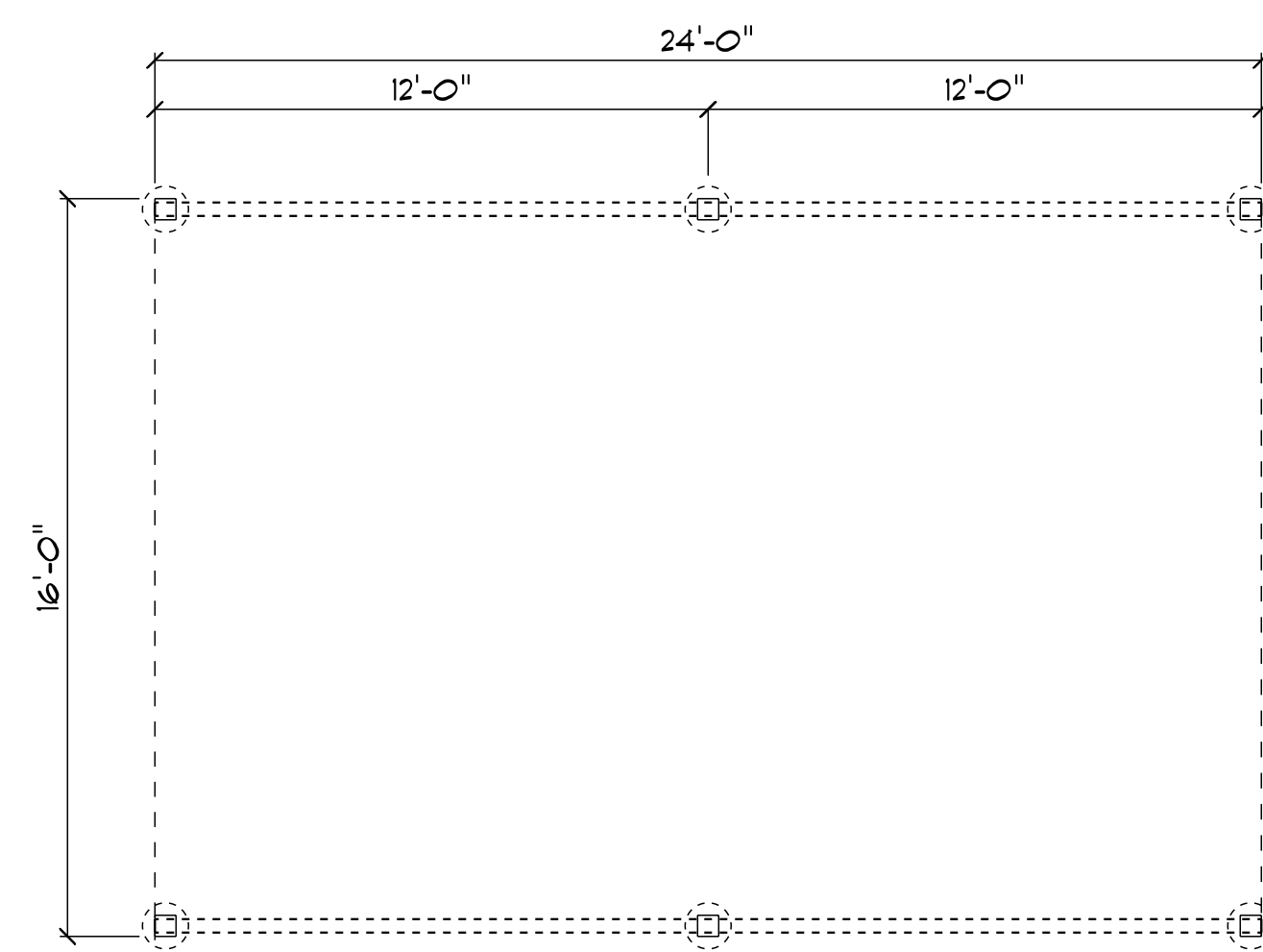


LUMBER TOP CHORD 2x6 SPF 1650F 1.5E BOT CHORD 2x4 SPF 1650F 1.5E WEBS 2x4 SPF-S Stud WEDGE Left: 2x4 SPF-S Stud Right: 2x4 SPF-S Stud	BRACING TOP CHORD BOT CHORD Structural wood sheathing directly applied or 6-0-0 oc purlins. <u>Rigid ceiling directly applied or 10-0-0 oc bracing.</u> MiTek recommends that Stabilizers and required cross bracing be installed during truss erection, in accordance with Stabilizer Installation guide.
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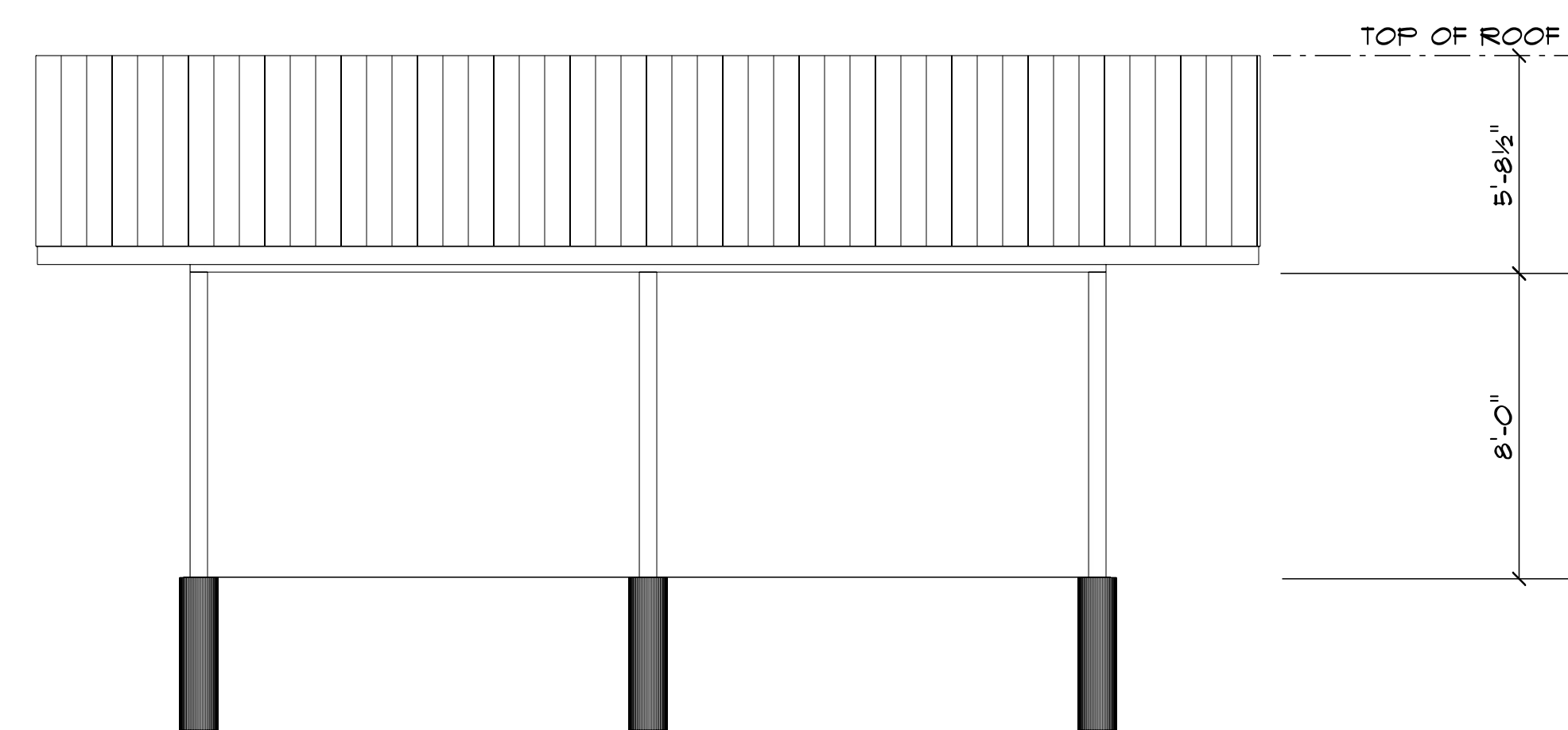
NOTES

- 1) Wind: ASCE 7-16; Vult=115mph (3-second gust) Vasd=91mph; TC DL=6.0psf; BC DL=6.0psf; h=24ft; B=45ft; L=24ft; eave=4ft; Cat. II; Exp B; Enclosed; MWFRS (directional) and C-C Exterior (2E) -2-0-0 to 1-0-0, Interior (1) 1-0-0 to 8-0-0, Exterior (2R) 8-0-0 to 11-0-0, Interior (1) 11-0-0 to 18-0-0 zone; cantilever left and right exposed ; end vertical left and right exposed; C-C for members and forces & MWFRS for reactions shown; Lumber DOL=1.60 plate grip DOL=1.60
- 2) T CLL: ASCE 7-16; Pf=42.0 psf (Lum DOL = 1.15 Plate DOL = 1.15); Is=1.0; Rough Cat B; Partially Exp.; Ce=1.0; Cs=1.00; Ct=1.10
- 3) Unbalanced snow loads have been considered for this design.
- 4) This truss has been designed for greater of min roof live load of 16.0 psf or 2.00 times flat roof load of 42.0 psf on overhangs non-concurrent with other live loads.
- 5) This truss has been designed for a 10.0 psf bottom chord live load nonconcurrent with any other live loads.
- 6) Provide mechanical connection (by others) of truss to bearing plate capable of withstanding 26 lb uplift at joint 2 and 26 lb uplift at joint 6.
- 7) This truss is designed in accordance with the 2018 International Residential Code sections R502.11.1 and R802.10.2 and referenced standard ANSI/TPI 1.

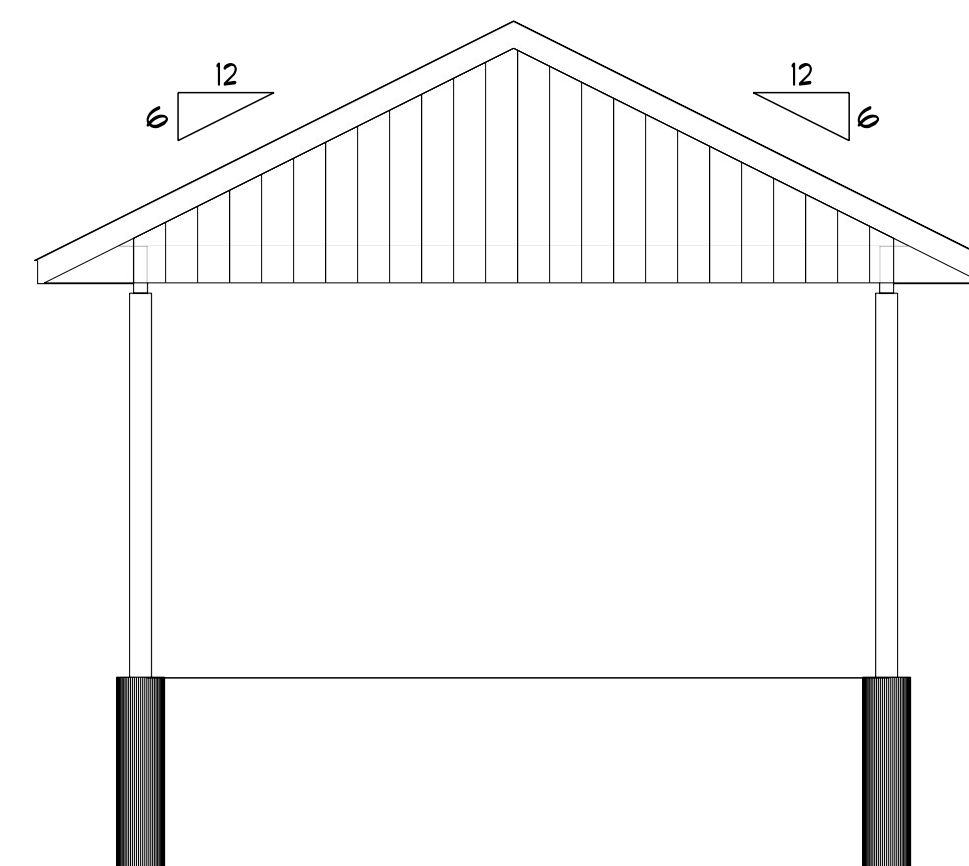
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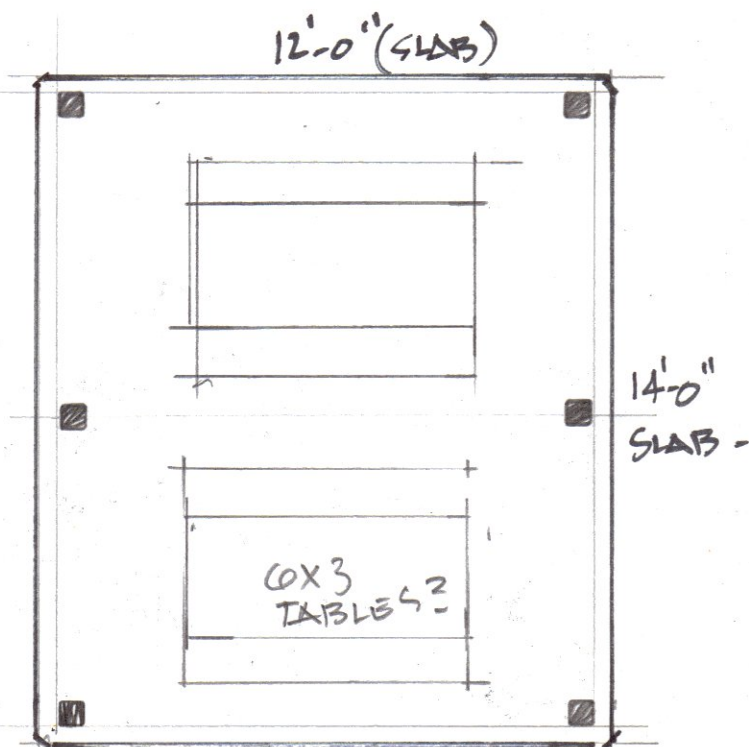
MAIN FLOOR PLAN



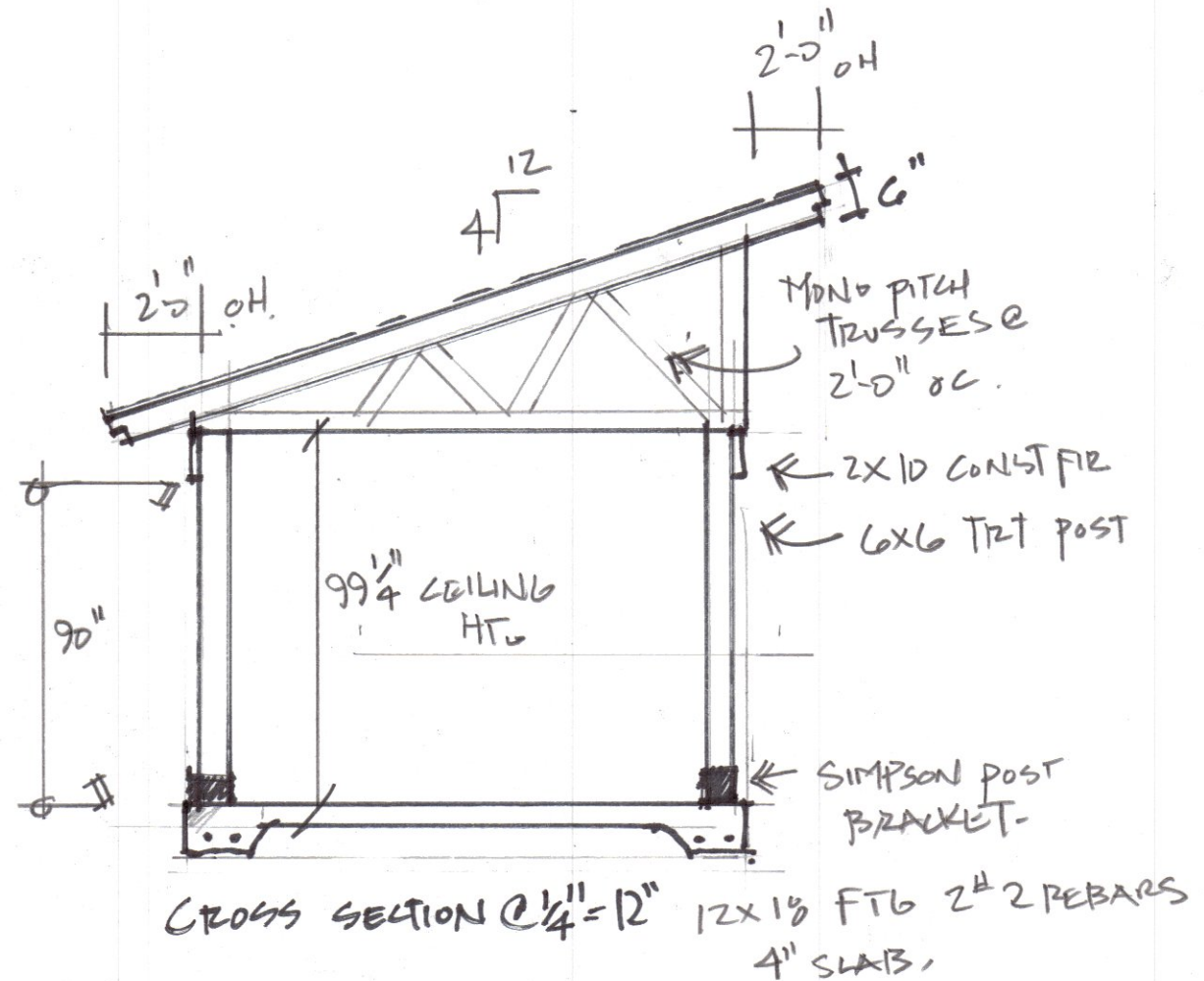
FRONT/REAR ELEVATION



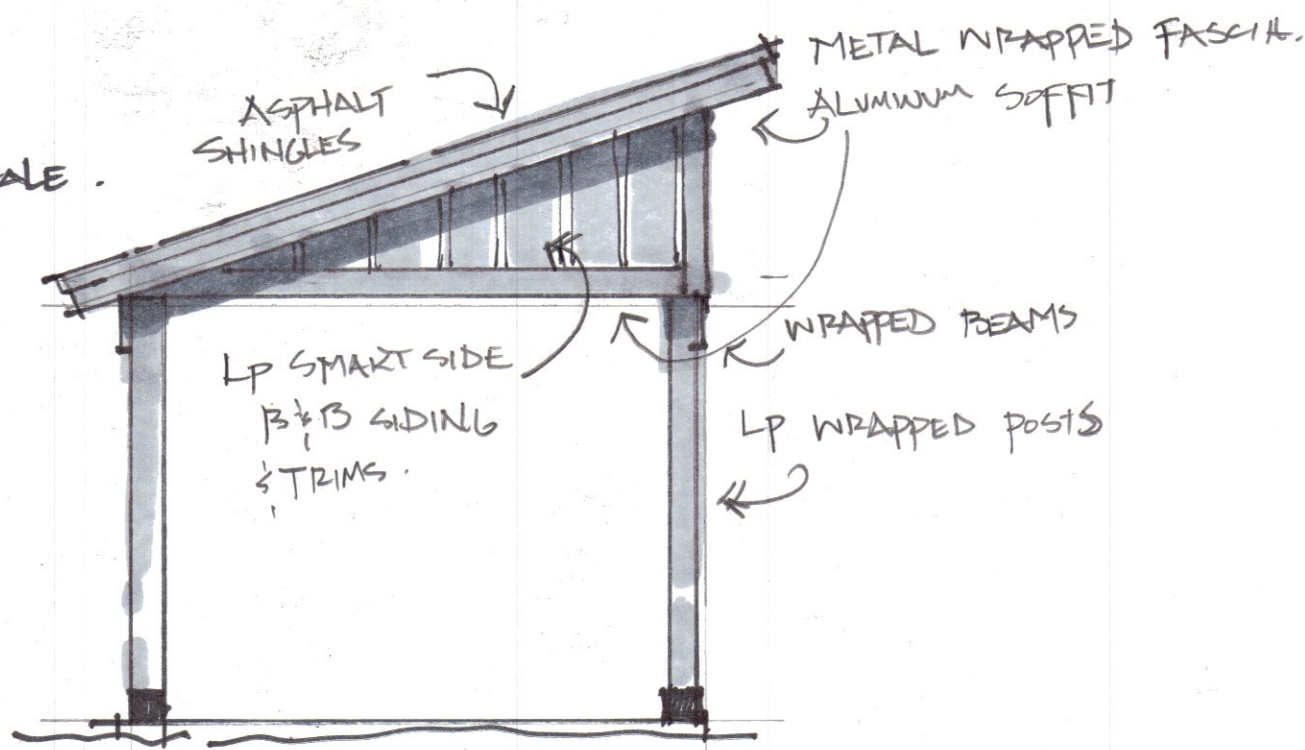
LEFT/RIGHT ELEVATION



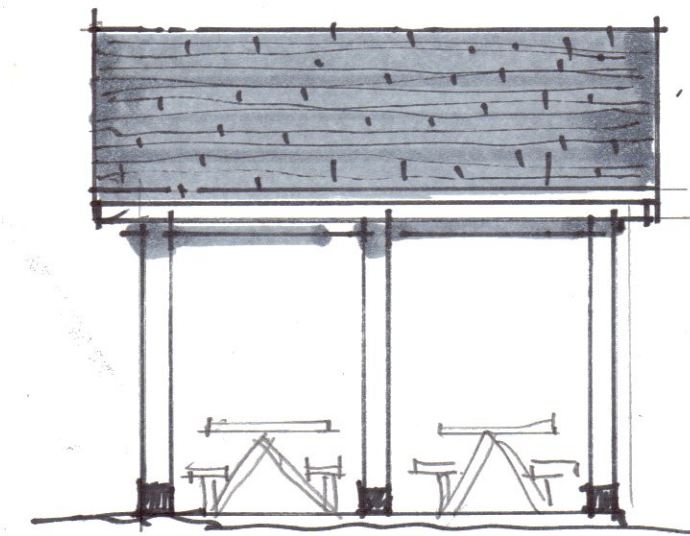
FLOOR PLAN @ $\frac{1}{4}" = 12"$ SCALE.



CROSS SECTION @ $\frac{1}{4}" = 12"$ 12x18 FTG 2#2 REBARS 4" SLAB.



END ELEVATION @ $\frac{1}{4}" = 12"$



SIDE VIEW @ $\frac{3}{16}" = 12"$

• PICNIC SHELTER •
BRainerd PARK
(SCALES NOTED)



— Proposal

Date: 7/23/2026

Bill to:
Brainerd Parks

Brainerd Mn

Item	Description	Qty	Unit Price	Total Price
1	Construct picnic pavillion per specified drawings 12'x14' (see attached drawings)	1	\$22,800.00	\$22,800.00
2	Permit Fees not included			

Palace Companies Inc.
30212 Rasmussen Rd
Pequot Lakes,Mn 56472

Sub-Total	\$22,800.00
Shipping	
Due Upon Receipt	\$22,800.00

Thank you for your business!

Shade Options

Option 1: Shade Systems

Single Cantilever

- 10'x20' Offset T-Cantilever with 10' Eave & Pier-Mounted Columns – No Offset
- Estimated cost of equipment, freight, & MN Engineer Drawings: \$14,000
- Estimated Installation: \$19,000 *requires easy site access with a concrete truck and normal soil conditions
- Sales tax not included



Option 2: BCI Burke

Single Post Square Pyramid

- 12'x12' Single Post Shade with 10' Eave
- Estimated cost of equipment, freight, & MN Engineer Drawings: \$9,000
- Estimated Installation: \$8,000 *requires easy site access with a concrete truck and normal soil conditions
- Sales tax not included



Option 3: BCI Burke

4-Post Max Hip Shade

- 14'x18' 4-Post Hip Shade with 10' Eave
- Estimated cost of equipment, freight, & MN Engineer Drawings: \$11,400
- Estimated Installation: \$11,000 *requires easy site access with a concrete truck and normal soil conditions
- Sales tax not included

*Note: the above details are for planning purposes only. Given the volatility of freight, official quotes (when requested) are valid for 15 days. Installation rates above include offloading shipment, pouring footers, assembling shade; Does not include site prep, geo-technical reports (approx. \$5,000), site restoration, nor additional resilient material. Install costs will vary based on desired services and site conditions. Lead times are currently 12-16 weeks from when Engineered Drawings are approved. Installation schedules will be determined by individual contractors.

St. Croix Recreation Fun Playgrounds INC.
1826 Tower Dr W
Stillwater, MN 55082-7597 USA
6514301247
hannah@stcroixrec.com



Estimate

ESTIMATE # 8463
DATE 07/16/2026

ADDRESS
City of Brainerd
Email:
accountspayable@ci.brainerd.
mn.us
501 Laurel St
Brainerd, MN 56401

SHIP TO
City of Brainerd
Attn: Troy Harris
TBA
Brainerd, MN

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

ACTIVITY	ACTIVITY	QTY	RATE	AMOUNT
SS CUSTOM	18' x 25' Hip Roof Rectangle - 10' Eave - Pier Mounted Columns	1	8,030.00	8,030.00T
Dis.	Colors: TBA Less Discount	8,030	-0.04	-321.20T
MN Drawings	MN Eng Seals Footings & Calcs Note: Prices do not include Threaded Rods, Nuts or Anchor Templates	1	1,350.00	1,350.00T

MATERIAL ITEMS AS QUOTED ARE GOOD FOR 30 DAYS. FREIGHT QUOTES ARE GOOD FOR 15 DUE TO FUEL UNCERTAINTIES. SALES TAX SUBJECT TO CHANGE. ADD IF NOT TAX EXEMPT OR SUPPLY EXEMPTION CERTIFICATE IF NOT ON FILE. PAYMENT TERMS ARE NET 30 DAYS UNLESS OTHERWISE NOTED. FAILURE TO PAY IN A TIMELY MANNER WILL BE SUBJECT TO INTEREST AT A RATE OF 1.5%/MONTH OR 18% ANNUALLY.	SUBTOTAL	9,058.80
	TAX (0%)	0.00
	SHIPPING	1,565.00
	TOTAL	\$10,623.80

*LEAD TIMES AND SHIPPING DATES ARE BASED ON CURRENT INVENTORY. PLEASE BE PATIENT AS OUR VENDORS NAVIGATE SUPPLY CHAINS & NATIONAL SHORTAGES.

**FOR BIDDING CONTRACTORS & SUPPLIERS: ST CROIX RECREATION IS NOT LIABLE FOR INTERPRETATION OF PROJECT BIDS, DRAWINGS OR ADDENDA. IT IS THE CUSTOMER'S RESPONSIBILITY TO VERIFY ACCURACY OF MODEL NUMBER(S), DESCRIPTION(S), QUANTITY AND COLOR(S) DIRECTLY WITH END USER

By signing estimate or authorizing by email or PO, purchaser is agreeing to billing terms as listed on the estimate. Order to include model number(s), quantity and color(s) above including any supplemental documents provided and/or requested. Please verify all content for accuracy. **Those purchasing off of the MN State Contract are bound only by the terms and conditions listed in said contract**

Accepted By

Accepted Date



Park Board Agenda Request

MEETING DATE: July 28, 2026

TITLE OF ITEM: Approval of Tree Removal, Legacy Trail, and Playground Demolish

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

The Brainerd Lions Club is requesting Park Board approval to begin the next phase of the Lions Park Legacy Trail and an all-inclusive playground project at Lions Park at Buffalo Hills.

As part of this request, the Brainerd Lions Club is requesting permission to complete the removal of the existing playground equipment this fall, allowing the site to be prepared for construction of the new all-inclusive playground in the spring of 2027. The Lions Club is also requesting approval to remove three trees identified with red "X"s on the attached site plan. Staff has confirmed that two of the three trees are dead, while the third tree must be removed to accommodate the footprint of the new playground.

Additionally, the Brainerd Lions Club is requesting authorization to begin construction of the Legacy Trail, as shown on the approved master plan. The Lions Club will provide the necessary volunteers, equipment, and resources to complete the playground removal, tree removal, trail construction, and associated site preparation, pending Park Board approval.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The Lions Club is requesting authorization to:

- Begin construction of the Legacy Trail as shown on the approved master plan, asking the Park Board to approve the 8-foot-wide paved trail.
- Remove the existing playground equipment this fall to prepare the site for construction of the new all-inclusive playground in the spring of 2027.
- Complete all associated site work necessary to prepare the project area for construction.

The Brainerd Lions Club has indicated that the Legacy Trail, including all groundwork and asphalt paving, will be funded by the Brainerd Lions Club, as outlined in their request. The trail will provide an accessible connection to park amenities while incorporating educational and interactive features identified in the project master plan.

Staff will return to the next Park Board meeting with a recommendation regarding the disposal or repurposing of the existing playground equipment following its removal.

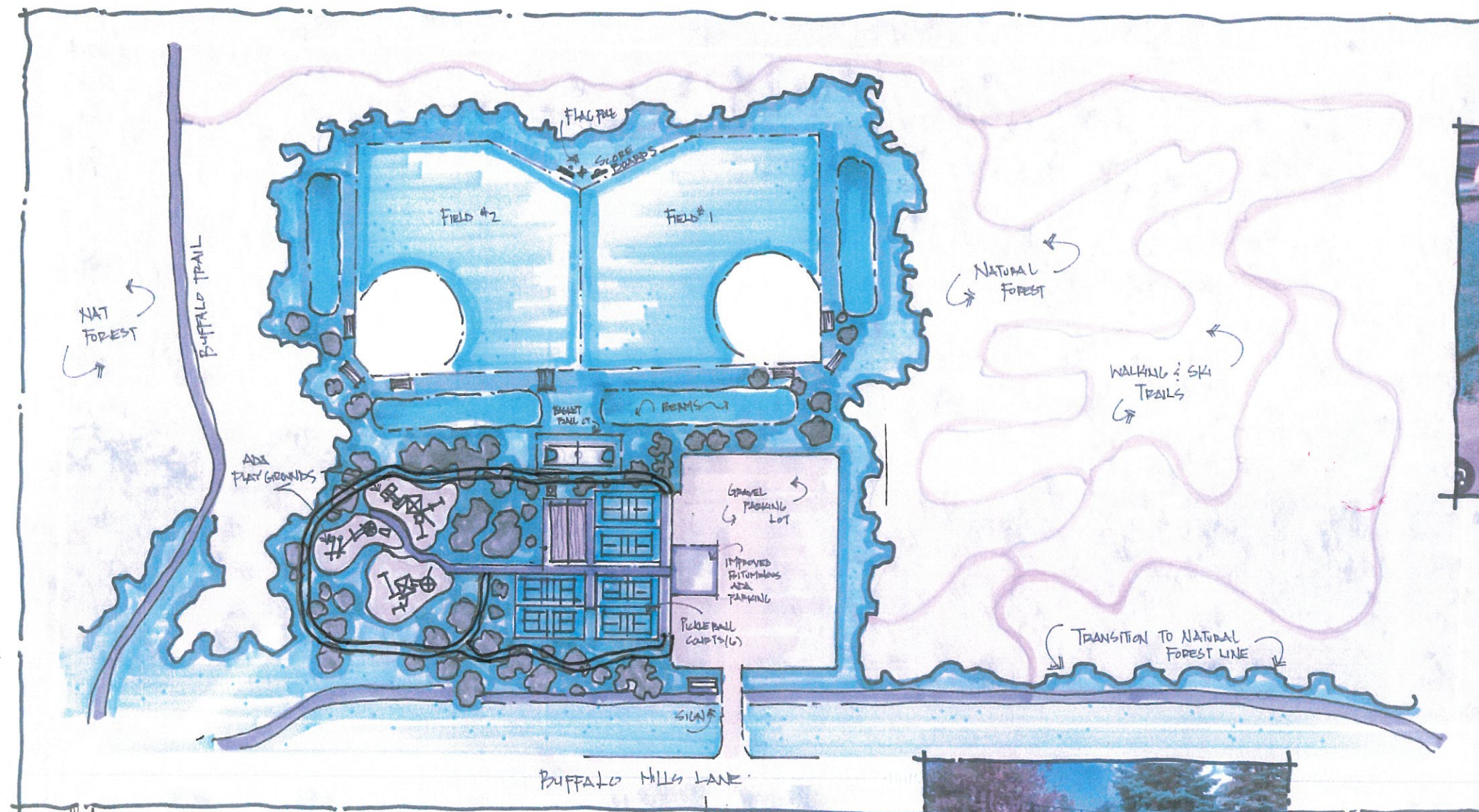
RECOMMENDED ACTION/MOTION

Looking for Park Board approval for the Lions Club to:

1. Remove the trees identified on the attached site plan for the construction of the new all-inclusive playground; 2. Authorize construction of the Legacy Trail as shown on the approved master plan, approval of the 8-foot wide trail; 3. Authorize removal of the existing playground equipment this fall; and 4. Authorize staff to coordinate with the Brainerd Lions Club on all necessary site preparation, construction activities, and any required agreements to complete the project.

FINANCIAL IMPACT

N/A



- Park Amenities:**
- Summer Activity Spaces**
- 6 Regulation pickle ball courts
 - 1 Youth basketball court
 - 2 Youth softball fields with outfield Multi-Use
 - Approx 2800' improved walking trails
 - 3 Organically shaped ADA playground spaces

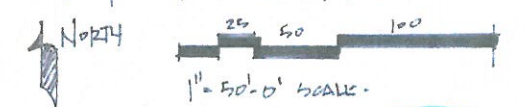
- Winter Activity spaces**
- Groomed walking/ snow shoe/ ski trail

- Structures**
- Bathroom and Concession building with seating space
 - Lionhead drinking fountain
 - Lit flagpole
 - Park entrance sign
 - 40 car gravel parking lot with improved handicap zone and path to playground
 - Storage and maintenance building

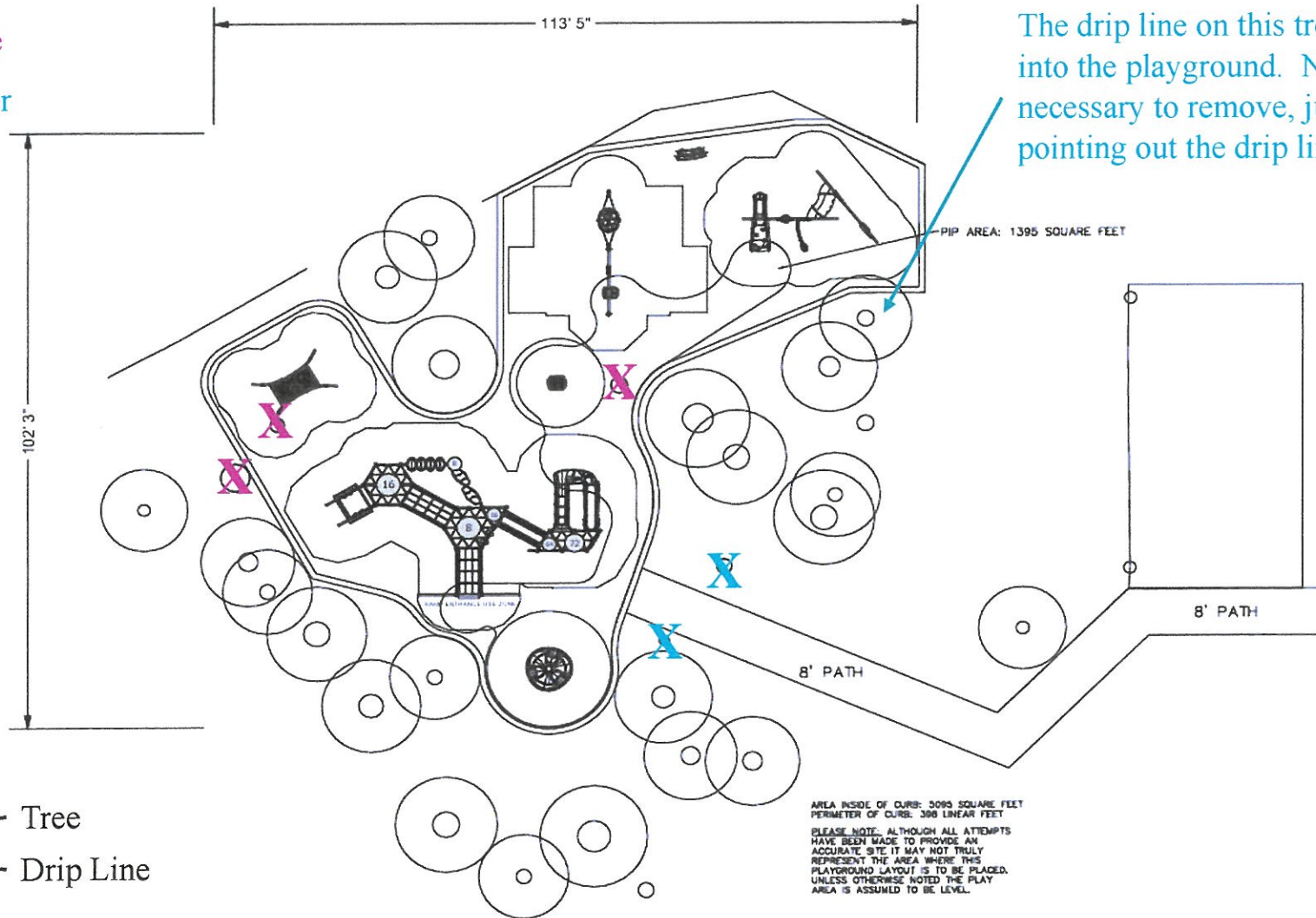


LIONS PARK AT BUFFALO HILLS

MASTER PLAN REVISED 6/17/25



X Remove
X Consider



The drip line on this tree extends into the playground. Not necessary to remove, just pointing out the drip line.

Request to the Brainerd Park Board
Approval of the Legacy Trail at Lions Park – Buffalo Hills

To: Brainerd Park Board
From: Brainerd Lions Club
Re: Request for Approval of the Legacy Trail at Lions Park, Buffalo Hills

Dear Members of the Brainerd Park Board,

The Brainerd Lions Club respectfully requests the approval of the **Legacy Trail**, as shown on the submitted drawing, to be constructed within **Lions Park at Buffalo Hills**.

The Legacy Trail has been designed to create an accessible, engaging, and educational experience for residents and visitors of all ages and abilities. The trail will particularly benefit the growing senior population residing at Woodland, providing a safe and enjoyable destination for walking, socializing, and outdoor recreation, while also enhancing the experience of families and visitors using Lions Park.

The proposed trail will include the following features:

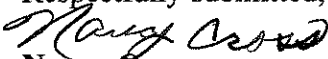
- An **8-foot-wide paved trail**, allowing individuals using wheelchairs, walkers, mobility scooters, strollers, and other mobility devices to comfortably travel side by side.
- **Interactive musical instruments** strategically placed along the trail, encouraging people of all ages and abilities to participate in creative outdoor play and sensory experiences.
- **Interpretive plaques** highlighting the history of the Brainerd Lions Club and its century-long commitment to serving the Brainerd community, including the development and ongoing enhancement of Lions Park.
- Connections to the park's existing amenities, encouraging greater use of the playground, shelter, picnic areas, and future all-inclusive playground.
- **The cost of the trail, including all ground work and asphalt are to be paid for by Brainerd Lions**

The Legacy Trail reflects the Brainerd Lions Club's continuing commitment to creating recreational opportunities that are welcoming and accessible to everyone. By providing a destination that encourages physical activity, intergenerational interaction, and community engagement, this project will further enhance Lions Park as a place where all people can gather, learn, and enjoy the outdoors.

We respectfully request that the Brainerd Park Board approve the Legacy Trail as presented in the attached drawing so that we may continue working with the City of Brainerd to bring this vision to reality.

Thank you for your consideration and for your continued partnership in improving our community parks.

Respectfully submitted,


Nancy Cross

President, Brainerd Lions Club



Park Board Agenda Request

MEETING DATE: July 28, 2026

TITLE OF ITEM: 2027 Budget

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE

Per City Charter: "The (Park) board shall each year prior to September 1 prepare and present a budget for park and recreation purposes for the ensuing fiscal year; subject to the approval of the City Council."

Staff has prepared a preliminary operating and capital equipment budget, and we will discuss the facilities budget in more detail at the meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The attached operating budget is a line item budget, and by program. It shows the 2025 actual data, the 2026 budget, and the preliminary budget for 2027. Staff has highlighted a few line items in yellow:

- **Park Maintenance:**
 - Personnel Services - There has been a change to the allocation for the Director and Administrative positions. For 2025, the allocation was 40% and 60% respectively. For 2026 the allocations are currently 45% and 80%, respectively. There has been no reduction to the budget for the straight time worked by the maintenance staff doing downtown snow removal.
 - Professional Services - Staff made the YMCA and Community Ed contracts the same amount. Staff would also like the Board to discuss the cost of injections for diseased trees. The estimated cost for the injections is \$3,000-\$5,000. The current operating budget does not include the injections. An alternative could be using the \$25,000 annual budget for trees, meaning fewer new trees would be planted.
 - Lease Payments and Sale of Assets - Staff needs more time to review and the plan for the replacement of leased vehicles.
 - Insurance - Staff needs to review in more detail as the proposed budget number appears high. Staff used various percentage increases in the LMC budget guide.
- **Outdoor Rinks:**
 - Operating Supplies - the budget was lowered for the skate sharpening equipment that was purchased in 2025.
- **Special Events:**

- Operating Supplies - the \$11,000 includes a budgeted amount for a sound system and a new podium.
- **Adult Softball:**
 - Charges for Services - Staff reviewed the revenue collected from 2021-2025. The average has been about \$43,000. In looking at the revenue collected for 2024 and 2025 with a projection for 2026, the average is \$38,900. Therefore, Staff is proposing a budget of \$40,000.
 - Another agenda item for this meeting, is to consider an increase to the umpire rate from \$32 to \$35 per game without an increase to the registration fee. The estimated cost is \$2,500. With the reduction in fees, the budget looks like expenditures exceed revenue. Personnel services includes a set rate of \$23,100 for umpires plus the cost of benefits (i.e. FICA, Medicares, MN PFML, etc.), rather than a per game rate since we have not been incurring those cost numbers. The average for 2021-2025 is \$21,100 excluding benefits. If the increase is approved, Staff would not change the current personal services budget, and the estimated expenditures would exceed the estimated revenues by \$250.

The current operational budget is a \$59,600 increase from the 2026 budget.

- **Capital Budget:**
 - The attachment compares the current 2027 request, to the proposed 2027 request when preparing the 2026 budget.

RECOMMENDED ACTION/MOTION

Discussion of the preliminary budget and provide direction to Staff.

FINANCIAL IMPACT

2027 PRELIMINARY BUDGET - 7/23/26

	Park Maintenance			Pond Hockey			Outdoor Rinks			Concessions		
	'25 Actual	'26 Budget	'27 Budget	'25 Actual	'26 Budget	'27 Budget	'25 Actual	'26 Budget	'27 Budget	'25 Actual	'26 Budget	'27 Budget
Total Taxes and Penalties	-	-	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	37,750	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	15,265	10,250	11,250	1,407	1,000	1,000	-	-	-	23,448	22,000	22,000
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	8,815	-	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	-	1,000	1,000	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,174	1,000	1,000	-	-	-	-	-	-	-	-	-
Total Charges for Services	9,989	2,000	2,000	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	63,004	12,250	13,250	1,407	1,000	1,000	-	-	-	23,448	22,000	22,000
Total Personnel Services	895,425	972,076	1,046,558	97	440	443	14,015	11,597	11,642	8,185	13,368	13,430
Supplies												
Office and Operating Supplies	15,418	8,500	8,500	653	725	725	2,069	1,900	600	14,395	16,500	17,290
Motor Fuels	17,805	18,200	18,200	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	62,447	60,407	60,000	73	-	-	-	-	-	-	-	-
Repairs & Maintenance - Mills Field	5,566	10,000	10,000	-	-	-	-	-	-	-	-	-
Small Tools	7,953	2,000	2,000	-	-	-	-	-	-	-	-	-
Total Supplies	109,188	99,107	98,700	726	725	725	2,069	1,900	600	14,395	16,500	17,290
Services												
Professional Services	34,142	40,292	35,667	-	-	-	-	-	-	-	-	-
Computer Technical Support	6,796	7,025	8,613	-	-	-	-	-	-	-	-	-
Telephone	5,475	3,804	5,892	-	-	-	-	-	-	-	-	-
Postage	72	50	50	-	-	-	-	-	-	-	-	-
Professional Development	7,908	3,000	3,000	-	-	-	-	-	-	-	-	-
Lease Payments	77,074	83,838	83,838	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	123	1,000	1,000	-	-	-	-	-	-	-	-	-
Insurance	27,826	29,381	40,837	-	-	-	-	-	-	-	-	-
Utilities	148,205	122,475	122,475	-	-	-	-	-	-	-	-	-
Rent Expense	1,947	1,785	1,785	-	-	-	-	-	-	-	-	-
Miscellaneous	1,069	2,000	2,000	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,871	2,089	2,089	-	-	-	-	-	-	-	-	-
Total Services	312,506	296,739	307,246	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,317,119	1,367,923	1,452,504	823	1,165	1,168	16,084	13,497	12,242	22,580	29,868	30,720
Other Revenue (Expenses)												
Sale of Assets	48,068	38,000	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	48,068	38,000	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(1,206,047)	(1,317,673)	(1,439,254)	584	(165)	(168)	(16,084)	(13,497)	(12,242)	869	(7,868)	(8,720)

2027 PRELIMINARY BUDGET - 7/23/26

	Tournaments			Special Events			Kickball			Adult Softball		
	'25 Actual	'26 Budget	'27 Budget	'25 Actual	'26 Budget	'27 Budget	'25 Actual	'26 Budget	'27 Budget	'25 Actual	'26 Budget	'27 Budget
Total Taxes and Penalties	-	-	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	5,790	2,500	-	3,489	3,000	3,000	2,271	2,000	2,000	37,467	48,000	40,000
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	5,790	2,500	2,500	3,489	3,000	3,000	2,271	2,000	2,000	37,467	48,000	40,000
Total Personnel Services	4,022	-	-	261	-	-	1,326	2,958	2,973	21,109	25,622	25,851
Supplies												
Office and Operating Supplies	-	2,500	2,500	4,602	7,000	11,000	385	650	650	11,767	12,400	12,400
Motor Fuels	-	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-	-	-	-	1,258	5,000	2,000
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools	-	-	-	-	-	-	-	-	-	-	-	-
Total Supplies	-	2,500	2,500	4,602	7,000	11,000	385	650	650	13,024	17,400	14,400
Services												
Professional Services	-	-	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	-	-	-	-	-	-	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-	-	-	-	-	-
Postage	-	-	-	-	-	-	-	-	-	-	-	-
Professional Development	-	-	-	-	-	-	-	-	-	-	-	-
Lease Payments	-	-	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Rent Expense	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Total Services	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	4,022	2,500	2,500	4,863	7,000	11,000	1,711	3,608	3,623	34,133	43,022	40,251
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	1,768	-	-	(1,373)	(4,000)	(8,000)	560	(1,608)	(1,623)	3,334	4,978	(251)

2027 PRELIMINARY BUDGET - 7/23/26

	Pickleball			Campground			GRAND TOTAL			
	'25 Actual	'26 Budget	'27 Budget	'25 Actual	'26 Budget	'27 Budget	'25 Actual	'26 Budget	'27 Budget	Difference
Total Taxes and Penalties	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	37,750	-	-	-
Charges for Services - User Fees	1,359	2,000	2,000	56,387	60,000	58,000	146,884	150,750	139,250	(11,500)
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	8,815	-	-	-
Misc. Program Revenue	-	-	-	-	-	-	-	1,000	1,000	-
Misc. Revenue	-	-	-	600	500	500	1,774	1,500	1,500	-
Total Charges for Services	-	-	-	600	500	500	10,589	2,500	2,500	-
TOTAL REVENUES	1,359	2,000	2,000	56,987	60,500	58,500	195,224	153,250	144,250	(9,000)
Total Personnel Services	-	-	-	-	-	-	944,439	1,026,062	1,100,897	74,835
Supplies										
Office and Operating Supplies	313	1,150	1,150	2,106	500	500	51,706	51,825	55,315	3,490
Motor Fuels	-	-	-	-	-	-	17,805	18,200	18,200	-
Repairs & Maintenance	-	-	-	2,624	1,500	1,500	66,401	66,907	63,500	(3,407)
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	5,566	10,000	10,000	-
Small Tools	-	-	-	-	-	-	7,953	2,000	2,000	-
Total Supplies	313	1,150	1,150	4,730	2,000	2,000	149,431	148,932	149,015	83
Services										
Professional Services	-	-	-	-	-	-	34,142	40,292	35,667	(4,625)
Computer Technical Support	-	-	-	-	-	-	6,796	7,025	8,613	1,588
Telephone	-	-	-	4,893	1,200	3,228	10,368	5,004	9,120	4,116
Postage	-	-	-	-	-	-	72	50	50	-
Professional Development	-	-	-	-	-	-	7,908	3,000	3,000	-
Lease Payments	-	-	-	-	-	-	77,074	83,838	83,838	-
Printing/Legal Publications	-	-	-	-	-	-	123	1,000	1,000	-
Insurance	-	-	-	-	-	-	27,826	29,381	40,837	11,456
Utilities	-	-	-	7,343	7,000	8,145	155,548	129,475	130,620	1,145
Rent Expense	-	-	-	-	-	-	1,947	1,785	1,785	-
Miscellaneous	-	-	-	-	-	-	1,069	2,000	2,000	-
Dues and Subscriptions	-	-	-	-	-	-	1,871	2,089	2,089	-
Total Services	-	-	-	12,236	8,200	11,373	324,742	304,939	318,619	13,679
TOTAL OPERATING EXPENSES	313	1,150	1,150	16,966	10,200	13,373	1,418,612	1,479,934	1,568,531	88,597
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	48,068	38,000	-	38,000
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	48,068	38,000	-	38,000
TOTAL REVENUE OVER/(UNDER)	1,047	850	850	40,021	50,300	45,127	(1,175,321)	(1,288,684)	(1,424,281)	(59,597)

Parks 2027 Proposed Capital Budget

	2027 - Current	Previous
Public Services - Parks		
Build up for Leased Vehicle	21,000	-
Groomer	15,000	15,000
Walk Behind Snow Blower	-	4,000
Walk Behind Mower	1,000	1,000
14' Trailer (replace aluminum with steel)	4,000	-
Skid Steer	75,000	75,000
Welder	3,000	3,000
Tree Replacement	25,000	25,000
Picnic Table/Grilling Station/Trash Can Replacement	15,000	15,000
Park Weed and Feed Program	25,000	25,000
Bench Installation Program	5,000	5,000
Park ADA Upgrades	25,000	25,000
Park Sign Replacement	5,000	5,000
Security Cameras	8,000	8,000
<i>Facility Projects</i>		
Jaycees - Southside concessions/booth/Storage	20,000	20,000
Lum Park - Shower Building	110,000	110,000
Memorial - West Parking Lot (shrink/gravel)	75,000	75,000
Total Cash to be Spent	432,000	411,000
 <i>Park Board Long-term Capital Asset Maintenance Request</i>	 366,583	 366,583
Total Capital Planned	\$ 798,583	\$ 777,583
 Parks Equipment/Annual Programs	 227,000	 206,000
Park Request Facilities	571,583	571,583
Total Park Board Request	798,583	777,583



Park Board Agenda Request

MEETING DATE: July 28, 2026

TITLE OF ITEM: Approval of Green Heron Research in Rotary Park

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

The Parks and Recreational Department has received a request from Hanna Slesinski, a master's student at the University of Minnesota, seeking permission to conduct a research project at Rotary Park. The purpose of the study is to better understand Green Heron behavior, habitat use, migration patterns, and other ecological characteristics by safely capturing select birds and equipping them with lightweight GPS transmitters.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The research team will utilize mist nets, a standard and widely accepted bird research tool designed to safely capture birds without causing harm. The mist nets will be temporary, continuously supervised by Hannah and the research team, and removed following each research session.

Hannah has obtained the necessary authorization to conduct this research through the Federal Bird Banding Lab and the Minnesota Department of Natural Resources (DNR). A complete research proposal has been included with the agenda packet for the Park Board's review and additional information, permits are also attached.

RECOMMENDED ACTION/MOTION

Motion to approve the request from the University of Minnesota research team to conduct Green Heron research at Rotary Park, including the temporary use of supervised mist nets and GPS transmitter deployment, subject to coordination with Parks and Recreation staff and all applicable City policies and permit requirements.

FINANCIAL IMPACT

N/A



al Resources Trust Fund
ddendum

Project Manager Name: Dr. Elena West

Project Manager Email address: elwest@umn.edu

Project Title: Green Heron as an Indicator of Wetland-Dependent Species

Project number: 2025-127

1. Abstract

The loss or degradation of wetland habitats may be a key factor in the decline of many wetland-dependent species that rely on these habitats for breeding, foraging, and migratory stopover habitat. These species are often difficult to study due to their cryptic habits and use of brushy, forested wetlands, which can impede detection. Despite their widespread distribution and use of diverse wetland habitats, Green Herons are in steep decline across much of their range. In Minnesota, recent gains in wetland acreage may support wetland-dependent species like Green Herons, but significant gaps in our understanding of this species' breeding, wintering, and migratory habits inhibits conservation efforts. By following green heron movements throughout their annual cycle, our project will help us to determine their use of habitats in Minnesota (including newly created wetlands) and to evaluate potential factors related to their rangewide decline (e.g., degradation of wetland habitats on the wintering grounds or at stopover sites). We will also assess their co-occurrence patterns with other important wetland-dependent species in Minnesota, including Belted Kingfishers, Black-billed Cuckoos, and Yellow-billed Cuckoos, and thus, whether they may serve as an important indicator species for other wetland-dependent bird species in the state.

Keywords: acoustic recorders, annual cycle, Green heron, habitat use, migration connectivity, movement ecology, wetland-dependent species

2. Background

The loss or degradation of wetland habitats may be a key factor in the decline of many wetland-dependent species that rely on these habitats for breeding, foraging, and migratory stopover habitat. These species are often difficult to study due to their cryptic habits and use of brushy, forested wetlands, which can impede detection. Green Herons (*Butorides virescens*) are a widely distributed species of waterbird, with breeding range across the eastern United States and Canada. Highly adaptable and using a wide variety of wetland habitat (Meyerriecks 1962), this species is nevertheless in steep decline, with data from the Breeding Bird Survey indicating a continent-wide trend of -1.3% per year (Sauer et al. 2019; Figure 1). However, declines have been less severe in the northern part of this region (trend of -0.1-0.7% per year), including in Minnesota (Sauer et al. 2019; Figure 2).

The overall life history requirements, habitat use, and annual distribution of this species are poorly understood due to its generally quiet and cryptic habits; dispersed, non-colonial breeding; and use of brushy wetland habitats, which impedes detection. One potential contributing factor to Green Heron population declines is habitat loss along migration routes and at wintering and stopover areas. Green Herons often disperse from breeding areas after nestlings fledge or nesting attempts fail (Kushlan, 1981), and migration routes, stopover locations, and wintering habitats are largely



unknown. Losses of habitat used during post-breeding movements, stopover during migration, or wintering habitat could all contribute to the substantial observed population declines.

Migratory connectivity, the geographic linking of a migratory species or population across its annual cycle, is critically important for conservation (Runge et al. 2014). Research on other migratory bird species has highlighted the importance of availability of a range of habitat types during the annual cycle, including breeding (Rushing et al. 2016), migration (Rushing et al. 2017), stopover (Baker et al. 2004), and wintering habitat (Kramer et al. 2018). Full annual cycle information is considered critical for the recovery of any migratory species (Faaborg et al. 2010, Marra et al. 2015). Current gaps in knowledge of Green Heron migratory connectivity include habitat needs during nearly all non-breeding periods. Both adult and juvenile Green Herons exhibit post-breeding dispersal behavior before migration (Kuslan 1981), but the distance traveled, habitats used, and how this behavior interacts with migration are unknown. Migratory behavior is similarly poorly understood: the species' nocturnal migration and secretive daytime habits make it challenging to quantify movements and identify potential barriers to migration. These same life history and monitoring constraints limit understanding of stopover habitat use, which can be essential for completing migration and subsequent survival and reproductive success (e.g., Baker et al. 2004). Finally, information on wintering habitat use is almost completely absent; observations of Green Herons occur throughout the Caribbean Basin, including the Gulf Coast of the United States, Florida, Mexico, and northern South America; however, the specific types of wetlands they rely on during winter is unknown. Finally, it is unclear where different populations winter, and whether there is connectivity between breeding and wintering populations. It may be that more northerly breeding populations winter farther south than more southern breeding populations (e.g., "leapfrog" migration, Korpach et al. 2022).

This study will provide critical information on the ecology of Green Herons, particularly their use of wetland habitats during the annual cycle, including during migration. First, we will mark and monitor individuals from breeding populations in Minnesota using GPS satellite tracking technology. Data derived from marked birds will allow us to identify important regions for Green Herons during post-breeding, migration, and wintering periods and quantify habitats used during the full annual cycle. This information will be used to identify potential factors influencing population dynamics and conservation strategies to benefit Green Herons and other wetland-dependent birds. Next, we will deploy acoustic recording units (ARUs) at Green Heron sampling locations to better understand how these areas support other secretive wetland-dependent species that may also be in decline. We will use the results of our study to identify the habitat factors that support wetland-dependent species and develop standardized survey protocols for other secretive bird species associated with forested and brushy wetland cover types, including Belted Kingfishers (*Megaceryle alcyon*) and Yellow-billed Cuckoos (*Coccyzus americanus*), both of which are difficult to study and lack key information on their population status. This project will provide data to assess wetland habitats for Green Herons and other wetland-dependent birds and provide insights for conservation planning to ensure long-term sustainability of this critical habitat for Minnesota's wetland species.

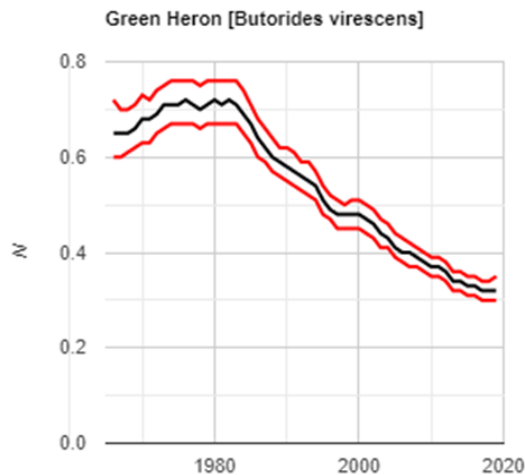


Figure 1. Continental Green Heron BBS Trend 1966-2019, *Sauer et al. 2019*. Note that the trend is statistically significant (trend: -1.3, 95% confidence interval: -1.5, -1.1), but there are data deficiencies resulting from the low abundance of this species on the landscape (less than 1.0 birds detected per route).

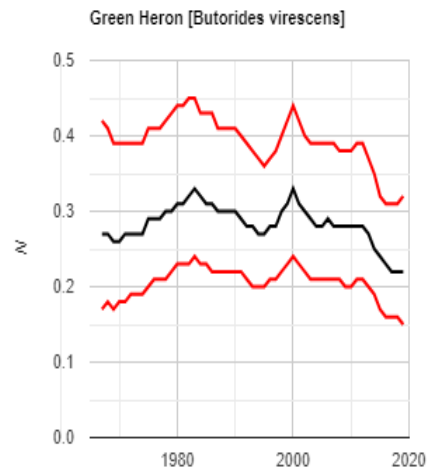


Figure 2. Minnesota Green Heron BBS trends, 1966-2009. Note that the trend is negative, although it is not statistically significant (trend: -0.4, 95% confidence interval: -1.5, 0.7), and there are data deficiencies resulting from the low abundance of this species on the landscape (less than 1.0 birds detected per route).

Hypotheses/objectives

In Minnesota, recent gains in wetland acreage may support wetland-dependent species like Green Herons, but significant gaps in our understanding of this species' breeding, wintering, and migratory habits inhibits conservation efforts. This project will help us to fill in these gaps by collecting information on their movements throughout the full annual cycle. We will also assess their co-occurrence patterns with other important wetland-dependent species in Minnesota, and thus, whether they may serve as an important indicator species for many other wetland-dependent bird species in the state.

Our overall objective is to quantify spatial movements and habitat use of Green Herons throughout their full annual cycle, including post-breeding habitat use and dispersal patterns, migration routes, stopover locations, and wintering distribution. We propose to mark Green Herons breeding in Minnesota with GPS tags and deploy Acoustic Recording Units at sampling locations to address the specific objectives of this research:



- (1) *Describe the annual cycle habitat use and migratory movements of Green Herons.* Green Herons migrate south in the fall and north in the spring. Migration occurs primarily at night, making observation of migration routes and behaviors exceedingly difficult (Lee et al. 2021). For many bird species, migration is the stage in the annual cycle with the lowest survival rates, and an understanding of migration routes, stopover habitat, and timing of movements can inform conservation actions, including protection of habitat and the airspace itself. Additionally, migration routes are often different between spring and fall migration. Understanding how Green Herons use migration habitat during both spring and fall is important, especially if herons are crossing ecological obstacles (e.g. Gulf of Mexico, arid habitat). Information from this objective can be used to identify routes, timing, and potential crucial stopover habitats, along with potential ecological barriers during migration.
- (2) *Quantify Green Heron habitat use at breeding, post-breeding dispersal, migration and wintering areas.* Current information on Green Heron habitat use exists primarily for breeding habitat and indicates they use a wide variety of cover types. However, we lack information on fine-scale habitat use, which is necessary for identifying critical habitat features that influence population trajectory, including landscape heterogeneity, vegetation cover, height, variability, and texture. Additionally, there is no known information on the dynamics and habitat selection by Green Herons during post-breeding dispersal. Similarly, no detailed information exists about stopover habitat selection and locations used during migration, nor is there clear information on where Green Herons winter and what habitats they use. Information from this objective can be used to better restore and protect wetland habitat on breeding grounds and during post-breeding dispersal; protect and restore areas of stopover habitat during migration; and restore, protect and build relationships with international partners on wintering grounds.
- (3) *Evaluate migratory connectivity of Green Herons breeding in Minnesota and characterize migratory behavioral patterns.* Different populations of the same migratory bird species may use different wintering areas, which can vary widely in environmental conditions, land use, and habitat availability. Furthermore, these differences can often explain variability in population declines (e.g., Kramer et al. 2018). Additionally, different wintering populations may have longer or shorter migration distances, and therefore different energetic demands and risks during migration. Alternatively, the entire population may winter over a broad distribution with no indication of distinct sub-populations on the wintering grounds. By providing information on migratory connectivity and location of wintering areas for Green Heron subpopulations, results from this objective will aid prioritization of habitat conservation and restoration objectives on the wintering grounds.
- (4) *Characterize wetland-dependent bird communities using data from acoustic recordings at Green Heron sampling locations.* While the causes of Green Heron declines are unknown, they are similar to declines in other guilds and for bird species of conservation concern that share the landscapes they inhabit, including, Belted Kingfishers (*Megaceryle alcyon*), Yellow-billed Cuckoos (*Coccyzus americanus*), and Black-billed Cuckoos (*Coccyzus erythrophthalmus*). The use of passive acoustic monitoring is both non-invasive and particularly valuable for detecting rare and cryptic bird species that are often underrepresented or missed by traditional survey methods. ARUs allow for continuous monitoring without observer bias or disturbance, capturing vocalizations at all hours and in challenging terrain where human



access may be limited. By analyzing the recorded data, we can assess species richness, relative abundance, and temporal activity patterns of the broader wetland bird community, including elusive species that may be ecologically associated with Green Herons. This approach will provide a more comprehensive understanding of our wetland ecosystem study sites, potentially revealing the presence of other wetland-dependent species of conservation concern and improving our ability to monitor long-term trends in biodiversity, which is particularly important in vulnerable wetland habitats.

3. Methodology

We propose fitting Green Herons with solar-powered GPS-GSM tags to evaluate post-breeding, migration, and wintering movements and habitat use. Due to a lack of knowledge on Green Heron site fidelity and potential for long-distance migratory movements (i.e., potential movements to Central and northern South America), we propose deploying GSM tags that upload location data via cellular link; currently, these tags (3.3 g) are well under 3% of mean body mass (241g). GPS-GSM tags can be programmed to schedule when location data are recorded, and we will program tags to record locations at a rate of every 15 minutes during breeding, post-breeding, migratory, and wintering periods. While cellular reception is not expected to be complete in the wintering range, multiple countries (Mexico, Panama, Costa Rica, Colombia) have at least some coverage. The tags are able to store 60,000 GPS fixes (well above the anticipated requirements of 17,472 points for the non-breeding season) which upload when returning to cell coverage. We will use the resulting location data to describe and visualize seasonal movement patterns, evaluate whether there is evidence of connectivity during migration and on wintering areas, and assess movement patterns and habitat use of Green Herons throughout their annual cycle.

To better understand Green Heron annual cycle habitat use and migration, we will identify potential study areas that are representative of Green Heron breeding sites (brushy, forested wetlands). We will attempt to acquire a representative sample of heron to mark by allocating sampling effort across the state of Minnesota, and more specifically, within each of Minnesota's three biomes. Green Heron are rare in boreal forests but occur there consistently in some locations (e.g. St. Louis estuary). We will use satellite imagery and land cover maps to select locations based on the following criteria: 1) >50% brushy/forested wetland habitat, 2) accessibility (distance from roads and permit availability), and 3) wetland size (capturing a range of wetland size classes: small to large). We will maximize the distance between capture locations to ensure independence of marked birds. We will survey for Green Herons and capture individuals using mist nets, and deploy GPS tracking devices (n=55, including pilot tags) in 2025 and 2026 to track individuals throughout the breeding and non-breeding season. We piloted our capture and marking methods in summer 2024 and successfully marked 3 Green Herons that are already providing information on movements and habitat use, including post-breeding site occupancy and migration to the southern US, Mexico and Guatemala (Figure 1). Finally, we will deploy 1-2 ARUs at each Green Heron sampling location (i.e. sites where Green Heron are captured and tagged) to assess the breeding wetland-dependent bird community. ARUs will be programmed to record during two key recording periods (nighttime and early morning) during the breeding season (May – July) each sampling year to capture vocalization data from nocturnal and diurnal species.



Beginning with transmitter deployment in 2025, we will acquire high-resolution location data for Green Herons breeding in Minnesota and evaluate local and regional movements and habitat use. GPS satellite transmitters will record and save GPS locations every 15 minutes for two years. The data are uploaded using the 4G cellular network and will be archived in Movebank, a free repository for animal location and biologging data.

We will overlay locations on a range of geospatial data layers, including National Land Cover Database (NLCD), National Wetland Inventory data, and the Global Surface Water Mapper (Pekel et al. 2016), to quantify habitat use throughout the annual cycle. Habitat use will be evaluated at two spatial scales; we will characterize land-cover type at the point location and the land-cover type composition and configuration within the surrounding landscape (i.e., wetland density within a specified distance of any point location; Beatty et al. 2014). We will fit statistical models (resource- and step-selection functions) to the location data to describe seasonal movement and habitat-use patterns, including a comparison of the use and availability of different wetland types as an index of habitat selection or preference (Manly et al. 2007, Aarts et al. 2012, Fieberg et al. 2021). We will use movement-based home-range estimators (e.g., Brownian Bridges) to summarize local movements, identify stopover sites, and map migration pathways (Horne et al. 2007, Sawyer et al. 2009, Kranstauber 2019).

We will evaluate acoustic data from each sampling location to identify target vocalizations (i.e., vocalizations indicative of presence and breeding). We will identify putative Green Heron, Belted Kingfisher, Yellow-billed Cuckoo, and Black-billed Cuckoo vocalizations using the machine learning algorithm BirdNET (Kahl et al. 2021), a deep convolutional neural network that is trained to recognize > 3000 species worldwide (Kahl et al. 2021). *We will validate a subset of detections (or all detections, if fewer than 100) of Green Heron (and potentially other species) across a range of confidence thresholds associated with BirdNET classifications (Brunk et al. 2023). Validation through human listening will be led by Dr. West and will include opportunities for student research assistants to participate in data review and validation. This approach will provide learning opportunities for students as well as a cost savings to the project, as students can earn independent study or research credits by participating. To reduce the chance of false positives, we will keep only those detections with a confidence threshold above which very few or no false detections occur, with this threshold determined by fitting a logistic regression model to the validation data. We will then fit occupancy models to the remaining detections of green heron (and potentially other species) to quantify associations between habitat characteristics and site use, while properly accounting for false negatives. We will also quantify an index of species richness using the number of species detected with a confidence level > a chosen threshold (likely 90%), with this threshold informed by our validation efforts. We will fit count-based regression models (e.g., assuming a negative binomial distribution) to evaluate associations between species richness (number of species detected) and wetland habitat characteristics from land cover data (heterogeneity, vegetation cover, height, variability, and texture) (Fieberg 2024).*

We will also develop a website to showcase Green Heron migratory movement patterns as part of our outreach and dissemination efforts. This website will be patterned after the one we developed for our LCCMR-funded study of trumpeter swans, which has been viewed over 30,000 times by ~19,000 unique viewers in 60 different countries.

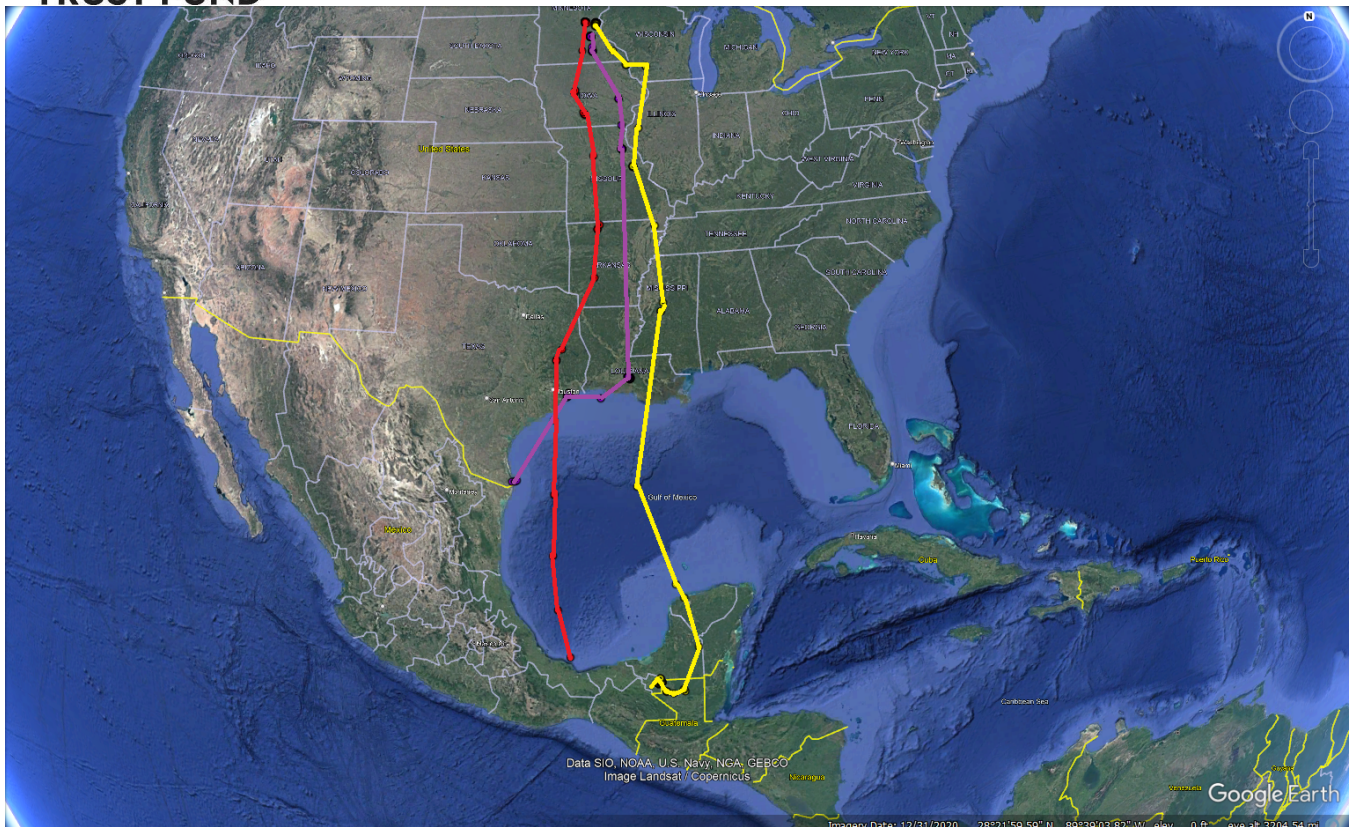


Figure 1: Pilot data from three green herons outfitted with GPS-Argos tags. Note the significant open water crossings in all individuals, with the shortest open water flight (purple line) >450km (280 mi) and the longest crossings (red and yellow lines) >1,200km (745 mi) of nonstop flight. GPS-GSM tags may not provide real-time updates, depending on local cellular network conditions, but are significantly cheaper and lighter, and can store data until reaching service again.

4. Timetable

The project duration is 3 years (July 1, 2025 – June 30, 2028). We began pilot work this summer to identify sampling locations, and test capture and marking methods. Once funding begins as part of this ENTRF-supported project, we will carry out two field seasons, beginning each spring in 2025 and 2026. Data processing and analysis will be conducted following each field season and will be completed by June 30, 2027. Final results and reports will be completed by June 30, 2028. Field work prior to initiation of the ENTRF-funded portion of this project is being supported by Dr. Elena West and the Minnesota Cooperative Fish and Wildlife Research Unit.

5. Outcomes:



Despite their widespread distribution and use of diverse wetland habitats, Green Herons are in steep decline across much of their range. In Minnesota, recent gains in wetland acreage may support wetland-dependent species like Green Herons, but significant gaps in our understanding of this species' breeding, wintering, and migratory habits (i.e. annual cycle) inhibits conservation efforts. This study will provide critical information needed for assessing the factors that may be driving Green Heron declines in much of their range and declines in other wetland-dependent species. Understanding whether population dynamics are driven by degradation of wetland habitats and lack of use of newly created wetlands, or factors outside of Minnesota will support wetland restoration efforts and conservation strategies that will benefit multiple migratory and wetland-dependent species during both breeding and non-breeding seasons. Information on important migration corridors and wintering areas can be used to inform conservation and habitat management decisions from the Refuge to the Flyway scale. Information from this study may also provide evidence for site fidelity (e.g., whether herons return to the same breeding and wintering areas) and insights useful for developing more effective surveys for Green Herons (e.g., by identifying whether there are specific locations or periods during which surveys would be most effective).

The specific results we anticipate include:

1. We will identify specific sites used by Green Heron during breeding and wintering seasons and during their migration. An understanding of the habitat characteristics associated with these sites will aid in conservation efforts in Minnesota and throughout their range.
2. Information about whether Green Heron and other wetland-dependent species are using newly created wetlands in Minnesota and whether the wetland types used by Green Heron during migration and wintering are degraded or rare. This information will benefit multiple migratory and wetland-dependent species.
3. Peer-reviewed publications in the scientific literature summarizing our findings.

6. Dissemination and Use

Results of this project will provide information about Minnesota green herons that will be disseminated to state and federal management agencies and conservation-based nonprofit organizations, published in the peer-reviewed literature, included in a MS thesis, and made available to the general public via a website, popular press articles, and presentations. Real-time movement data from marked green heron will be made available shortly after birds are captured and tagged via the Movebank website, a free, online database of animal tracking data hosted by the Max Planck Institute of Animal Behavior. The Environment and Natural Resources Trust Fund will be acknowledged through use of the trust fund logo or attribution language on project print and electronic media, publications, signage, and other communications per the ENTRF Acknowledgment Guidelines.

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Special Permit for Research

Migratory Birds

Amend #1-(Additions to original permit are underlined, Deletions to original permit are shown with strike through)

Permit Number: 37015

Effective: 3/13/2026

Expires: 12/31/2026

Permittee: **Dr. Elena West**
Department of Fisheries, Wildlife, and Conservation Biology
University of Minnesota
135 Skok Hall
2003 Upper Buford Cr
St. Paul, MN 55108
Phone: 616-743-1530
Email: elwest@umn.edu

The above named permittee and their staff are granted permission to:

Non-Lethal Study

- 1) Catch, Band with GPS tracking devices, and Release **Green Herons (*Butorides virescens*)**
 - **Quantities:**
 - 25 Green Herons (*Butorides virescens*) may be banded with GPS devices for 2026. This will be in addition to the 13 bands deployed in 2025, and 3 bands deployed in 2024.
 - **Capture method:** Mist net or Bow nets
 - **Allowed actions:**
 - Band with GPS tracking devices as specified in proposal
 - Measure
 - No Blood, tissue, feather, etc. samples are authorized
 - **Note:**
 - No blood, skin, tissue, DNA, feather, etc. samples are authorized
 - No take (kill) is authorized
 - No offsite transport
 - Release immediately after banding
 - Birds of all other species that happen to be captured in mist nets will be immediately released at the site of capture.

Wildlife Research Permit # 37015

For the purposes of:

Specimens and samples thereof may only be used for the following purposes. If samples are to be retained beyond the scope of this permit or will be used for additional purposes, additional permits or amendments are required. See Conditions #1 and #2 regarding issues of specimen possession, disposal, and ownership

- 1) Evaluate post-breeding, migration, and wintering movements and habitat use of green herons through GPS tracking

Locations allowed for study:

- 1) **From the following counties within Minnesota:**
 - **Region 1:** Becker, Clearwater, Douglas, Hubbard.
 - **Region 2:** Carlton, Crow Wing.
 - **Region 3:** Scott.
 - **Region 4:** Big Stone, Le Sueur.

- 2) **Sites included in study:**

County	Site
Becker, Clearwater, Hubbard	Itasca State Park
Carlton	Moose Lake State Park
Crow Wing	Crow Wing State Park
Douglas	Lake Carlos State Park
Scott	Minnesota Valley State Recreation Area
Le Sueur	Sakatah Lake State Park
Big Stone	Big Stone Lake State Park, Bonanza Area
Big Stone	Big Stone Lake State Park, Meadowbrook Area
Crow Wing	White Sand AMA

- 3) **It is the permittee's responsibility to obtain any additional permits required to access collection areas.**
 - This permit is only for sampling on State property, unless the permittee has explicit permission from the landowners. Minnesota trespass laws apply to all activities on private land.
 - Additional permits are required for collection on Wildlife Management Areas, Scientific and Natural areas, State Parks, and State Forests.
 - Additional permits are required for collection on The Nature Conservancy preserves.
 - Additional permits may also be required for collection on county lands.
 - Additional permits may also be required for collection on Federal land from the National Park Service, Forest Service, and Fish and Wildlife Service.
 - On Minnesota border waters, this permit applies only to the territorial waters of the State of Minnesota.

NOTE: Due to current concerns regarding Highly Pathogenic Avian Influenza (HPAI) circulating through migratory bird populations strict biosecurity protocols must be implemented for all aspects of this research project. The virus is highly transmissible, and although certain species may not show symptoms of the disease, that does not mean they may not be a carrier (particularly waterbirds). Biosecurity protocols include cleaning and sterilizing equipment between nests and between sites, as well as personal protective equipment (PPE) such as masks, gloves, and protective clothing.

Wildlife Research Permit # 37015

Subject to the following special conditions:

Condition #1: Applies to All Animals Collected and Possessed under this Permit

- All live animals held under this permit are to be transported, housed, and handled in a safe and humane manner that minimizes stress to the animals to the maximum extent possible.
- Animals collected and possessed under this permit may not be sold, bartered, used as pets, or converted to private use.
- Any animals captured, which were not authorized under this permit or any other, must be released immediately.
- Permit amendments must be requested prior to possession of additional protected animals or additional counties sampled.
- No endangered or threatened species may be opportunistically collected or possessed without a separate permit from the DNR's Endangered Species Coordinator (List of Endangered and Threatened Species <https://www.dnr.state.mn.us/ets/index.html>).
- No game animals may be collected without authorization or a game permit from Wildlife.Permits@state.mn.us
- If collection efforts harm any animals not authorized under this permit or beyond the scope of the permit, permittee must take the injured animal(s) to the nearest wildlife rehabilitator and dead animals must be relinquished to the Bell Museum. Such incidents must be reported to the Nongame Permit Coordinator in the annual report.

Condition #2: Applies to Ownership of Animals and Samples

- The ownership of any animals or their samples collected under this permit remains in the State of Minnesota, in its sovereign capacity for the benefit of all people of the state.
- The animals, their samples, and any portions or derivatives thereof shall not be sold, assigned, transferred, or otherwise distributed from the custody of the permittee (i.e., shall not be shared with any other person or entity) without prior approval from the DNR, unless it is for the purposes of laboratory analyses specified in the study design and the laboratory collaborator does not retain any samples or portions or derivatives thereof after completing the analyses.
- To possess any animals, their samples, and any portions or derivatives thereof beyond the scope of the study design permittee or their contractors must apply for and receive separate permitting or amendments from the DNR.
- Permittee or their contractors shall not file any patent application covering any samples.
- Permittee may retain the entire right, title and interest throughout the world to any invention derived or otherwise originating from the samples. With respect to any subject invention in which the permittee retains title, DNR and all political subdivisions of the state of Minnesota, and the providing Federal Agency if federal funding is involved, will have a nonexclusive, nontransferable, perpetual, irrevocable, royalty free license to practice or have practiced the invention for its governmental purposes throughout the world. The DNR shall also have the right to claim royalties resulting from any such invention, the royalty rate to be negotiated between the permittee and DNR upon disclosure of the invention, but in no event will the DNR's royalty rate exceed 50%.
- Permittee must ensure contractors are aware of permit conditions prior to transfer of any animals their samples, and any portions or derivatives thereof.

Condition #3: Applies to Permittee and Staff

- Permittee is to obtain all applicable state and federal permits.
- A copy of this permit shall be carried while sampling or transporting animals held under this permit.
- Permittee may authorize Subpermittees to assist in collection efforts. All Subpermittees must carry a copy of this permit while sampling or transporting animals held under this permit.
- Permit amendments must be requested prior to possession of additional protected animals or additional counties sampled.
- Permittee shall be solely responsible for any and all damage or injury to persons, domestic or wild animals and real or personal property of any kind, resulting from the activities undertaken pursuant to this permit.
- Permittee shall hold the Department of Natural Resources, its officers, agents, and employees harmless from any and all liability and damages resulting from any activities undertaken pursuant to this permit.

Wildlife Research Permit # 37015

Condition #4: Disease Testing

- The following condition applies to testing on reportable animal diseases for research purposes, the permittee must inform MN DNR Wildlife Health Program Supervisor of the following when any of the samples are tested for a reportable animal disease in Minnesota (<https://www.bah.state.mn.us/reportable-diseases/>) or Epizootic Hemorrhagic Disease, the permittee must
 - 1) Notify the MN DNR Wildlife Health Program Supervisor in advance about when the testing will occur
 - 2) Notify the MN DNR Wildlife Health Program Supervisor of the test results within 24 hours and before the results are shared with anyone other than a regulatory agency;

Condition #5: Reporting Requirements

- A report must be submitted **each year by January 31**. Make sure to include details on:
 - **All species captured and released:** Summary by date of each species taken, quantities, and location (city, county)
 - **All incidental injury or take of species not authorized for take:** Summary by date of each species, quantities, location (city, county), and rehab facility or Conservation Officer surrendered to.
 - **Quantity and species banded or marked**
- **Reports and publications (upon completion):** submit any reports or publication based on data collected under this permit. *Please note: Researchers must be committed to use the data to further knowledge of Minnesota's natural resources through published papers or reports at the conclusion of the research project or periodically for continued extensions of multi-year permits.*
- **All reports are to be submitted to** nongame.permits@state.mn.us or mailed to the DNR's Division of Ecological and Water Resources (Attn: Nongame Research Permits).
- Please report any rare animal observations to the Natural Heritage Information System (NHIS) database. Data should be submitted following the spreadsheet format (not all fields in the spreadsheet are required). For report format, see <https://www.dnr.state.mn.us/nhnrp/nhis.html> under "Submitting Data".

PLEASE NOTE: Species protected by this permit are vulnerable to exploitation or unintentional destruction. If data or location information is to be shared with the public through web or social media, precise animal location information must be obscured.

Wildlife Research Permit # 37015

The Regional Wildlife Manager, Regional Enforcement Supervisor, and Regional Nongame Specialist must be notified by e-mail 7-10 days in advance of sampling. A hard copy of the notifications shall be attached to the year-end activity report. Your letter of application does not constitute advance notification of your intent to sample.

Permittees should not assume that DNR issuing a permit allows them to conduct their work. Issuance of this permit does not exempt permittee from compliance with pertinent laws, ordinances, and regulations, including Executive Orders that limit public activities.

This permit is valid from the date of issue through 12/31/2026, but may be revoked at any time. All previous permits and their amendments for this permit are hereby revoked. Adherence to permit conditions in this and previous permits affect future permitting.

Heidi Cyr

Digitally signed by Heidi Cyr
Date: 2026.04.30 08:46:19
-05'00'

Heidi Cyr, Nongame Wildlife Permit Coordinator
Division of Ecological and Water Resources
Minnesota Department of Natural Resources

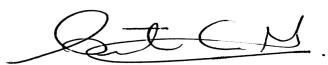
Date



United States Department of the Interior
U.S. GEOLOGICAL SURVEY
EASTERN ECOLOGICAL SCIENCE CENTER
AT THE PATUXENT RESEARCH REFUGE
BIRD BANDING LABORATORY
12100 BEECH FOREST ROAD STE-4037
LAUREL, MD 20708-4037
301-497-5790

Page 1 of 3

FEDERAL BIRD BANDING PERMIT

Permittee: Personal MICHAEL WELLS 5600 AMERICAN BLVD WEST SUITE 990 MINNEAPOLIS, MN 55437	Permit Number: 24438	Action: Revise	Action Date: 02/11/2026	Issue Date: 03/20/2024	Valid Until: 11/30/2027
Signature of Issuing Official 					
Signature of Permittee					

Permittee agrees to band in accordance with the general conditions of this permit and with the specific authorization/s listed below:

Permittee is Authorized To Band:

Passerines and Near-passerines

* Threatened and Endangered species are not included in groups unless specified.

Green Heron

In the States of:

MN * MO *

With Special Authorization to:

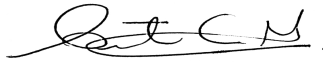
Band

Use Bow nets

Use Mist nets

**And Additionally Authorized to Use The Following
Auxiliary Marking Authorization/s:**

Marker Type	Species	Colors of marker	Locations	Seg #
Satellite/ Cell/ GPS Transmitter (back pack) (80B)	Green Heron		MN MO	2
Comments GPS Argos tags attached via backpack harness. All bands, auxiliary markers and attachment materials not to exceed 3% total body weight.				

Permittee: Personal MICHAEL WELLS 5600 AMERICAN BLVD WEST SUITE 990 MINNEAPOLIS, MN 55437	Permit Number: 24438	Action: Revise	Action Date: 02/11/2026	Issue Date: 03/20/2024	Valid Until: 11/30/2027
	Signature of Issuing Official 				
	Signature of Permittee				

Permittee agrees to band in accordance with the general conditions of this permit and with the specific authorization/s listed below:

The following Subpermittee/s are authorized to band under the direction of the above permittee, in accordance with the same general conditions, and the subpermittee specific authorizations listed below:

- 24438 - A** KRIS SPAETH 5600 AMERICAN BLVD WEST SUITE 990
MINNEAPOLIS, MN 55437
- Is Authorized To Band:**
 Passerines and Near-passerines
 * Threatened and Endangered species are not included in groups unless specified.
- Green Heron
- In the States Of:**
 MN *
- With Special Authorization to:**
 Band
 Auxiliary mark
 Use Mist nets
- 24438 - B** ELENA WEST 5600 AMERICAN BLVD WEST SUITE 990
MINNEAPOLIS, MN 55437
- Is Authorized To Band:**
 Passerines and Near-passerines
 * Threatened and Endangered species are not included in groups unless specified.
- Green Heron
- In the States Of:**
 MN *
- With Special Authorization to:**
 Band
 Auxiliary mark
 Use Mist nets
- 24438 - C** HANNAH SLENSINSKI 5600 AMERICAN BLVD WEST SUITE 990
MINNEAPOLIS, MN 55437
- Is Authorized To Band:**
 Green Heron
- In the States Of:**
 MN *
- With Special Authorization to:**
 Band
 Auxiliary mark
 Use Mist nets

Under the provisions of Regulations issued under the Migratory Bird Treaty Act of July 3, 1918 (40 Stat. 755) as amended, or the Bald Eagle Act of June 8, 1940 (54 Stat. 250) as amended, the person named hereon is authorized to capture, for scientific banding or marking purposes, those migratory birds described hereon and to salvage birds accidentally killed during normal banding activities.

This permit is subject to the terms, exceptions and restrictions expressed herein or on the reverse side hereof and is further subject to any applicable Territorial, State, Tribal or Federal Regulations.

This permit is invalid unless accompanied by any required State permits or licenses.

GENERAL CONDITIONS

1. The Permittee is not authorized to capture or possess migratory birds for any reason other than banding, marking or salvage of banding mortalities for scientific purposes. **NOR IS THE PERMITTEE ALLOWED TO HOLD MIGRATORY BIRDS FOR A PERIOD OF MORE THAN 24 HOURS.** Live birds shall be released as soon as practical after capture.
2. You may donate dead migratory birds or any parts thereof (except bald eagles and golden eagles, and species listed as threatened and endangered) without additional authorization from the migratory bird permit issuing office to public institutions (as specified in 50 CFR 10.12) or individuals or entities authorized by permit to acquire and possess migratory bird specimens for educational purposes. All dead specimens that you do not transfer to another authorized party must be disposed of by such means as are necessary to ensure that they are not exposed to animals in the wild.
3. You may not salvage and must immediately report to the USFWS Office of Law Enforcement any dead or injured migratory birds that you encounter that appear to have been poisoned, shot, electrocuted, have collided with industrial power generation equipment, or were otherwise killed or injured as the result of potential criminal activity. Please contact BBL for more information.
4. All eagle feathers and/or whole eagle carcasses must be shipped to the National Eagle Repository. Contact: U.S. Fish and Wildlife Service, National Eagle and Wildlife Repository, 5650 Havana St., RMA, Building 128, Commerce City, Colorado 80022, (303) 287-2110.
5. The Permittee shall keep RECORDS accounting for the use of all bands received. Periodic RECORDS COVERING THE USE OF THESE BANDS shall be submitted to the Bird Banding Laboratory in accordance with the instructions received there from. Failure to provide data in accordance with the instructions received from the Bird Banding Laboratory is sufficient justification for the revocation of this permit. The Permittee shall keep records of disposition of salvaged banding mortalities for a period of five years and shall be reported to the Bird Banding Laboratory upon request.
6. The holder of this permit shall not sell, exchange, or transfer bands to unauthorized banders or to the general public. All transfers to authorized banders must be communicated to the Bird Banding Laboratory prior to the transfer of bands. Any unused bands remaining when this permit is voluntarily returned, revoked, or expired must be returned to the Bird Banding Laboratory.
7. The Permittee shall, at all reasonable hours, allow any authorized representative of the U. S. Geological Survey or the U.S. Fish and Wildlife Service to ENTER and INSPECT the premises where operations authorized by this permit are being conducted and shall allow such representative to inspect the records relating to such operations.
8. This permit may be SUSPENDED or REVOKED by the Director of the U.S. Geological Survey or authorized representative, if the Permittee violates any of the provisions in the regulations under which this permit is issued or if the Permittee fails to render promptly any reports required. This permit is, at all times, subject to suspension or revocation at the discretion of the Director or representative.
9. This permit is not transferable and must be in possession of the Permittee when exercising the authorizations granted herein.
10. All traps, nets or other capture devices shall bear a TAG or LABEL showing the name, address and permit number of the Permittee; alternatively the trapping area shall be adequately marked with POSTERS provided by the Bird Banding Laboratory. The Permittee's name, address and permit number shall be legibly displayed on such posters.
11. This permit DOES NOT authorize the capture of any birds on any property, public or private without the CONSENT OF THE OWNER OR CUSTODIAN THEREOF.
12. All Banding under this permit is in accordance with the principles, spirit, and intent of the Animal Welfare Act of 1970 and the most recent revision of The Ornithological Council's Guidelines in the Use of Wild Birds in Research.
13. Unless specifically noted on the reverse, the following ARE NOT AUTHORIZED:
 - a. The taking of blood or feather sampling from any bird.
 - b. The use of ANY BAND, clip, paint, dye, signal-sending device or any marking device other than the official numbered leg bands issued by the Bird Banding Laboratory.
 - c. The use of MIST NETS or other nets for the capturing of birds.
 - d. The use of TRANQUILIZING DRUGS OR OTHER CHEMICALS for the purpose of capturing birds.
 - e. Trapping or disturbing the nests or nestlings, for the purpose of banding or marking, of species designated by the Secretary of Interior as "ENDANGERED" or "THREATENED."
 - f. The handling of any PREVIOUSLY BANDED BIRD in any manner which may bias data on file in the Bird Banding Laboratory which pertain to that bird or which may alter that bird's survival potential, behavior or other normal characteristics. This specifically includes adding markers to or removing markers from previously banded birds.
14. If a bird is found injured, the bander must assess the injury to determine if treatment and rehabilitation would lead to the bird's recovery. If it is likely that treatment will allow the bird to recover from its injuries, the bander should transport the injured bird to an avian rehabilitation facility. If the bander determines that recovery is not likely given the extent of the injuries, they should euthanize the bird using approved euthanasia procedures. Banders operating under IACUC approval should follow their established guidelines regarding the application of euthanasia to bird in distress. Other banders should take the most appropriate course of action under the circumstances and consider euthanasia to avoid prolonged distress on birds.



Park Board Agenda Request

MEETING DATE: July 28, 2026

TITLE OF ITEM: Umpire Pay Increase Proposal

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

Staff has received a few requests to increase umpire pay due to taxes being withheld from their paychecks, resulting in lower take-home earnings. Recruiting and retaining qualified umpires continues to be a challenge, especially as schools, Community Education, and surrounding cities offer higher rates of pay.

This concern was also discussed during the adult softball manager meetings. Team managers expressed that league fees are already high and preferred not to see additional fee increases.

The estimated additional cost would be approximately \$2,500.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Options:

1. Increase umpire pay to \$35 per game and include the additional cost in the budget.
2. Make no changes and maintain the current rate of \$32 per game.

RECOMMENDED ACTION/MOTION

Staff recommends a motion to approve increasing umpire pay to \$35 per game and include the additional cost in the budget without increasing adult league fees.

FINANCIAL IMPACT

See above.



Park Board Agenda Request

MEETING DATE: July 28, 2026

TITLE OF ITEM: Master Plan Review of Rotary Park

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

As part of the Park Board's annual planning calendar adopted this year, staff scheduled an annual review of the Rotary Park master plan. The intent of this review is to ensure long-term planning documents remain current, reflect the Park Board's priorities, and provide guidance for future park improvements, capital planning, and grant opportunities.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

During staff's review of City records, no formal City-adopted Rotary Park master plan was located. The only planning document identified was a conceptual plan previously developed by the Rotary Club, which has been included in the agenda packet for the Board's reference. While this document provides historical context for the park's development, it is not a comprehensive City master plan.

Staff is requesting that the Park Board review the available conceptual plan and discuss whether the Board would like to pursue the development of a formal master plan or conceptual drawing for Rotary Park to guide future improvements and development. A formal plan could assist with long-term budgeting, prioritization of park improvements, fundraising efforts, and future grant applications.

Discussion topics include:

- Reviewing the existing Rotary Club conceptual plan
- Identifying compiled projects or improvements since the plan was developed
- Discussing future park improvements since the plan was developed
- Determining whether the Park Board would like staff to develop or coordinate the creation of a formal Rotary Park master plan or conceptual drawing for future planning purposes
- Providing any additional direction for long-term planning of Rotary Park

This review is intended as a discussion item unless the Park Board determines that formal amendments to the master plan are necessary.

RECOMMENDED ACTION/MOTION

Review the Rotary Park master plan, discuss any desired updates or changes, and provide direction to staff regarding any revisions to incorporate into the next version of the plan.

FINANCIAL IMPACT

N/A

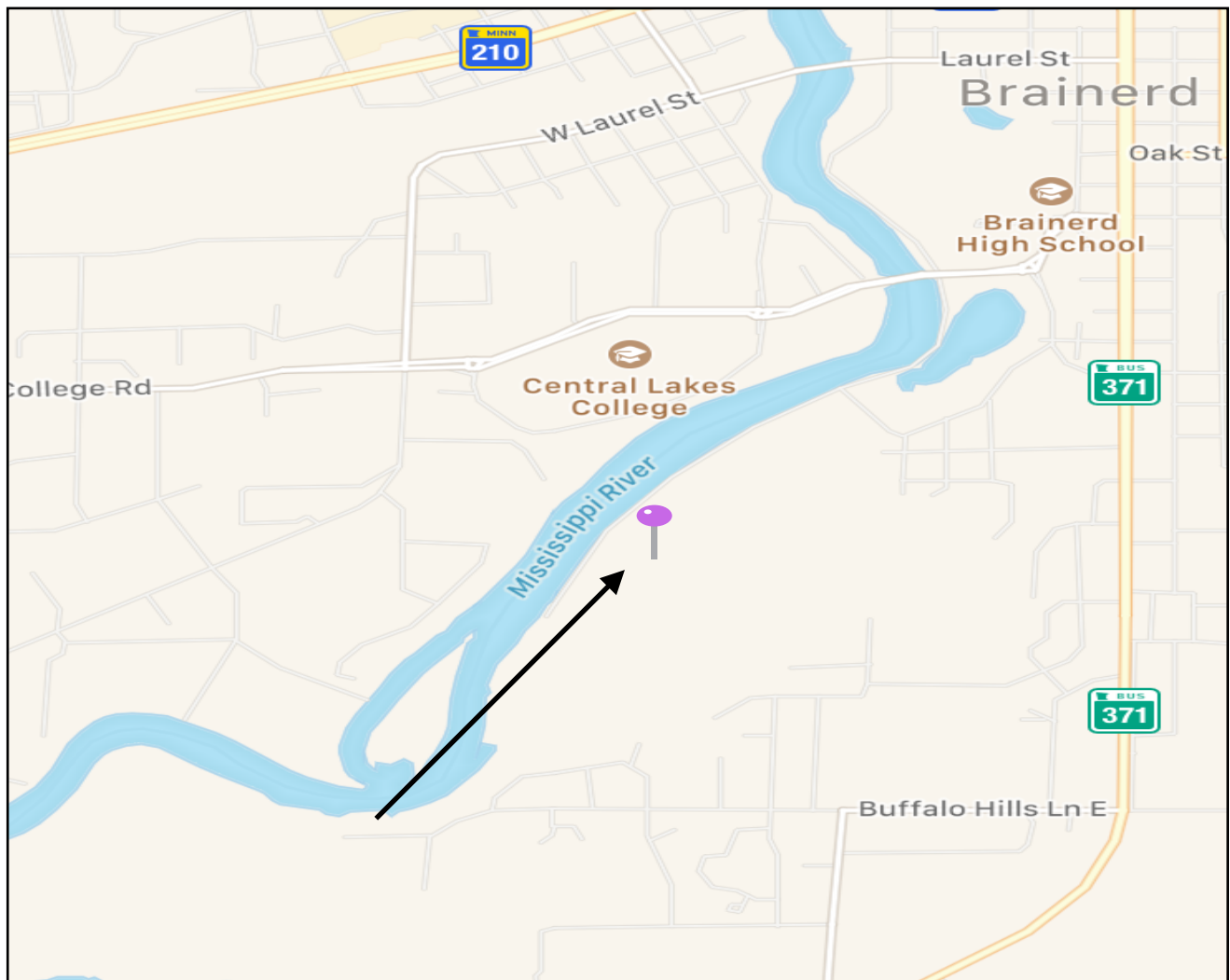
THE ROTARY RIVERSIDE PARK MASTER PLAN UPDATED JUNE 2022

Submitted by John Forrest

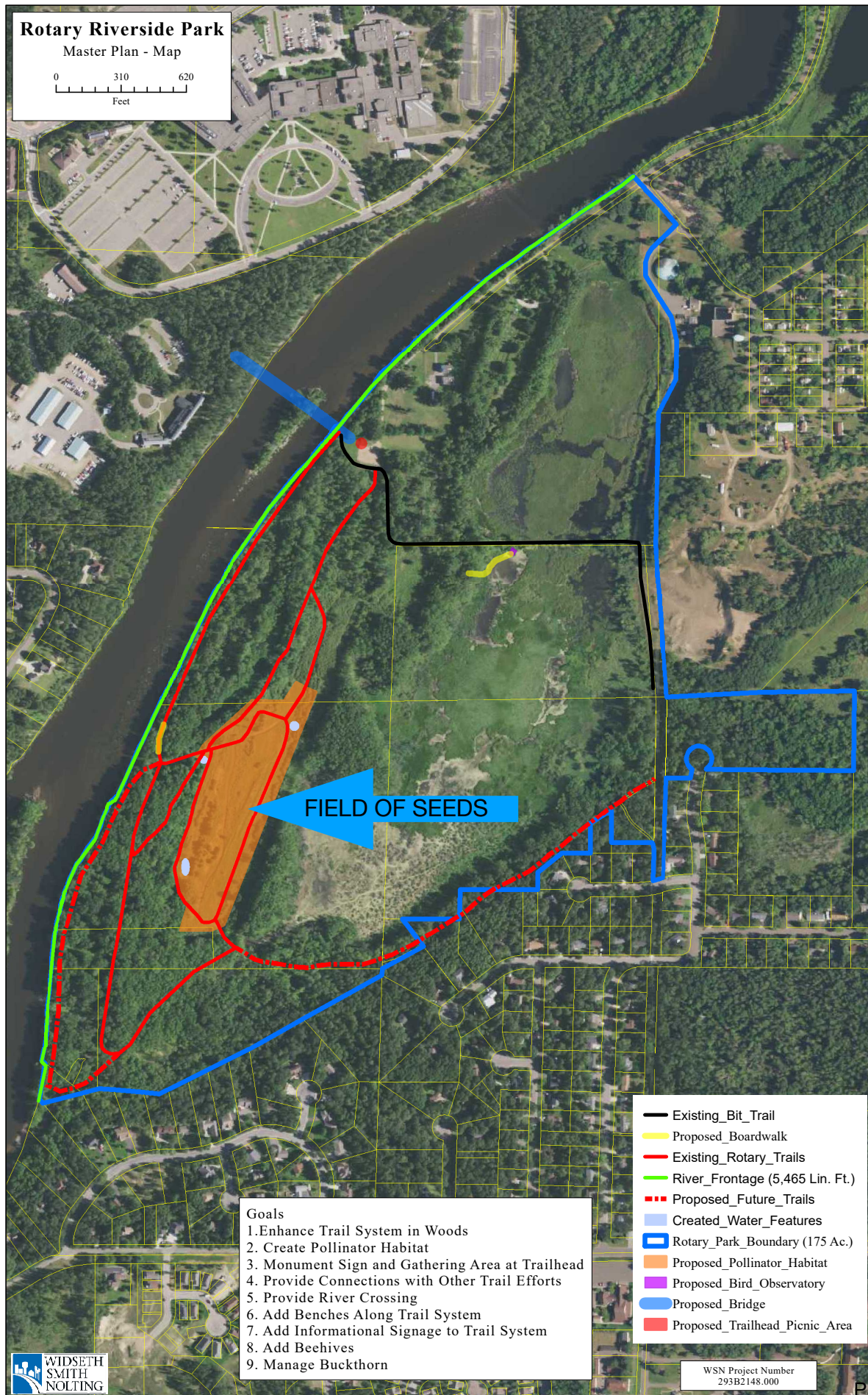
1. OVERVIEW

The Rotary Riverside Park is located in the heart of the City of Brainerd, Minnesota on the east bank of the Mississippi River. The park consists of approximately 195 acres with an estimated 5,465 front feet on the Mississippi River, over 1,250 feet on Little Buffalo Creek, 45 acres of wetland, 1.9 miles of trails and a 14 acre field.

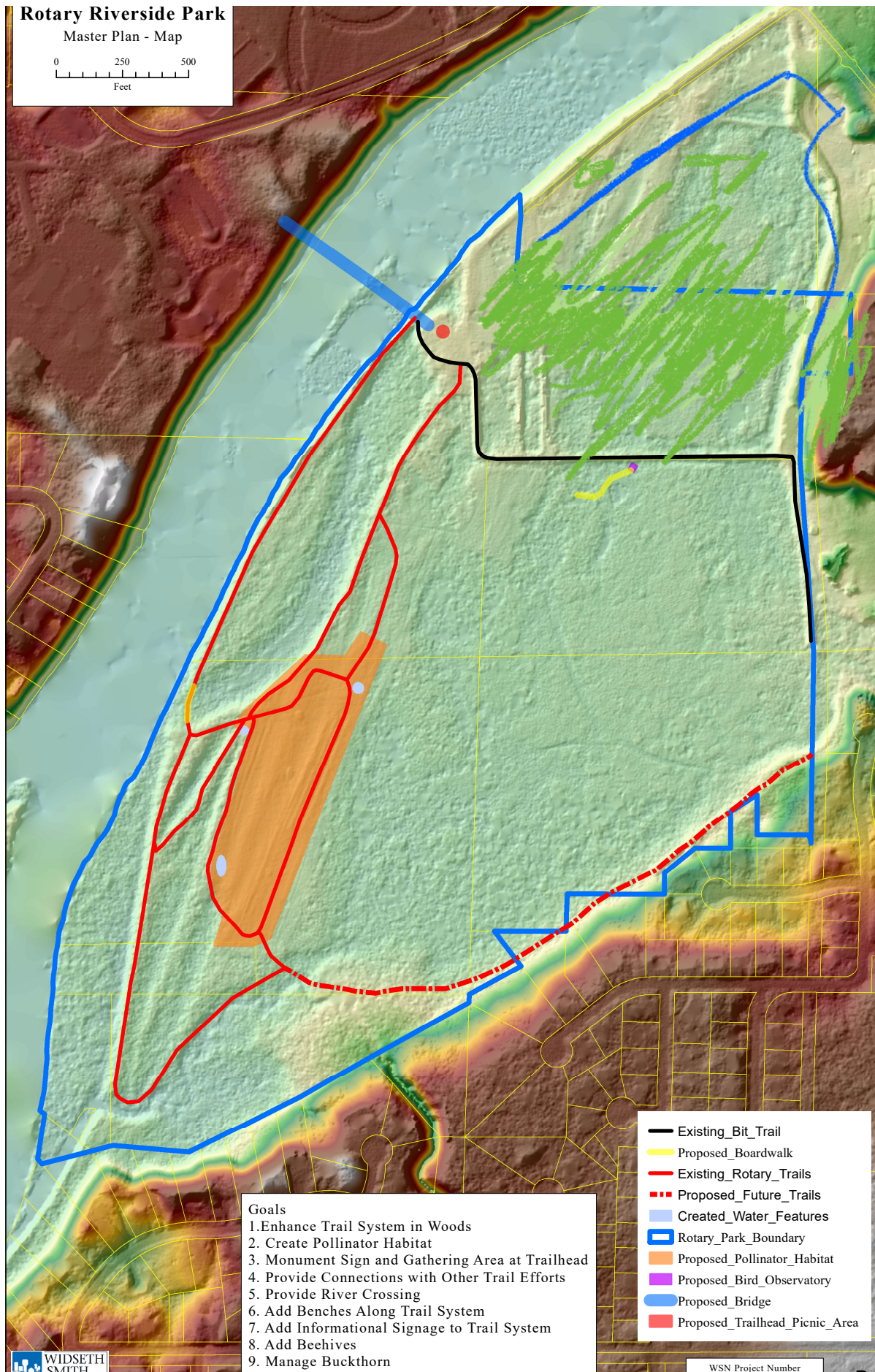
2. SITE LOCATION, BRAINERD, MN



3. AERIAL MAP - EAST PARK BOUNDARIES ARE IN BLUE



4. LIDAR MAP



5. ROTARY RIVERSIDE PARK LAND ACQUISITION HISTORY

The history of land acquisition for the park is as follows:

The initial land acquisition is known as the Roberts Parcel

***Acquired in December, 2011 for \$35,000. Assessed value \$75,100**

***38 acres. 1,340' (+/-) Mississippi River frontage**

***\$17,500 Grant from the Natural and Scenic Area Grant Fund, \$15,500 in Rotary funds and \$2,000 from the Brainerd Lakes General Fund of the Central Minnesota Community Foundation**

- The second acquisition was three parcels from Crow Wing County**

***Acquired in July, 2013**

***Crow Wing County tax forfeit land**

***17 acres. 631' Mississippi River frontage. 1,225' Little Buffalo Creek frontage**

***Special enabling legislation by the Minnesota Legislature**

***\$10,170 acquisition price (assessed value plus costs). \$9,700 assessed value**

***\$5,170 donation from Millie Gjertsen and \$5,000 in Rotary funds**

- **The third acquisition was the Larson Parcel.**
 - *Acquired in 2016**
 - *25,000 (+/-) sq ft**
 - *Future Trail corridor which would allow access from southeast and the Buffalo Hills Bike Trail**
 - *Donation of land, survey by WSN and legal by Brad Person**
- **The fourth parcel(s) acquired from Edgewood Homes.**
 - *Acquired in 2017. Assessed value of \$26,500**
 - *45 acres of wetland and land east of bike trail**
 - *Donation to the City of Brainerd**
- **The fifth parcel was acquired from Harvey and Pat Johnston.**
 - *Acquired in Assessed Vale of \$**
 - *East of bike trail. Frontage on Little Buffalo Creek. Allows trail connection to Cul de Sac on Linden Lane.**
 - *Donation to the City of Brainerd**

Total of all acquired land is +100 acres with an estimated 1,971 feet river frontage and 1,225 feet creek frontage. This adjoins city owned land to make a park area of approximately 195 acres with an estimated 5,465 feet Mississippi River frontage. Rotary initiated and facilitated all land acquisition with the City of Brainerd as owner. The city has designated all the acquired land to be part of the Rotary Riverside Park.

6. FOUNDING VISION STATEMENT

The Rotary Riverside Park will be an urban natural retreat serving as a natural resources based city park for use by individuals, families and groups to explore, enjoy and participate in low impact outdoor activities, wildlife observation and educational opportunities.

7. SCENIC AND NATURAL AREA GRANT RESTRICTIONS

The initial land acquisition for the Rotary Riverside Park, known as the Roberts Parcel, occurred in 2010 and consisted of 38 acres. Funds from The Rotary Club of Brainerd and matching funds from the Natural and Scenic Area Grants program were used to help with this acquisition. Grant restrictions placed upon this parcel restrict use of the land to “passive recreational activities, such as nature observation, walking or hiking, bird watching, cross country skiing, snow shoeing, canoeing, photography and similar low impact activities.” Additional restrictions state that “limited facilities to support these activities, such as trails, overlooks, interpretive displays, benches, informational and boundary signage, protective fencing, and parking, are available uses.” (Source: Guideline for Use and Development Land Acquired with Natural and Scenic Area Grants).

8. ROTARY’S COMMITMENT TO THE CITY OF BRAINERD

The Brainerd Rotary Club’s Board of Directors, upon the founding of the park in 2010, made a commitment that the club would be responsible for the maintenance of and enhancements to the park and the park would not be a financial or operational burden upon the Brainerd Parks Department or the City of Brainerd.

9. THE ROTARY RIVERSIDE PARK MASTER PLAN GOALS

- **Review current status of the park**
- **Include information on the parks' creation**
- **Create a visionary and strategic document**
- **Represent current community value, recreational needs and desires**
- **Outline the Rotary Club's Master Plan vision for club use**
- **Outline the Rotary Club's Master Plan vision for the Brainerd Park's Department and City of Brainerd's approval**
- **Address recreation and natural resources management**
- **Record a timeline of accomplishments made**
- **Develop a list of planned enhancements with timeline**
- **Guide future planning and enhancements to the park**

10. PARK MANAGEMENT

The Rotary Riverside Park is a City of Brainerd Park managed by the Brainerd Park's Department. The Rotary Club of Brainerd has been responsible for trail development, bench construction, entrance gateway construction, pavilion construction and trail mowing. The Brainerd Public Utilities (BPU) has graciously agreed to mow the entry area around the parking lot and the double sided bench. BPU also mows the area of the new Centennial Pavilion.

11. PARK USE - RECREATION

- **Walking and Hiking**
- **Biking on Buffalo Hills Trail**
- **Cross Country Skiing**
- **Snow Shoeing**
- **Birdwatching**
- **Wildlife Observation**
- **Kite Flying**
- **Photography**
- **Picnicking**

12. PARK USE - EDUCATION

Rotary Riverside Park will serve as an outdoor resource for sharing environmental education knowledge and as a classroom for teachers, naturalists, and non-formal educators and groups. The unique and diverse environment of the park is appropriate for all ages and abilities.

Area schools and educators will have access to this outdoor laboratory component encouraging students to reinforce classroom learning by applying it in environmental settings.

The health of our environment starts with and is perpetuated by a personal connection to it. By providing this outdoor space as a classroom, Rotary is promoting an individual and shared

commitment to the responsible use, management, and preservation of our natural resources.

Rotary Riverside Park is a place where minds open to the joy and wonder of discovery in the natural world by involving children and adults in direct observation of and participation in the outdoors.

This Rotary Riverside Park provides the stage for diverse curriculums focused on earth and life sciences, history, cultural studies, and adventure for area schools and groups including:

- Central Lakes College**
- K-12 area schools**
- Environmentally focused organizations and study groups**
- Child care centers**
- Senior centers**

13. PARK CONNECTIVITY

The Buffalo Hills Trail runs through Rotary Riverside Park and is part of an approximate 7 mile looping trail within the City of Brainerd. Part of this loop utilizes the Cuyuna Lakes Trail, joining with the Buffalo Hills Trail at the Mississippi River bridge on College Drive in Brainerd. From the bridge, the Cuyuna Lakes Trail runs north along the river and joins with the Paul Bunyan State Trail after crossing the Mississippi River on Laurel Street in Brainerd. The Cuyuna Lakes Trail will, when completed, join the Cuyuna Recreational Area in Crosby, Minnesota to Brainerd, where it will meet the Paul Bunyan State Trail. The Paul Bunyan State Trail runs from Crow Wing State Park, south of Brainerd to Lake Bemidji State Park, north of Bemidji, Minnesota.

The Three Bridges Trail project in Brainerd proposes extending the river trail from the Mississippi Landing Trailhead to connect with Memorial Park in North Brainerd. Once completed, the following parks in Brainerd will have trail connection: Memorial Park, Lum Park, Bane Park, Buffalo Hills Park, Rotary Riverside Park, Buster Dog Park, Kiwanis Park and the Mississippi Landings Trailhead. In addition, there will be paved trail connection to Crow Wing State Park, the Cuyuna Recreational Area and Lake Bemidji State Park. The Paul Bunyan Trail intersects the Heartland Trail in Walker, Minnesota and will connect to the Veterans trail, south of Brainerd.

14. EXTENSION OF CUYUNA LAKES TRAIL FROM BUFFALO HILLS TRAIL TO THE 371 BRIDGE

A trail connection from the Buffalo Hills Trail south to the Highway 371 Bridge on the east side of the Mississippi River has been proposed and would make a paved trail connection from Crow Wing State Park to Downtown Brainerd and a looping trail between Brainerd, Baxter and Crow Wing State Park.



15. NATURAL RESOURCES INVENTORY

The park is located in the City of Brainerd, Minnesota and is in the heart of the city. Most of the park is in the Mississippi River floodplain, although only a small part at the extreme southern end of the park experiences regular flooding. The park consists of approximately 195 acres with 5,465 feet of Mississippi River frontage, over 1,250 feet frontage on Little Buffalo Creek, approximately 45 acres of wetland, 1.9 miles of natural surface trails and a 14 acre open field. Approximately 8.5 acres of the field was planted in a prairie wetland, pollinator friendly seed mixture as a part of a prairie restoration project by Crow Wing Soil and Water Conservation District (CWSWCD) in the fall of 2017.

Additional species of plants were added in 2019 with the planting of approximately 16,000 plant plugs of desirable, threatened and endangered species as part of the Field of Seeds project. The field will serve as a seed bank for soil and water conservation projects. Along with the open field the park includes an area of floodplain dense canopy forest. Tree species in the park include Ash, Mountain Ash, Norway Pine, White Pine, Red Oak, Burr Oak, Crabapple, Chokecherry, Silver Maple, Birch, Poplar and others. Wildlife within the park includes bear, deer, beaver, otter, eagles, osprey, ducks, geese, turkeys, sandhill cranes, swans, bittern, turtles and others. Over 170 species of songbirds have been identified in the immediate vicinity of the park and many visit the park as it includes 5,465 feet on the Mississippi flyway.

16. NATURAL RESOURCES STATEMENT

Any enhancements to the park provided by the Rotary Club of Brainerd to the Rotary Riverside Park will focus on maintaining,

restoring and enhancing the quality and resilience of natural resources to provide an outstanding setting for passive activities, nature based outdoor recreation and education.

17. NATURAL RESOURCES STEWARDSHIP PLAN

- Focus on prolific invasive species control to enable the restoration of a balanced native vegetation community to foster an ecosystem more resilient to pests and non-native species invasion.**
- Assist in the development and maintenance of the Field of Seeds including invasive and non-desirable species removal within the project area.**
- Identify and prioritize for planting areas to enhance diversity in tree growth within the park.**
- Develop educational signage for the Field of Seeds project as well as the remainder of the park.**
- Collaborate with City of Brainerd, the Department of Natural Resources, Crow Wing Soil and Water Conservation District and others to assist in best stormwater management practices for Little Buffalo Creek.**
- Focus on the park's wetlands to positively impact water level for optimum water quality, healthy vegetative communities and optimum wildlife production.**
- Assist in the control and remediation of anthropogenic pollution.**

18. THE FIELD OF SEEDS

The field in the Rotary Riverside Park was the Crow Wing County project for the Thirteen Counties Propagating Native Plants, Restoring Diverse Habitats grant as funded by the Environmental and Natural Resources Trust Fund (ENRTF) and administered by the Crow Wing County Soil and Water Conservation District (CWCSWCD). Approximately 8.5 acres of the field were planted in “desirable, threatened and endangered” plant species. In the summer of 2019, over 16,000 plants plugs were planted in the project area. There are outstanding educational opportunities available as this area will develop as a seed bank for projects throughout Minnesota. Opportunities include planting, cultivating, nurturing, invasive species identification and control, and seed harvesting by hand.

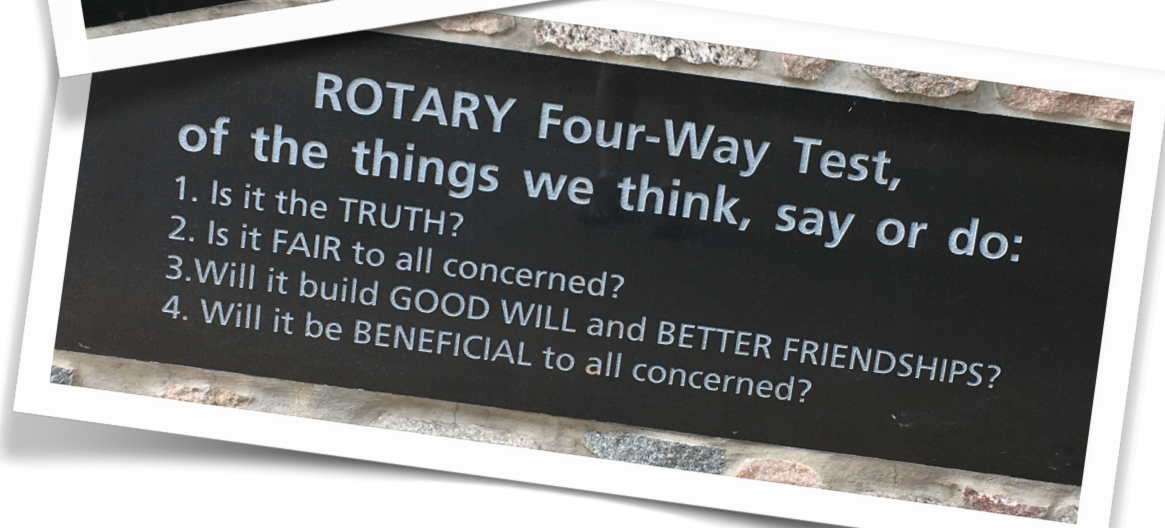
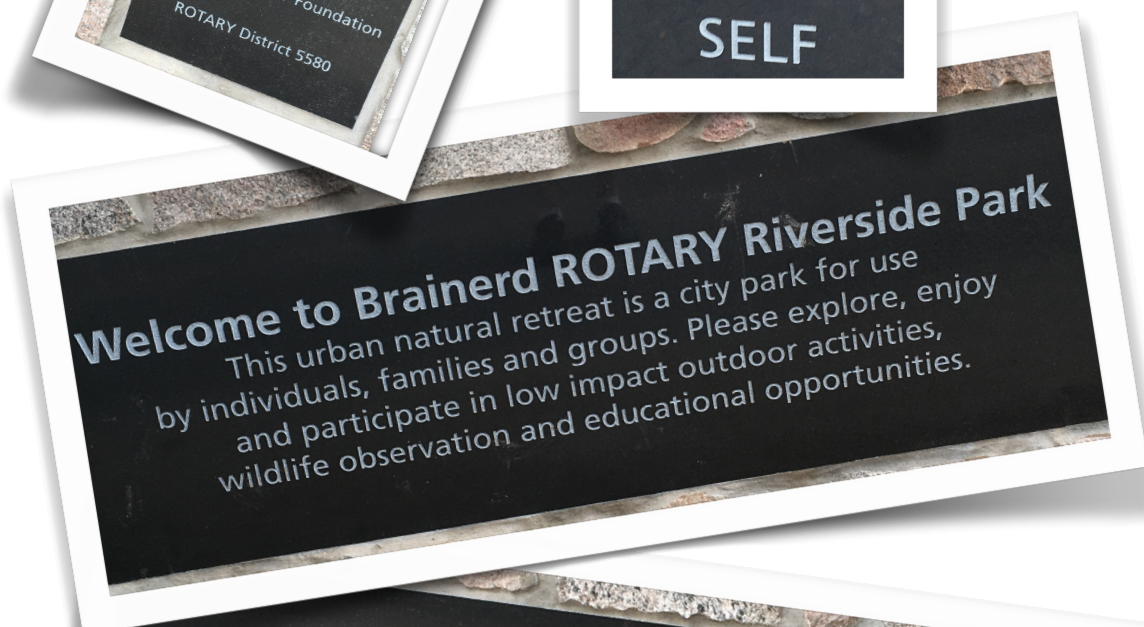
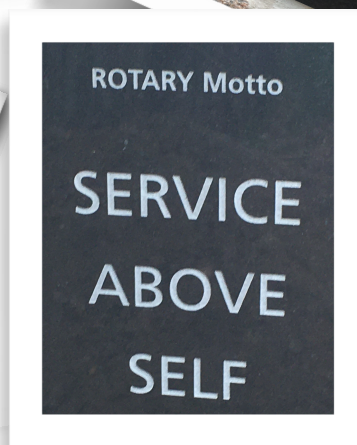
For synopsis of the 13 Counties Propagating Native Plants, Restoring Diverse Habitats grants see APPENDIX A.

19. THE ROTARY RIVERSIDE PARK ENTRANCE GATEWAY

The Rotary Riverside Park Entrance Gateway project was started in summer of 2019. With plan drawings by Rotarian Rick zumBrunnen and project management by Rotarian Peter Nelson the project was completed in June of 2020. Project funding included a major donation by Rotarian Paula and her spouse Mark Persons, a Rotary District 5580 grant, the Brainerd Rotary Foundation and the Rotary Club of Brainerd. Major assistance in the construction project was provided by Rotary members and the Minnesota Adult & Teen Challenge.

The Rotary Riverside Park Entrance Gateway. Completed in June of 2020.



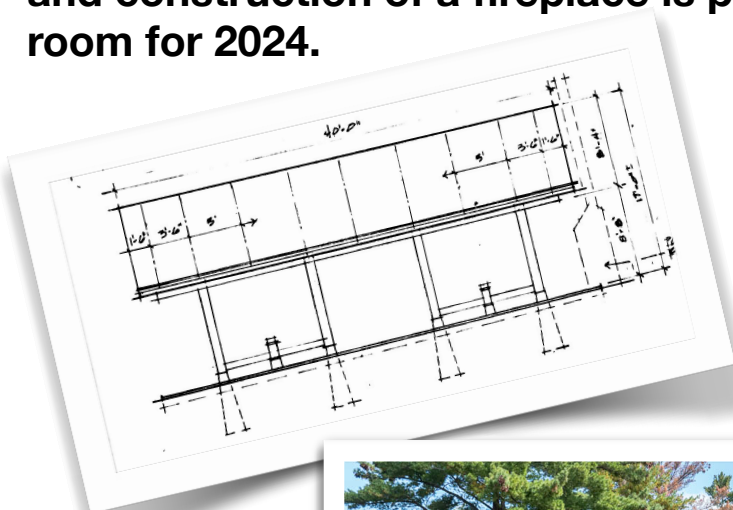


20. THE ROTARY CLUB OF BRAINERD CENTENNIAL PAVILION.

The Rotary Club of Brainerd will be celebrating its Centennial in 2022. This significant occasion will be celebrated with completion of the construction of *The Gathering Place* at the Rotary Riverside Park. This structure is 880 square feet (22' X 40') and utilizes the rough sawn timber and field stone design as used in the Rotary Riverside Park Entrance Project. Project design was provided by Rick zumBrunnen, project management was provided by Peter Nelson.

The Gathering Place provides a site for educational outreach to be used by the Central Lakes College, Brainerd K - 12 schools, local clubs and organizations as well as the general public. The Brainerd Parks Department will be responsible for scheduling events/activities.

Construction of *The Gathering Place* will be completed in 2022 and construction of a fireplace is planned for 2023 and a rest room for 2024.



21. THE ROTARY RIVERSIDE PARK DEVELOPMENT PLAN WITH TIMELINES

- **Manage buckthorn - on going**
- **Clean up storm damage at south end of park - ongoing**
- **Burn brush piles - as needed**
- **Tree planting - annual. Memorial Tree planting as appropriate.**
- **Landscape the Centennial Pavilion - 2022.**
- **Solar for the Centennial Pavilion - 2022.**
- **Parking lot for Centennial Pavilion - 2022.**
- **Develop River's Edge trail - 2022 (See Addendum A)**
- **Directional signage on Linden Lane Cul de Sac and at trail crossing of Belle Rae Circle and Pineview Drive - 2022**
- **Observation deck/bird watching deck on BPU Bunker - 2023.**
- **Fireplace for the Centennial Pavilion- 2024.**
- **Rest room for Centennial Pavilion - 2025.**
- **River trail boardwalk - 2026 (See Addendum D)**
- **Re-set Clemson Leveler - TBD.**
- **Construction of wetland boardwalk - TBD (See Addendum E)**
- **Connect park, Buffalo Hills Trail, Cuyuna Lakes Trail, Paul Bunyan Trail and Crow Wing State Park - TBD (See Addendum F)**

22. OTHER ENHANCEMENT CONSIDERATIONS (See Addendum G)

Improvements discussed in the Master Plan Development Process which require additional study include:

- **Audubon designations of the park as an important bird area.**
- **Trail crossing over the Mississippi River**
- **Expansion of park boundaries**
- **Utilization of Frenchman's Island (See Appendix E)**
- **Install martin houses**
- **Build chimney swift towers**
- **Develop bluebird trail**
- **Birdwatching Blind**
- **Install bat houses**
- **Install bee hives**
- **Install Security cameras**
- **Install Webcam**
- **Produce video about the park for social media/marketing use**
- **Little Buffalo Creek crossing**
- **Water control structure on Little Buffalo Creek**

23. PARK MAINTENANCE PLAN

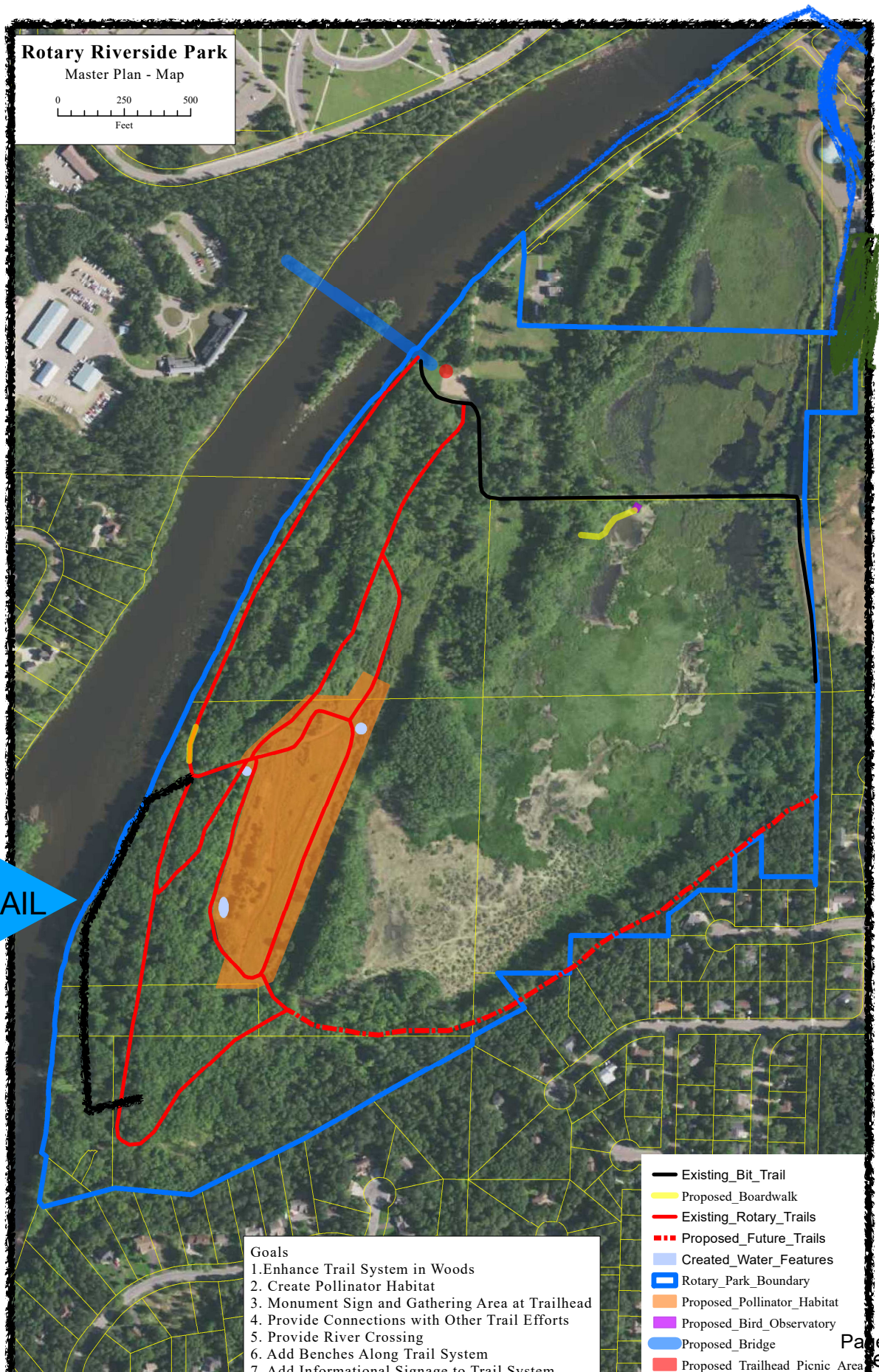
The Rotary Club of Brainerd is responsible for trail maintenance in the park including mowing and filling of ruts. Deadfall and storm damaged trees should be removed on a timely basis. An ongoing effort to combat invasive species, especially buckthorn, must be maintained by club members. Treating the benches with wood preservatives should be done as needed. Coordinating the removal of invasive plant species in the Field of Seeds should be done in cooperation with the CWSWCD.

24. FUNDING SOURCES

Sources of possible funding for the park include:

- Club members, Club funds, the Brainerd Rotary Foundation**
- Rotary District 5580 grants**
- DNR Local Trails Connection Program**
- DNR Outdoor Recreation Grant Program**
- Conservation Partners Legacy Grant Program through the Outdoor Heritage Fund**
- Parks and Trails Legacy Grant Program through the Greater Minnesota Regional Parks and Trails Commission**
- Federal Recreational Trail Program**
- Local Foundations**
- Local community minded businesses, individuals and families.**

25. ADDENDUM A - RIVER'S EDGE TRAIL



26. ADDENDUM B - BPU CONCRETE BUNKER. CONSTRUCT DECK/OBSERVATION PLATFORM/BIRD WATCHING PLATFORM USING CONCRETE BUNKER AS A BASE.



27. ADDENDUM C - RIVER TRAIL BOARDWALK



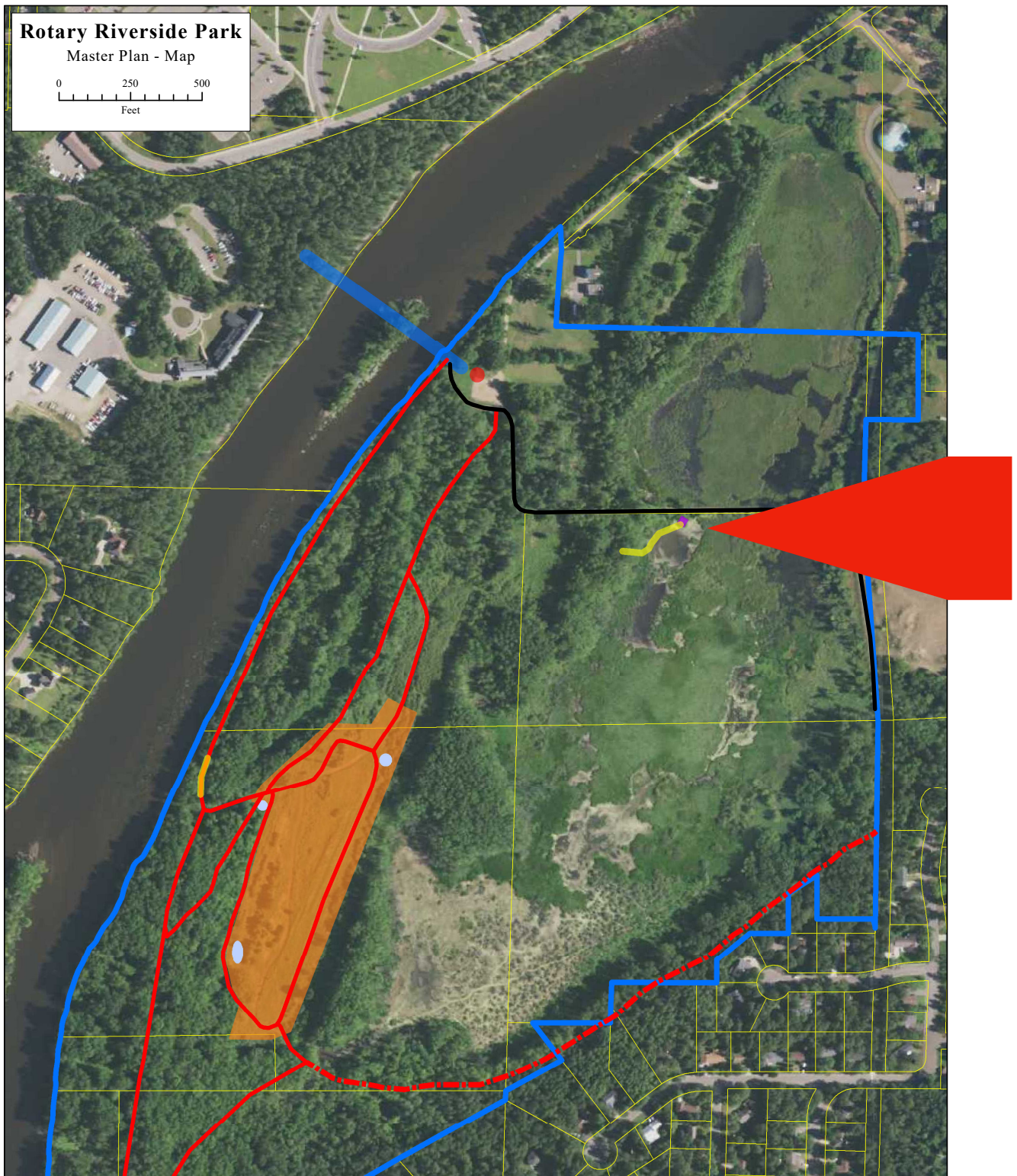
**SEASONAL
FLOODING ON THE
RIVER TRAIL**



28. ADDENDUM D - WETLAND BOARDWALK



29. ADDENDUM D(2) - WETLAND BOARDWALK LOCATION



30. ADDENDUM E - BUFFALO HILLS TRAIL EXTENSION TO HWY 371 BRIDGE



31. ADDENDUM F - OTHER ENHANCEMENT CONSIDERATIONS

Trail crossing over the Mississippi River



Provide additional benches along trails



Clean up storm damage at
south end of park



Install Martin house in
Field of Seeds



Blue bird trail around
perimeter of Field of Seeds



Bat houses throughout the
park



Install chimney swift towers



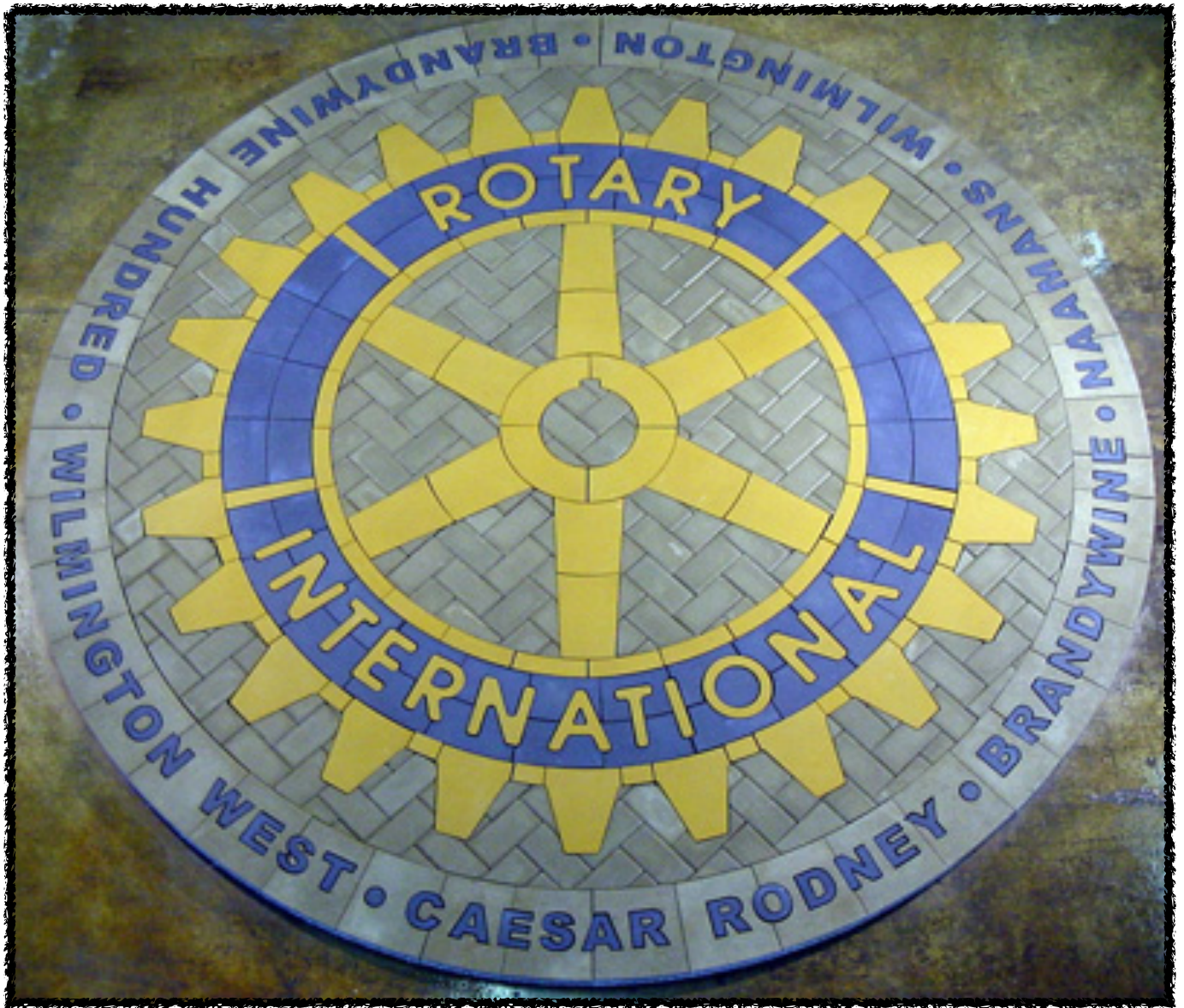
Concept of a crossing over Little Buffalo Creek



Concept of a crossing with a water control structure and trail crossing over Little Buffalo Creek



Concept of Paver Patio by parking lot



33. APPENDIX A

FIELD OF SEEDS INFORMATION SYNOPSIS

The information below concerns the grant for the field in the Rotary Riverside Park. Sections were lifted from the grant proposal and condensed to provide focused information as to the grant and the Rotary Riverside Park. This Information is believed to be correct-to-date (February 4, 2017).

PROJECT TITLE: Thirteen Counties Propagating Native Plants and Restoring Diverse Habitats.

AMOUNT: The net amount of the grant for the Rotary Riverside Park is approximately \$35,000.00

I. PROJECT STATEMENT: Providing habitat for “species in greatest conservation need” will be accomplished by protecting and expanding diverse native forest and prairie habitats in 13 counties touching 4 regions of the state. The project focus is restoring uncommon/rare at-risk native plant species to provide habitat for other at- risk species. Project partners will use local ecotype native plants that are aggressive enough to compete with and overtake invasive species, in order to reclaim areas where non-native species have started. Plant materials with origins near the restoration sites and seed from sites certified by the Minnesota Crop Improvement Association or local source Yellow Tag Seed will be used. The Minnesota Crop Improvement Association will be involved with certification of species on new project sites.

Local source species are chosen for planting that match the growing conditions of the restoration sites. In each of the new partnering counties, species selection will be made depending on local ecotype species availability and the characteristics of restoration sites. Species that appear to be rare will be targeted in each county along with the necessary supporting species.

PROJECT ACTIVITIES AND OUTCOMES:

ACTIVITY 1: Collect and propagate plant materials from rare/difficult to start species.

Description: Plant materials will be collected from species that have little or no presence in plantings or restorations. These species will be propagated and planted into protected sites. Species that have not produced seed will continue to be monitored to catch “their year” when seed and/or vegetative growth is produced for use in the project. We will work with approximately 160 different native plant species. Species will be propagated in greenhouse space and/or open space, including planting directly into restoration sites...

...The focus is to incorporate as many of these and the less common species back into habitat restoration projects where the species lists have been rather short. The intent is to make the rarer species more common, to provide additional diversity on restoration sites, and to help provide these species with the capability of spreading to a larger percent of the natural landscape...

ACTIVITY 2: Planting local source native species into habitats to replace invasive species.

Description: This activity focuses on new restoration sites primarily where invasive species are being removed and replaced with competitive native species. Both prairie and forest habitats are included in this initiative. One of the main restoration goals is to fill every niche in the native landscape to increase resistance to invasion by non-native species. Adding native plant materials will provide the food base diversity to meet the needs of many species of concern on up the food chain...

ACTIVITY 3: Education, outreach and technology transfer. Facilitate starting new projects.

Description: This 13 county initiative provides sharing of propagation methods, planting techniques and partnerships with others who have an interest in protecting native habitats and expanding the use of local source native species into suitable locations on habitat restorations. This project will help new partners get projects on the ground. Project partners will be encouraged to take advantage of recommended training to help with the development of their propagation skills and with identification of native plant seedlings.

Project Impact and Long-term Strategy:

This project is part of a long term strategy to protect and manage natural landscapes and deal with invasive plant species that are invading and replacing the native species. These native species provide the habitat vital to the survival of the rare and at-risk species which rely on diverse native habitats for survival.

Management strategies developed or modified to meet local conditions and needs through this project are expected to be useful for habitat protection and restoration projects throughout the state. This project will work within the existing Cooperative Weed Management Area and encourage the expansion of CWMA efforts. Key individuals and organizations will be identified in each project area to help develop the enthusiasm to drive and move the projects into the future, providing the support for maintenance activities and continuing to protect and add diversity to ecosystems as they develop.

Continued efforts to reduce the devastating impacts of invasive species and the protection and restoration of native plant communities will be needed from the LCCMR and many other sources if we are going to protect native habitats for future generations. The need is long term and statewide.

34. APPENDIX B

ROTARY RIVERSIDE PARK HYPERLINKS

1. Lakeland News. Brainerd Rotary Donates Riverfront Property, January 6, 2010

https://youtu.be/0YH-Or_e9LQ

2. Installation of Benches at Rotary Riverside Park on October 4, 2014. Thank You Dan Hegstad.

<https://youtu.be/wieFPscBW-I>

3. Clearing Trails Brainerd Rotary Park, October 10, 2015. Thank you Dan Hegstad.

https://youtu.be/hSHITWN3_vs

4. Rotary Riverside Park Clean Up Day on 2017. Thank you Dan Hegstad.

<https://youtu.be/3npQOliSpsk>

5. Drone flight over wetland at site of Centennial Project proposed wildlife observation platform and boardwalk. Thank you Dan Hegstad.

<https://youtu.be/MmhySZ-MCN4>

6. WSN drone flights at different elevations from the proposed location for the Centennial Project wildlife observation platform and boardwalk. Thank you Tim Ramerth and WSN.

<https://youtu.be/Nri8jwUpkJ8>

<https://youtu.be/-Xt6uZ-2j1U>

<https://youtu.be/5QxQjfhPpkU>

<https://youtu.be/QqXm6BQSye0>

<https://youtu.be/u1Qd25Om2u8>

https://youtu.be/9ewL2_qX2rs

<https://youtu.be/BI06HyhyLNc>

7. Construction of the Park Entrance Gateway

 [Gateway Construction fall 2019.mp4](#)

35. APPENDIX C

MISSISSIPPI RIVERFRONT HYPERLINKS

1. Brainerd Riverfront promo piece. Click lower left corner start.

<https://videopress.com/v/4RGPbOQP>

2. Brainerd Riverfront Webpage.

brainerdriverfront.org

3. Find on Facebook.

Brainerd Riverfront

4. Lakeland News report, June 2, 2014.

https://youtu.be/I_Aunma7hbg

36. APPENDIX D

MISSISSIPPI RIVERFRONT MISC INFO

1. Riverfront Visioning SEH. January 25, 2010. (click then scroll to see content).

[HTTP://WWW.SEHINC.COM/FILES/ONLINE/
BRAINERD%20AREA%20RIVERFRONT%20INTRODUCTION%20
MEETING%201_25_2010.PDF](http://WWW.SEHINC.COM/FILES/ONLINE/BRAINERD%20AREA%20RIVERFRONT%20INTRODUCTION%20MEETING%201_25_2010.PDF)

37. APPENDIX E

INFORMATION ON FRENCHMAN'S ISLAND

From: Fert Faust <fertfaust@msn.com>
Sent: Monday, April 9, 2018 6:23 PM
To: Tony Sailer <tsailer@ci.brainerd.mn.us>
Subject: {external} RE: {external} RE: {external} RE: {external} RE: {external} rocks

Here is a bit of a Timeline:

Frenchie's Island Timeline:

This island is the second island south of the College Drive Bridge in Brainerd, MN, and is listed on the maps as First Island, AKA Frenchman's Island.

1926: The Frenchman, John T. Germaine dies, giving the island to M. E. DeRosier
1936 (about): "Ladies Drum and Bugle Corps had a car run into them while they were marching on Laurel Street, because that was a time we had just returned from the island the same day. I think it was in 1936". –RS

1958: The island is legally documented property deeded to the De Rosier's by Gov. Freeman and the State Legislature. Because at one time the island was part of the mainland, it is platted as # 16 & 17. Thus it was called Island # 17 or First Island. We sold the whole package in 1968 to the Developers (Stegner, Hendrickson & McNutt) They are no longer in business.

1968: We sold the whole package to the Developers (Stenger, Henderson & McNutt) They are no longer in business (2009)

-Carl W. Faust, October 14, 2009. Some excerpts are from Rose (DeRosier) Schaffhausen [RS], daughter of M. E. DeRosier, sister of Joe DeRosier.

From: Fert Faust <fertfaust@msn.com>
Sent: Monday, April 9, 2018 6:09 PM
To: Tony Sailer <tsailer@ci.brainerd.mn.us>
Subject: {external} RE: {external} RE: {external} RE: {external} RE: {external} rocks

Frenchie's 101:

I have been trying to find out Frenchie's owner since about 2008. Mark tried in 2011. On maps about then, the Brd./Baxter line was right down the middle. I inquired at the courthouse and nobody knew. Google appears to give it to Baxter. Fix that! This is a dandy nature preserve...deer, and buckthorn, and LOTS of buckthorn. HUGE maple trees.

Then...I met Rose.

In the attached Word doc., the Joe DeRosier mentioned just passed away in 2017. I was to interview him last winter! His sister is Rose Schaffhausen, the one who was writing a booklet on it. I have been searching the site for a decade on her direction, and uncovered & photographed a lot of cool stuff, JUST as Rose described it when she and Joe's family summered out there. This was after the bridge to it from the west was put in by Mitch. Note the land in question included

some lots on the mainland. At one time it was nearly walkable across the river. Note the 1939 DNR map, and the bridge, but the river was nearly non-flowing on the west side.



The Frenchman's cabin basement is still there. I have not written on it for obvious reasons. This island has a TON of early history, and if you guys can lay claim to it this would be great. It may be bridged again for snowmobilers or hikers, who knows? The 1930's bridge was a suspended CABLE bridge, and there are remnants of the cable, I understand, but have not spotted them. Chuck Schmidt once found it, and we were out there, but it was too thick and buggy that day. I can't find remnants of it on the west mainland, either. I have found the Frenchman's garbage dump, but it is intermixed with Mitchel's and Joe's, however I can pretty well tell the difference. The ol' boy was NOT a teatotaler. 2009 dig:



A little secret...at one time there was apparently a cable stretched from the EAST mainland to the island. Part of the cable is still there, but I don't advertise that either.



I found 2 PILINGS on the west side, but mysteriously, they disappeared a few years after I found them! These photos are all that remain, 11/2012:



Too many people rootin' around down there, often in pickup trucks. I think the Frenchman was corralling logs, whether for a logging company, or as a scab, and storing them in the west channel.



Park Location	Item	Replace ment Year	Value (2023 Dollars)	Budget Amount	Comments	Catch Up Amount	2% per Year	Catch Up Funding	Immediate Funding	Staff Perform	Partner Perform	Available Today
Rotary	Bench/Signage Structure	2033	\$ 10,000.00			\$ 1,111.11	\$ 200.00					\$ 218.08
Rotary	Community Garden	2038	\$ 50,000.00			\$ 3,571.43	\$ 1,000.00					\$ 1,090.39
Rotary	River Deck w/ Benches	2048	\$ 60,000.00			\$ 2,500.00	\$ 1,200.00					\$ 1,308.47
Rotary	Pavilion	2053	\$ 250,000.00			\$ 8,620.69	\$ 5,000.00					\$ 5,451.97
Rotary	Trail Gate	2068	\$ 5,000.00			\$ 113.64	\$ 100.00			Staff		\$ 109.04
Rotary	Entrance Structure	2073	\$ 450,000.00			\$ 9,183.67	\$ 9,000.00					\$ 9,813.54



Park Board Agenda Request

MEETING DATE: July 28, 2026

TITLE OF ITEM: Park Partner Meeting Assignments and Annual Calendar Review

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

As staff continues to develop the Park Board's annual planning calendar, an opportunity exists to establish a consistent process for when community partners come before the Park Board. Currently, there is no formal schedule or established annual calendar identifying when park partners should provide updates, present new projects, submit requests, or discuss ongoing partnerships with the Board.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Staff is seeking direction from the Park Board on how it would like to engage with park partners throughout the year. Establishing expectations will help create consistency for both staff and partner organizations while ensuring the Board receives timely information on projects, requests, and partnership activities.

Potential discussion topics include:

- Should the Park Board establish an annual calendar for partner organizations to appear before the Board?
- Which partner organizations should be included in a recurring schedule?
- Should partners provide annual updates, project-specific presentations, or appear only when requesting Board action?
- Are there designated times throughout the year when the Board would prefer to hear updates from partner organizations?
- Are there additional organizations the Park Board would like staff to engage and include in the annual calendar?
- Assign Park Board members to attend or serve as liaisons for partner meetings?

Maintaining regular communication with park partners helps strengthen relationships, improve

coordination, and ensure the Park Board remains informed about community needs, programming opportunities, and future projects.

RECOMMENDED ACTION/MOTION

Staff is seeking the Park Board to review the current park partner meeting schedule, identify any additional organizations to include in the annual calendar, and assign Board member liaisons or meeting responsibilities as appropriate.

FINANCIAL IMPACT

N/A

Task	Partner	Brainerd Assignee	Category	Month	Current Year Status	Notes
Review next 5 years of capital items			Capital Budget	April	complete	
Confirm next year of capital items			Capital Budget	June		
Present capital request to City Council			Capital Budget	August		
Priorities discussion with Public Services Director			Operating Budget	May		
Staff present proposed operating budget			Operating Budget	June		
Present Operating Budget request to City Council			Operating Budget	August		
Softball pre-season meeting			Adult Sports	April	complete	
Softball post-season meeting			Adult Sports	November		
						They are welcome to present at a meeting but don't have to. Want to see if there's anything we can be doing to help them
Disc golf association annual update/check-in	Fly-By Disc Golf League		Adult Sports	April		
Review Board assignments to park partner organizations			Park Partnerships	February		
Spring meeting with partner organization	Lions		Park Partnerships	March		
Spring meeting with partner organization	Jaycees		Park Partnerships	March		
Spring meeting with partner organization	Rotary		Park Partnerships	March		
Spring meeting with partner organization	Kiwanis		Park Partnerships	March		
Spring report to board	Lions		Park Partnerships	April		
Spring report to board	Jaycees		Park Partnerships	April		
Spring report to board	Rotary		Park Partnerships	April		
Spring report to board	Kiwanis		Park Partnerships	April		
Fall meeting with partner organization	Lions		Park Partnerships	October		
Fall meeting with partner organization	Jaycees		Park Partnerships	October		
Fall meeting with partner organization	Rotary		Park Partnerships	October		
Fall meeting with partner organization	Kiwanis		Park Partnerships	October		
Fall report to Board	Lions		Park Partnerships	November		
Fall report to Board	Jaycees		Park Partnerships	November		
Fall report to Board	Rotary		Park Partnerships	November		
Fall report to Board	Kiwanis		Park Partnerships	November		
Partner Spring presentation	YMCA		Youth Sports	April		
Partner Spring presentation	Community Ed		Youth Sports	April		
Partner post-season/fall presentation	YMCA		Youth Sports	September		
Partner post-season/fall presentation	Community Ed		Youth Sports	September		
Review/revise contracts for following year	YMCA		Youth Sports	October		
Review/revise contracts for following year	Community Ed		Youth Sports	October		
Review/revise contracts for following year	Ski Loons		Youth Sports	October		
Notification of pre-season meeting	Ski Loons		Youth Sports	May		
Notification of post-season meeting	Ski Loons		Youth Sports	September		
						They are welcome to present at a meeting but don't have to. Want to see if there's anything we can be doing to help them
Baseball association annual check-in	BBBA		Youth Sports	April		
						They are welcome to present at a meeting but don't have to. Want to see if there's anything we can be doing to help them
Soccer association annual check-in	LAYSA		Youth Sports	April		
Rotary Park			Master Plan Reviews	July		
Lions Park			Master Plan Reviews	October		
Bane Park			Master Plan Reviews	January		2027
Kiwanis Park			Master Plan Reviews	April		2027
Gregory Park			Master Plan Reviews	July		2027
Memorial Park			Master Plan Reviews	October		2027
Jaycees Park			Master Plan Reviews	January		2028
Lum Park			Master Plan Reviews	April		2028
Lyman P. White Park			Master Plan Reviews	July		2028
Triangle Park			Master Plan Reviews	September		2028
Hitch-Wayne Park			Master Plan Reviews	January		2027
Gustafson Park			Master Plan Reviews	May		2027
O'Brien Park			Master Plan Reviews	September		2027
Buster Park			Master Plan Reviews	January		2028
Mississippi Landing			Master Plan Reviews	May		2028
Meadows			Master Plan Reviews	September		2028
Changes						
Changed Public Works Director to Public Services Director						
Moved youth sports postseason presentation to September and youth sports contract review to October. Doesn't make sense to review their contracts before we've heard their end of season presentation						
Split out tasks for each partner agency						
Added disc golf league annual check-in						
Added youth baseball association check-in						
Added youth soccer association check-in						



Newsletter

Brainerd Parks & Recreation

July 28, 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

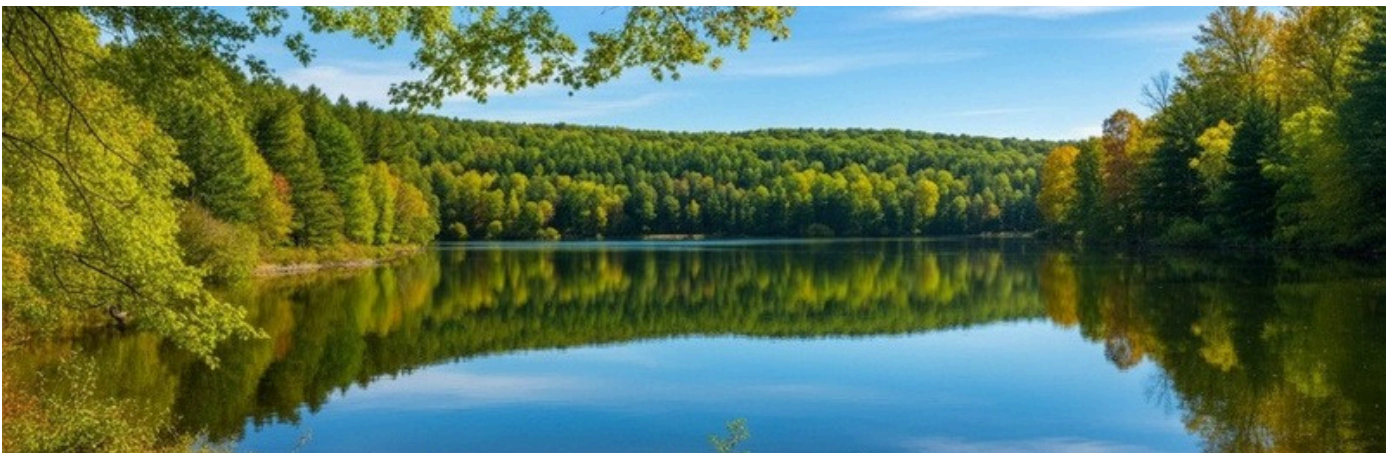


Long-Term Priorities

- 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.

Monthly Maintenance List

- Installing Benches, no longer on the backlog list
- Pressure washing pavilions and splash pad
- Cleaning fountain
- Repairing toilets promigade
- Landscaping sidewalks at Bane Park
- Fixing ruts at Rotary and Jaycees Park
- Getting cost estimates for PD on damage from vandalism
- Putting up no motor vehicles signs
- Getting trailer repaired
- Planting grass/watering trees
- Watering Downtown flowers
- Putting together picnic tables/repairing tables
- Weed whipping
- Backflow and electrical fixes at campground

- Replaced Downtown flags
- Ground and filled stumps
- Getting quotes on the shelter for Memorial Park
- Second treatment of weed & feed started on fields
- Estimate for Lum Park fire pit
- Prep for Movies in the Park
- Red ball clay order arrived to start working on fields
- Need to clear out Jaycees Park concession for epoxy flooring
- Painted benches on Spur Trail
- BBBA Tournaments
- Put up new park signs at Hitch Wayne, Bane, and Jaycees Park
- Repairing vandalism
- Fixing broken equipment, mowers, and trailers
- Prepped for 4th of July, Arts in the Park, and Ski Loon Shows
- Storm damage cleanup
- Hung AED at Bane Park
- Planting Memorial Tree



Maintenance Calls & Service Requests

July 1-23

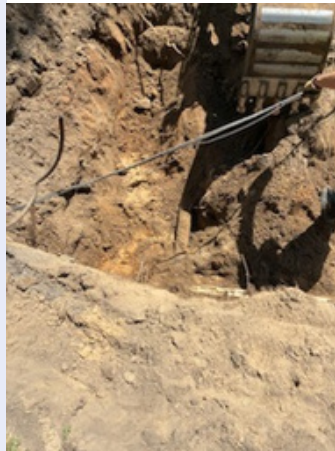
- Four trees fell due to weather in the parks, parks staff cut and cleaned up 3 trees at Memorial Park and 1 tree at Lum Park
- Lions Park at Buffalo Hills ADA sidewalk complete, bid did not include topsoil and seed finishing around walkway. Staff to complete work ASAP and water daily
- Notified PD of increased ATVs driving fast through Lum Park at the small access, at the end of the park
- 50-amp breaker failed at campground
- Vandalism from vehicle whipping donuts at Kiwanis Park
- Branches and trees down after storm
- AED installed at Bane Park
- Vandalism to Rotary Park parking lot from whipping donuts
- Small access point at Lum Park, ATVs have been flying through the park. PD notified of issue. Sign posted for no motorized vehicles.
- Small Hitch Wayne sign installed at the North end
- Reports of multiple trees and limbs down on the trail around Boom Lake at Kiwanis and Buster Park. Staff started clearing and finished following day
- Brainerd Lakes Goats at Rotary Park, will be browsing a 9-acre project area in the Southwest portion of the park
- Fallen tree off of Buffalo Hills Trail, staff to clean up fallen tree
- Memorial Benches installed and no longer on the backlog
- Memorial tree planted at Gregory Park, plaque to be installed.
- Broken mower, staff fixing in house to save money
- New Memorial Bench at Gregory Park
- New Bench along ADA sidewalk at Lum
- Construction of sidewalk at Lum
- Landscape and grass planted by new Bane Park sign
- Prepping for continuing baseball tournaments at Mills, Jaycees, and Bane Park
- Repainting damaged restroom doors at Lyman P. White

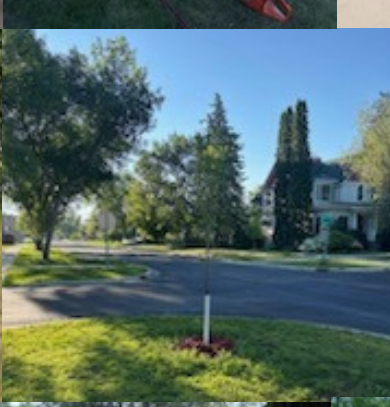


- Ski Loons shed/pavilion is now complete
- 20 picnic tables order and waiting to be assembled
- Fixing bent field drag and hockey gates/wedding
- Jaycees and Bane batting cages are getting astroturfing by BBBA
- Filling in dog holes and cleaning up dog park
- Lots of limbing at dog park

Gregory Park Sewer Update

Removed 2 90-degree pipes, added 4 45-degree pipes and a new clean out for easy jetting. It's all documents on the City's GIS system









Vandalism at Jaycees and Rotary Park,
cost in damages totaling \$1,167.76





Recreation Updates

- Great Pumpkin Festival - Contacting vendors, businesses, and volunteers for the set day of October 3rd
- Fall league registration continues through August 3rd. (Kickball, MS2, MS1, Coed softball, competitive pickleball, recreational pickleball)
- Preparing fall staff schedules (umpires & concession staff)
- Wellness Committee planning
- Summer leagues continue
- Preparing playoff schedules for all leagues
- Concessions at Memorial: Monday - Thursday
- Memorial picnic shelter planning
- Contacting other organizations on umpire pay comparisons
- Budget planning
- Bane Community Celebration Event - The Aliver Foundation July 17

Movies in the Park

Date: July 1st, 2026

Location: Lyman P. White

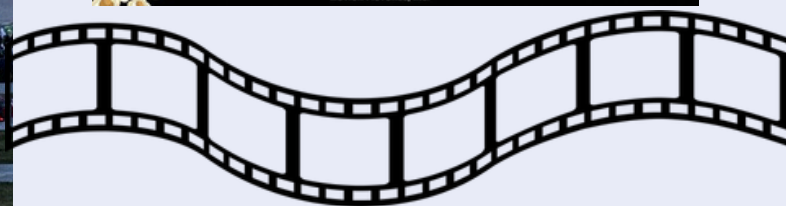
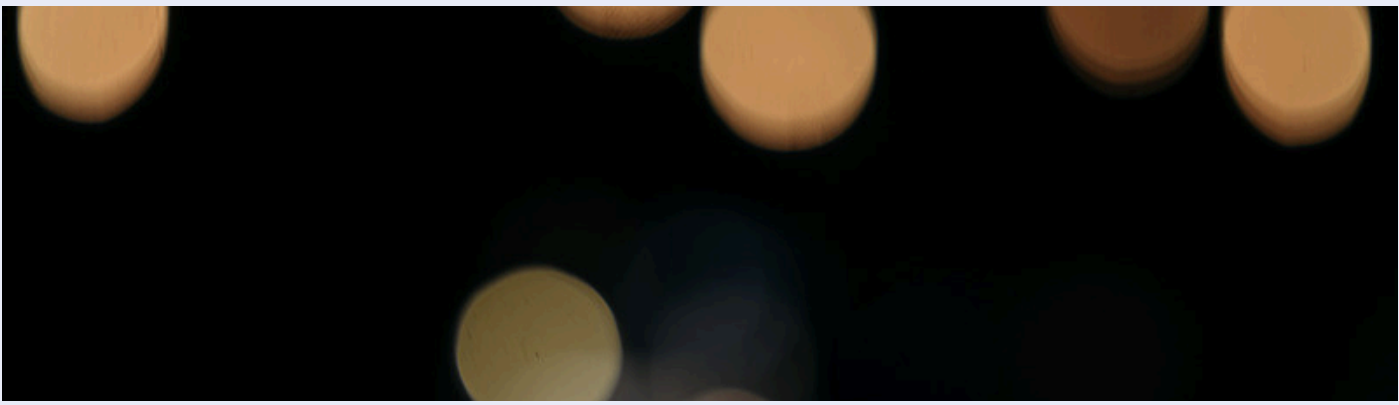
Weather: 80 degrees and sunny

Movie: National Treasure

The July 1st Movies in the Park event was a great success and provided an excellent kickoff to the Fourth of July holiday week. With an estimated attendance of approximately 145 people, it was our highest-attended movie event.

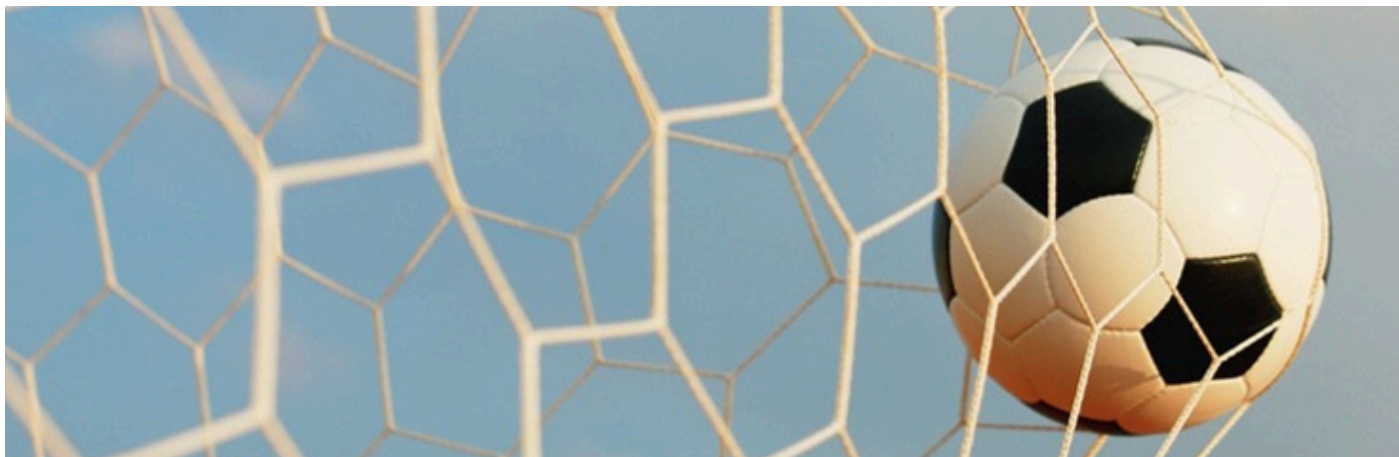
Families and community members enjoyed a beautiful evening at Lyman P. White Amphitheater while watching National Treasure. Light-up bracelets provided by Members Cooperative Federal Credit Union were a huge hit with the kids and added to the festive atmosphere.

Food was available for purchase from Slice on Oak, helping create a fun and enjoyable community event experience for attendees of all ages.



Movies In The Park





Campground Permits

The Parks & Recreation Department issued 66 campground permits for the month of June.

Field & Courts Permits

The Parks & Recreation Department conducted 270 field and court permits.

Pavilion Permits

The Parks & Recreation Department conducted 46 pavilion permits.

Park Youth Programming

- Community Education
 1. Tennis
 2. Mustang Baseball (ages 9-10)
 3. Miracle League (ages 5-11)
 4. Senior Slowpitch Softball (grades 7+)
 5. Miracle League (ages 12+)
- Brainerd YMCA
 1. Golf (NEW)
 2. Basketball
 3. T-Ball
 4. Soccer
 5. Flag Football
- Lakes Area Youth Soccer Association
- Brainerd Baxter Baseball Association
- Ski Loons Event Date
 - July 12th - 5:00 p.m.
 - July 26th - 5:00 p.m.
 - July 9th - 5:00 p.m.
 - July 12th - 6:30 p.m.

Maintenance Backlog

- Firewood preparation for Lum Park Campground remains a priority. Staff is working to find time to cut and split wood while balancing ongoing season maintenance demands throughout the park system
- Stmps to grind
- Trees to remove
- Plant grass allong ADA sidewalk at Lum Park
- Trimming trees at Gregory
- Brush to chip up around trils

Park Board Tasks

- Getting bids Weed and Feed for Bane, Lions, Gregory, Gustafson, Jaycees, Kiwanis, Lum Park, Mills, Meadow, and Triangle Park
- Triangle Park dead trees are under warranty and will be replaced with two Red Maples