



PARK BOARD AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, August 25, 2026 @ 4:00 PM

The public is invited to attend these meetings in person

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

1. **Call To Order**

2. **Roll Call**

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

3. **Pledge of Allegiance**

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

5. **Consent Calendar**

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

A. **Approval of Minutes**

B. **Approval of Disbursements**

C. **Financial Reports**

D. **Approval of Brainerd Schools Homecoming Gathering**

6. **Public Forum**

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

7. **Unfinished Business**

A. **Review and Approve the Park Maintenance Policy**

B. **Umpire Pay Increase Proposal**

C. **Approval of Disposal of Memorial Park Playground Equipment**

D. **Park Partner Assignments and Annual Calendar Review**

- E. **Lions Park Playground Equipment — Donation and Disposal Options**
- F. **Approval of Rotary Park Pollinator Garden Agreement**
- 8. **New Business**
 - A. **Approval of Campground Host Agreement**
 - B. **Approval of DNR Grant**
- 9. **Staff Reports**
(Verbal: Any Updates since Packet)
 - A. **Staff Reports**
- 10. **Board Member Reports**
- 11. **Adjourn**

Visit the Parks and Recreation Website at www.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 4:00 p.m. by Chair Shipe in the City Council Chambers.

Roll Call

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

Also noted as present City Administrator Broyles, Public Services Director Swarthout, Finance Director Hillman, and Recreational Specialist Huether.

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

Approval of Agenda

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

Approval of Consent Calendar

- 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 Clowning Around: Skill-Share Workshop**

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

Public Forum

Public forum opened at 4:02 p.m.

Public forum closed at 4:02 p.m.

Presentations

David Winkelman and Tim Quincer from the Rotary Club are proposing to add a pollinator garden at Rotary Riverside Park off the end of the south parking lot. The pollinator garden means it's basically perennials that hopefully bloom every year. Discussed how the garden takes care of itself once it starts with a little bit of weeding. Provided a map for Park Board members and what types of perennials that they are looking at planting. The Rotary Club discussed that this is being set up as an educational garden with signage in front of the garden which will help increase the number of bees. Dimensions of the pollinator garden are 10 by 50, which will be split in half, one half of the garden they will plant fresh plugs this October and the other half they are going to do a solarizing event and kill the soil with plastic which will kill all the weeds. The Rotary Club does not want to use herbicides that are close to the river. Discussed

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that they are aware they the city does not want to limit any obligations and that the Rotary Club plans to take care of everything, stated they received funding from Great River Greening and labor will be through their own Rotary Club members.

MOVED AND SECONDED BY MEMBERS BERNES AND MICKELSON, DULY CARRIED, TO PROVIDE AUTHORIZATION FOR STAFF TO COORDINATE WITH THE ROTARY CLUB ON THE PROJECT'S DESIGN, INSTALLATION, AND ANY NECESSARY AGREEMENTS.

Unfinished Business

Policy - Park Special Events

Community Development Director Kramvik, City Council approved Special Event Ordinance 1604 at their July 6th meeting. The special event process was not codified in the 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 attorney. 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.

MOVED AND SECONDED BY MEMBER MILLER AND MICKELSON, DULY CARRIED, TO APPROVE THE SPECIAL EVENT POLICY.

Discussion of the Promenade at Lyman P. White

City Administrator Broyles, at the last Park Board meeting there was discussion on vehicle access to the promenade area at Lyman P. White Park and requested staff to review the original design with the intent of the space before considering any changes to park policies or waivers. Staff have 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. Suggested drafting up a policy that outlines what the Park Board expects from consumers that are reserving the space. Asked Park Board to 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.

Member Bernes discussed that it's not just the risk of vehicles driving in the promenade, but the risk of oil leaks left from vehicles or damaging the concrete.

Member Miller stated that he wants consistency, food trucks have been able to park on the street, and it's worked out well. Wants to keep the consistency of no vehicles inside of the parks, unless they are in a parking lot.

Chair Shipe would like to give access a shot for the rest of the year since the Park Board approved food trucks in the past to park on the promenade.

MOVED AND SECONDED BY MEMBER MICKELSON AND MILLER, TO APPROVE THE ACCESS OF VEHICLES IN THE PROMENADE AT LYMAN P. WHITE.

No vote was made on this motion, motion was withdrawn.

Discussed continued about how we are unable to prevent the skateboarding that is happening at Lyman P. White and wants staff to keep an eye on these issues and if there is any damage to the promenade. Mentioned that this park has been unregulated. Discussed on what allows a person to drive in the park, want only special event applications that request to park a food truck vendor in the promenade. No leaving their vehicles inside the park once the loading and unloading have been completed.

MOVED AND SECONDED BY MEMBER MILLER AND MICKELSON, FOR THE REMAINDER OF 2026, VEHICLES ARE ALLOWED ON THE PROMENADE AT LYMAN P. WHITE THROUGH FACILITY RESERVATIONS OR SPECIAL EVENT APPLICATIONS.

Upon roll call the following board members voted “aye” Mickelson, Miller, and Shipe. Member Berns voted “nay”. The chair declared the motion carried.

Approval of Memorial Park Playground Estimate and Color Proposal

City Administrator Broyles, 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 DNR Outdoor Recreation Grant and one without grant funding. Staff received notification that the city was not awarded the DNR Outdoor Recreation Grant. To maintain the project schedule and complete installation during the 2026 construction season, staff are requesting Park Board approval to proceed with the playground equipment order. 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 and 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. 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.

MOVED AND SECONDED BY MEMBER MILLER AND BERNs, DULY CARRIED, 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 OF GREEN AND RED, AND AUTHORIZE STAFF TO REMOVE THE EXISTING PLAYGROUND EQUIPMENT AND SURFACING, COMPLETE ALL NECESSARY SITE PREPARATIONS, AND PROCEED WITH INSTALLATION OF THE NEW PLAYGROUND IN ACCORDANCE WITH THE APPROVED PROJECT BUDGET AND SCHEDULE.

Request for Consideration to Rebuild Memorial Park Picnic Shelter

City Administrator Broyles, the Park Board, has been 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. Funding options add the picnic shelter reconstruction project to the Park Capital

Improvement Plan and identify a future year for funding, utilize available Banner Program Funds to complete the project sooner, or find another idea.

MOVED AND SECONDED BY MEMBER BERNIS AND MILLER TO DIRECT STAFF TO LOOK INTO OPTION TWO, FINAL PRICING, AND BRING BACK TO THE AUGUST MEETING WITH DIMENSIONS OF THE 16 X 24 SHELTER.

No vote was made on this motion, motion was withdrawn.

MOVED AND SECONDED BY MEMBER MILLER AND MICKELSON, DULY CARRIED TO UTILIZE OPTION TWO WHILE UTILIZING THE BANNER FUNDS.

Approval of Tree Removal, Legacy Trail, and Playground Demolish

City Administrator Broyles, 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 Lion's Club is also requesting approval to remove the three trees identified with red X's on the attached site plan. Staff have 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 preparations, pending Park Board approval. Looking for Park Board's contingent approval for the Lions Club to remove the trees identified on the attached site plan for the construction of the new all-inclusive playground, authorize construction of the Legacy Trail as shown on the approved master plan, approval of the 8-foot wide trail, authorize removal of the existing playground equipment this fall, and authorize staff to coordinate with the Brainerd Lions Club on all necessary site preparation, construction activities, and any required agreements to complete the project.

MOVED AND SECONDED BY MEMBER MILLER AND BERNIS, DULY CARRIED, TO AUTHORIZE CONTINGENT LIONS CLUB TO REMOVE TREES IDENTIFIED FOR CONSTRUCTION OF THE NEW ALL-ALL-INCLUSIVE PLAYGROUND, CONSTRUCTION OF THE LEGACY TRAIL AS SHOWN ON THE APPROVED MASTER PLAN, APPROVAL OF THE 8-FOOT WIDE TRAIL, REMOVAL OF THE EXISTING PLAYGROUND EQUIPMENT THIS FALL, AND AUTHORIZED STAFF TO COORDINATE WITH THE BRAINERD LIONS CLUB ON ALL NECESSARY SITE PREPARATION, CONSTRUCTION ACTIVITIES, AND ANY REQUIRED AGREEMENTS TO COMPLETE THE PROJECT.

New Business

2027 Budget

Director of Finance Hillman, staff has prepared a preliminary operating and capital equipment budget, and we will discuss the facilities budget in more detail at the meeting. The attached operating budget is a line-item budget, and by program. It shows the 2025 actual data, the 2026 budget, and preliminary budget for 2027. Staff have highlighted a few line items in yellow.

Discussion of the operating and capital budget continued with information of budget on the ash trees and the request to add in the injections to seven ash trees in Kiwanis Park, the maintenance fund and general information about the winter downtown plowing, security

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cameras, planting trees within Kiwanis and Gregory Park, leased vehicles, insurance, outdoor rinks, special events, operating supplies, capital equipment, and adult softball.

Chair Shipe discussed the capital plan that will be talked about within the next four to five years. What work needs to be completed and what the rough estimate is for each item. Goal is to go down the list starting in 2027 up to Mills Field. West Parking lot at Memorial Park turn to gravel was decided to hold until the skatepark is installed and the parking lot is good for a few more years. Lum Park shower building and estimated cost were discussed, along with 2028 capital improvement discussions on the Gustafson Park backstop, Southeast playground at Gregory Park which is in need on an update. Bloom Lake Trail, Lum Park sidewalks by the boat ramp, Bane Park playground, and Miracle Field were also discussed with the 30-year capital plan review.

Approval of Green Heron Research in Rotary Park

City Administrator Broyles discussed a request from 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 transmitter. 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. A complete research proposal has been included with the agenda packet for the Park Board's review and additional information.

MOVED AND SECONDED BY MEMBER MILLER AND BERNIS, DULY CARRIED, TO AUTHORIZE THE REQUEST FROM THE UNIVERSITY OF MINNESOTA'S RESEARCH TEAM.

Umpire Pay Increase Proposal

City Administrator Broyles, 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 two options would be to increase umpire pay to \$35 per game and include the additional cost in the budget or to make no changes and maintain the current rate of \$32 per game.

Finance Director Hillman informed the Park Board that staff touched base on the budget and that's the main thing. Asked Park Board what they want to see for the revenue over the expenses. Went over information regarding 1099 employees and independent contractor employees and why the umpires are considered temporary city employees.

Member Bernis stated that he will abstain from the vote as he does umpire for the City of Brainerd. As an umpire does not support the pay increase.

Finance Director Hillman informed the Park Board that the last pay increase for umpires was in 2023. In 2020, the pay increased to \$30 a game, and in 2023 it increased to \$32 a game.

Member Berns stated when he applied to become an umpire he had to fill out twenty-one forms over an hour to complete to be a temporary employee. Stated that he was told this cannot change. Stated there are things that could be changed to help recruit umpires.

Member Miller stated he wants to be competitive when it comes to recreation, if the leagues understand that we have an umpire shortage, and we need to pay more to have them, then the league fees go up. Agrees with paying market rate for maintenance and staffing.

The Park Board would like this agenda item to come back in August, would like to see cost per team in local areas, rough comparison for umpire pay, and enrollment for the program.

Master Plan Review of Rotary Park

Chair Shipe introduced the review process for all the park master plans. 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. The assessment is that this park is in a good spot and no changes are needed with the community leaders from Rotary Club having been doing a great job and been great partners.

Park Partner Meeting Assignments and Annual Calendar Review

Chair Shipe discussed with the Park Board calendar, Park Board agreed they would meet with our park partners twice a year ideally, to check in with them, understand their goals for the park, opportunities and things that line up in the capital budget. Looking for Park Board members who are interested in meeting with Kiwanis, Lions, Jaycees, and Rotary Clubs twice or once a year.

Member Berns mentioned that he believes that the Kiwanis Club is no longer a club in town anymore. Said that Sertoma has taken over the triathlon and that they may have struggled to keep numbers up and there might not be anyone to meet with. Discussed that everyone sends an email to Public Services Director Swarthout with preferred clubs and then Chair Shipe can distribute out the clubs they will be meeting with.

Member Miller asked about a master list of all the organizations and clubs that the city is in partnership with.

Staff Reports

No verbal reports currently.

Board Member Reports

Member Miller mentioned the goats at Rotary Park that are back and awesome. Discussed the paint underneath the bridge and how its starting to completely chip off and come off the bridge.

Member Mickelson praised the Hitch-Wayne Park sign. Thanked everyone for the time they put in for placing the sign and stated that it's greatly appreciated by a lot of people remembering having fun at the sledding hill growing up.

Chair Shipe discussed how he got to ride along with Troy, stated that he took me all over the place and encouraged anyone else who was interested in doing that as well. Discussed underneath the bridge and how parks staff need to work with the DNR for the paint chipping and preventing any paint going into the river. At Lum Park there are a lot of random grills all over,

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and the Park Board members asked if anyone disagree with removing the grills at Lum Park. All Park Board members were in favor of removing the old grills.

Member Berns, thanked the police department and everything they are doing to help with the vandalism and finding those responsible and hopefully there can be some restitution coming. Mentioned that he will be reaching out to Chief Runde to see if there is anything that the Park Board can do and will report back to the board.

Adjourn

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

Chair Shipe adjourned the meeting at 6:13 p.m.

Andrew Shipe
Park Board President

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
341196/1 94077	ACE HARDWARE SPRAYPAINT 230-5200-42220	07/21/2026 pziemer	08/05/2026	6.29	0.00	Paid	Y 08/05/2026
	REPAIR & MAINT			6.29			
341431/1 94263	ACE HARDWARE EXMARK MOWER - PINS 230-5200-42220	07/30/2026 pziemer	08/19/2026	11.76	0.00	Paid	Y 08/19/2026
	REPAIR & MAINT			11.76			
341530/1 94379	ACE HARDWARE BACKPACK SPRAYER, DRILL BITS 230-5200-42220	08/05/2026 pziemer	08/19/2026	382.47	0.00	Paid	Y 08/19/2026
	REPAIR & MAINT			22.48			
	230-5200-42240	SMALL TOOLS		359.99			
341589/1 94380	ACE HARDWARE KEYS QTY 9 230-5200-42220	08/06/2026 pziemer	08/19/2026	29.61	0.00	Paid	Y 08/19/2026
	REPAIR & MAINT			29.61			
	Total for vendor 0011 - ACE HARDWARE:			430.13	0.00		
Vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:							
6574622229527 94367	ADVANCE AUTO PARTS - FINANCIAL SVCS FLOOR DRY - PARKS GARAGE 230-5200-42220	08/10/2026 pziemer	08/19/2026	16.22	0.00	Paid	Y 08/19/2026
	REPAIR & MAINT			16.22			
6574618785295 94399	ADVANCE AUTO PARTS - FINANCIAL SVCS OIL FILTER 230-5200-42220	07/06/2026 pziemer	08/19/2026	2.65	0.00	Paid	Y 08/19/2026
	REPAIR & MAINT			2.65			
	Total for vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:			18.87	0.00		
Vendor 2670 - AMERICAN STEEL SUPPLY INC:							
130020 94063	AMERICAN STEEL SUPPLY INC BANE BATTING CAGES- STEEL 230-5200-42220	07/01/2026 pziemer	08/05/2026	71.70	0.00	Paid	Y 08/05/2026
	REPAIR & MAINT			71.70			
	Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:			71.70	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
JUL 26/PKS 94069	BRAINERD PUBLIC UTILITIES 6/24/26-7/24/26 PARKS DEPT UTILITIES	07/24/2026 pziemer	08/05/2026	20,485.17	0.00	Paid	Y 08/05/2026

08/20/2026 02:24 PM

User: lasbach

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 07/21/2026 - 08/19/2026

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	230-5200-43381	BPU UTILITIES		18,990.04			
	230-5280-43380	UTILITIES		1,495.13			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			20,485.17	0.00		
Vendor 0092 - BRIAN'S WELDING:							
0056085							
94099	BRIAN'S WELDING	07/18/2026	08/05/2026	803.00	0.00	Paid	Y
	REPAIR TRAILER - LESS SALES TAX	pziemer					08/05/2026
	230-5200-42220	REPAIR & MAINT		803.00			
	Total for vendor 0092 - BRIAN'S WELDING:			803.00	0.00		
Vendor 0098 - BRYAN ROCK PRODUCTS INC:							
75510							
94023	BRYAN ROCK PRODUCTS INC	07/15/2026	08/05/2026	3,556.70	0.00	Paid	Y
	RED BALL DIAMOND FIELD AGGREGATE	pziemer					08/05/2026
	230-5200-42221	R&M- MILLS FIELD		3,556.70			
	Total for vendor 0098 - BRYAN ROCK PRODUCTS INC:			3,556.70	0.00		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/JUL26/PKS							
94279	CENTERPOINT ENERGY	07/24/2026	08/12/2026	85.04	0.00	Paid	Y
	6/17/26-7/16/26 PARKS UTILITIES	pziemer					08/12/2026
	230-5200-43380	UTILITIES		85.04			
	Total for vendor 0307 - CENTERPOINT ENERGY:			85.04	0.00		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
470							
94066	CENTRAL LAKES FERTILIZING	07/24/2026	08/05/2026	8,490.00	0.00	Paid	Y
	SUMMER WEED & FEED: BANE, BHP,	pziemer					08/05/2026
	400-5200-45500	PARKS CAPITAL OUTLAY		8,490.00			
	Total for vendor 4301 - CENTRAL LAKES FERTILIZING:			8,490.00	0.00		
Vendor 0125 - CTC - 446126:							
21880521							
94407	CTC - 446126	08/12/2026	08/19/2026	252.80	0.00	Paid	Y
	8/12-9/11 CAMPGROUND INTERNET/WIFI	pziemer					08/19/2026
	230-5280-43321	TELEPHONE		252.80			
21880983/PKS							
94412	CTC - 446126	08/12/2026	08/19/2026	320.81	0.00	Paid	Y
	8/12-9/11 PARKS PHONE/INTERNET	pziemer					08/19/2026
	230-5200-43321	TELEPHONE		320.81			
	Total for vendor 0125 - CTC - 446126:			573.61	0.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:							
FBN5717354/PKS							
94333	ENTERPRISE FM TRUST - ATTN: BILLING	07/31/2026	08/19/2026	6,771.16	0.00	Paid	Y
	AUG 26 PARK DEPT VEHICLE LEASES	pziemer					08/19/2026
	230-5200-43331	LEASE PAYMENTS		6,771.16			
	Total for vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:			6,771.16	0.00		
Vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:							
2109:061391							
94366	FIRST CHOICE FOOD & BEVERAGE	08/06/2026	08/19/2026	171.64	0.00	Paid	Y
	CONCESSIONS - CANDY	pziemer					08/19/2026
	230-5204-42210	OPERATING SUPPLIES		171.64			
	Total for vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:			171.64	0.00		
Vendor 0356 - HIRSHFIELD'S DECORATING:							
09389583							
94040	HIRSHFIELD'S DECORATING	07/21/2026	08/05/2026	63.65	0.00	Paid	Y
	LPW - PAINT/BRUSHES	pziemer					08/05/2026
	230-5200-42220	REPAIR & MAINT		63.65			
	Total for vendor 0356 - HIRSHFIELD'S DECORATING:			63.65	0.00		
Vendor 0203 - HOLDEN ELECTRIC:							
84861							
94026	HOLDEN ELECTRIC	07/15/2026	08/05/2026	330.00	0.00	Paid	Y
	BANE - POWER FOR AED AT WARMING	pziemer					08/05/2026
	230-5200-42220	REPAIR & MAINT		330.00			
84866							
94027	HOLDEN ELECTRIC	07/15/2026	08/05/2026	182.50	0.00	Paid	Y
	CAMPGROUND - REPLACED BREAKER: SITE	pziemer					08/05/2026
	230-5280-42220	REPAIR & MAINT		182.50			
84855							
94028	HOLDEN ELECTRIC	07/15/2026	08/05/2026	192.50	0.00	Paid	Y
	CAMPGROUND - REPLACED AMPS FOR SITE	pziemer					08/05/2026
	230-5280-42220	REPAIR & MAINT		192.50			
85197							
94363	HOLDEN ELECTRIC	08/06/2026	08/19/2026	295.00	0.00	Paid	Y
	MILLS FIELD - SCOREBOARD REPAIR	pziemer					08/19/2026
	230-5200-42221	R&M- MILLS FIELD		295.00			
	Total for vendor 0203 - HOLDEN ELECTRIC:			1,000.00	0.00		
Vendor 0889 - MENARDS - BAXTER :							

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 07/21/2026 - 08/19/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
75815 94076	MENARDS - BAXTER GGP - RATCHET, BINDER, SHOCK 230-5200-42220	07/15/2026 pziemer	08/05/2026	108.95 108.95	0.00	Paid	Y 08/05/2026
76840 94261	MENARDS - BAXTER BREAKER, SIGNS, CLEANING SUPPLIES 230-5204-42220 230-5200-42220	07/28/2026 pziemer	08/19/2026	179.40 35.94 143.46	0.00	Paid	Y 08/19/2026
76839 94262	MENARDS - BAXTER RETURN - GGP POOL SHOCK 230-5200-42220	07/28/2026 pziemer	08/19/2026	(62.80) (62.80)	0.00	Paid	Y 08/19/2026
Total for vendor 0889 - MENARDS - BAXTER :				225.55	0.00		

Vendor 3394 - MIDWEST MACHINERY CO:

10973655 94100	MIDWEST MACHINERY CO WEED WHIP REPAIR 230-5200-42220	07/20/2026 pziemer	08/05/2026	20.47 20.47	0.00	Paid	Y 08/05/2026
Total for vendor 3394 - MIDWEST MACHINERY CO:				20.47	0.00		

Vendor 0147 - MINNESOTA SOFTBALL:

8564 94084	MINNESOTA SOFTBALL SOFTBALLS - FALL LEAGUE 230-5215-42210	07/27/2026 pziemer	08/05/2026	2,100.00 2,100.00	0.00	Paid	Y 08/05/2026
8569 94337	MINNESOTA SOFTBALL FALL SOFTBALLS 230-5215-42210	08/06/2026 pziemer	08/19/2026	140.00 140.00	0.00	Paid	Y 08/19/2026
Total for vendor 0147 - MINNESOTA SOFTBALL:				2,240.00	0.00		

Vendor 0798 - MR TIRE:

45268 94081	MR TIRE TORO TIRE REPAIR 230-5200-42220	07/14/2026 pziemer	08/05/2026	26.20 26.20	0.00	Paid	Y 08/05/2026
Total for vendor 0798 - MR TIRE:				26.20	0.00		

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
1647-453786 94056	O'REILLY AUTOMOTIVE STORES INC. OIL/FILTERS 230-5200-42220 REPAIR & MAINT Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:	07/21/2026 pziemer	08/05/2026	78.79 78.79 78.79	0.00 0.00	Paid	Y 08/05/2026

Vendor MISC - RICK STEILE:

112472995 - REFUND 94295*	RICK STEILE PARTIAL CAMPGROUND REFUND 230-5280-34710 101-0000-31410 101-0000-20810 101-0000-20811 101-0000-20812 230-5280-36299 Total for vendor MISC - RICK STEILE:	08/05/2026 pziemer	08/19/2026	420.00 438.81 11.36 26.05 1.89 1.89 (60.00) 420.00	0.00 0.00	Paid	Y 08/19/2026
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Vendor 4450 - SUPER ONE FOODS - RETAIL ACCOUNTING:

00130400 94007	SUPER ONE FOODS - RETAIL ACCOUNTING CONCESSIONS - SEEDS 230-5204-42210 OPERATING SUPPLIES	07/17/2026 pziemer	08/05/2026	24.90 24.90	0.00	Paid	Y 08/05/2026
00094225 94082	SUPER ONE FOODS - RETAIL ACCOUNTING CONCESSIONS - WATER 230-5204-42210 OPERATING SUPPLIES	07/24/2026 pziemer	08/05/2026	15.56 15.56	0.00	Paid	Y 08/05/2026
00083676 94083	SUPER ONE FOODS - RETAIL ACCOUNTING CONCESSIONS - SEEDS/FREEZER TREATS 230-5204-42210 OPERATING SUPPLIES	07/28/2026 pziemer	08/05/2026	32.90 32.90	0.00	Paid	Y 08/05/2026
00084486 94264	SUPER ONE FOODS - RETAIL ACCOUNTING CONCESSIONS - BEVERAGES 230-5204-42210 OPERATING SUPPLIES	07/31/2026 pziemer	08/19/2026	15.56 15.56	0.00	Paid	Y 08/19/2026
00042895 94400	SUPER ONE FOODS - RETAIL ACCOUNTING CONCESSIONS - WATER 230-5204-42210 OPERATING SUPPLIES Total for vendor 4450 - SUPER ONE FOODS - RETAIL ACCOUNTING:	08/12/2026 pziemer	08/19/2026	15.56 15.56 104.48	0.00 0.00	Paid	Y 08/19/2026

Vendor 0344 - WASTE PARTNERS INC:

EXP CHECK RUN DATES 07/21/2026 - 08/19/2026

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
67X02794 94284	WASTE PARTNERS INC APR 26 CAMPGROUND WASTE REMOVAL 230-5280-43380	07/31/2026 pziemer	08/19/2026	157.95 157.95	0.00	Paid	Y 08/19/2026
67X02801 94291	WASTE PARTNERS INC JUL 26 PARKS WASTE REMOVAL 230-5200-43380	07/31/2026 pziemer	08/19/2026	936.00 936.00	0.00	Paid	Y 08/19/2026
Total for vendor 0344 - WASTE PARTNERS INC:				1,093.95	0.00		

Vendor 3199 - WEX BANK:

114202317/PKS 94326*	WEX BANK JUL 26 PARKS DEPT FUEL 230-5200-42212	07/31/2026 pziemer	08/19/2026	3,411.14 3,434.48	0.00	Paid	Y 08/19/2026
	230-5200-42220	MOTOR FUELS		11.00			
	230-5200-42212	REPAIR & MAINT		(31.94)			
	230-5200-42212	MOTOR FUELS		(2.40)			
Total for vendor 3199 - WEX BANK:				3,411.14	0.00		

Vendor 4296 - WHITE CAP L.P.:

50038139508 94021	WHITE CAP L.P. GRASS SEED & STRAW EROSION CONTROL- 230-5200-42220	07/13/2026 pziemer	08/05/2026	401.15 401.15	0.00	Paid	Y 08/05/2026
		REPAIR & MAINT					
50037128622/CR 94061	WHITE CAP L.P. CREDIT TO CORRECT TRANSPOSED PAYMENT 230-5200-42220	07/01/2026 pziemer	08/05/2026	(18.00) (18.00)	0.00	Paid	Y 08/05/2026
		REPAIR & MAINT					
50037814689 94062	WHITE CAP L.P. GGP EROSION CONTROL 230-5200-42220	07/01/2026 pziemer	08/05/2026	42.19 42.19	0.00	Paid	Y 08/05/2026
		REPAIR & MAINT					
Total for vendor 4296 - WHITE CAP L.P.:				425.34	0.00		

Vendor 1159 - WINNERS TROPHY - KATHY BINDER:

14479 94038	WINNERS TROPHY - KATHY BINDER MEMORIAL PLAQUE - CF.RAMSEY 230-5225-42220	07/17/2026 pziemer	08/05/2026	40.00 40.00	0.00	Paid	Y 08/05/2026
		REPAIR & MAINT					
Total for vendor 1159 - WINNERS TROPHY - KATHY BINDER:				40.00	0.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:							
I36814							
94292	WRUCK SEWER & PORTABLE RENTAL LLC	08/04/2026	08/19/2026	421.20	0.00	Paid	Y
	JULY 2026 PORTABLE RENTALS	pziemer					08/19/2026
	230-5215-42210	OPERATING SUPPLIES		140.40			
	230-5200-43410	RENTAL EXPENSE		280.80			
	Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:			421.20	0.00		
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
Vendor 2740 - AT&T MOBILITY:							
7/18/26 - PKS							
94132	AT&T MOBILITY	07/18/2026	08/05/2026	282.89	0.00	Paid	Y
	JUN 26 PARKS PHONES/DEVICES	pziemer					08/05/2026
	230-5200-43321	TELEPHONE		166.70			
	230-5204-42210	OPERATING SUPPLIES		116.19			
	Total for vendor 2740 - AT&T MOBILITY:			282.89	0.00		
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				282.89	0.00		

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

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

Vendor 1956 - LANDSBURG LANDSCAPE NURSERY INC:							
7/8/26							
94171	LANDSBURG LANDSCAPE NURSERY INC	07/08/2026	08/05/2026	154.51	0.00	Paid	Y
	MEMORIAL TREE - A.RAMSEY	pziemer					08/05/2026
	230-5225-42220	REPAIR & MAINT		154.51			
	Total for vendor 1956 - LANDSBURG LANDSCAPE NURSERY INC:			154.51	0.00		

Vendor 0006 - WALMART COMMUNITY/GECRB:							
7/10/26							
94170	WALMART COMMUNITY/GECRB	07/10/2026	08/05/2026	23.68	0.00	Paid	Y
	CONCESSIONS - ICE CREAM CONES	pziemer					08/05/2026
	230-5204-42210	OPERATING SUPPLIES		23.68			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			23.68	0.00		

Total PCard: 2257 U.S. BANK Card Holder: PARKS	178.19	0.00
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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						

# of Invoices:	44	# Due:	0	Totals:	51,569.67	0.00
# of Credit Memos:	2	# Due:	0	Totals:	(80.80)	0.00
Net of Invoices and Credit Memos:					51,488.87	0.00

* 2 Net Invoices have Credits Totalling: (94.34)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20810	STATE TAX PAYABLE	26.05
101-0000-20811	COUNTY SALES TAX	1.89
101-0000-20812	CITY TAX PAYABLE	1.89
101-0000-31410	LODGING TAX	11.36
230-5200-42212	MOTOR FUELS	3,400.14
230-5200-42220	REPAIR & MAINT	2,108.77
230-5200-42221	R&M- MILLS FIELD	3,851.70
230-5200-42240	SMALL TOOLS	359.99
230-5200-43321	TELEPHONE	487.51
230-5200-43331	LEASE PAYMENTS	6,771.16
230-5200-43380	UTILITIES	1,021.04
230-5200-43381	BPU UTILITIES	18,990.04
230-5200-43410	RENTAL EXPENSE	280.80
230-5204-42210	OPERATING SUPPLIES	415.99
230-5204-42220	REPAIR & MAINT	35.94
230-5215-42210	OPERATING SUPPLIES	2,380.40
230-5225-42220	REPAIR & MAINT	194.51
230-5280-34710	CAMPGROUND REVENUE	438.81
230-5280-36299	MISCELLANEOUS	(60.00)
230-5280-42220	REPAIR & MAINT	375.00
230-5280-43321	TELEPHONE	252.80
230-5280-43380	UTILITIES	1,653.08
400-5200-45500	PARKS CAPITAL OUTLAY	8,490.00

--- TOTALS BY FUND ---

101 - GENERAL FUND	41.19	0.00
230 - PARK & RECREATION FUND	42,957.68	0.00
400 - CAPITAL PROJECTS FUND	8,490.00	0.00

--- TOTALS BY DEPT/ACTIVITY ---

0000 -	41.19	0.00
5200 - PARK MAIN/ADMINISTRATION	45,761.15	0.00
5204 - CONCESSIONS	451.93	0.00
5215 - ADULT SOFTBALL	2,380.40	0.00
5225 - MEMORIAL BENCHES & TREE PRC	194.51	0.00
5280 - CAMPGROUND	2,659.69	0.00

As of July 31, 2026

	Park Maintenance		Pond Hockey		Outdoor Rinks		Concessions		Tournaments		Special Events	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	35,000	19,860	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	10,250	12,539	1,000	260	-	56	22,000	17,706	2,500	1,637	3,000	4,375
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	3,820	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	1,000	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	1,000	1,506	-	-	-	-	-	-	-	-	-	-
Total Other Revenue	2,000	5,326	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	47,250	37,724	1,000	260	-	56	22,000	17,706	2,500	1,637	3,000	4,375
Total Personnel Services	972,076	528,613	440	-	11,597	10,097	13,368	6,428	-	2,837	-	-
Supplies												
Office and Operating Supplies	8,500	7,973	725	179	1,900	278	16,500	12,102	2,500	-	7,000	5,092
Motor Fuels	18,200	9,693	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	60,407	29,766	-	-	-	-	-	304	-	-	-	-
Repairs & Maintenance - Mills Field	10,000	585	-	-	-	-	-	-	-	-	-	-
Small Tools	2,000	1,236	-	-	-	-	-	-	-	-	-	-
Total Supplies	99,107	49,253	725	179	1,900	278	16,500	12,406	2,500	-	7,000	5,092
Services												
Professional Services	40,292	25,147	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	7,025	7,872	-	-	-	-	-	-	-	-	-	-
Telephone	3,804	3,048	-	-	-	-	-	-	-	-	-	-
Postage	50	29	-	-	-	-	-	-	-	-	-	-
Professional Development	3,000	1,010	-	-	-	-	-	-	-	-	-	-
Lease Payments	83,838	49,216	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	1,000	608	-	-	-	-	-	-	-	-	-	-
Insurance	29,381	26,642	-	-	-	-	-	-	-	-	-	-
Utilities	122,475	60,142	-	-	-	-	-	-	-	-	-	-
Rent Expense	1,785	842	-	-	-	-	-	-	-	-	-	-
Miscellaneous	2,000	1,512	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	2,089	-	-	-	-	-	-	-	-	-	-	-
Total Services	296,739	176,067	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,367,923	753,933	1,165	179	13,497	10,375	29,868	18,834	2,500	2,837	7,000	5,092
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)	(716,209)	(165)	81	(13,497)	(10,319)	(7,868)	(1,128)	-	(1,200)	(4,000)	(717)

As of July 31, 2026

	Kickball		Adult Softball		Pickleball		Campground		GRAND TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Total Taxes and Penalties	-	-	-	-	-	-	-	-	35,000	19,860
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	2,000	1,622	48,000	40,116	2,000	1,711	60,000	44,384	150,750	124,407
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	3,820
Misc. Program Revenue	-	-	-	-	-	-	-	-	1,000	-
Misc. Revenue	-	-	-	-	-	-	500	190	1,500	1,696
Total Other Revenue	-	-	-	-	-	-	500	190	2,500	5,516
TOTAL REVENUES	2,000	1,622	48,000	40,116	2,000	1,711	60,500	44,574	188,250	149,782
Total Personnel Services	2,958	-	25,622	15,173	-	-	-	-	1,026,062	563,148
Supplies										
Office and Operating Supplies	650	150	12,400	10,134	1,150	207	500	345	51,825	36,459
Motor Fuels	-	-	-	-	-	-	-	-	18,200	9,693
Repairs & Maintenance	-	-	5,000	644	-	-	1,500	287	66,907	31,001
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	10,000	585
Small Tools	-	-	-	-	-	-	-	-	2,000	1,236
Total Supplies	650	150	17,400	10,778	1,150	207	2,000	632	148,932	78,974
Services										
Professional Services	-	-	-	-	-	-	-	-	40,292	25,147
Computer Technical Support	-	-	-	-	-	-	-	-	7,025	7,872
Telephone	-	-	-	-	-	-	1,200	1,886	5,004	4,934
Postage	-	-	-	-	-	-	-	-	50	29
Professional Development	-	-	-	-	-	-	-	-	3,000	1,010
Lease Payments	-	-	-	-	-	-	-	-	83,838	49,216
Printing/Legal Publications	-	-	-	-	-	-	-	-	1,000	608
Insurance	-	-	-	-	-	-	-	-	29,381	26,642
Utilities	-	-	-	-	-	-	7,000	3,173	129,475	63,315
Rent Expense	-	-	-	-	-	-	-	-	1,785	842
Miscellaneous	-	-	-	-	-	-	-	-	2,000	1,512
Dues and Subscriptions	-	-	-	-	-	-	-	-	2,089	-
Total Services	-	-	-	-	-	-	8,200	5,059	304,939	181,126
TOTAL OPERATING EXPENSES	3,608	150	43,022	25,950	1,150	207	10,200	5,691	1,479,934	823,248
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)	1,473	4,978	14,165	850	1,505	50,300	38,883	(1,253,684)	(673,465)



SPECIAL EVENT APPLICATION

Date of Application: 8/17/26

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

Type of event:

☐
☐

Event – City Parking Lot
Event with Street Closure

☒
☐

Event – City Park
Other _____

Name of event: Together For Brainerd Schools
Homecoming Gathering

Organizer Information

Organizer's Name:

Together For Brainerd Schools

Organizer's Address:

5411 Lakers Lane, Nisswa

Event Contact Person:

Christy Ramler

Event Contact Daytime Phone:

320-266-8177

Event Contact E-mail Address:

togetherbrainerd@gmail.com

Contact Name/Number Day of Event:

October 2nd

For Profit/Nonprofit Status (type):

Community Group

Applicant information (if different from the event organizer):

Applicant Name:

Same

Applicant Address:

Applicant Phone:

Applicant E-mail Address:

RECEIVED

AUG 19 2026

CITY OF BRAINERD
ADMINISTRATION

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
10/2/26	5pm	7pm	Lyman P White 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:

Homecoming Hub where we will
give out free hot dogs + celebrate
Brainerd Schools.

Site Information

Electrical usage



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

Amplified Sound



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

Restrooms provided



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



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

Vote Yes signs for Referendum

Banner for organization

Trash Receptacle Disposal



(we will bring our own)

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.

No Setup - will be using existing picnic tables under pavillion.

Street Closure Request Information

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

_____ N/A _____

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

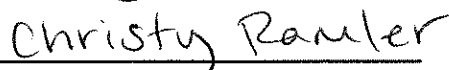
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance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

Signature of Event Applicant

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



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



Park Board Agenda Request

MEETING DATE: August 25, 2026

TITLE OF ITEM: Review and Approve the Park Maintenance Policy

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Zac Swarthout, Public Services
Director

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

The Park Maintenance Policy was previously brought before the Park Board for review and discussion. At that time, no formal approval was made, and the Park Board directed staff to bring the policy back in August for additional discussion and consideration of approval.

During previous Park Board discussions, the Board also discussed developing a seasonal maintenance policy to provide additional guidance for how maintenance priorities change throughout the year. Staff has since developed a Seasonal Park Maintenance Policy to accompany the overall Park Maintenance Policy.

The Seasonal Park Maintenance Policy outlines general priorities for winter, spring, summer, and fall operations while recognizing changing season conditions. The seasonal policy is intended to provide guidance for staff while allowing flexibility based on weather, staffing, facility use, equipment availability, and other operational needs.

Both Park Maintenance Policy and Seasonal Park Maintenance Policy are now being presented to the Park Board for review and consideration of approval.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Staff is requesting the Park Board review both policies and provide any final feedback before approval.

Staff would specifically like to know if the Board has:

- Any corrections or changes to the proposed policies.
- Any maintenance standards or seasonal priorities that should be updated or clarified.
- Any additional maintenance items or areas of focus the Board would like to be included.
- Any items currently included that the Board would like removed or revised.

- Any additional expectations the Board would like staff to consider when establishing maintenance priorities.

The intent is to ensure the final policies reflect the Park Board's expectations for maintenance of the City park system while providing staff with clear direction for year-round operations.

RECOMMENDED ACTION/MOTION

Motion to approve the Park Maintenance Policy and Seasonal Park Maintenance Policy as presented, or with revisions identified by the Park Board.

FINANCIAL IMPACT

N/A

City of Brainerd Parks and Recreation Department

Park Maintenance Policy

Purpose

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

The intent of this policy is to:

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

Maintenance Priority Levels

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

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

7. Athletic Field Preparation
 8. Equipment and Facility Maintenance
 9. Tree and Landscape Care
 10. Vandalism Response and Repairs
-

Priority 1: Mowing and Turf Maintenance

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

Standards

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

Priority 2: Restroom Cleaning and Inspections

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

Standards

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

- Seasonal opening and winterization procedures shall be completed annually.
-

Priority 3: Trash and Litter Removal

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

Standards

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

Priority 4: Playground and Park Safety Inspections

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

Standards

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

Priority 5: Irrigation Monitoring

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

Standards

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

Priority 6: Splash Pad Operations

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

Standards

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

Priority 7: Athletic Field Preparation

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

Standards

- Fields shall be prepared for scheduled games and events.
- Infields, bases, pitching areas, goals, and related equipment shall be routinely inspected.

- Weather-related field damage shall be evaluated prior to use.
 - Tournament and scheduled league activities shall receive priority attention.
-

Priority 8: Equipment and Facility Maintenance

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

Standards

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

Priority 9: Tree and Landscape Care

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

Standards

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

Tree Maintenance Standards

- Significant broken branches should be removed within one week when practical.

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

Priority 10: Vandalism Response and Repairs

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

Standards

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

General Park Standards

Buildings and Amenities

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

General Park Review

Staff shall regularly inspect all parks to identify:

- Maintenance deficiencies
- Safety hazards

- Vandalism
 - Damaged amenities
 - Infrastructure concerns
 - Tree hazards
 - Accessibility concerns
-

Staff Vehicle Operations

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

Staff shall:

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

Service Level Expectations

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

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

Policy Review

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

City of Brainerd Parks and Recreation Department

Park Seasonal Maintenance Policy

Purpose

The purpose of the Seasonal Park Maintenance Policy is to supplement the City of Brainerd Park Maintenance Policy by establishing seasonal maintenance priorities and service expectations for the Parks Crew.

Seasonal weather conditions significantly affect park maintenance operations throughout the year. This policy provides general direction for winter, spring, summer, and fall operations while allowing staff flexibility to adjust daily work based on weather, staffing, facility use, equipment availability, and available resources.

Seasonal dates are general operational guidelines. Actual transition dates may vary based on weather and ground conditions, and seasonal responsibilities may overlap.

Maintenance frequencies and seasonal timeframes represent target service levels and are not guaranteed schedules.

General Maintenance Priorities

When multiple maintenance needs occur at the same time, staff should generally prioritize work in the following order:

1. Public safety and immediate hazards.
2. Weather-related and time-sensitive operations.
3. Restrooms, sanitation, trash, and cleanliness.
4. Park, playground, facility, and other safety inspections.
5. Schedule athletic fields, programs, and special events.
6. Routine grounds, facility, and equipment maintenance.
7. Cosmetic and lower-priority maintenance.

Priorities may be adjusted by the appropriate supervisor based on weather, staffing, equipment availability, emergencies, public use, and other operational needs.

Winter Operations

Generally, November through March

Winter conditions may occur October through April,

Winter operations represent a significant shift in Parks Crew responsibilities. Snow and ice operations and other time-sensitive winter responsibilities may take priority over routine park maintenance.

Primary Winter Priorities

- Downtown snow removal, including assigned sidewalks, pedestrian areas, snow hauling, and ice control.
- Outdoor ice rink operations, including preparation, filling, flooding, snow removal, resurfacing, inspection, and maintenance.
- Snow and ice removal from assigned City and park facilities.
- Monitoring parks and facilities for winter safety concerns, vandalism, damage, and fallen trees or limbs.
- Equipment, building, and park amenity maintenance when higher-priority winter responsibilities are completed.
- Preparation for spring operations.

Ice-making is weather dependent. When favorable ice-making conditions occur, rink flooding and maintenance may temporarily take priority over lower-priority work.

Significant snow events may also require routine park maintenance activities to be delayed until priority snow removal responsibilities are completed.

Spring Operations

Generally, April through May

Spring operations focus on safely transitioning the park system for winter operations to full seasonal use.

Primary Spring Priorities

- Inspect parks for winter damage and safety concerns.
- Complete spring cleanup and debris removal.
- Open and prepare seasonal restrooms, buildings, shelters, and other facilities.
- Complete seasonal playground inspections and necessary repairs.
- Prepare athletic fields for scheduled programs and games.
- Start irrigation systems when weather conditions allow.

- Begin mowing and turf maintenance when ground conditions permit.
- Prepare the splash pad and other seasonal recreation facilities for opening.
- Address trees, trails, drainage, and landscape concerns identified following winter.

Because Minnesota spring weather is highly variable, winter and spring responsibilities may overlap.

Summer Operations

Generally, June through August

Summer is generally the highest-use period for City parks and requires an emphasis on routine maintenance, sanitation, recreation facilities, and public safety.

Primary Summer Priorities

- Mowing, trimming, and turf maintenance.
- Restroom cleaning and servicing.
- Trash and litter removal.
- Playground and park safety inspections.
- Athletic field preparation and maintenance.
- Irrigation monitoring and repairs.
- Splash pad operation and maintenance.
- Tree and landscape care.
- Building, shelter, and park amenity maintenance.
- Support for scheduled programs and special events.

High-use facilities and scheduled activities may receive priority when staffing, weather, or equipment limitations prevent completion of all routine maintenance.

Fall Operations

Generally, September through October

Fall responsibilities may continue November as weather permits.

Fall operations focus on maintaining park services while preparing facilities, infrastructure, and equipment for Minnesota winter conditions.

Primary Fall Priorities

- Leaf and seasonal debris cleanup.
- Final mowing and turf maintenance.
- Athletic field and seasonal equipment shutdown.
- Irrigation winterization.
- Restroom, building, and facility winterization.
- Splash pad shutdown and winterization.
- Fall playground and park inspections.
- Tree and landscape maintenance as conditions allow.
- Preparation of snow removal equipment and winter supplies
- Preparation of outdoor ice rink areas and flooding equipment.

Winter preparation should begin early enough to ensure equipment and facilities are ready before significant snowfall or prolonged freezing temperatures occur.

Seasonal Overlap and Weather Response

Minnesota weather does not always follow established calendar seasons. Staff should have flexibility to transition between seasonal responsibilities based on actual conditions.

For example, October or April snowfall may require snow operations, while early freezing temperatures may require accelerated facility or irrigation winterization.

Public safety, protection of City property, and weather-sensitive operations should take priority when seasonal conditions change unexpectedly.

Weekend, Holiday, and Special Event Service

Park use may increase during weekends, holidays, and special events. Based on anticipated use and available staffing, priority should be given to:

- Restrooms
- Trash and litter
- High-use parks
- Scheduled athletic facilities
- Special event locations
- Immediate public safety concerns

Special events or unusually high park use may temporarily require staff to adjust routine maintenance schedules.

Vandalism and Property Damage

Vandalism and property damage should be addressed based on severity, public safety, facility use, and available resources.

Damage creating an immediate safety concern should receive priority. Staff should secure or close affected areas, when necessary, document, significant damage, and notify the appropriate supervisor.

Non-emergency vandalism should be scheduled for cleanup or repair based on established maintenance priorities. Suspected criminal activity should be referred to law enforcement when appropriate.

Staffing and Service Levels

Maintenance service levels are dependent upon available staffing, seasonal employees, weather, equipment, budget, emergencies, special events, and competing operations responsibilities.

When all maintenance activities cannot be completed, staff should prioritize public safety, weather-related operations, sanitation, scheduled facilities and activities, and essential maintenance before cosmetic or lower-priority work.

Examples of service adjustments may include extended mowing cycles, delayed landscaping, postponement of routine projects during snow events, or prioritizing higher-use facilities.

Daily Operations

The Parks Foreman or designated supervisor should establish daily work assignments based on:

- Seasonal priorities
- Public safety
- Weather

- Scheduled activities and events
- Work orders and inspection findings
- Staffing
- Equipment availability
- Operational needs

This policy establishes Park Board maintenance priorities and service expectations. It is not intended to replace the professional judgement of supervisory staff in determining daily work assignments.

Inspections and documentation

Staff should maintain appropriate documentation of inspections, work orders, service requests, vandalism, significant repairs, and outstanding maintenance concerns in accordance with City procedures.

Maintenance concerns that cannot reasonably be addressed through normal operations because of cost, staffing, equipment, or policy considerations should be communicated to the appropriate supervisor.

Items requiring additional funding, significant changes in service levels or policy direction may be brought to the Park Board for consideration.

Seasonal Planning

Staff should review upcoming operational needs before major seasonal transitions.

Winter Readiness – September/October: Snow equipment, downtown snow removal responsibilities, outdoor ice rinks, winterization, staffing, and winter supplies.

Spring Readiness – March: Park openings, playground inspections, athletic fields, irrigation, splash pad, mowing equipment, and seasonal staffing.

Summer Readiness – May: Mowing, restrooms, trash athletics, special events, irrigation, splash pad, and high-use facilities.

Fall Readiness – August/September: Leaf cleanup, facility shutdowns, winterization, snow equipment, and ice rink preparation.

Seasonal Priority Summary

Season	General Timeframe	Primary Priorities
Winter	November–March; conditions possible October–April	Downtown snow removal, snow and ice control, outdoor ice rinks, winter safety, equipment and facility maintenance
Spring	April–May	Cleanup, inspections, facility opening, athletic fields, irrigation, mowing startup, splash pad preparation
Summer	June–August	Mowing, restrooms, trash, playgrounds, athletic fields, irrigation, splash pad, trees and landscaping
Fall	September–October; May extend into November	Leaves, final mowing, facility shutdown, winterization, snow equipment and ice rink preparation

Policy Review

The Park Board should periodically review this policy to determine whether seasonal priorities and service expectations continue to reflect park use, Minnesota weather conditions, available staffing and resources, and Park Board priorities.

This Seasonal Park Maintenance Policy is a companion to the City of Brainerd Park Maintenance Policy. In the event of a conflict, the general Park Maintenance Policy shall govern.



Park Board Agenda Request

MEETING DATE: August 25, 2026

TITLE OF ITEM: Umpire Pay Increase Proposal

AGENDA:

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Kayla Huether, Recreation
Specialist

DEPARTMENT: Parks

PRESENTER: Zac Swarthout, Public Services
Director, Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

Staff was asked to research adult softball league fees and umpire pay rates at other communities. The information gathered may assist the Park Board in evaluating future league fees and umpire compensation to remain competitive while maintaining quality programming.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Additional Cost: The estimated additional cost would be approximately \$2,500 if we increase umpire pay.

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.

Additional Information

- Most surrounding communities reported that their adult softball leagues generally break even financially.
- Brainerd High School varsity and Brainerd Community Education both pay approximately \$40 per hour for umpires, which is higher than the adult league game rates offered by surrounding park and recreation departments.
- We've been competing with other local organizations that offer higher umpire pay, making it more difficult to recruit and retain umpires for our leagues.
- Our league fees are \$1,050 for Men's 12-week double-headers (24 games) with double-elimination playoffs. Women's and Coed is \$710 for 10-week double headers (20 games) with double-elimination playoffs.

Staff Discussion

The comparison below shows that surrounding communities charge a wide range of league fees depending on the number of games offered and league structure. Umpire pay in neighboring recreation programs ranges from \$30 to \$35 per game, while local organizations such as Brainerd High School and Community Education pay approximately \$40 per hour.

This information is provided for Park Board discussion as staff prepares future budgets and evaluates league fees and umpire compensation to remain competitive in recruiting officials while continuing to offer quality adult softball programming.

League Fee & Umpire Pay Comparison

Community	League	Season	Format	Umpire Pay	Notes
		Fee			
Cambridge	Men's (17 teams)	\$950	26 games (doubleheaders) + double-elimination playoffs	\$35/game	Synthetic softballs provided
	Women's (8 teams)	\$790	24 games (doubleheaders) + double-elimination playoffs		
Sauk Rapids	Men's (12 teams)	\$900	14 weeks (28 games) of doubleheaders + double-elimination playoffs	\$32/game	Teams purchase/hit their own balls (synthetic or composite)
	Coed (10 teams)	\$575	14 weeks (14 games) of single games + double-elimination playoffs		
Little Falls	Men's	\$550	16 games (doubleheaders) + double-elimination playoffs	\$30/game (non-taxed)	13 total league teams. Synthetic softballs provided
	Coed	\$425	12 games (doubleheaders) + double-elimination playoffs		
St. Cloud	Men's & Coed (20 teams)	\$860	14 weeks (doubleheaders) + double-elimination playoffs. Price includes MSF Fee	\$30/game	Umpire Association

RECOMMENDED ACTION/MOTION

Provide staff with direction regarding future league fee and umpire pay considerations.

FINANCIAL IMPACT

See above.



Park Board Agenda Request

MEETING DATE: August 25, 2026

TITLE OF ITEM: Approval of Disposal of Memorial Park Playground Equipment

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Zac Swarthout, Public Services
Director

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

The new Memorial Park playground is currently scheduled for installation during the week of October 12, 2026. Prior to installation, the existing playground equipment and related materials will need to be removed, so the site can be properly prepared for the new playground.

The existing Memorial Park playground equipment was installed in approximately 2001, making it approximately 25 years old. With the replacement project moving forward, staff is requesting Park Board approval to dispose of the existing playground equipment and authorize staff to coordinate its removal prior to the scheduled installation.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Because of the age of the equipment, staff recommends that any disposal method take into consideration the condition of the equipment, potential liability associated with reuse, removal costs, and the timeline required to have the site ready for the new playground installation. List of equipment and pictures of the existing playground have been added to attachments.

Disposal Alternatives:

1. Declare Equipment Surplus and Sell

Declare the playground equipment surplus property and dispose of it through the City's established surplus property process, which could include public sale or auction.

2. Dispose/Recycle Equipment

Authorize removal of the equipment for disposal or recycling if the City determines that reuse or sale is not practical.

3. Retain Equipment for City Use

Determine whether any portion of the existing equipment could reasonably be reused at another City park or facility, subject to an evaluation of its condition, age, safety, and future maintenance needs.

RECOMMENDED ACTION/MOTION

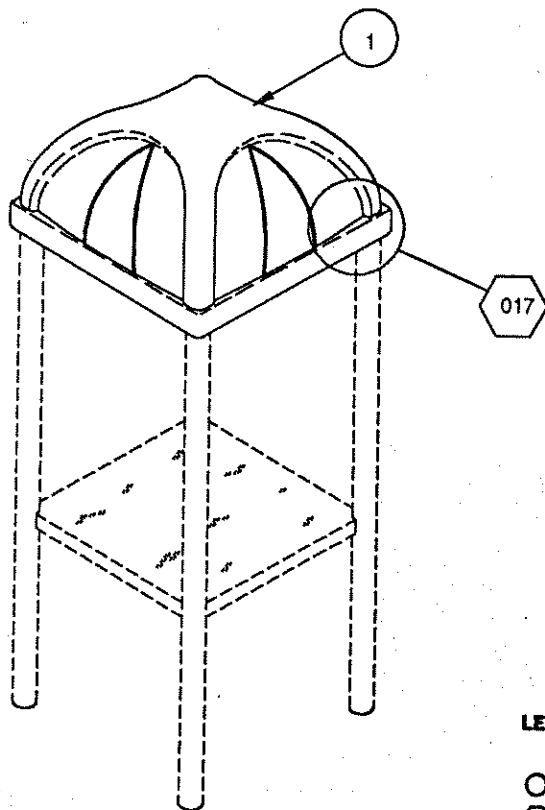
Motion to approve the disposal of the existing Memorial Park playground equipment and authorize staff to proceed with removal and disposal in accordance with City requirements prior to installation of the new Memorial Park playground.

FINANCIAL IMPACT

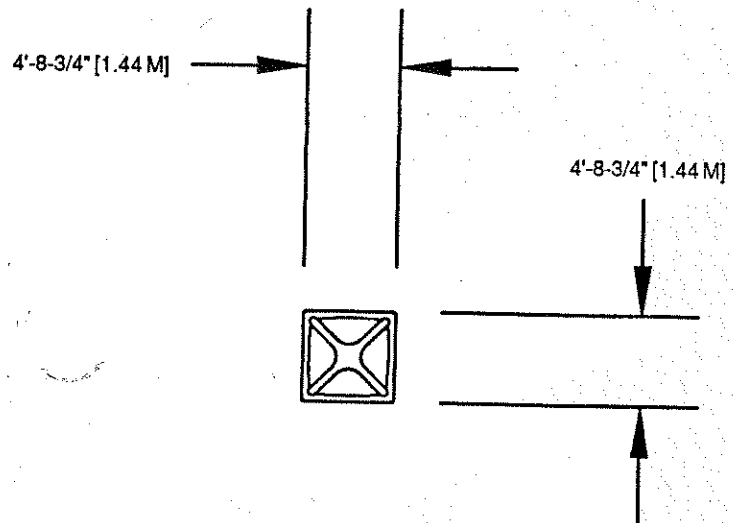
Potential Dump Costs

REVISED: 07/25/95

**10003
 MOLDED
 DOME ROOF**



ASSEMBLY DRAWING



TOP VIEW

SCALE: 1"=10'-0" [1:120]

LEGEND

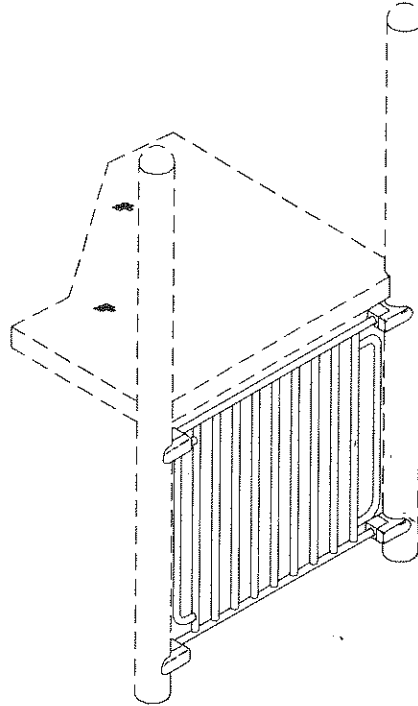
- PART REFERENCE
- DETAIL REFERENCE

REPLACEMENT PARTS

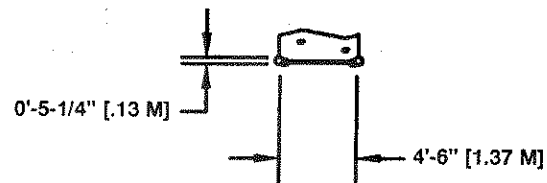
REF. NO.	DESCRIPTION	NO. REQ'D.	PART NO.	WEIGHT EA.	
				LBS.	KGS.
1	Dome Roof	1	137610	104.45	47.00
	Hardware Complete	1	138534	.42	.19
2	3/8" x 2-3/4" Pin-In Button Head Socket	4	812058*	.09	.04
3	3/8" Flatwasher	4	817424*	.01	.01
4	3/8" Lockwasher	4	817334*	.01	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
 *INCLUDED IN HARDWARE

10113 RUNG ENCLOSURE



BELOW DECK SHOWN



TOP VIEW

SCALE: 1"=10'-0" [1:120]

INSTRUCTIONS

1. Before assembling this equipment, read the enclosed *INSTALLER INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection.

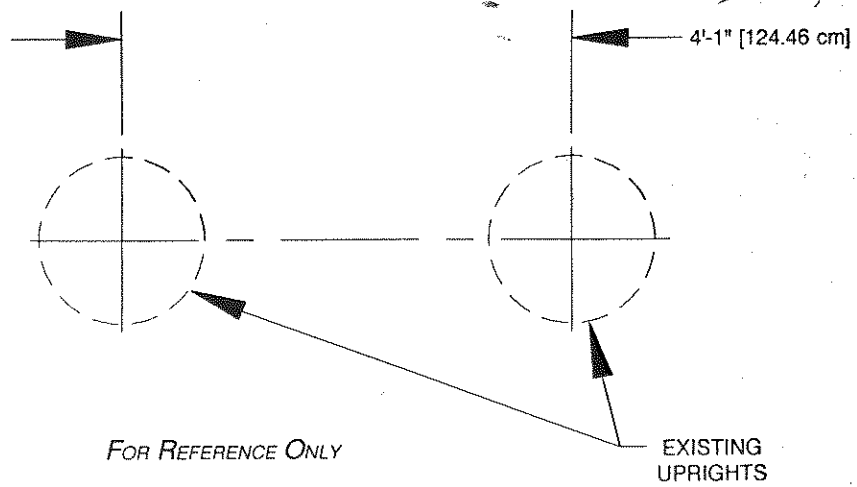
REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. REQ'D.	PART No.	WEIGHT EA.	
				LBS.	KGS.
1	Rung Enclosure	1	138561	32.30	14.65
	Hardware Complete	1	138451	1.74	.79
	Socket End	4	138652*	.36	.16
	3/8" x 2" P.B.H.S.C.S. w/Patch	4	812055*	.08	.04
	3/8" Lockwasher	4	817334*	.01	.01

Unless Otherwise Specified, All Units of Measure are Each

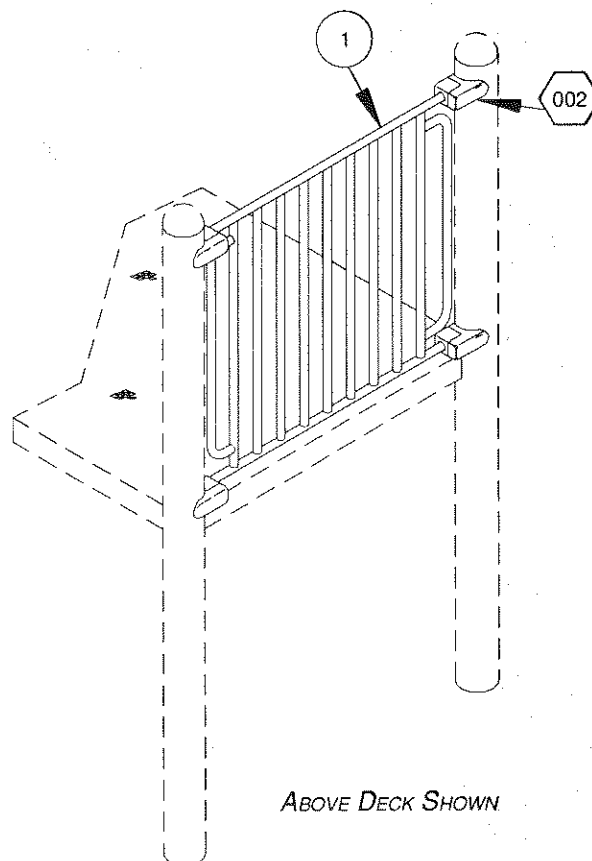
*Included in Hardware

LEGEND
 ○ PART REFERENCE
 ○ DETAIL REFERENCE



FOR REFERENCE ONLY

GROUND PLAN

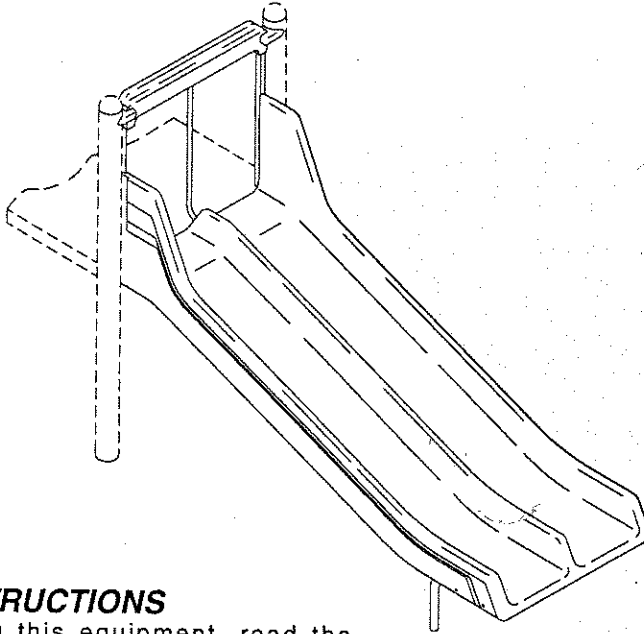


ABOVE DECK SHOWN

ASSEMBLY DRAWING

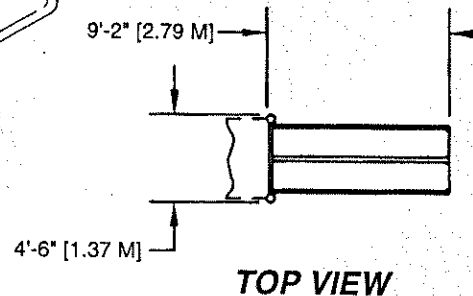
10154

4' DOUBLE STRAIGHT CHUTER



INSTRUCTIONS

1. Before assembling this equipment, read the enclosed *INSTALLER INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection.
3. Loctite (supplied by others) should be used on all threaded hardware.



TOP VIEW

SCALE: 1"=10'-0" [1:120]

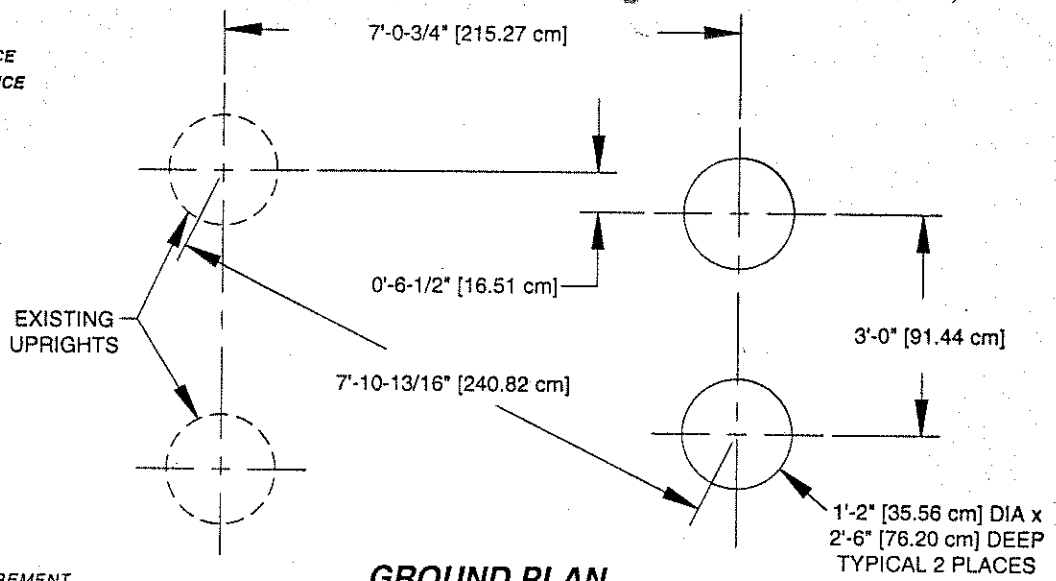
REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. Req'd.	PART No.	WEIGHT EA.	
				Lbs.	Kgs.
1	Double Mainliner Slide	1	140118	180.00	81.54
2	Footbuck	2	139310	6.47	2.93
3	Mounting Pipe	2	160634	4.44	2.01
4	Center Bar	1	141764	2.96	1.34
5	Plastic Cross Bar	1	138669	3.56	1.61
	Hardware Complete	1	138807	3.06	1.39
	Plastic Beveled Washer	4	137234*	.02	.01
	3/8" x 3/4" P.B.H.C.S. w/Patch	3	812052*	.06	.03
	3/8" x 1-1/2" P.B.H.C.S. w/Patch	6	812053*	.06	.03
	3/8" x 3-1/2" P.B.H.C.S. w/Patch	2	812075*	.16	.07
	3/8" x 4" Hex Bolt	4	801015*	.06	.03
	3/8" Lockwasher	15	817334*	.01	.01
	3/8" Flatwasher (1-1/4" O.D.)	6	817410*	.01	.01
	3/8" Flatwasher	12	817424*	.01	.01
	1-1/4" Pipe Plug	2	1170*	.16	.07
	3/8" Hex Nut	4	804053*	.02	.01
	3/8" Plastic Flatwasher	1	817612*	.01	.01
	3/8" Tee-Nut	4	804556*	.03	.01
	3/8" x 3-1/4" P.B.H.C.S. w/Patch	4	812060*	.11	.05

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
 *INCLUDED IN HARDWARE

LEGEND

- PART REFERENCE
 ○ DETAIL REFERENCE

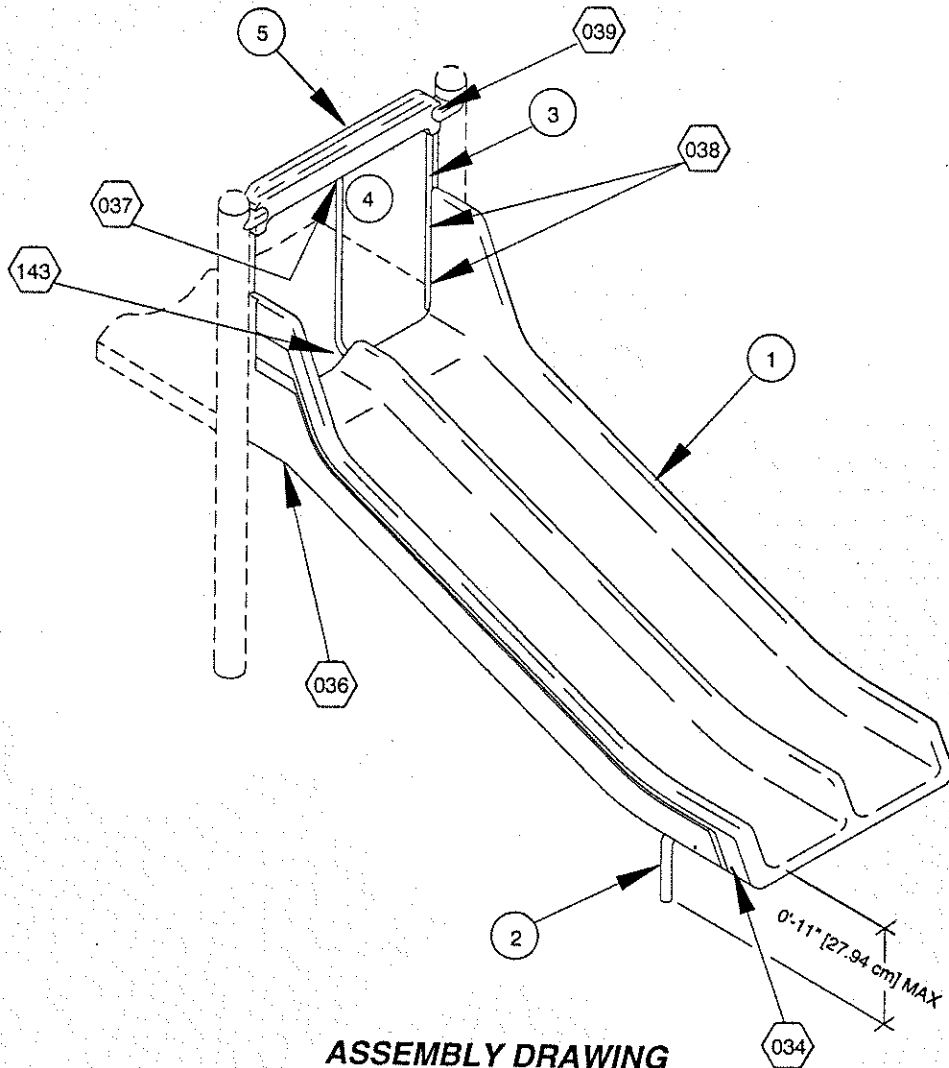


CONCRETE REQUIREMENT
 .12 CUBIC YARDS
 [.09 CUBIC METERS]

GROUND PLAN

NOTES:

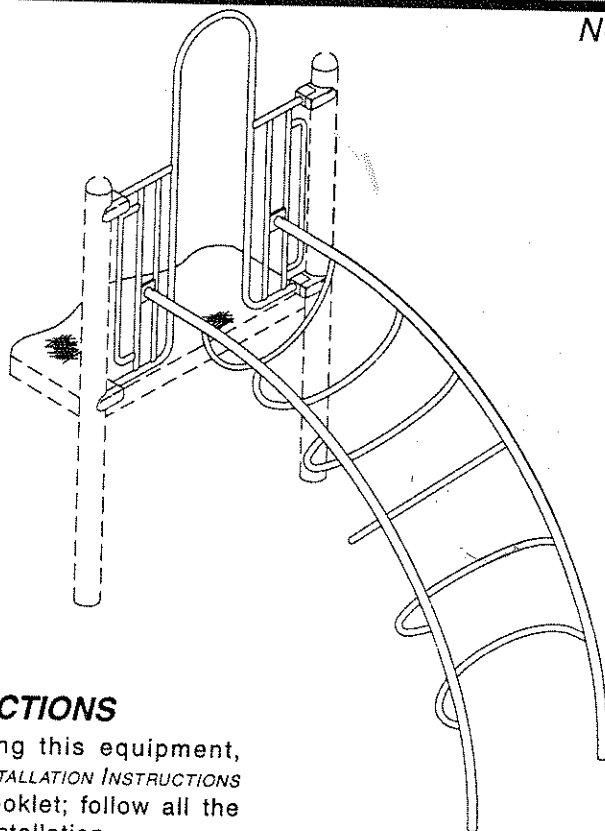
- SLOPED FOOTING IS A REQUIREMENT OF EUROPEAN STANDARD EN1176-1.
- SUGGESTED MINIMUM CONCRETE RATING: 3000 PSI.
- HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. SEE DETAIL 005. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.



ASSEMBLY DRAWING

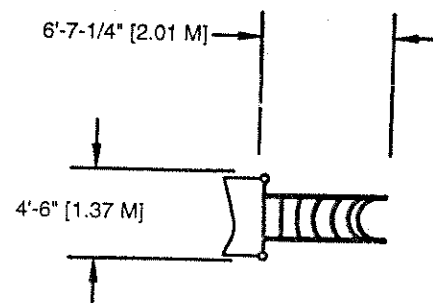
10069 LOOP LADDER

NOTE: 10069 3', 3'-6" & 4' ATTACHMENT
10238 5' ATTACHMENT
10239 6' ATTACHMENT



INSTRUCTIONS

1. Before assembling this equipment, read the enclosed *INSTALLATION INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection.



TOP VIEW

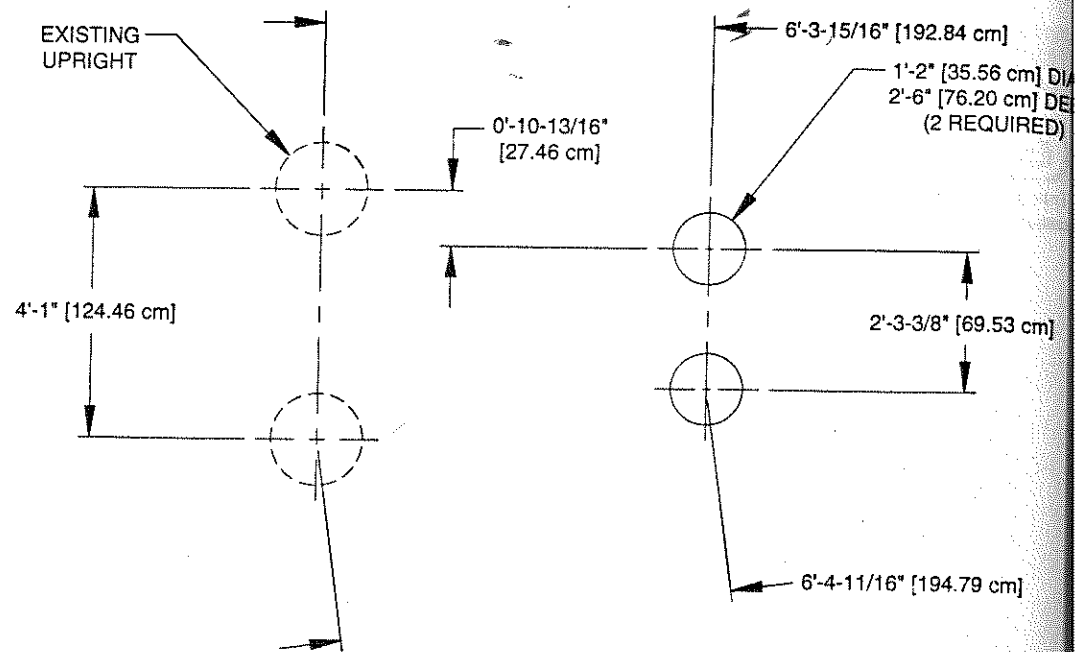
SCALE: 1"=10'-0" [1:120]

REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. Req'd.			PART No.	WEIGHT EA.	
		10069	10238	10239		Lbs.	Kgs.
1	Loop Ladder Ass'y.	1	0	0	138584	64.93	29.45
1	Loop Ladder Ass'y.	0	1	0	141444	77.25	35.04
1	Loop Ladder Ass'y.	0	0	1	141457	89.87	38.50
2	Entrance Archway	1	1	1	138590	31.47	14.27
	Hardware Complete	1	0	0	138548	6.00	2.72
	Hardware Complete	0	1	1	141480	2.02	.92
3	1-5/8" O.D. Extension	2	0	0	137926*	1.63	.74
3	Extension Leg	2	0	0	152110*	.74	.34
	Socket End	4	4	4	138652*	.36	.16
	3/8" x 2-1/2" Hex Head Bolt	2	0	0	801009*	.09	.04
	3/8" Acorn Nut	2	2	2	804002*	.03	.01
	3/8" x 2" Pin-In B.H.C.S.w/Patch	6	6	6	812055*	.07	.03
	3/8" Lockwasher	8	6	6	817334*	.01	.01
	3/8" Hex Nut	2	0	0	804053*	.02	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
*INCLUDED IN HARDWARE

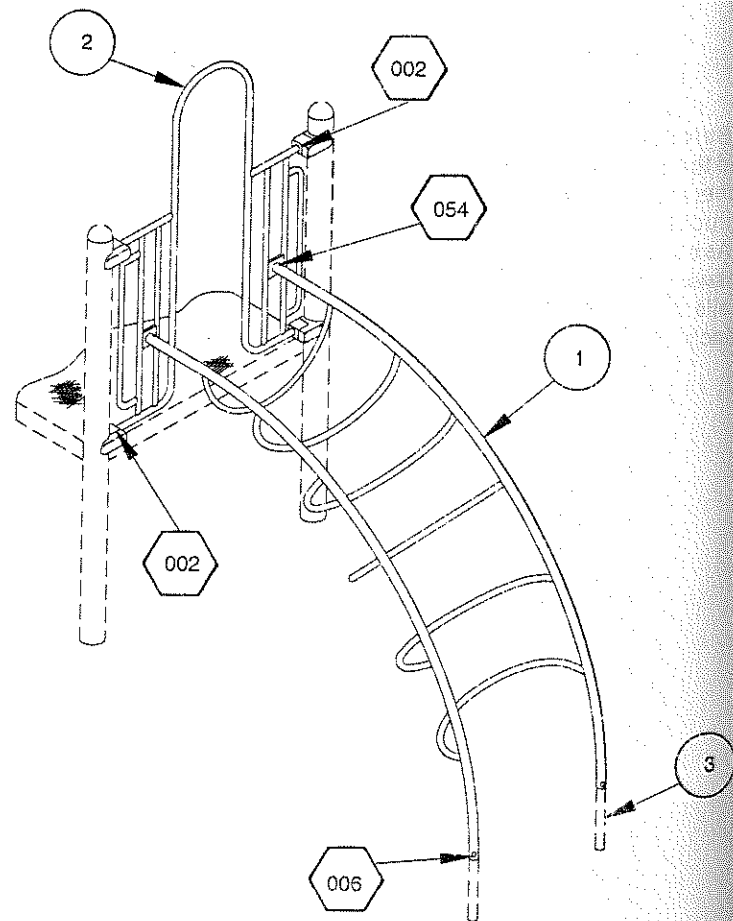
LEGEND
 ○ PART REFERENCE
 ○ DETAIL REFERENCE



GROUND PLAN

NOTE: HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. SEE DETAIL 005. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.

CONCRETE REQUIRED
 .12 CUBIC YARDS
 [.09 CUBIC METERS]



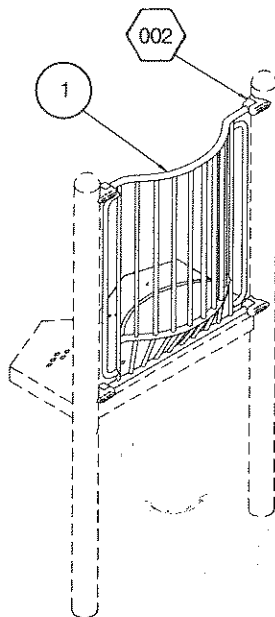
ASSEMBLY DRAWING

ISSUE: 11/21/97

10424 CONTOURED SEAT PANEL

INSTRUCTIONS

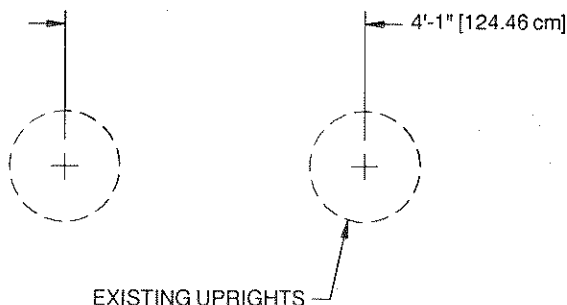
1. Before assembling this equipment, read the enclosed *INSTALLER INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection. See *INSTALLER INSTRUCTIONS*.



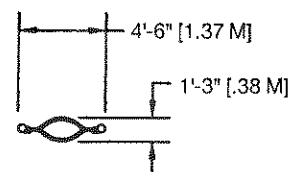
Legend

- Part Reference
- ⬡ Detail Reference

ASSEMBLY DRAWING



EXISTING UPRIGHTS
GROUND PLAN



TOP VIEW

SCALE: 1"=10'-0" [1:120]

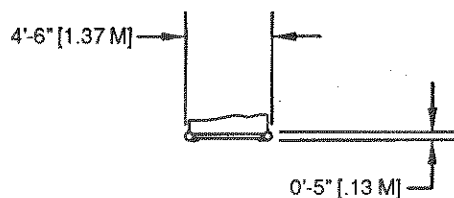
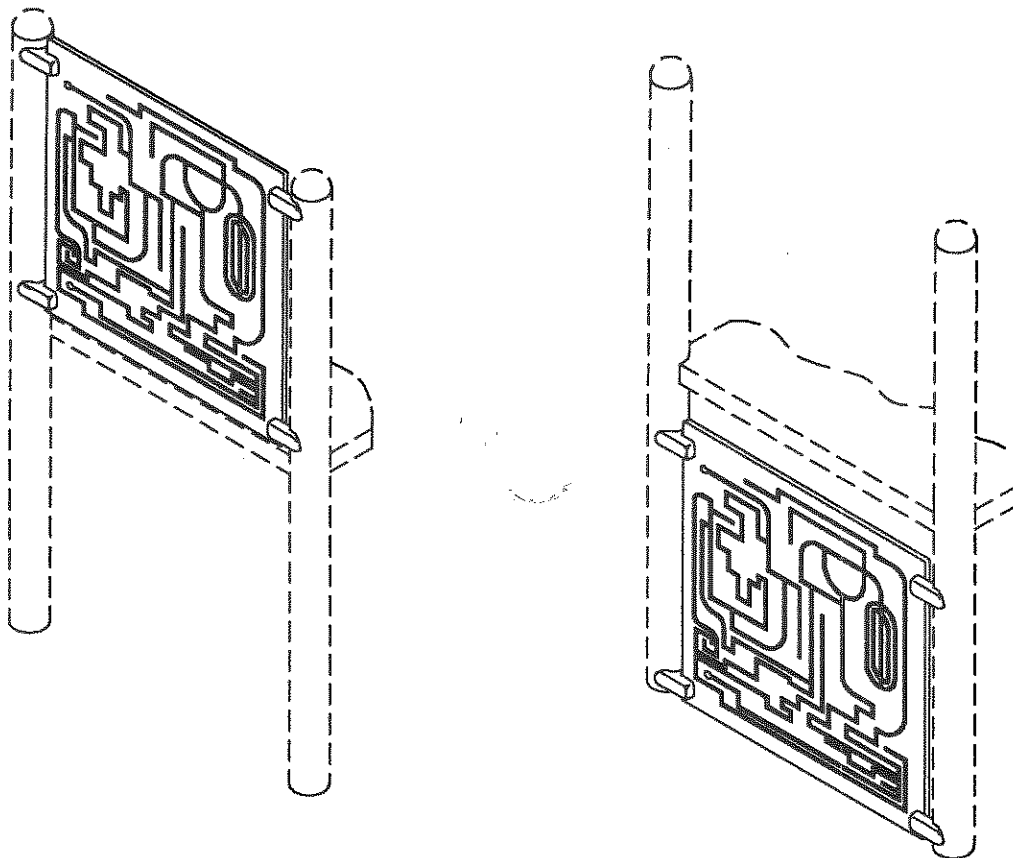
REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. Req'd.	PART No.	WEIGHT EA.	
				LBS.	KGS.
1	Contoured Seat Panel	1	155818	61.34	27.84
	Hardware Complete	1	138451	1.74	.79
	Socket End	4	138652*	.36	.16
	3/8" x 2" P.B.H.S.C.S. w/Patch	4	812055*	.08	.04
	3/8" Lockwasher	4	817334*	.01	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH

*INCLUDED IN HARDWARE

ISSUE: 04/09/96



TOP VIEW

SCALE: 1"=10'-0" [1:120]

REPLACEMENT PARTS

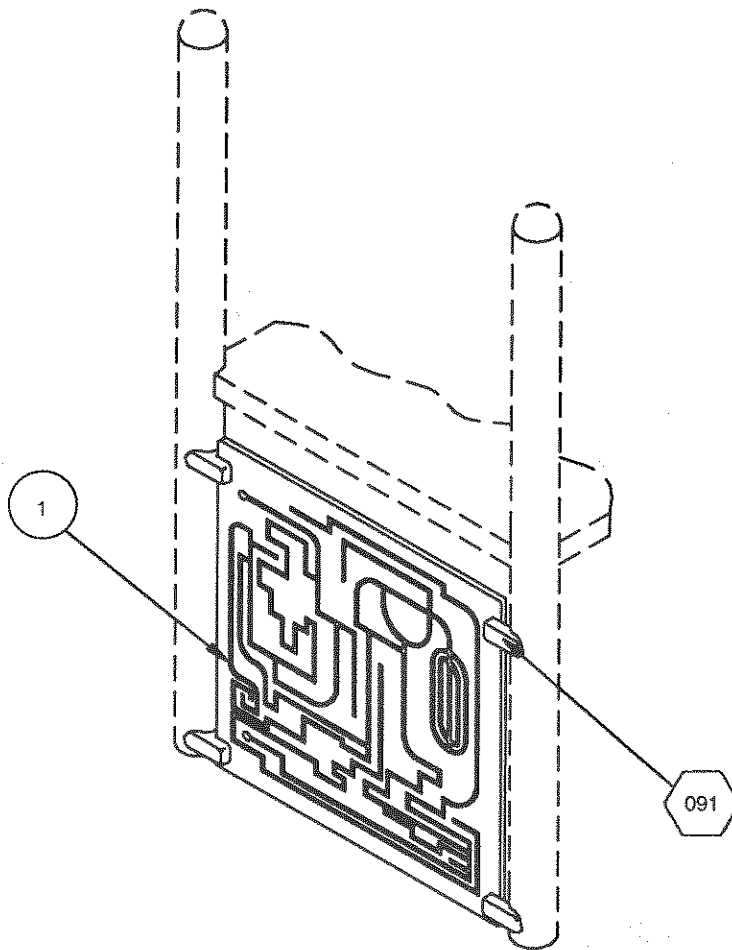
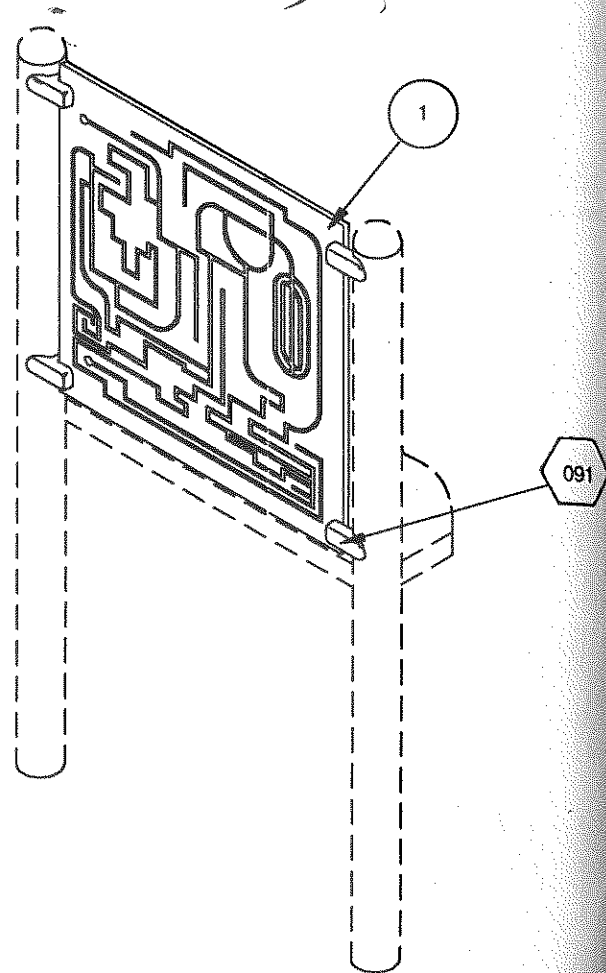
Ref. No.	Description	No. Req'd.	Part No.	Weight Ea.	
				Lbs.	Kgs.
1	Maze Time Panel	1	153596	68.36	31.03
	Hardware Complete	1	140094	1.95	.88
	Cover Plate Ass'y	4	139105*	.42	.19
	3/8" Flatwasher	4	817410*	.01	.01
	3/8" Lockwasher	4	817334*	.01	.01
	3/8" x 1-1/2" Pin-In B.H.S.C.S. w/Patch	4	812053*	.06	.03

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
 *INCLUDED IN HARDWARE

LEGEND

- PART REFERENCE
- ⬡ DETAIL REFERENCE

ASSEMBLY DRAWINGS



INSTRUCTIONS

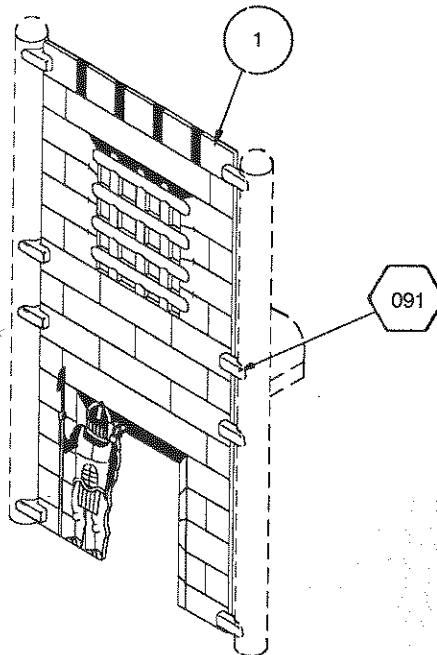
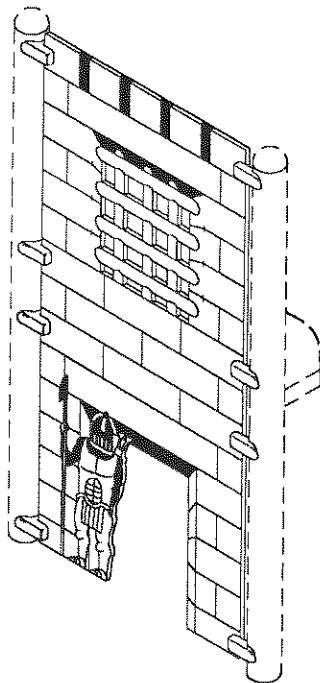
1. Before assembling this equipment, read the enclosed *INSTALLER INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection. See *INSTALLER INSTRUCTIONS*.
3. Complete the assembly as described in the *INSTALLER INSTRUCTIONS*.

10487 TOWER GUARD PANEL

ISSUE: 04/09/96

LEGEND

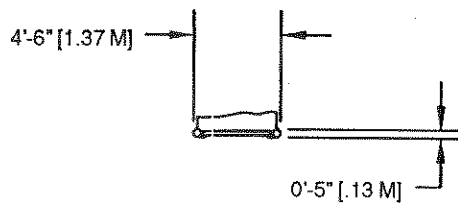
- PART REFERENCE
 ⬡ DETAIL REFERENCE



INSTRUCTIONS

ASSEMBLY DRAWING

- Before assembling this equipment, read the enclosed *INSTALLER INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
- Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection. See *INSTALLER INSTRUCTIONS*.
- Complete the assembly as described in the *INSTALLER INSTRUCTIONS*.



TOP VIEW

REPLACEMENT PARTS

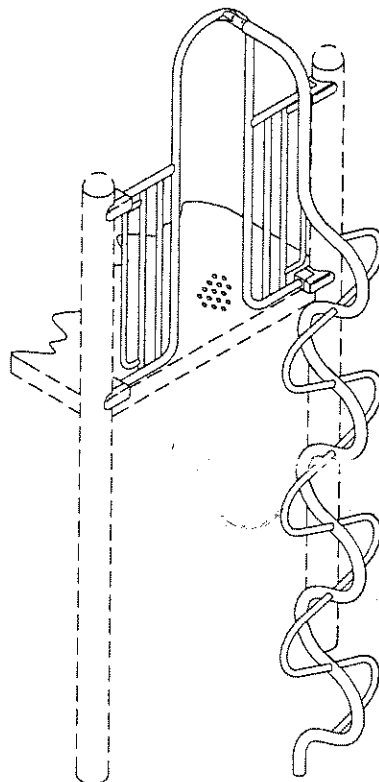
SCALE: 1"=10'-0" [1:120]

Ref. No.	Description	No. Req'd.	Part No.	Weight Ea.	
				Lbs.	Kgs.
1	Tower Guard Panel	1	153597	140.00	63.56
	Hardware Complete	1	153648	3.90	1.77
	Cover Plate Ass'y	8	139105*	.42	.19
	3/8" Flatwasher	8	817410*	.01	.01
	3/8" Lockwasher	8	817334*	.01	.01
	3/8" x 1-1/2" Pin-In B.H.S.C.S. w/Patch	8	812053*	.06	.03

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
 *INCLUDED IN HARDWARE

10500 CRAZY EIGHT CLIMBER

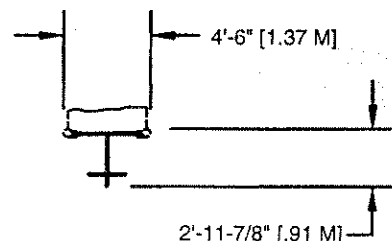
NOTE: 10500 3' & 3'-6"
 10501 4' & 4'-6"
 10502 5' & 5'-6"
 10503 6'



INSTRUCTIONS

1. Before assembling this equipment, read the enclosed *INSTALLATION INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.

2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection.



TOP VIEW

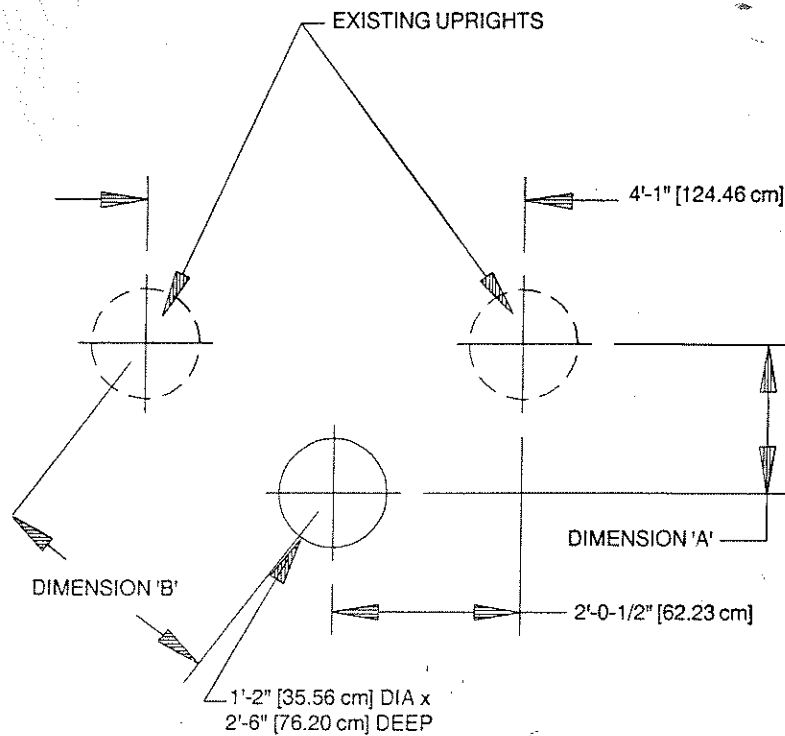
SCALE: 1"=10'-0" [1:120]

REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. REQ'D.				PART No.	WEIGHT Ea.	
		10500	10501	10502	10503		Lbs.	Kgs.
1	Crazy Eight Ass'y (3' & 3'-6")	1	0	0	0	158833	42.23	19.39
1	Crazy Eight Ass'y (4' & 4'-6")	0	1	0	0	158830	49.02	22.25
1	Crazy Eight Ass'y (5' & 5'-6")	0	0	1	0	158827	54.85	24.89
1	Crazy Eight Ass'y (6')	0	0	0	1	158823	61.03	22.70
2	Arch Enclosure Ass'y	1	1	1	1	141787	31.34	14.22
	Hardware Complete	1	1	1	0	153750	3.03	1.37
	Hardware Complete	0	0	0	1	153751	1.98	.89
	Socket End	4	4	4	4	138652*	.36	.16
	3/8" x 2" P.B.H.C.S. w/Patch	4	4	4	4	812055*	.08	.04
	3/8" x 1-1/2" P.B.H.C.S. w/Patch	2	2	2	2	812053*	.06	.03
	3/8" Lockwasher	5	5	5	4	817334*	.01	.01
	3/8" Tee-Nut (Spanner)	2	2	2	2	804556*	.03	.01
	3/8" x 2-1/2" Hex Bolt	1	1	1	0	801009*	.09	.04
	3/8" Hex Nut	1	1	1	0	804053*	.02	.01
	Extension Leg	1	1	1	0	152110*	.74	.34

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH

*INCLUDED IN HARDWARE



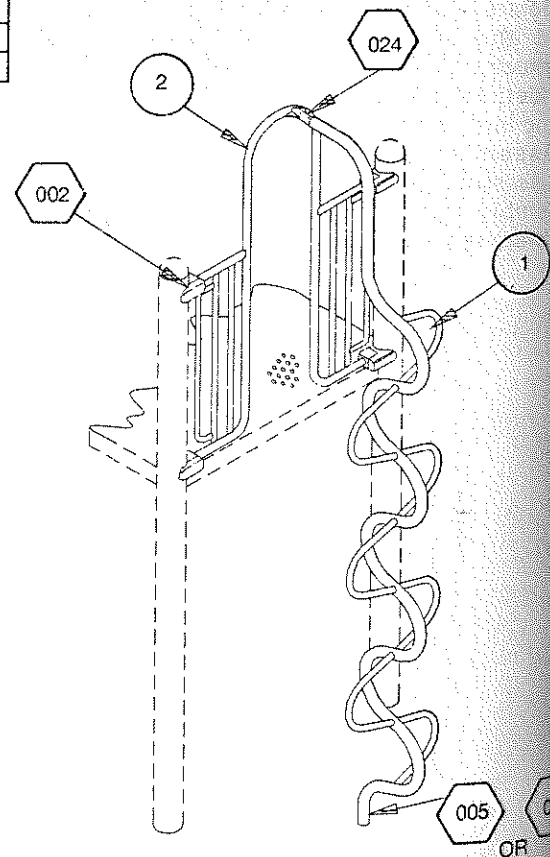
LEGEND
 ○ PART REFERENCE
 ○ DETAIL REFERENCE

NOTE: HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. SEE DETAIL U05. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.

GROUND PLAN

DECK HEIGHT	DIMENSION 'A'	DIMENSION 'B'
10500 - 3' & 3'-6"	2'-8" [82.55 cm]	3'-4-5/16" [102.37 cm]
10501 - 4' & 4'-6"	1'-7" [48.26 cm]	2'-7" [78.75 cm]
10502 - 5' & 5'-6"	2'-8-1/2" [82.55 cm]	3'-4-11/16" [103.38 cm]
10503 - 6'	1'-7" [48.26 cm]	2'-7" [78.75 cm]

CONCRETE REQUIRED
 .06 CUBIC YARDS
 [.05 CUBIC METERS]

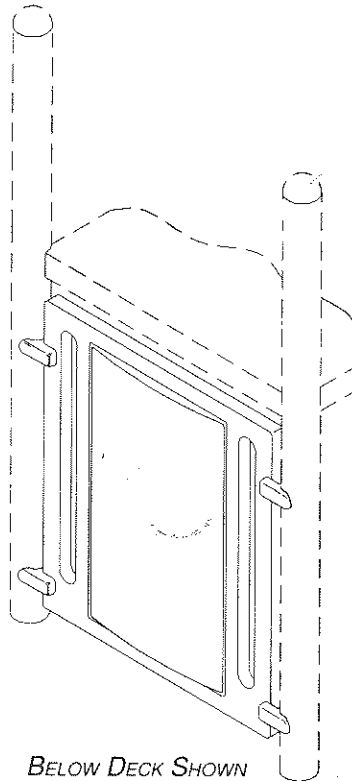


ASSEMBLY DRAWING

10025 ACCESSIBILITY PANEL

NOTE: 10025 CUSTOM GRAPHICS

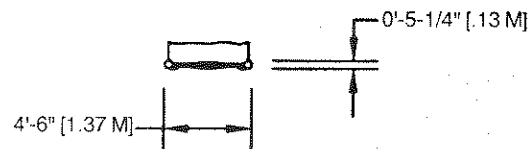
10561 GRAPHICS
BRILLE AND SIGN
LANGUAGE GRAPHICS



BELOW DECK SHOWN

INSTRUCTIONS

1. Before assembling this equipment, read the enclosed *INSTALLER INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection.



TOP VIEW

SCALE: 1"=10'-0" [1:120]

REPLACEMENT PARTS

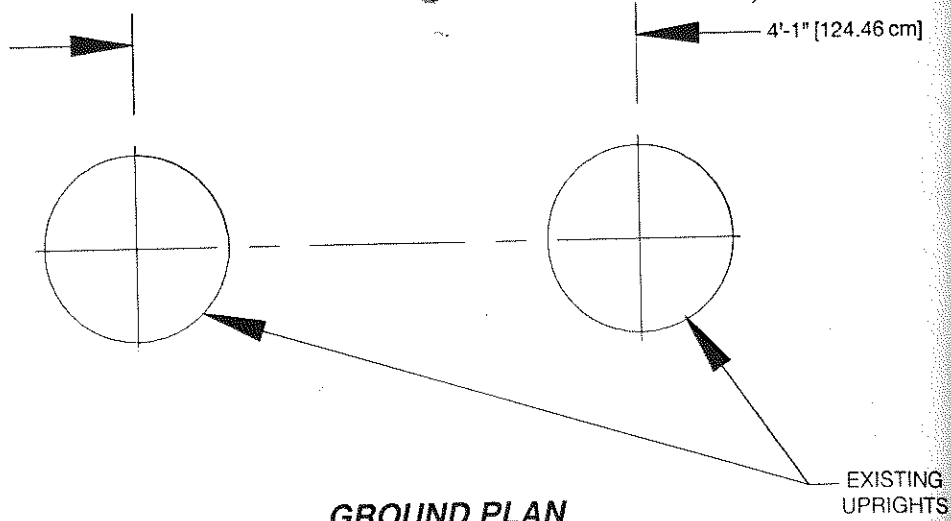
REF. No.	DESCRIPTION	No. REQ'D.		PART No.	WEIGHT EA.	
		10025	10561		LBS.	KGS.
1	Accessibility Panel w/Braille & Cust. Graphics	1	0	137973	29.68	13.36
1	Accessibility Panel w/Braille & Graphics	0	1	154087	29.68	13.36
	Hardware Complete	1	1	138534	.72	.33
	3/8" x 2-3/4" P.B.H.C.S. w/Patch	4	4	812058*	.09	.04
	3/8" Flatwasher (1-1/4" O.D.)	4	4	817424*	.01	.01
	3/8" Lockwasher	4	4	817334*	.01	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH

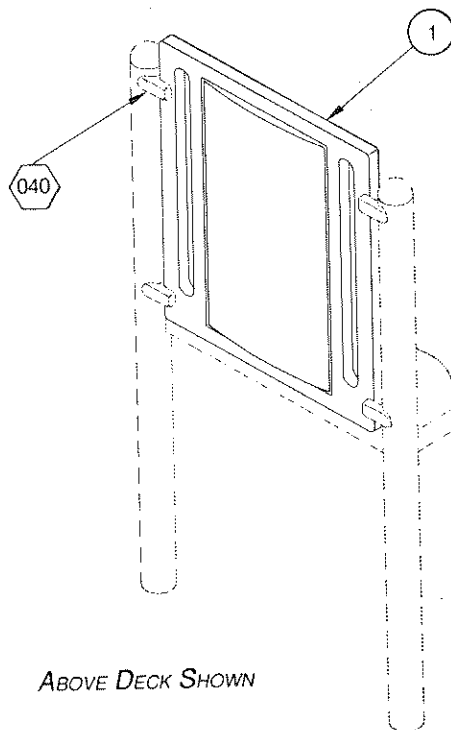
*INCLUDED IN HARDWARE

LEGEND

- PART REFERENCE
- DETAIL REFERENCE



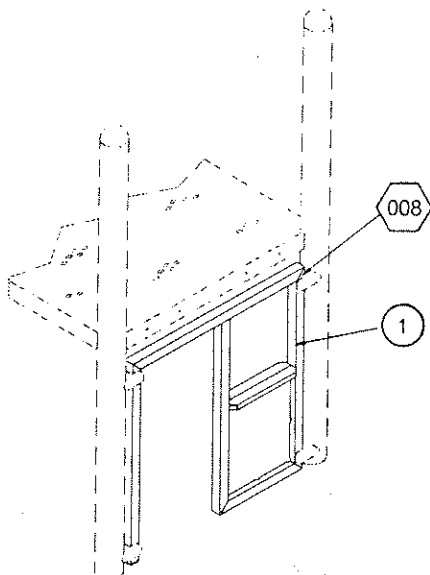
FOR REFERENCE ONLY



ABOVE DECK SHOWN

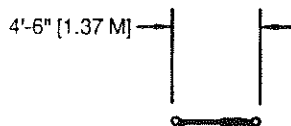
ASSEMBLY DRAWING

ISSUE: 05/16/97



LEGEND

- PART REFERENCE
 ○ DETAIL REFERENCE



TOP VIEW

SCALE: 1"=10'-0" [1:120]

ASSEMBLY DRAWING

INSTRUCTIONS

1. Before assembling this equipment, read the enclosed *INSTALLER INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection. See *INSTALLER INSTRUCTIONS*.
3. Complete the assembly as described in the *INSTALLER INSTRUCTIONS*.

REPLACEMENT PARTS

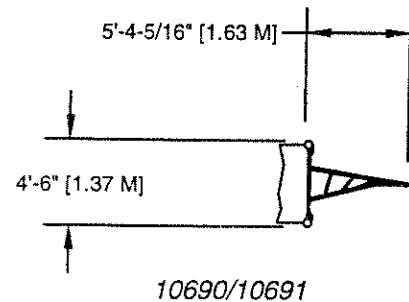
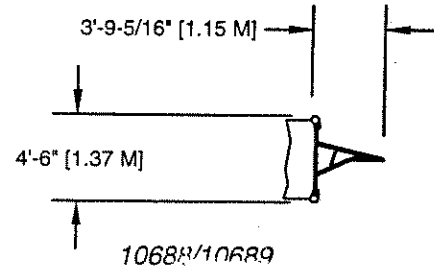
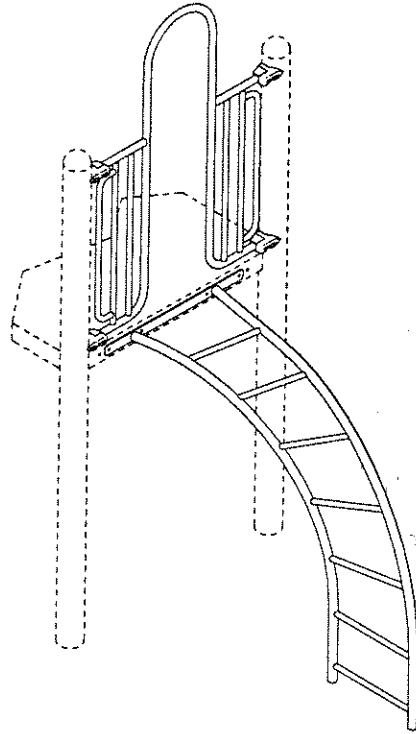
REF. No.	DESCRIPTION	No. Req'd.	PART No.	WEIGHT EA.	
				LBS.	KGS.
1	Metal Storefront Panel	1	154770	54.07	24.54
	Hardware Complete	1	151897	.38	.17
	3/8" x 2-3/4" B.H.S.C.S. w/Patch	4	812058*	.09	.04
	3/8" Lockwasher	4	817334*	.01	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH

*INCLUDED IN HARDWARE

10688 TWISTER CLIMBER

NOTE: 10688 3' & 3'-6"
 10689 4' & 4'-6"
 10690 5' & 5'-6"
 10691 6'



INSTRUCTIONS

1. Before assembling this equipment, read the enclosed *INSTALLATION INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection.

TOP VIEWS

SCALE: 1"=10'-0" [1:120]

REPLACEMENT PARTS

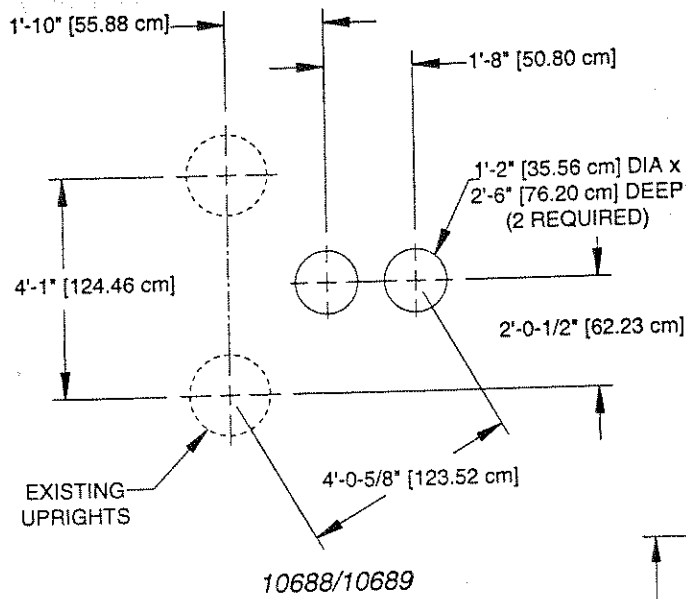
REF. No.	DESCRIPTION	No. Req'd.				PART No.	WEIGHT Ea.	
		10688	10689	10690	10691		LBS.	KGS.
1	3' Twister Climber Ass'y	1	0	0	0	155625	31.77	14.41
1	4' Twister Climber Ass'y	0	1	0	0	155629	36.00	16.32
1	5' Twister Climber Ass'y	0	0	1	0	155648	44.21	20.05
1	6' Twister Climber Ass'y	0	0	0	1	155652	48.37	21.94
2	Entry Arch Enclosure	1	1	1	1	138986	30.49	13.83
	Hardware Complete	1	1	1	0	155653	4.24	1.92
	Hardware Complete	0	0	0	1	155654	2.14	.97
3	Extension Leg	2	2	2	0	152110*	.74	.34
	3/8" x 1-1/4" P.B.H.C.S. w/Patch	4	4	4	4	812051*	.06	.03
	3/8" x 2" P.B.H.C.S. w/Patch	4	4	4	4	812055*	.08	.04
	3/8" x 2-1/2" Hex Head Bolt	2	2	2	0	801009*	.09	.04
	3/8" Flatwasher (1-1/4" O.D.)	4	4	4	4	817424*	.01	.01
	3/8" Lockwasher	10	10	10	8	817334*	.01	.01
	3/8" Hex Nut	6	6	6	4	804053*	.02	.01
	Socket End	4	4	4	4	138652*	.36	.16

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH

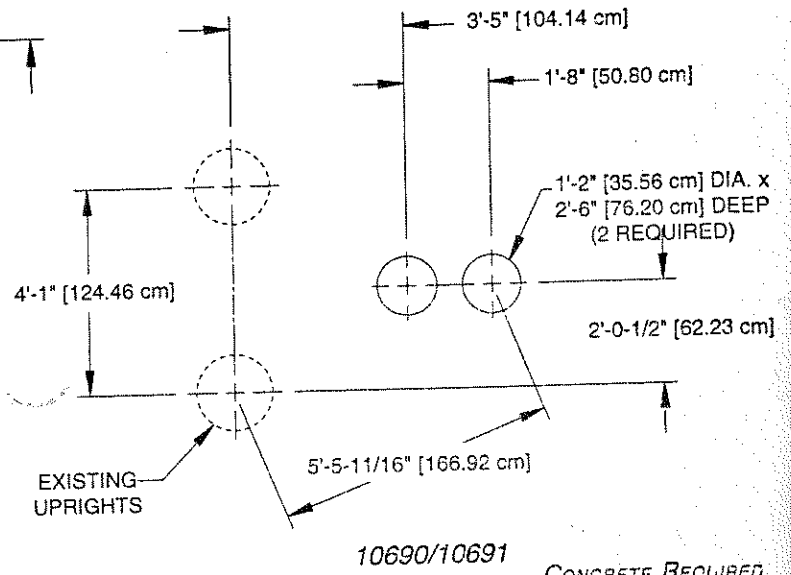
*INCLUDED IN HARDWARE

LEGEND

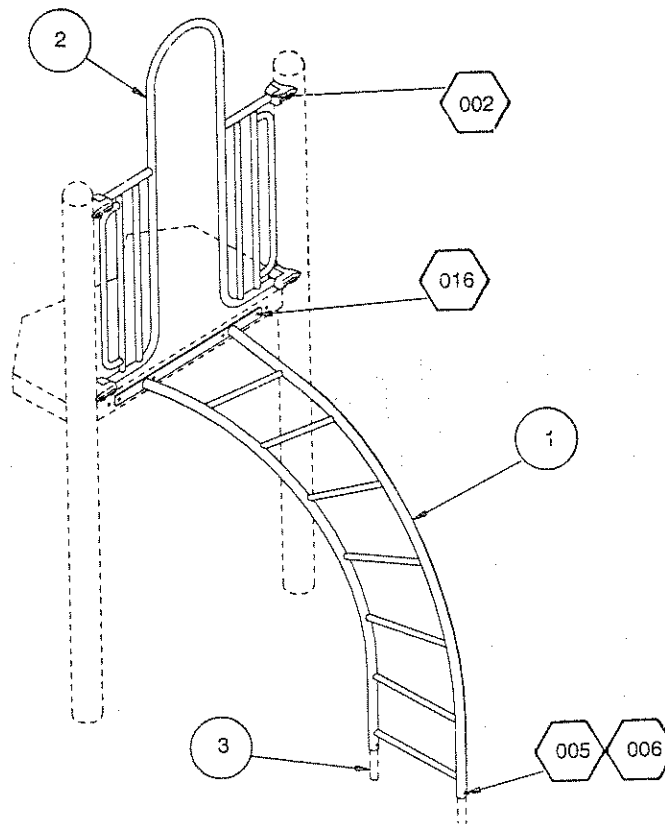
- PART REFERENCE
- DETAIL REFERENCE



NOTE: HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. SEE DETAIL 005. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.



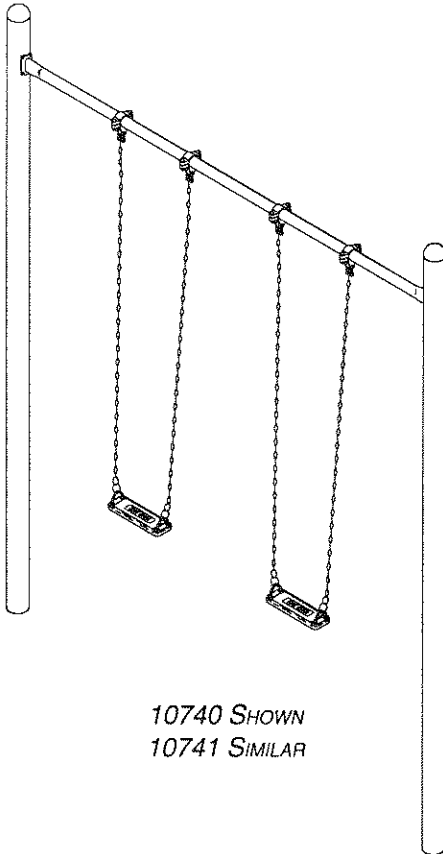
CONCRETE REQUIRED
.12 CUBIC YARDS
[.09 CUBIC METERS]



ASSEMBLY DRAWING

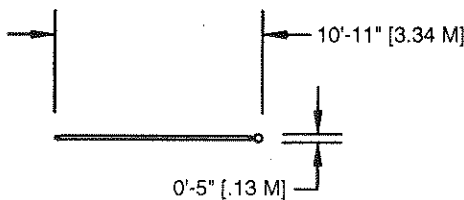
10740 5" O.D. SINGLE POST SWING

NOTE: 10740 FREESTANDING
10741 ADD-A-BAY



10740 SHOWN
10741 SIMILAR

NOTE: SWING SEAT PACKAGES
NOT INCLUDED. SHOWN FOR
ILLUSTRATION ONLY.



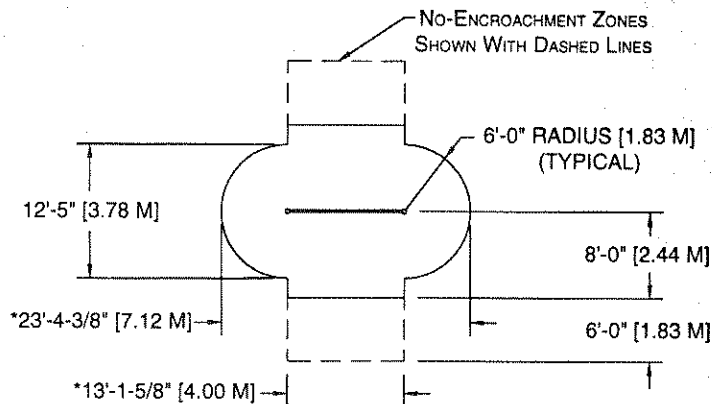
10741
ADD-A-BAY

TOP VIEWS

SCALE: 1"=10'-0" [1:120]

INSTRUCTIONS

1. Before assembling this equipment, read the enclosed *INSTALLER INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection.



10740
FREESTANDING
NOT TO SCALE

NOTE:

1. OWNER/OPERATOR SHALL INSTALL AND MAINTAIN PROTECTIVE SURFACING WITHIN THE USE ZONE (U.S.) OR PROTECTIVE SURFACING ZONE (CANADA) OF ALL PLAY EQUIPMENT TO COMPLY WITH ASTM F-1292 AND ASTM F-1487 (U.S.) OR CAN/CSA-Z-614 (CANADA).
2. SOLID OUTSIDE BORDER REPRESENTS MINIMUM REQUIRED ASTM USE ZONE AND CSA PROTECTIVE SURFACING ZONE FOR SWING FRAME SHOWN.
3. DASHED LINES REPRESENT CSA NO-ENCROACHMENT ZONE (CANADA ONLY).
4. *EACH ADDITIONAL CONNECTED SWING FRAME BAY INCREASES THE USE ZONE, SURFACING, AND NO ENCROACHMENT ZONE DIMENSIONS BY 8'-5-5/8" [258.13 CM].

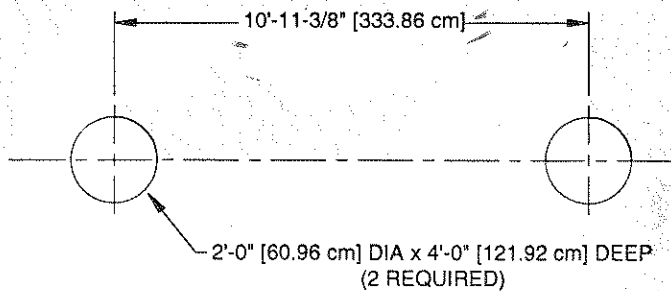
LEGEND

- PART REFERENCE
- DETAIL REFERENCE

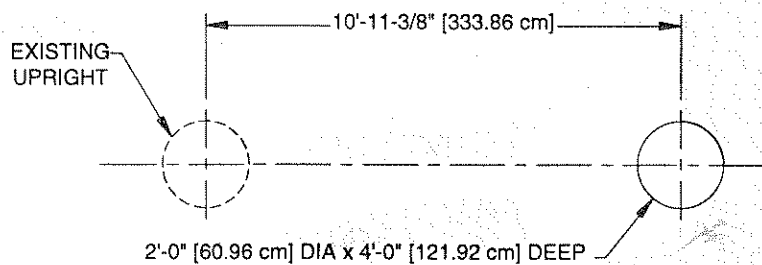
NOTES:

- CONCRETE REQUIRED: .34 CUBIC YARDS
.26 CUBIC METERS REQUIRED PER LEG.
- SUGGESTED MINIMUM CONCRETE RATING: 3000 PSI.
- HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. SEE DETAIL 005. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.

GROUND PLANS



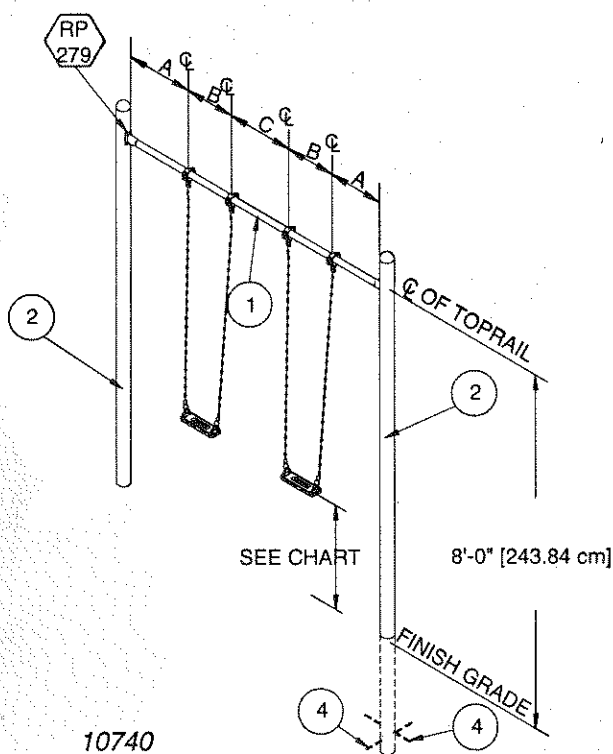
10740



10741

TOP RAIL DIMENSIONS	
A	2'-6-3/16" [76.68 cm]
B	1'-9" [53.34 cm]
C	2'-0" [60.96 cm]

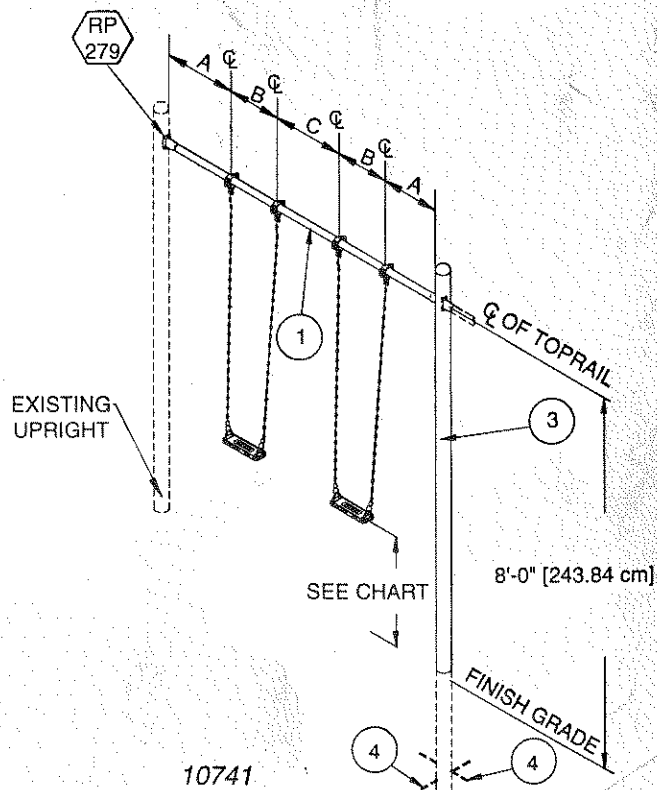
NOTE: ANCHOR RODS SHOULD BE PLACED IN UPRIGHTS BEFORE CONCRETE IS POURED.

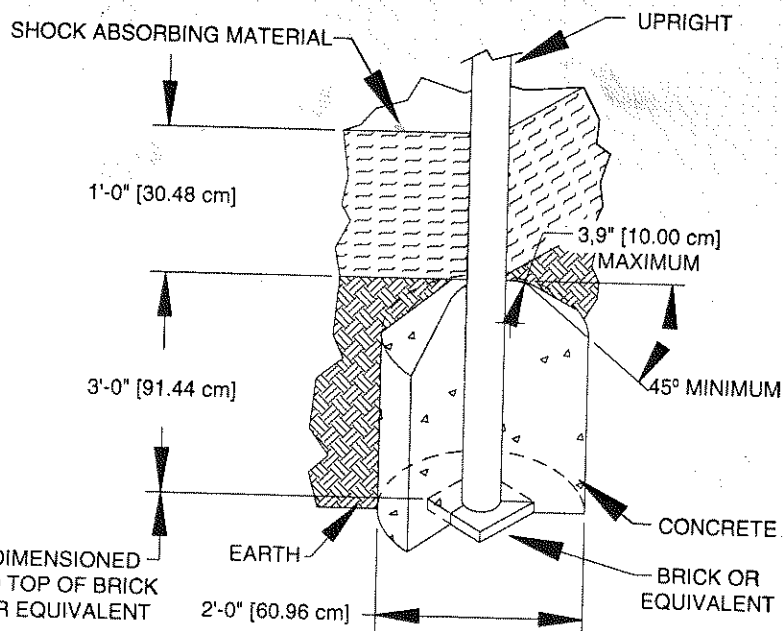


ASSEMBLY DRAWINGS

DIMENSION FROM UNDERSIDE OF SEAT TO PROTECTIVE SURFACING		
Standard	MIN	MAX
*Canadian	1'-2" [35.56 cm]	1'-6" [45.72 cm]
ASTM	1'-0" [30.48 cm]	n/a
DIN	1'-3-3/4" [40.00 cm]	n/a
CPSC	n/a	n/a

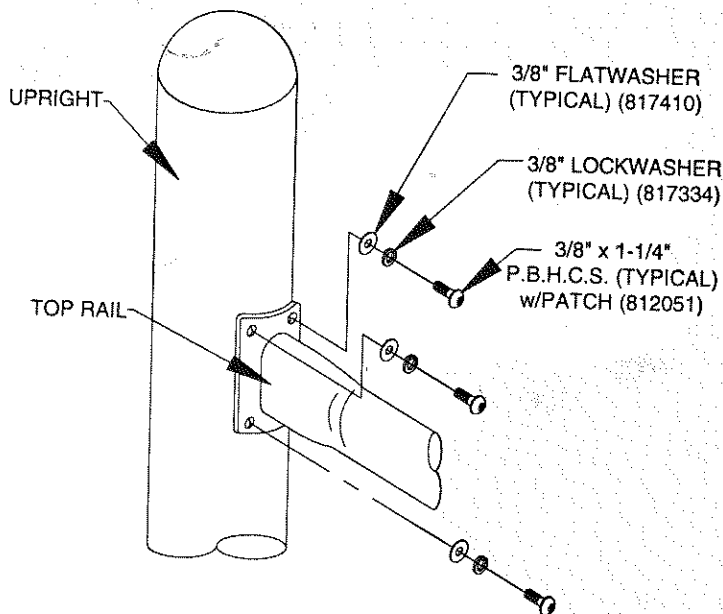
*UNDER LOADED CONDITION BASED ON WEIGHT OF 165 LBS. [75 KGS.]





FOOTING DETAIL

SHOCK ABSORBING PROPERTIES OF SURFACING MATERIALS VARY. IF YOU DETERMINE THAT LESS THAN 1'-0" [30.48 cm] OF SURFACING IS REQUIRED, MAKE UP THE DIFFERENCE IN ELEVATION WITH EARTH, BEFORE APPLYING SURFACING.



DETAIL RP-279

REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. Req'd.		PART No.	WEIGHT EA.	
		10740	10741		Lbs.	Kgs.
1	Single Post Swing Toprail	1	1	156062	37.99	17.26
2	Single Post Swing End Post	2	0	L89328	90.00	40.82
3	Single Post Swing Center Post	0	1	L89329	90.00	40.82
	Hardware Complete	1	1	156156	5.46	2.47
4	Anchor Rod	4	4	156063*	1.22	.55
	3/8" x 1-1/4" P.B.H.C.S. w/Patch	8	8	812051*	.06	.02
	3/8" Lockwasher	8	8	817334*	.01	.01
	3/8" Flatwasher	8	8	817410*	.01	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
*INCLUDED IN HARDWARE

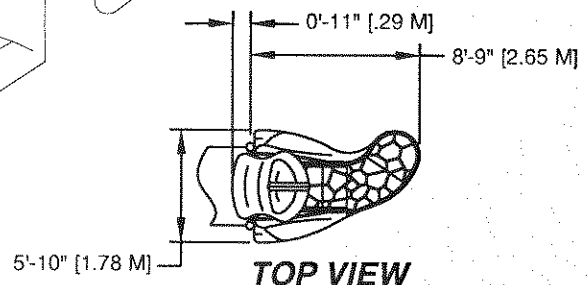
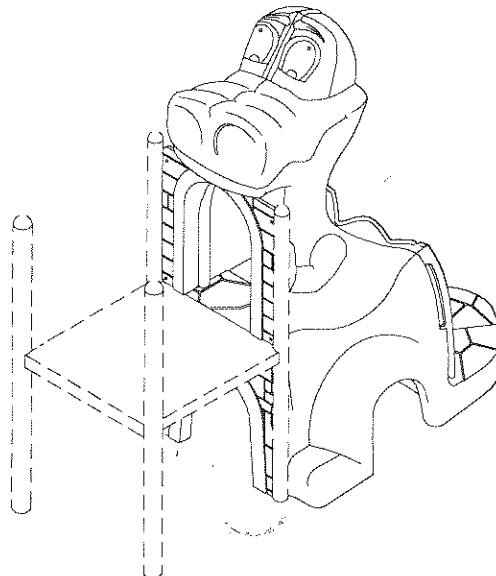
10734 DRAGON ACCESS

REVISED: 03/23/00

NOTE: 10734 BLUE
10842 DECK GREEN
10843 PURPLE
10844 MOSSY ROCK
10845 GRANITE

INSTRUCTIONS

1. Before assembling this equipment, read the enclosed **INSTALLER INSTRUCTIONS** in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the **ASSEMBLY DRAWING**. Refer to the assembly details for the specific hardware required in each connection.
3. Attach the footbucks to the Dragon Body. See Detail 290 and Detail 291.
4. Attach the Dragon Body to the deck. See Detail 292.
5. With sufficient manpower or mechanical assistance lift the Dragon Head into place atop the Dragon Body.
6. Make all necessary connections as described in the assembly details.
7. Complete assembly as described in the **INSTALLER INSTRUCTIONS**.



SCALE: 1"=10'-0" [1:120]

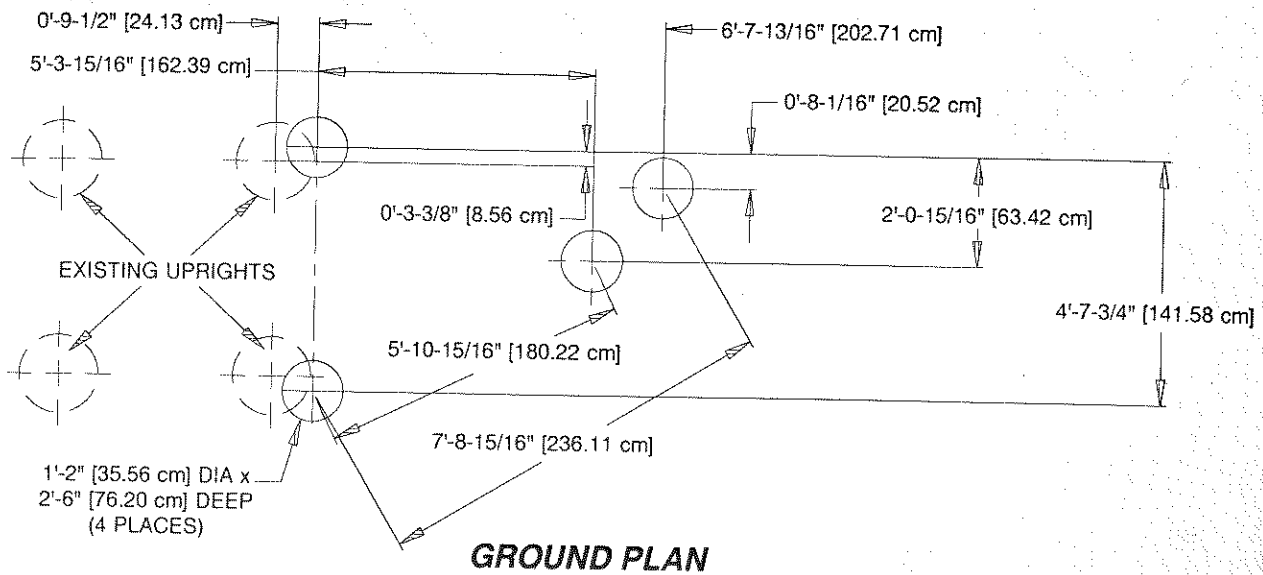
REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. REQ'D.					PART No.	WEIGHT Ea.	
		10734	10842	10843	10844	10845		Lbs.	Kgs.
1	Accessible Dragon Body Blue	1	0	0	0	0	156228	416.45	189.06
1	Accessible Dragon Body Deck Green	0	1	0	0	0	157166	416.45	188.89
1	Accessible Dragon Body Purple	0	0	1	0	0	157168	416.45	188.89
1	Accessible Dragon Body Mossy Rock	0	0	0	1	0	157170	416.45	188.89
1	Accessible Dragon Body Granite	0	0	0	0	1	157172	416.45	188.89
2	Accessible Dragon Head Blue	1	0	0	0	0	156229	316.27	143.45
2	Accessible Dragon Head Deck Green	0	1	0	0	0	157167	316.27	143.45
2	Accessible Dragon Head Purple	0	0	1	0	0	157169	316.27	143.45
2	Accessible Dragon Head Mossy Rock	0	0	0	1	0	157171	316.27	143.45
2	Accessible Dragon Head Granite	0	0	0	0	1	157173	316.27	143.45
3	Footbuck	3	3	3	3	3	155426	3.08	1.39
4	Footbuck	1	1	1	1	1	157234	3.75	1.70
	Hardware Complete	1	1	1	1	1	156749	3.34	1.52
	3/8" x 3/4" P.B.H.C.S. w/Patch	8	8	8	8	8	812052*	.04	.02
	3/8" x 1-1/2" P.B.H.C.S. w/Patch	4	4	4	4	4	812053*	.06	.03
	3/8" x 2-1/4" P.B.H.C.S. w/Patch	4	4	4	4	4	812056*	.08	.03
	3/8" x 3-1/2" P.B.H.C.S. w/Patch	2	2	2	2	2	812075*	.16	.07
	3/8" x 4" Hex Bolt	2	2	2	2	2	801015*	.13	.06
	3/8" Lockwasher	20	20	20	20	20	817334*	.01	.01
	3/8" Flatwasher (1-1/4" O.D.)	10	10	10	10	10	817424*	.01	.01
	3/8" Flatwasher (1" O.D.)	2	2	2	2	2	817401*	.01	.01
	Molded Bolt Guard	2	2	2	2	2	156079*	.01	.01
	Cover Plate	4	4	4	4	4	139105*	.41	.18

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
 *INCLUDED IN HARDWARE

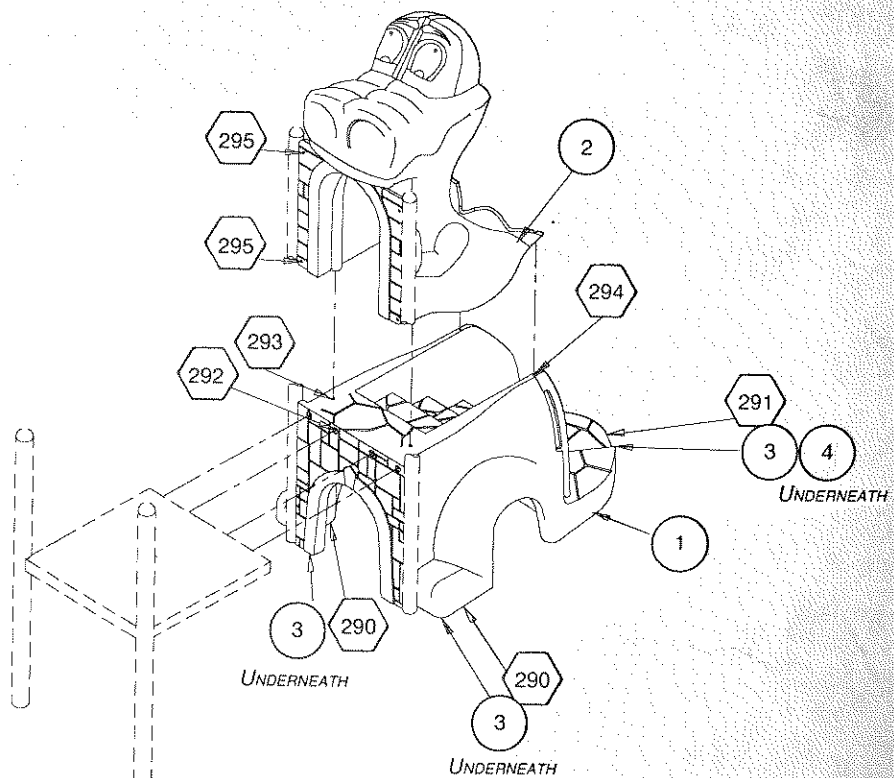
LEGEND

- PART REFERENCE
 ○ DETAIL REFERENCE



NOTE: HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. SEE DETAIL 005. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.

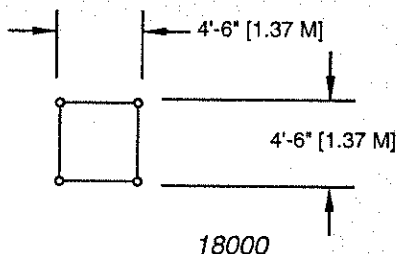
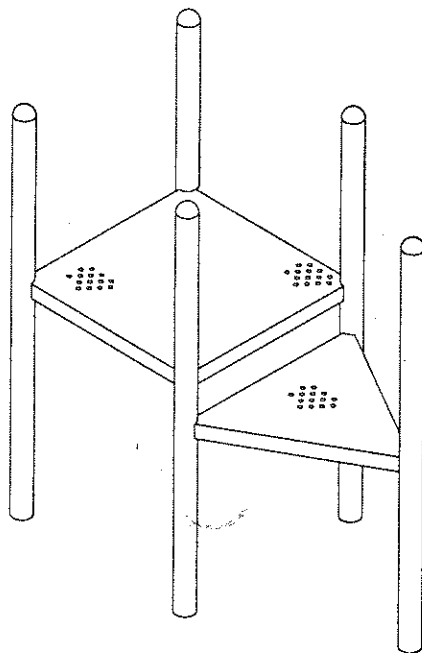
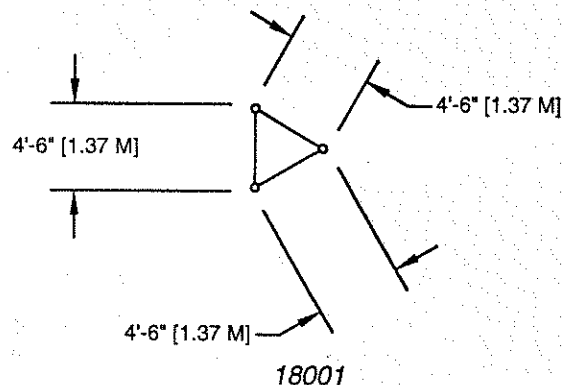
CONCRETE REQUIRED:
 .24 CUBIC YARDS
 [.18 CUBIC METERS]



ASSEMBLY DRAWING

NOTE: 18000 SQUARE
18001 TRIANGLE
INSTRUCTIONS

1. Dig ground holes per Ground Plan. See system topview for quantity.
 2. Attach deck to uprights using (1) Detail 001 per upright.
 3. Loctite (supplied by others) should be used on all threaded hardware.
 4. When decks are at the same height as shown in Assembly Drawing, fasten together using (2) Detail 011.
- NOTE:** Remove vinyl from the two inside holes, with 1/2" bit.


TOP VIEWS
SCALE: 1"=10'-0" [1:120]

REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. Req'd.		PART No.	WEIGHT EA.	
		18000	18001		LBS.	KGS.
1	Punched Deck, Square	1	0	158840	144.00	65.32
2	Punched Deck, Triangle	0	1	158878	60.50	27.44
	Hardware Complete	1	0	139089	.97	.44
	Hardware Complete	0	1	139330	.78	.35
	3/8" x 1-1/2" P.B.H.C.S. w/Patch	2	2	812053*	.07	.03
	3/8" x 1-1/2" P.B.H.C.S.	8	6	810053*	.08	.04
	3/8" Hex Nut	2	2	804053*	.02	.01
	3/8" Lockwasher	10	8	817334*	.01	.01
	3/8" Flatwasher (1-1/4" O.D.)	12	10	817424*	.01	.01
	3/8" Torx Bit	1	1	812655*	.01	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
 *INCLUDED IN HARDWARE

LEGEND

- PART REFERENCE
- DETAIL REFERENCE

CONCRETE REQUIRED
 .10 CUBIC YARDS [.07 CM]
 PER UPRIGHT GROUND HOLE.

1'-6" [45.72 cm] DIA x
 2'-6" [76.20 cm] DEEP
 (QTY. AS REQ'D.)
 SEE DETAIL 005

5'-9-5/16" [176.05 cm]

4'-1" [124.46 cm]

4'-1" [124.46 cm]

18000

GROUND PLANS

NOTE: HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. SEE DETAIL 005. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.

1'-6" [45.72 cm] DIA. x
 2'-6" [76.20 cm] DEEP
 (QTY. AS REQ'D.)
 SEE DETAIL 005

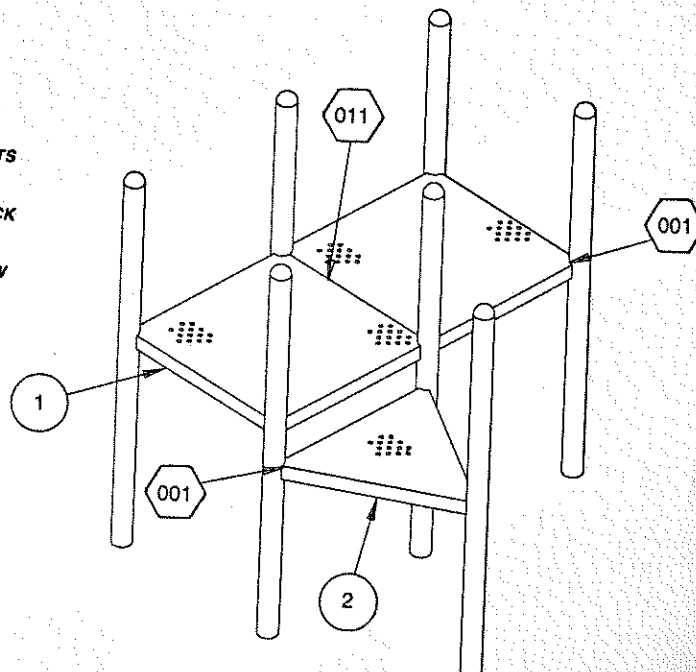
4'-1" [124.46 cm]

4'-1" [124.46 cm]

3'-6"-7/16" [107.80 cm]

18001

NOTE: THE UPRIGHTS SHOWN ARE NOT INCLUDED IN THE DECK PACKAGES. SEE OVERALL PLAN VIEW FOR UPRIGHTS.

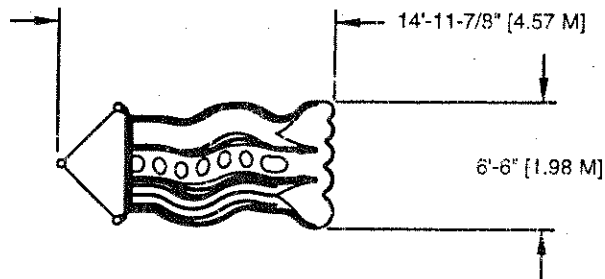
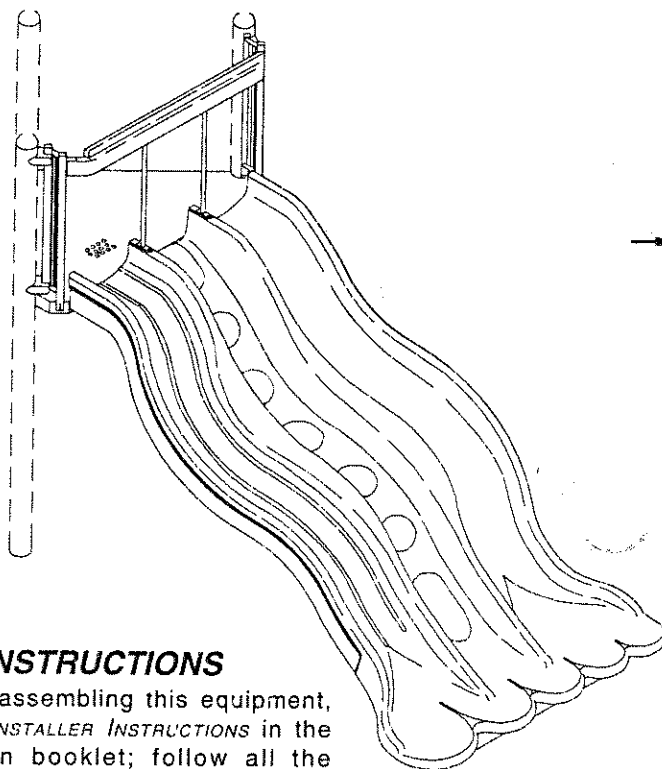


ASSEMBLY DRAWING

18090

BIG FOOT™

SLIDE


TOP VIEW
SCALE: 1"=10'-0" [1:120]

INSTRUCTIONS

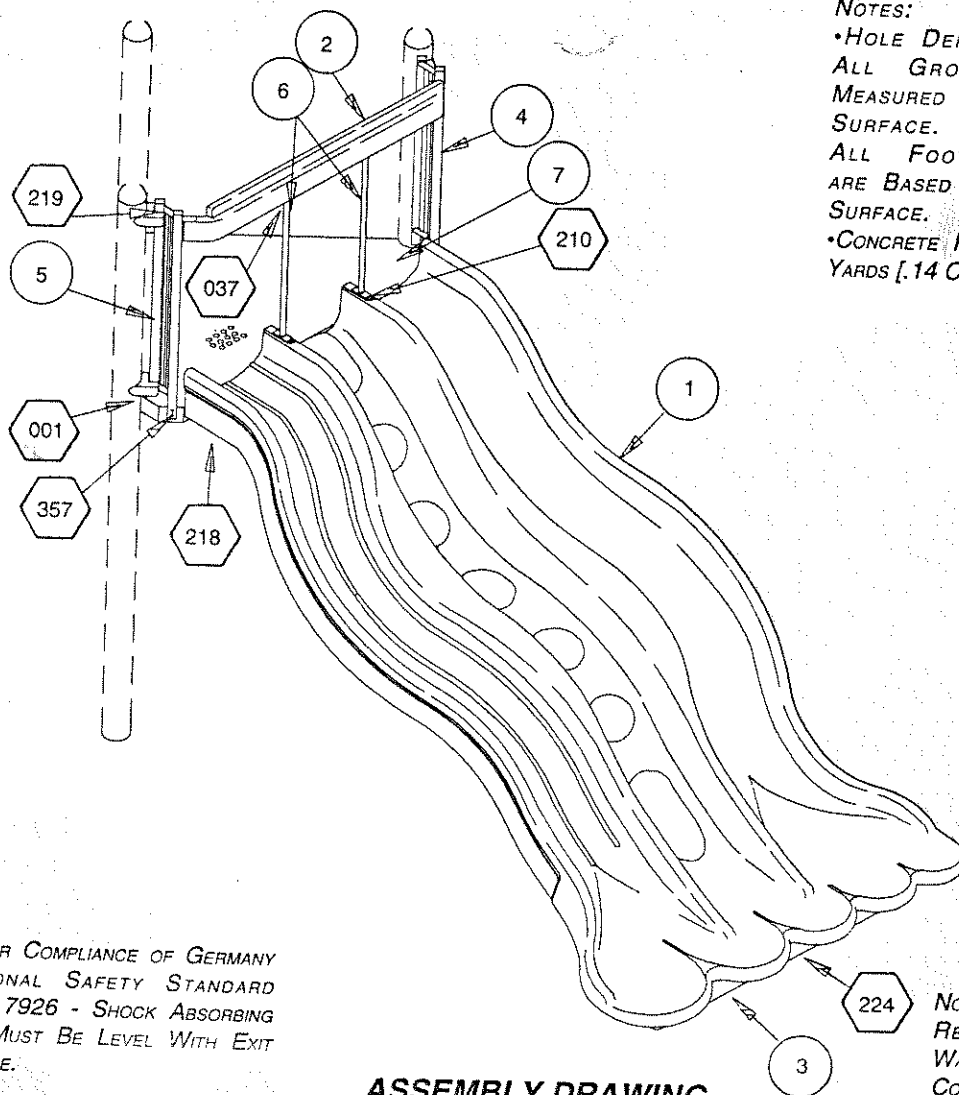
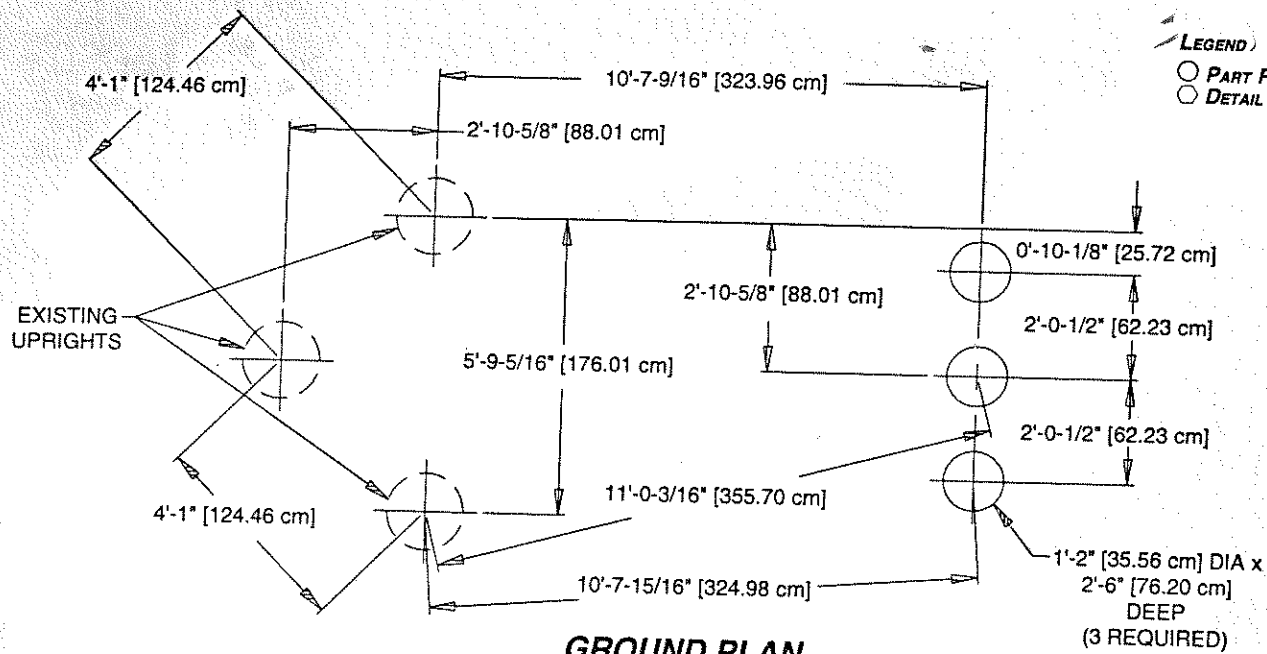
1. Before assembling this equipment, read the *INSTALLER INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection.

REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. Req'd.	PART No.	WEIGHT EA.	
				LBS.	KGS.
1	Big Foot™ Slide Bedway	1	154125	416.45	189.06
2	Cross Bar	1	154351	8.63	3.91
3	Footbuck	3	158320	3.88	1.76
4	Cross Bar Support (Right)	1	156474	40.31	18.28
5	Cross Bar Support (Left)	1	156476	40.31	18.28
6	Center Bar	2	154428	2.54	1.15
7	Diamond Deck (Punched Steel)	1	158982	123.00	55.73
	Hardware Complete	1	154460	2.31	1.04
	3/8" x 3/4" P.B.H.C.S. w/Patch	18	812052*	.04	.02
	3/8" x 1-1/2" P.B.H.C.S.	6	810053*	.08	.04
	3/8" x 1-1/2" P.B.H.C.S. w/Patch	8	812053*	.07	.03
	3/8" x 2-3/4" P.B.H.C.S. w/Patch	4	812058*	.09	.04
	3/8" Lockwasher	38	817334*	.01	.01
	3/8" Flatwasher	4	817410*	.01	.01
	3/8" Flatwasher (1-1/4" O.D.)	16	817424*	.01	.01
	3/8" Hex Nut	2	804053*	.02	.01
	3/8" x 2-1/2" P.B.H.C.S. w/Patch	4	812057*	.08	.04
	3/8" Tee-Nut	4	804556*	.03	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH

*INCLUDED IN HARDWARE



NOTES:

- HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. SEE DETAIL 005. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.
- CONCRETE REQUIRED: .18 CUBIC YARDS [.14 CUBIC METERS]

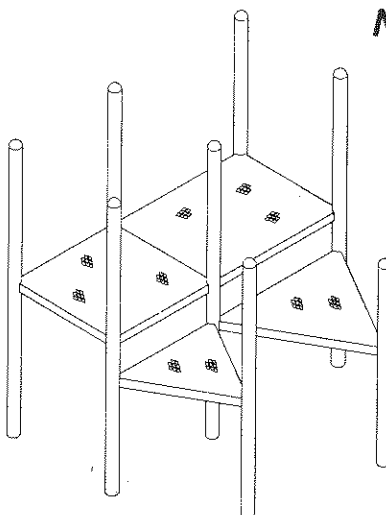
NOTICE: FOR COMPLIANCE OF GERMANY INTERNATIONAL SAFETY STANDARD (TUV) DIN 7926 - SHOCK ABSORBING SURFACING MUST BE LEVEL WITH EXIT AREA OF SLIDE.

NOTE: CHECK SLIDE EXIT REGION FOR PROPER WATER DRAINAGE BEFORE CONCRETE IS APPLIED.

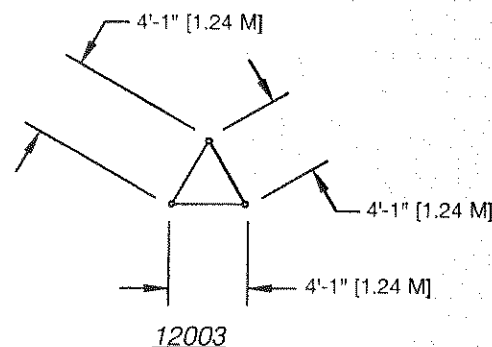
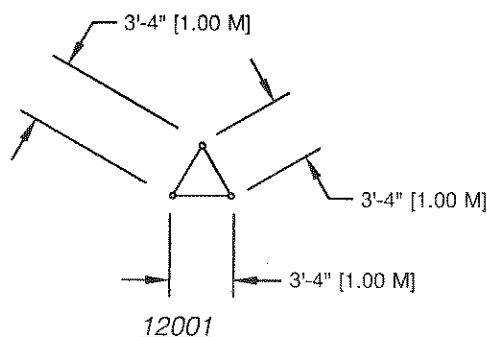
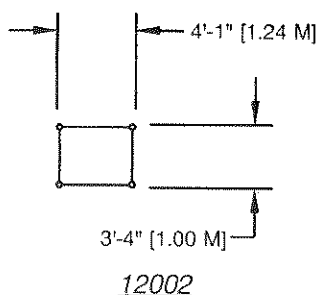
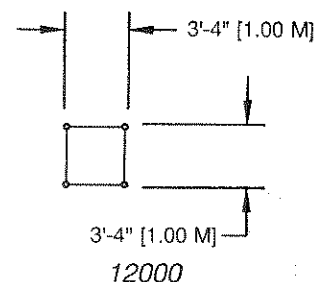
REVISED 05/29/98

INSTRUCTIONS

1. Before assembling this equipment, read the enclosed **INSTALLER INSTRUCTIONS** in the installation booklet; follow all the instructions during installation.
2. Using a 1/2" [1.27 cm] drill bit, remove the vinyl coating from the four corner mounting holes. When decks are to be installed side by side at the same level, remove the coating from the (2) holes in the mating edges; for a rectangular deck, use the (2) holes nearest the middle.
3. Assemble parts as shown in the **ASSEMBLY DRAWING**. Refer to the assembly details for the specific hardware required in each connection.
4. Loctite should be used on all threaded hardware. Supplied by others.



NOTE: 12000 SQUARE
 12001 TRIANGULAR
 12002 RECTANGULAR
 12003 LARGE TRIANGULAR



TOP VIEWS

SCALE: 1"=10'-0" [1:120]

REPLACEMENT PARTS

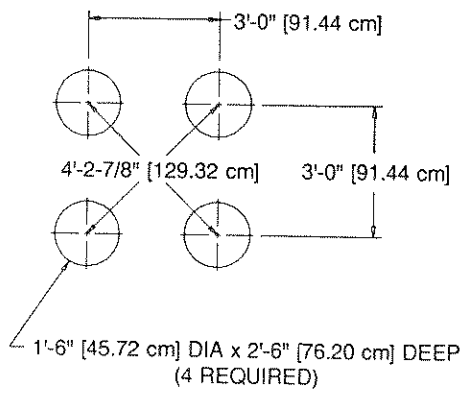
REF. No.	DESCRIPTION	No. REQ'd.				PART No.	WEIGHT EA.	
		12000	12001	12002	12003		LBS.	KGS.
1	Expanded Metal Square Deck	1	0	0	0	151450	36.50	16.50
2	Expanded Metal Triangular Deck	0	1	0	0	151457	29.00	13.00
3	Expanded Metal Rectangular Deck	0	0	1	0	151463	45.00	20.25
4	Expanded Metal Large Triangular Deck	0	0	0	1	156054	41.62	18.89
	Hardware Complete	1	0	1	0	151470	.50	.22
	Hardware Complete	0	1	0	1	151471	.44	.20
	3/8" x 1" B.H.S.C.S.	2	2	2	2	811050*	.06	.03
	3/8" x 1-1/4" B.H.S.C.S.	4	3	4	3	811051*	.06	.03
	3/8" Lockwasher	6	5	6	5	817334*	.01	.01
	3/8" Flatwasher	6	5	6	5	817424*	.01	.01
	3/8" Tee-Nut	2	2	2	2	804556*	.03	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH

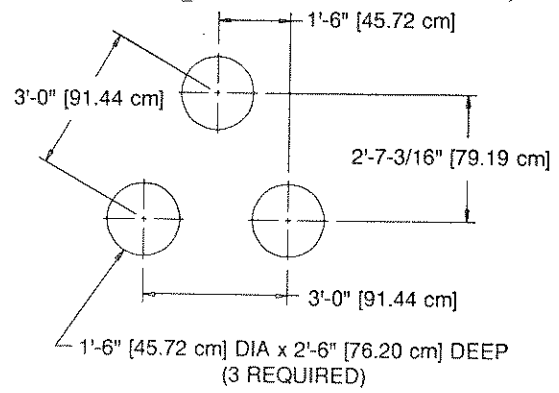
*INCLUDED IN HARDWARE

LEGEND

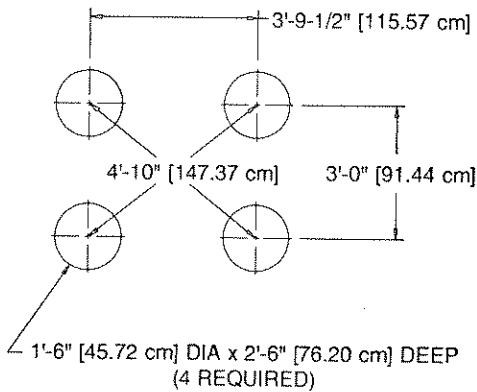
- PART REFERENCE
○ DETAIL REFERENCE



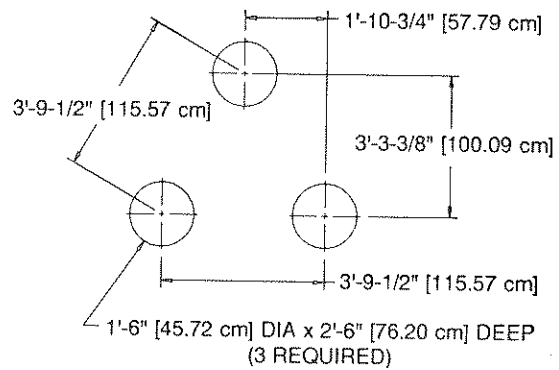
12000



12001



12002

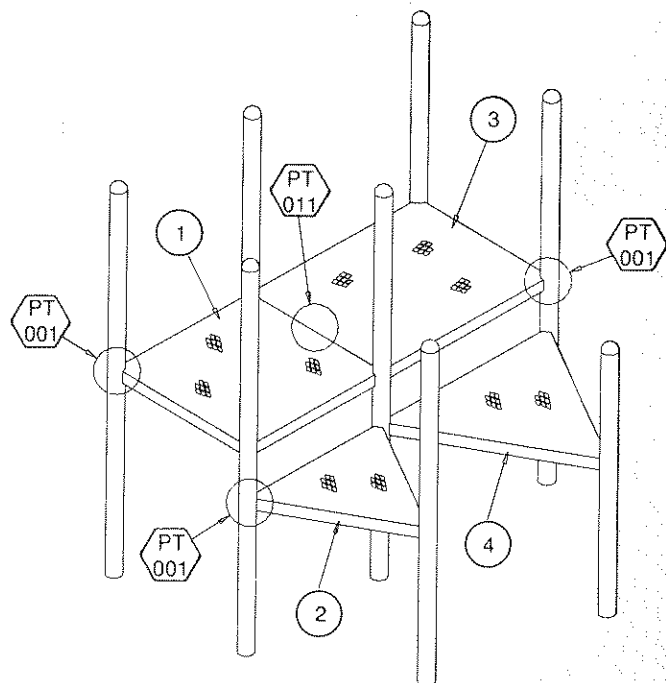


12003

GROUND PLANS

NOTE HOLE DEPTHS
INDICATED ON ALL
GROUND PLANS ARE
MEASURED FROM THE
FINISHED SURFACE. SEE
DETAIL PT-005. ALL
FOOTING DIMENSIONS ARE
BASED ON LEVEL FINISHED
SURFACE.

CONCRETE REQUIRED
.10 CUBIC YARDS [.07 CM]
PER UPRIGHT GROUND HOLE



ASSEMBLY DRAWING

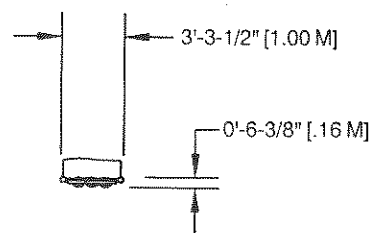
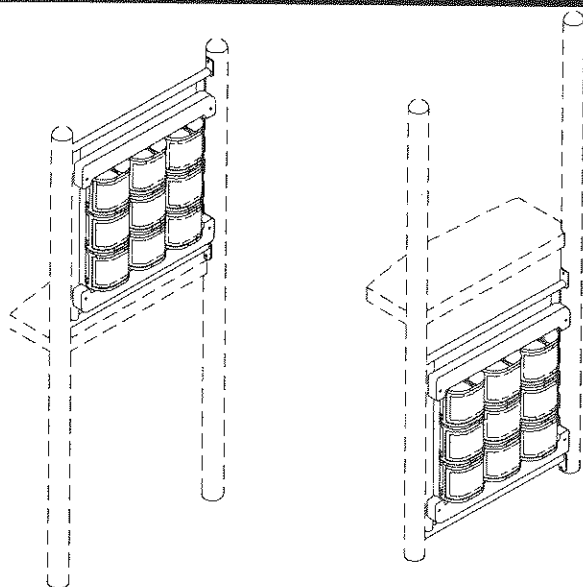


MODULAR COMPONENTS
FORT PAYNE, ALABAMA



ISSUE: 08/20/99

12004 TIC-TAC-TOE PANEL



TOP VIEW

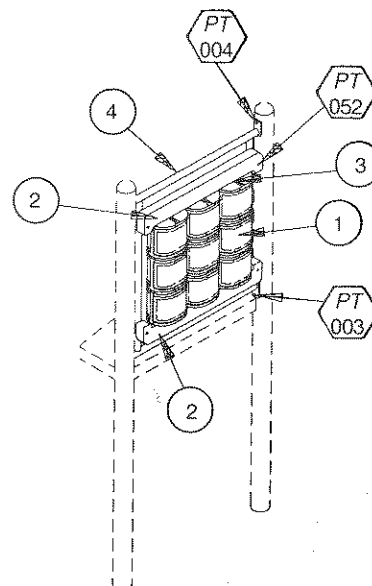
SCALE: 1"=10'-0" [1:120]

INSTRUCTIONS

1. Before assembling this equipment, read the *INSTALLER INSTRUCTIONS* at the front of the installation booklet; follow all the instructions during installation.
2. Slip game pieces over rungs. **Note:** Braille symbol should be located on bottom right of each game piece.
3. Slip game pieces between mounting caps and attach to enclosure panel using Detail *PT-052*.
4. Attach assembly to uprights using Details *PT-004* and *PT-003*.
5. Loctite (supplied by others) should be used on all threaded hardware.

LEGEND

- PART REFERENCE
- DETAIL REFERENCE



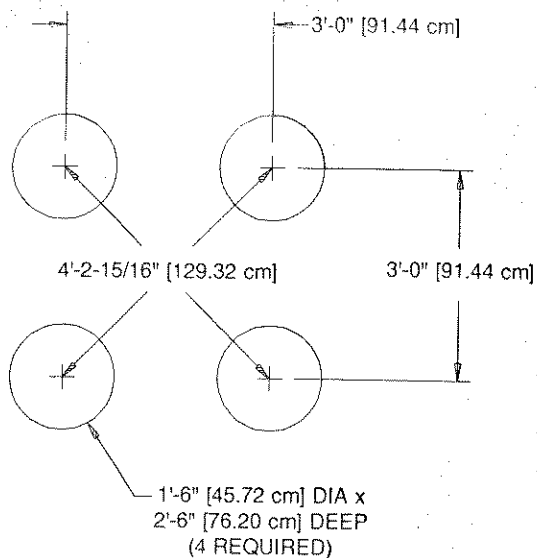
ASSEMBLY DRAWING

REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. Req'd.	PART No.	WEIGHT Ea.	
				LBS.	KGS.
1	Tic-Tac-Toe Game Piece	9	158332	2.00	.91
2	Tic-Tac-Toe Mounting Cap	2	152847	2.00	.91
3	Rung	3	138241	1.59	.72
4	Rung Enclosure	1	151301	14.62	6.63
	Hardware Complete	1	151923	.78	.35
	3/8" x 1-1/4" B.H.C.S.	4	811051*	.06	.03
	3/8" x 3" B.H.C.S.	4	811059*	.09	.04
	3/8" Lockwasher	8	817334*	.01	.01
	3/8" Tee-Nut	4	804556*	.03	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH

*INCLUDED IN HARDWARE



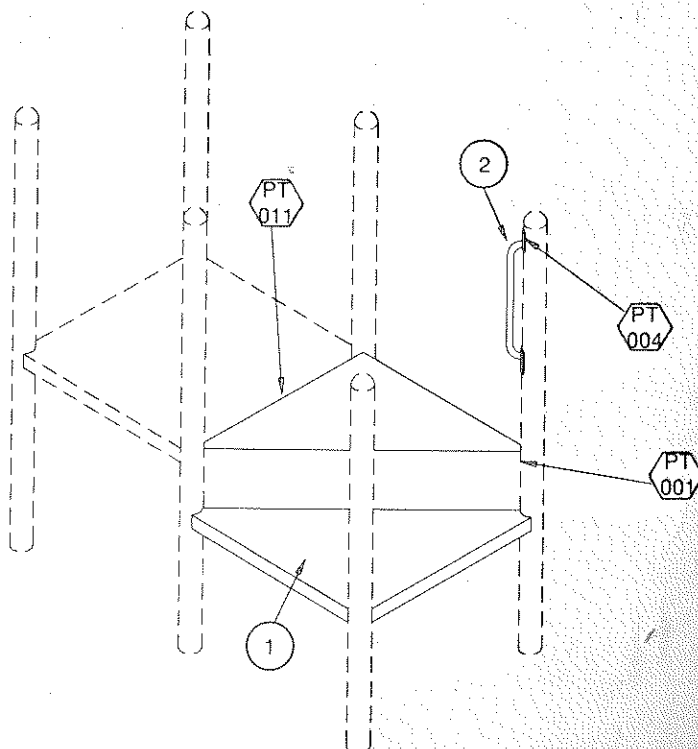
GROUND PLAN

LEGEND

- PART REFERENCE
- DETAIL REFERENCE

CONCRETE REQUIRED
 .40 CUBIC YARDS
 [.21 CUBIC METERS]

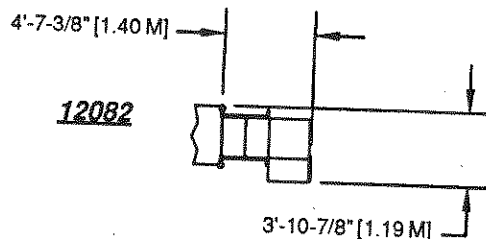
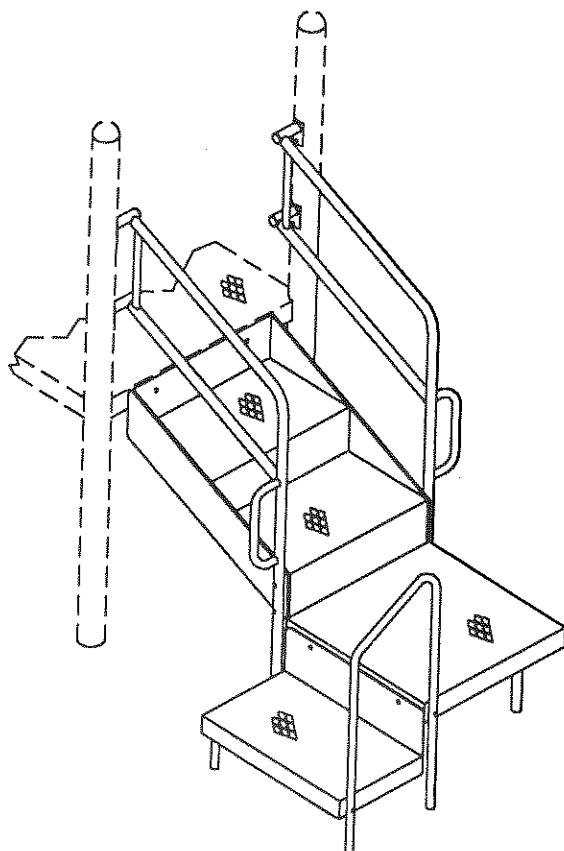
NOTE: HOLE DEPTHS
 INDICATED ON ALL GROUND
 PLANS ARE MEASURED
 FROM THE FINISHED
 SURFACE. SEE DETAIL
 005. ALL FOOTING
 DIMENSIONS ARE BASED ON
 LEVEL FINISHED SURFACE.



ASSEMBLY DRAWING

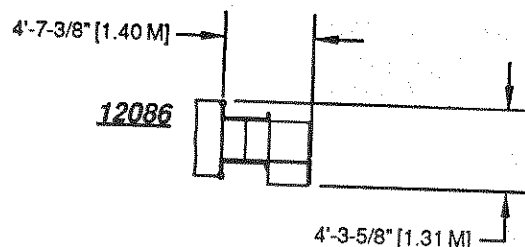
12082 TRANSFER PLATFORM

NOTE: 12082 - 36"
 12086 - 45-1/2"



TOP VIEWS

SCALE: 1"=10'-0" [1:120]

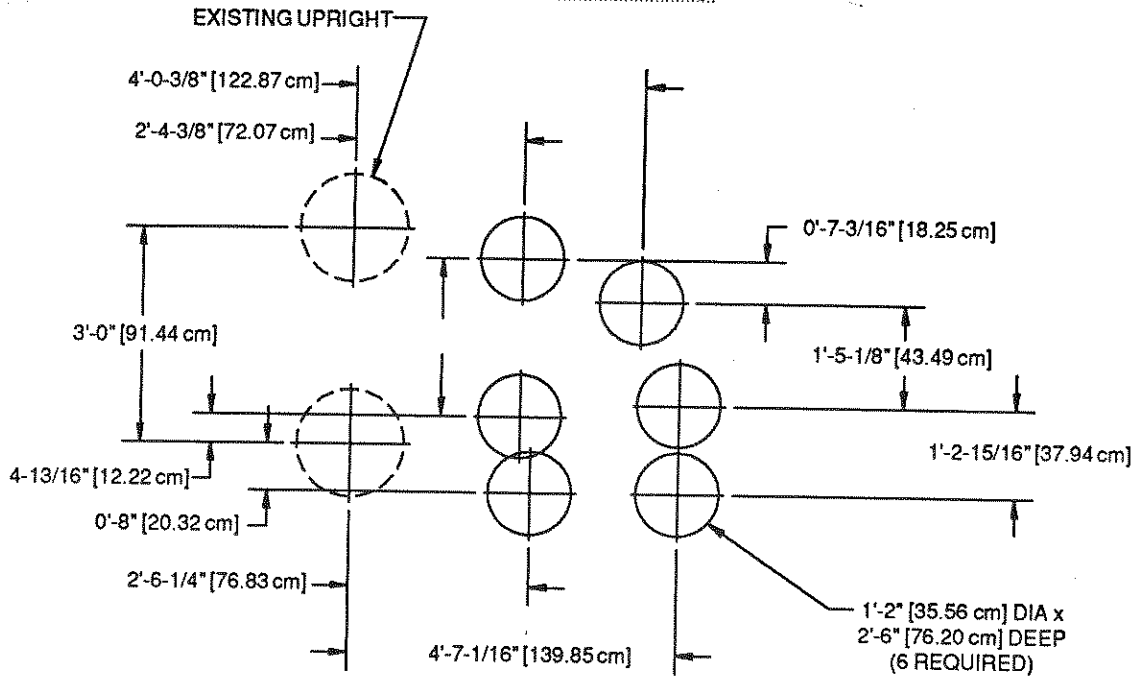


REPLACEMENT PARTS

REF. NO.	DESCRIPTION	NO. REQ'D.		PART NO.	WEIGHT EA.	
		12082	12086		LBS.	KGS.
1	Coated Stairs	1	1	151473	39.62	17.98
2	Coated Platform	1	1	151480	21.39	9.71
3	Coated Step Platform	1	1	151486	17.68	8.02
4	Left Handrail 36" Width	1	0	151491	18.60	8.44
4	Left Handrail 45-1/2" Width	0	1	151500	19.66	8.92
5	Right Handrail 36" Width	1	0	151493	18.60	8.44
5	Right handrail 45-1/2" Width	0	1	151502	19.66	8.92
6	Step Platform Support Pipe	1	1	151506	3.54	1.60
7	Platform Support Pipe	1	1	151509	3.68	1.67
8	Handhold	1	1	151512	13.85	6.28
	Hardware Complete	1	1	151514	1.77	.80
	3/8" x 1" Button Head Socket Cap Screw	6	6	811050*	.06	.03
	3/8" x 1-1/4" B.H.S.C.S.	4	4	811051*	.06	.03
	3/8" x 1-1/2" B.H.S.C.S.	2	2	811053*	.06	.03
	3/8" x 1-3/4" B.H.S.C.S.	1	1	811054*	.07	.03
	3/8" x 2-1/4" B.H.S.C.S.	4	4	811056*	.08	.04
	3/8" Lockwasher	18	18	817334*	.01	.01
	3/8" Flatwasher	10	10	817410*	.01	.01
	3/8" Tee-Nut	10	10	804556*	.03	.01
	3/8" Hex Nut	4	4	804053*	.01	.01
	3/8" x 2" Button Head Socket Cap Screw	1	1	811055*	.08	.04
	3/8" Flatwasher (1-1/4" O.D.)	2	2	817424*	.01	.01
	Loctite	2	2	803500*	.01	.01

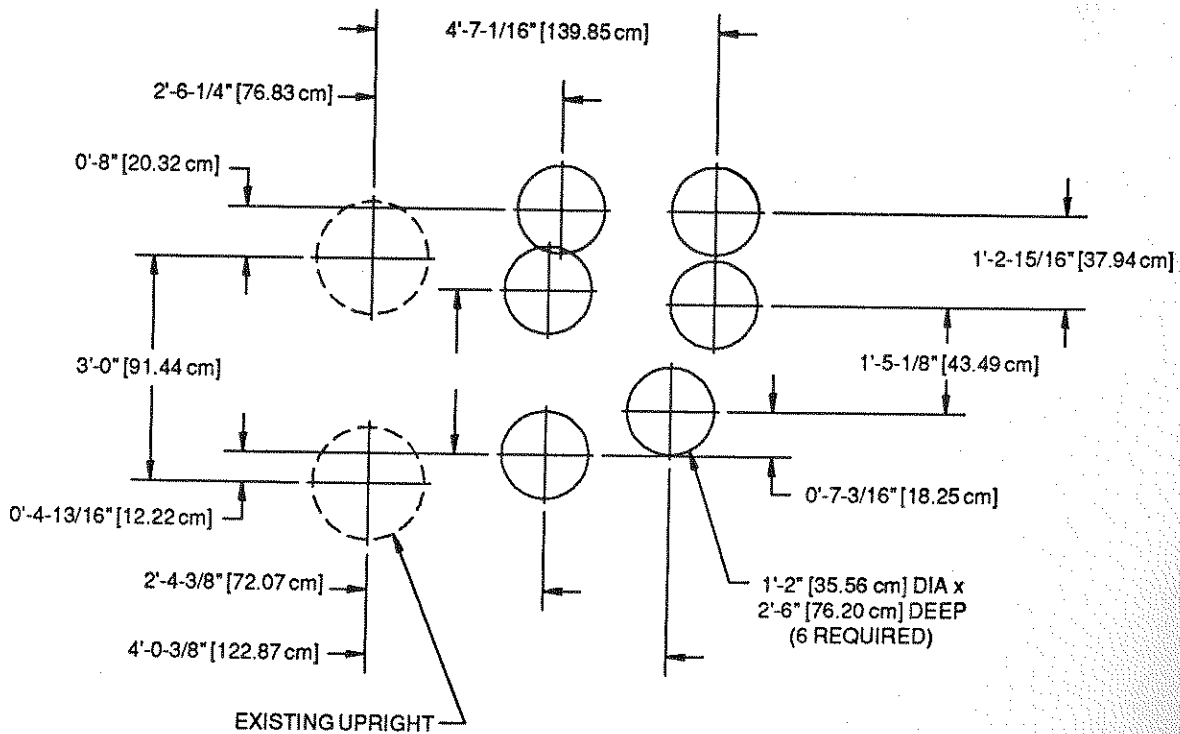
UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
 *INCLUDED IN HARDWARE

GROUND PLANS

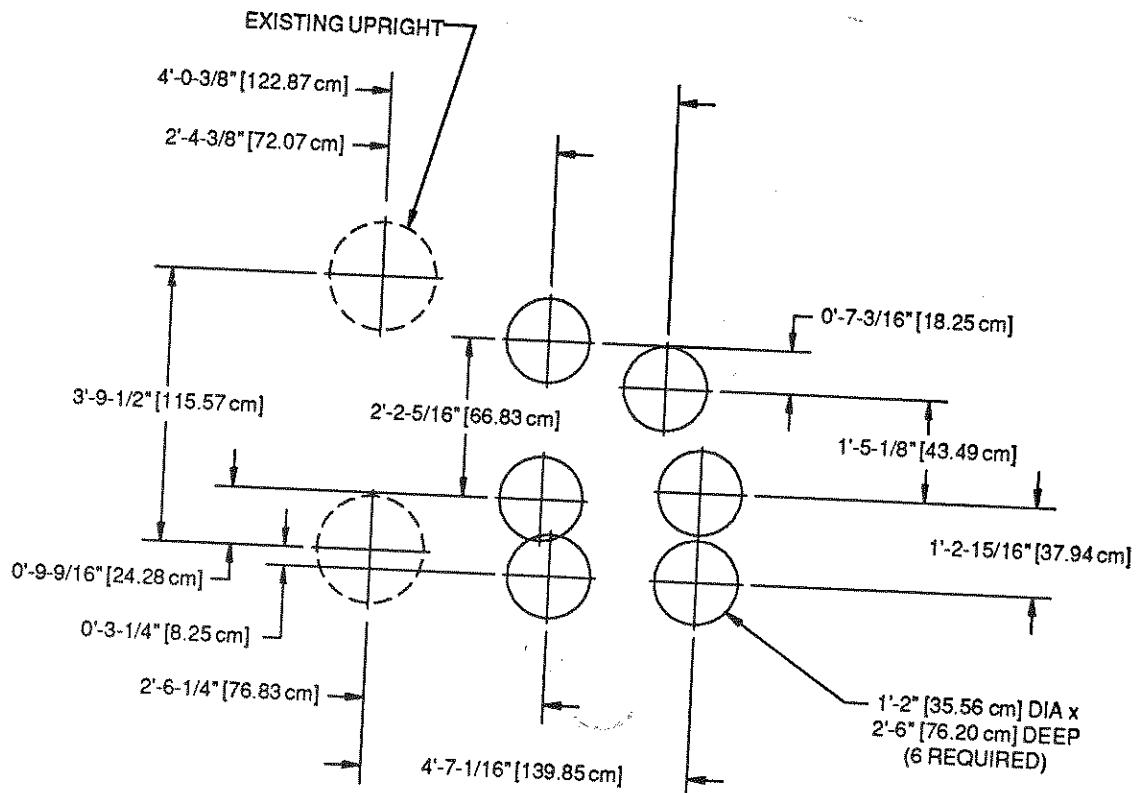


12082 LEFT ORIENTATION

NOTE: HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. SEE DETAIL PT-005. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.



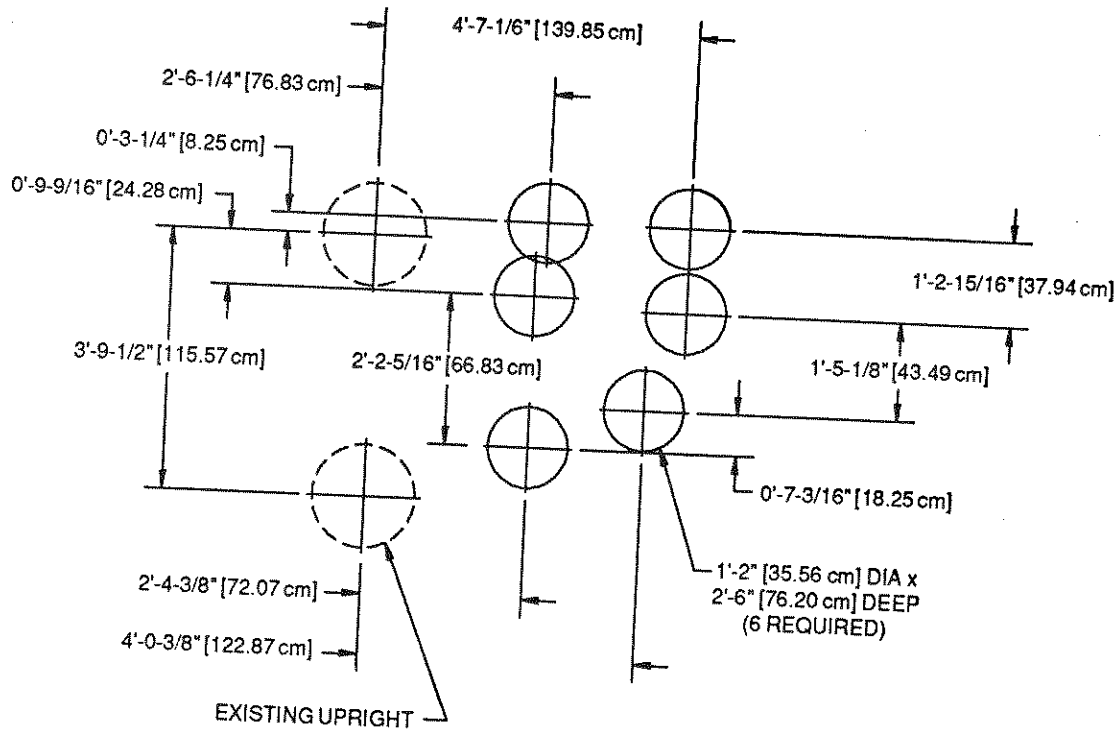
12082 RIGHT ORIENTATION



CONCRETE REQUIRED:

.36 CUBIC YARDS
[.28 CUBIC METERS]

12086
LEFT ORIENTATION



12086
RIGHT ORIENTATION

INSTRUCTIONS

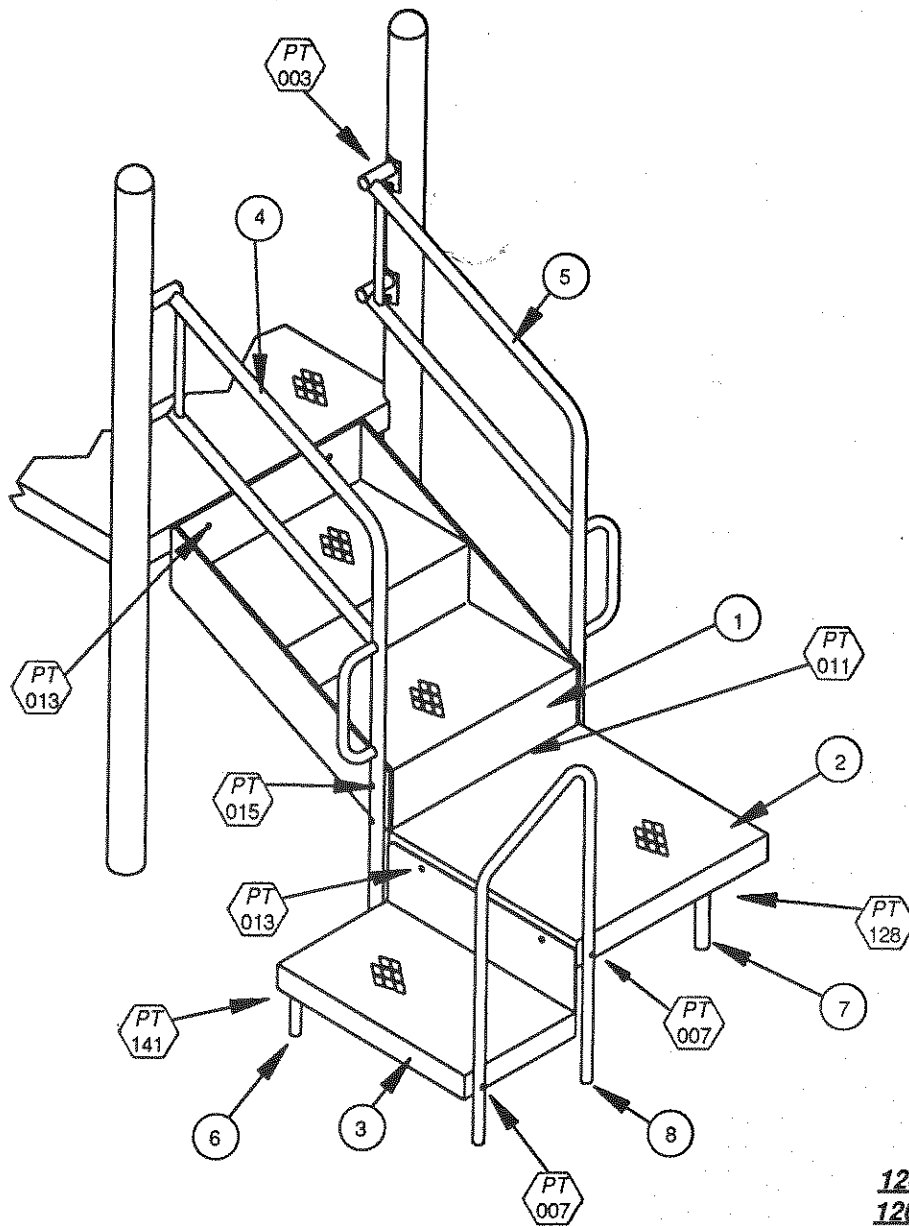
1. Before assembling this equipment, read the *INSTALLER INSTRUCTIONS* at the front of the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection. See *INSTALLER INSTRUCTIONS*.

NOTE: The step platform and platform handrail, which attaches to the platform assembly, may be installed in either right or left hand orientation. Check the Plan View included with your order to determine proper orientation for your installation.

3. Complete the assembly as described in the *INSTALLER INSTRUCTIONS*.

LEGEND

- PART REFERENCE
 ⬡ DETAIL REFERENCE



**12082 SHOWN
 12086 SIMILAR**

ASSEMBLY DRAWING

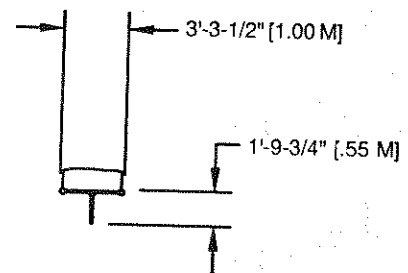
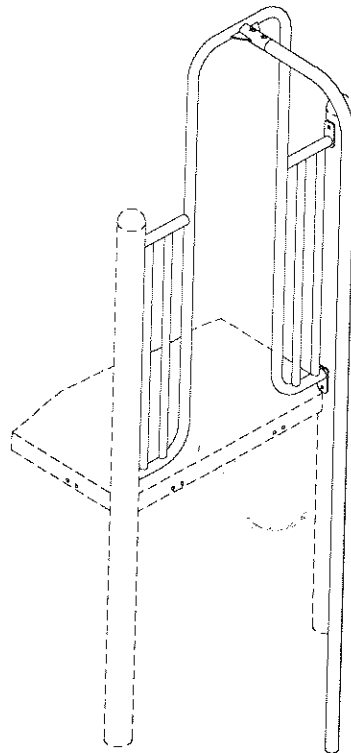
12190 CLIMBING POLES

ISSUE: 04/19/99

NOTE: 12190 2', 3'
12191 2'-6", 3'-6"
12192 4', 5'
12193 6'
12194 4'-6", 5'-6"

INSTRUCTIONS

1. Before assembling this equipment, read the **INSTALLER INSTRUCTIONS** at the front of the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the **ASSEMBLY DRAWING**. Refer to the assembly details for the specific hardware required in each connection.
3. Loctite (supplied by others) should be used on all threaded hardware.



TOP VIEW

SCALE: 1"=10'-0" [1:120]

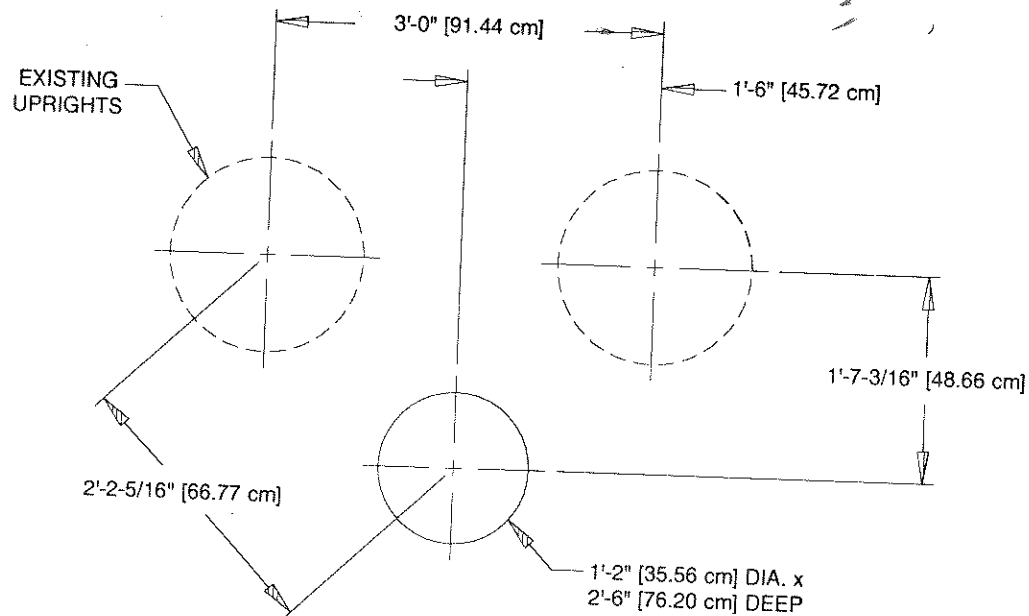
REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. Req'd.					PART No.	WEIGHT EA.	
		12190	12191	12192	12193	12194		LBS.	KGS.
1	Climbing Pole	1	0	0	0	0	141931	16.18	7.33
1	Climbing Pole	0	1	0	0	0	151095	16.98	7.70
1	Climbing Pole	0	0	1	0	0	141932	19.17	8.69
1	Climbing Pole	0	0	0	1	0	147591	22.10	10.02
1	Climbing Pole	0	0	0	0	1	158261	19.35	8.77
2	Entry Archway Ass'y	1	1	1	1	1	158241	26.50	12.02
	Hardware Complete	1	1	1	0	1	158242	2.18	.98
	Hardware Complete	0	0	0	1	0	158243	.44	.20
	3/8" x 1-1/4" B.H.S.C.S.	4	4	4	4	4	811051*	.06	.03
	3/8" x 1-1/2" B.H.S.C.S.	2	2	2	2	2	811053*	.06	.03
	3/8" x 1-3/4" B.H.S.C.S.	1	1	1	0	1	811054*	.07	.04
	3/8" Lockwasher	5	5	5	4	5	817334*	.01	.01
	3/8" Tee-Nut	3	3	3	2	3	804552*	.03	.01
	Extension	1	1	1	0	1	137926*	1.63	.73

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
*INCLUDED IN HARDWARE

LEGEND

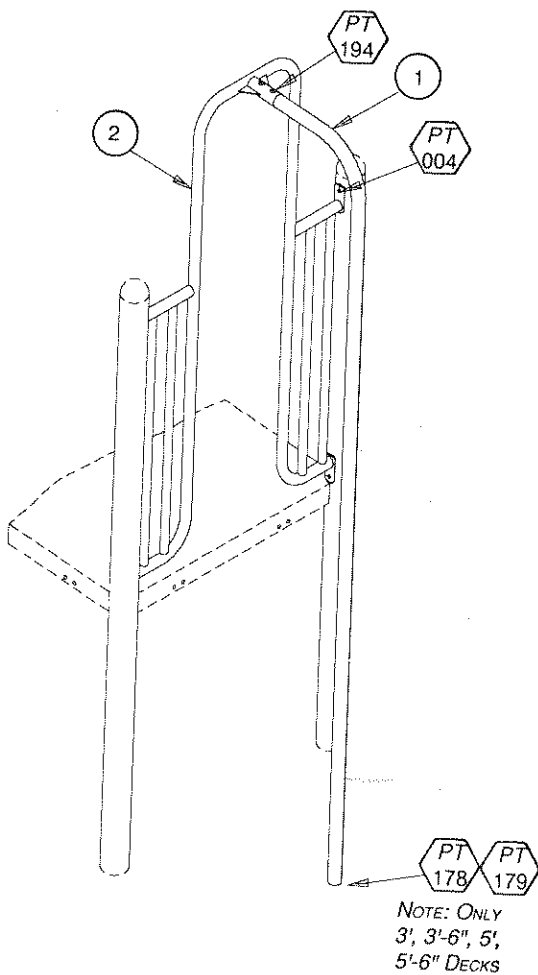
- PART REFERENCE
- DETAIL REFERENCE



GROUND PLAN

NOTE: HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.

CONCRETE REQUIRED
.06 CUBIC YARDS
[.05 CUBIC METERS]

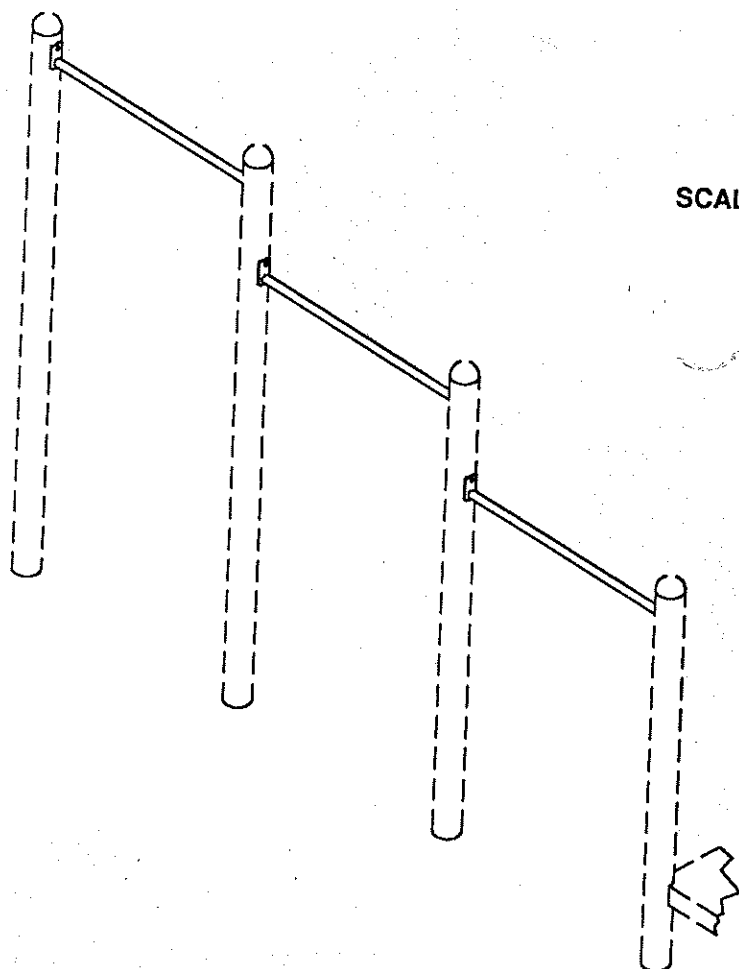


**ASSEMBLY
 DRAWING**

12201 CHINNING BARS

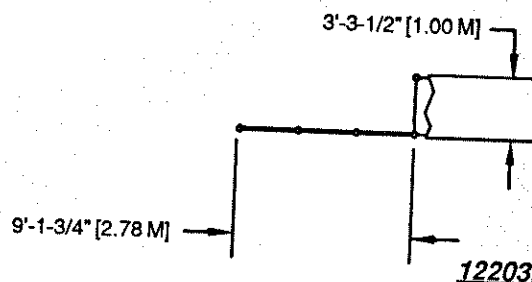
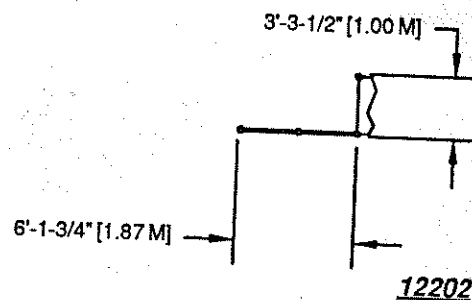
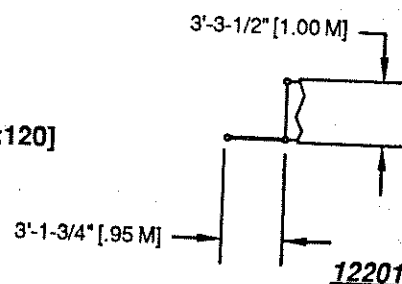
COMPONENT SHOWN UTILIZE
 ALUMINUM UPRIGHTS. FOR
 GALVANIZED, ADD "G" PREFIX TO
 FINAL NUMBER

NOTE: 12201 - ONE-LEVEL
 12202 - TWO-LEVEL
 12203 - THREE-LEVEL



TOP VIEWS

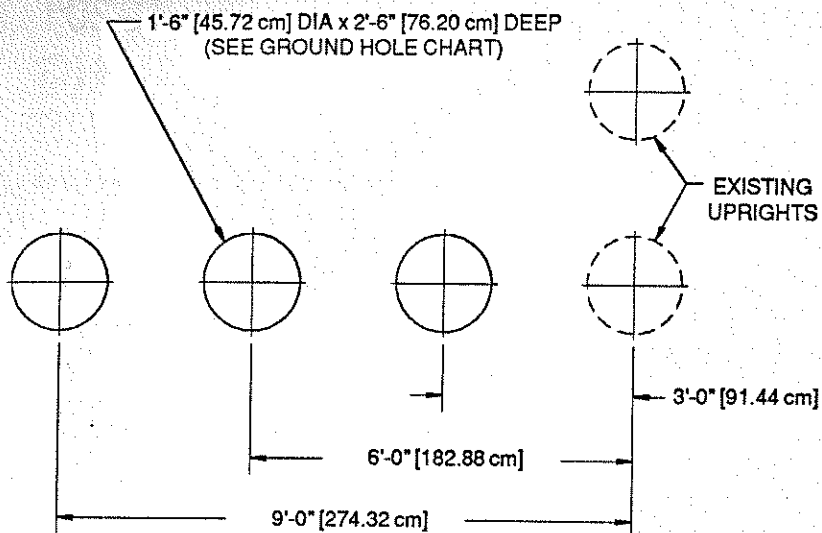
SCALE: 1"=10'-0" [1:120]



REPLACEMENT PARTS

REF. NO.	DESCRIPTION	NO. REQ'D.			PART NO.	WEIGHT EA.	
		12201	12202	12203		LBS.	KGS.
1	Horizontal Rung	1	2	3	151304	3.94	1.79
	Upright Ass'y				SEE TOPVIEW OF YOUR MODULAR UNIT FOR PROPER UPRIGHT IDENTIFICATION		
	Hardware Complete	1	0	0	151404	.14	.06
	Hardware Complete	0	1	0	151129	.27	.12
	Hardware Complete	0	0	1	151924	.40	.18
	3/8" x 1-1/4" B.H.S.C.S.	2	4	6	811051*	.06	.03
	3/8" Lockwasher	2	4	6	817334*	.01	.01
	Loctite	1	1	1	803500*	.01	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
 *INCLUDED IN HARDWARE



GROUND PLAN

LEGEND

- PART REFERENCE
- DETAIL REFERENCE

NOTE: HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. SEE DETAIL PT-005. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.

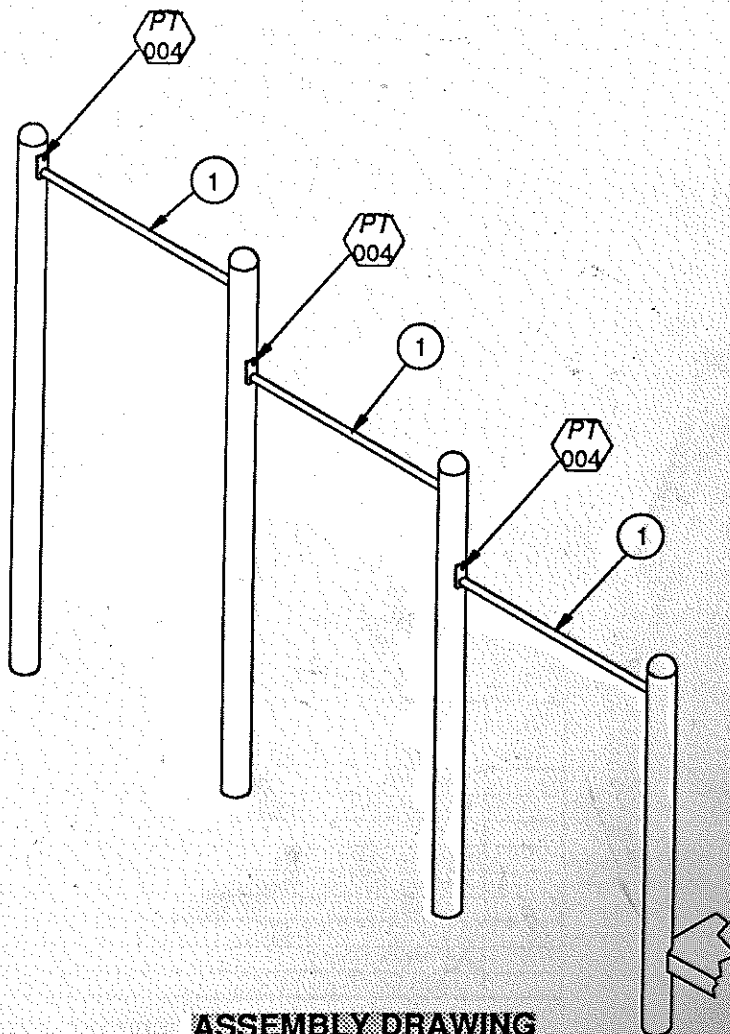
PART NO.	QTY.
12201	1
12202	2
12203	3

CONCRETE REQUIRED:

2'-6" [76.20 cm] FOOTING DEPTH
 (12201) .10 Cubic Yards [.07 Cubic Meters]
 (12202) .20 Cubic Yards [.15 Cubic Meters]
 (12203) .30 Cubic Yards [.22 Cubic Meters]

INSTRUCTIONS

- Before assembling this equipment, read the **INSTALLER INSTRUCTIONS** at the front of the installation booklet; follow all the instructions during installation.
- Assemble parts as shown in the **ASSEMBLY DRAWING**. Refer to the assembly details for the specific hardware required in each connection. See **INSTALLER INSTRUCTIONS**.
- Complete the assembly as described in the **INSTALLER INSTRUCTIONS**.



ASSEMBLY DRAWING



MODULAR COMPONENTS
FORT PAYNE, ALABAMA

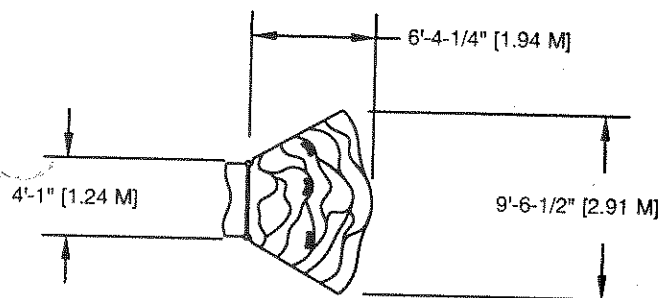
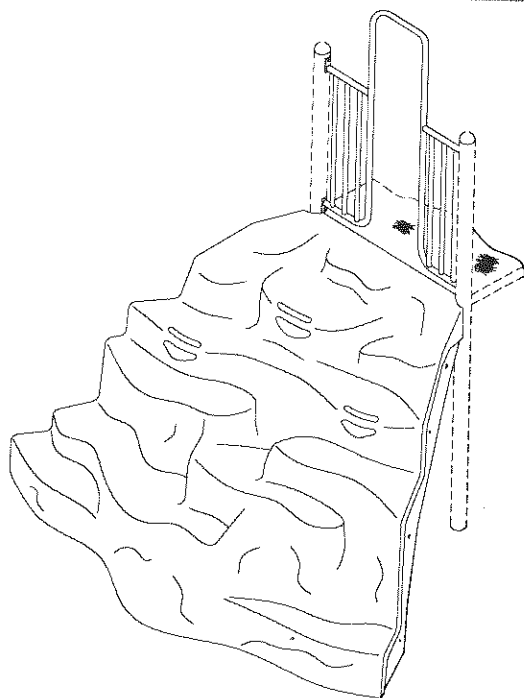


Enriching Childhood Through Play.

ISSUE: 06/30/99

12276 MEGAROCK™ CLIMBER

NOTE: 12276 MossyRock
12277 LAVA
12278 GRANITE
45-1/2" DECK OPENING



TOP VIEW

SCALE: 1"=10'-0" [1:120]

INSTRUCTIONS

1. Before assembling this equipment, read the enclosed **INSTALLER INSTRUCTIONS** in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the **ASSEMBLY DRAWING**. Refer to the assembly details for the specific hardware required in each connection.
3. Loctite (supplied by others) should be used on all threaded hardware.

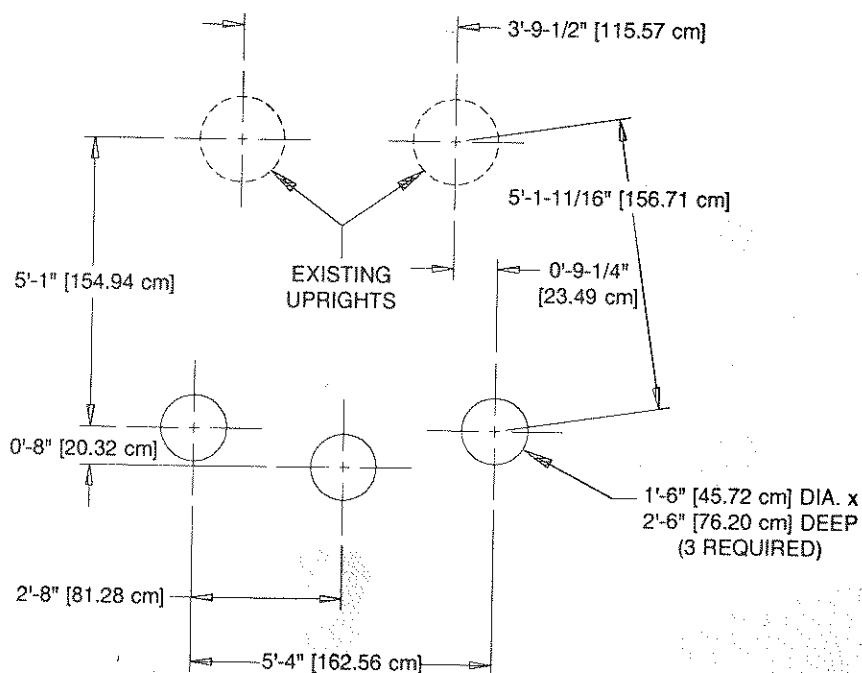
REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. REQ'D.			PART No.	WEIGHT EA.	
		12276	12277	12278		Lbs.	Kgs.
1	MegaRock™ Climber MossyRock	1	0	0	156806	450.13	192.83
2	MegaRock™ Climber Lava	0	1	0	156804	450.13	192.83
3	MegaRock™ Climber Granite	0	0	1	156805	450.13	192.83
4	Archway	1	1	1	156151	31.64	14.36
5	Footbuck	3	3	3	155426	3.08	1.39
	Hardware Complete	1	1	1	155795	1.73	.78
	3/8" x 3/4" B.H.C.S.	10	10	10	811052*	.04	.02
	3/8" x 1-1/2" B.H.C.S.	4	4	4	811053*	.06	.03
	30° Beveled Washer	4	4	4	137234*	.01	.01
	3/8" Lockwasher	26	26	26	817334*	.01	.01
	3/8" Flatwasher (1-1/4" O.D.)	12	12	12	817424*	.01	.01
	3/8" x 1-1/4" B.H.C.S.	4	4	4	811051*	.06	.03
	Molded Bolt Guard	8	8	8	156079*	.01	.01
	3/8" Tee-Nut (Spanner)	4	4	4	804556*	.03	.01
	3/8" x 4" Hex Head Bolt	4	4	4	801015*	.13	.05
	3/8" Flatwasher	3	3	3	817410*	.01	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
*INCLUDED IN HARDWARE

LEGEND

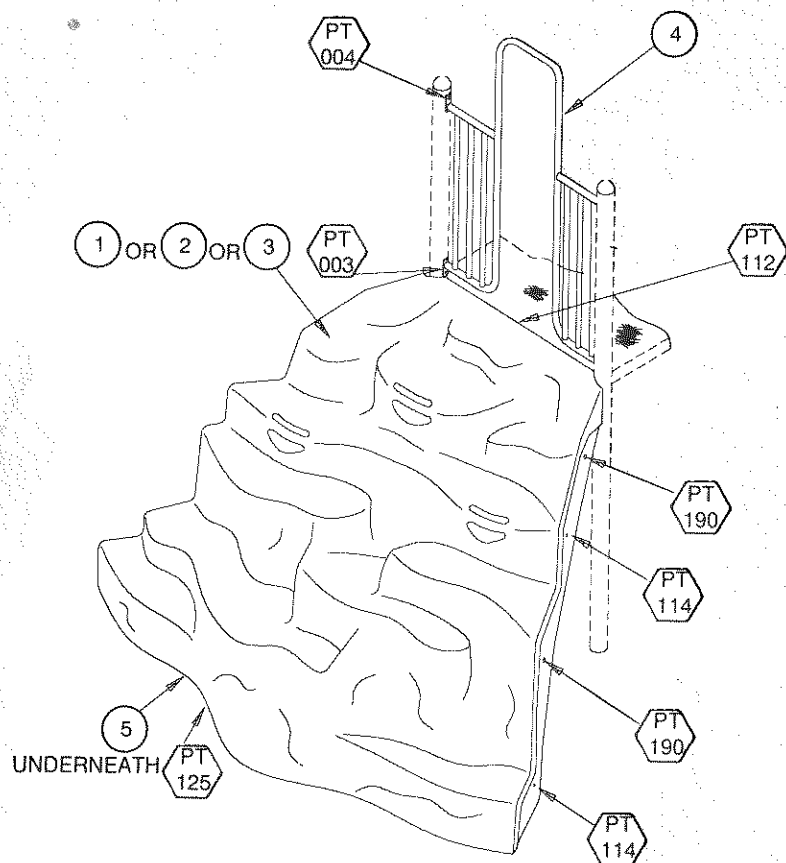
- PART REFERENCE
○ DETAIL REFERENCE



GROUND PLAN

NOTE: HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. SEE DETAIL PT-005. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.

**CONCRETE REQUIRED
.27 CUBIC YARDS
[.20 CUBIC METERS]**



ASSEMBLY DRAWING



MODULAR COMPONENTS
FORT PAYNE, ALABAMA



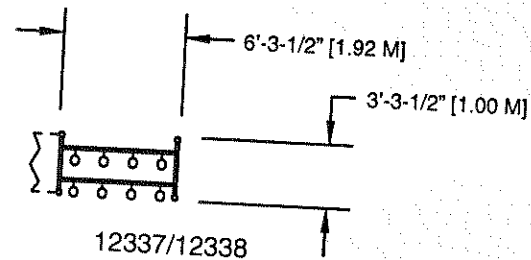
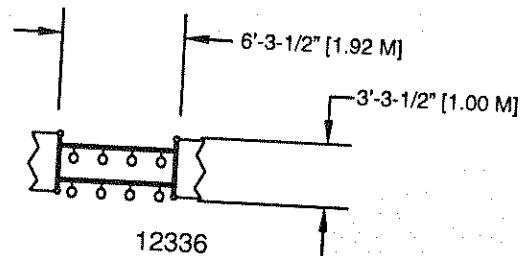
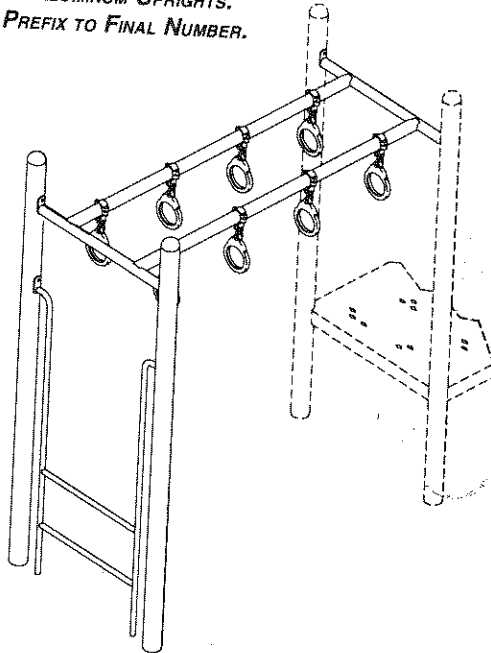
Enriching Childhood Through Play.

REVISED: 08/15/00

12336 TRAPEZE RINGS

COMPONENT SHOWN UTILIZE ALUMINUM UPRIGHTS.
FOR GALVANIZED, ADD 'G' PREFIX TO FINAL NUMBER.

NOTE: 12336 1'-6" THRU 3'
12337 1'-6" & 2'
12338 2'-6" & 3'
DOUBLE TRAPEZE
RING ATTACHMENTS



TOP VIEWS

SCALE: 1"=10'-0" [1:120]

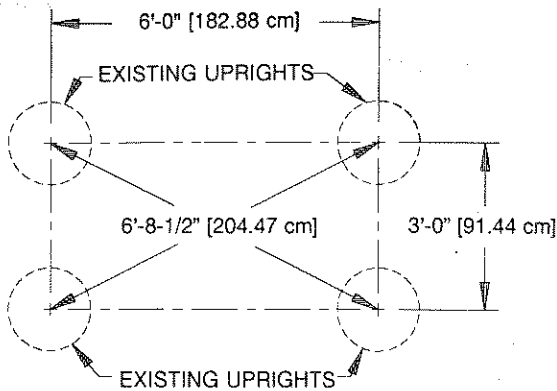
INSTRUCTIONS

1. Before assembling this equipment, read the enclosed *INSTALLER INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection.
3. Loctite (supplied by others) should be used on all threaded hardware.

REPLACEMENT PARTS

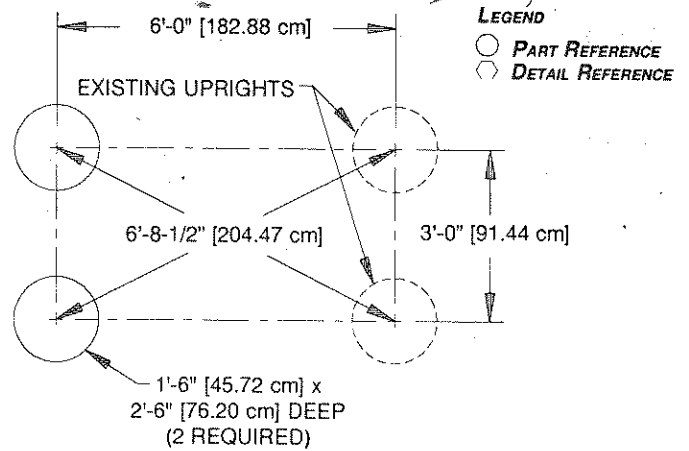
REF. No.	DESCRIPTION	No. REQ'D.			PART No.	WEIGHT EA.	
		12336	12337	12338		Lbs.	Kgs.
1	Double Trapeze Ring Toprail	1	1	1	157469	40.91	18.57
2	Vertical Ladder	0	1	0	151138	17.13	7.77
2	Vertical Ladder	0	0	1	151039	18.90	8.58
	Upright	SEE TOPVIEW OF YOUR MODULAR UNIT FOR PROPER UPRIGHT IDENTIFICATION					
	Upright						
	Hardware Complete	1	0	0	159232	17.76	8.06
	Hardware Complete	0	1	1	159233	19.55	8.87
	Trapeze Hanger Pkg.	8	8	8	1488*	4.00	1.81
	3/8" x 1-1/4" B.H.C.S.	4	6	6	811051*	.06	.03
	3/8" x 2" Hex Bolt	0	2	2	801007*	.07	.03
	3/8" Lockwasher	4	8	8	817334*	.01	.01
	3/8" Hex Nut	0	2	2	804053*	.01	.01
	Trapeze Ring	8	8	8	109*	1.18	.53
	8" Extension	0	2	2	152110*	.72	.32

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
*INCLUDED IN HARDWARE



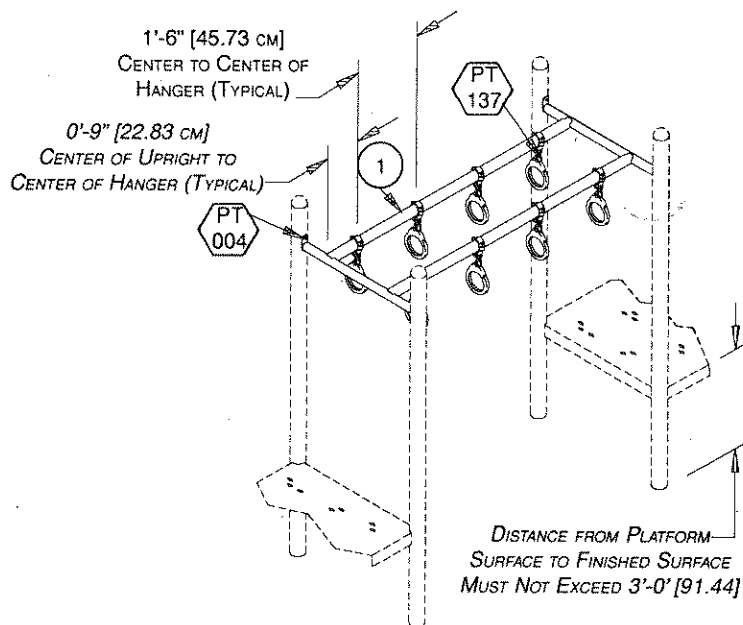
12336

GROUND PLANS



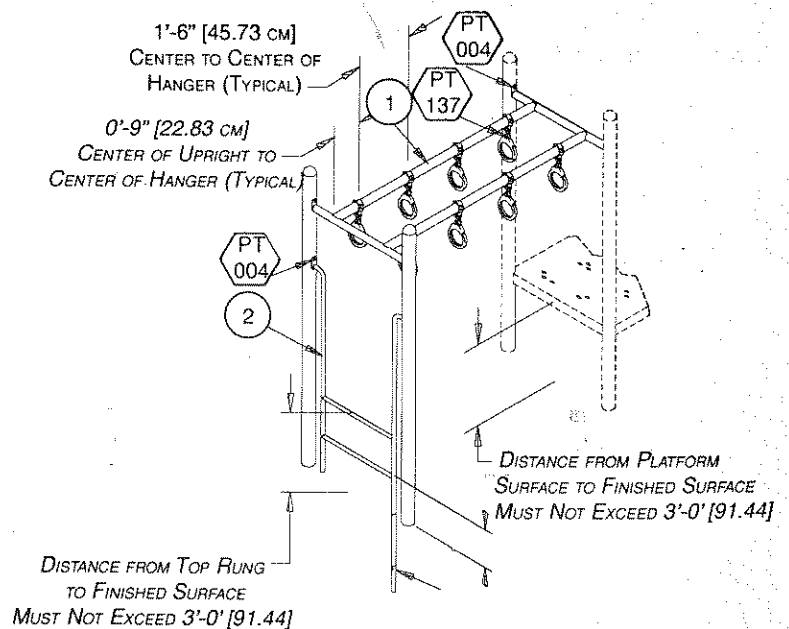
12337/12338

CONCRETE REQUIRED
.12 CUBIC YARDS
[.09 CUBIC METERS]



12336

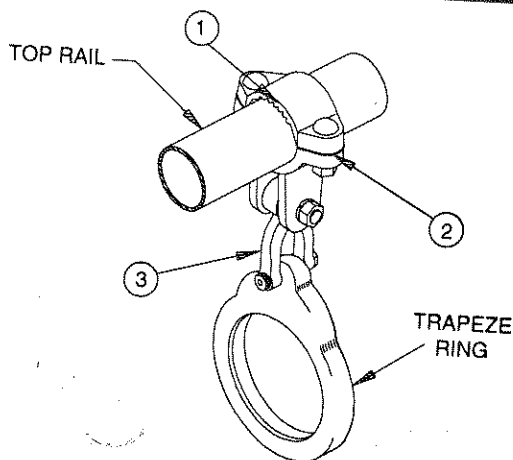
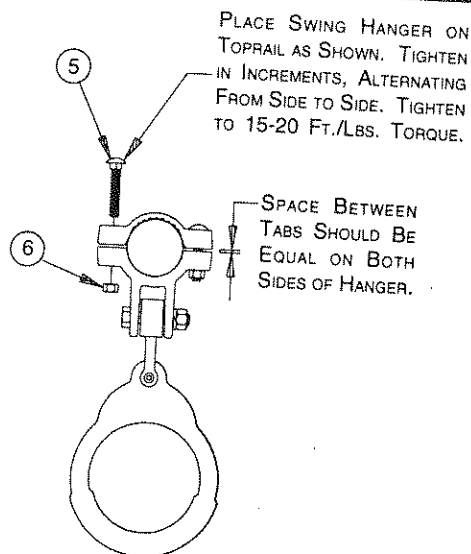
ASSEMBLY DRAWINGS



12337/12338

1460 TRAPEZE HANGER

NOTE: 1460
1488



PAINTED	GALVANIZED	PIPE DIAMETER
1488	1460	2-3/8" [6.03 cm] O.D. Pipe

SPECIFICATIONS

MATERIAL: All trapeze hanger castings shall be cast of malleable iron.

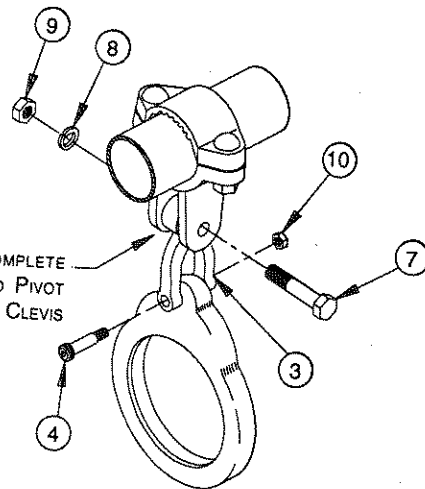
HARDWARE: All carriage bolts, lockwashers, hex nuts, and shoulder bolts shall be zinc plated with a clear chromate coating.

FINISH: All top and bottom clevis parts shall be galvanized or powder coated. The trapeze pendulum shall be galvanized only.

CONSTRUCTION: The trapeze hanger shall consist of a top clevis, bottom clevis, and trapeze pendulum. The top clevis shall have a non-slip serrated surface. The pendulum shall incorporate a factory installed bronze bushing. The pendulum shall be attached to the bottom clevis with 1/2" x 2-1/2" hex bolt, 1/2" lockwasher, and 1/2" hex nut. The top and bottom clevis shall be attached with 3/8" carriage bolt, self locking, and 3/8" hex nut.

SPECIFICATIONS: GAME TIME® has a policy of continuous improvement and reserves the right to discontinue or change specifications without notice.

AFTER ASSEMBLY IS COMPLETE
 SWING PENDULUM SHOULD PIVOT
 FREELY INSIDE OF BOTTOM CLEVIS
 WITH NO OBLIGATION



REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. Req'd.		PART No.	WEIGHT EA.	
		1460	1488		Lbs.	Kgs.
1	Top Clevis	1	0	157000	1.15	.52
1	Top Clevis	0	1	158223	1.15	.52
2	Trapeze Bottom Clevis	1	0	157014	1.65	.74
2	Trapeze Bottom Clevis	0	1	158227	1.65	.74
3	Trapeze Swing Pendulum	1	1	157009	.75	.34
4	3/8" x 1-1/4" Shoulder Bolt	1	1	811227	.10	.05
5	3/8" x 2" Carriage Bolt	2	2	800256	.06	.03
6	3/8" Hex Nut (Self Locking)	2	2	804353	.02	.01
7	1/2" x 2-1/2" Hex Bolt	1	1	801200	.19	.09
8	1/2" Lockwasher	1	1	817342	.01	.01
9	1/2" Hex Nut	1	1	804055	.04	.02
10	5/16" Jam Nut	1	1	804100	.02	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH



MODULAR COMPONENTS
FORT PAYNE, ALABAMA



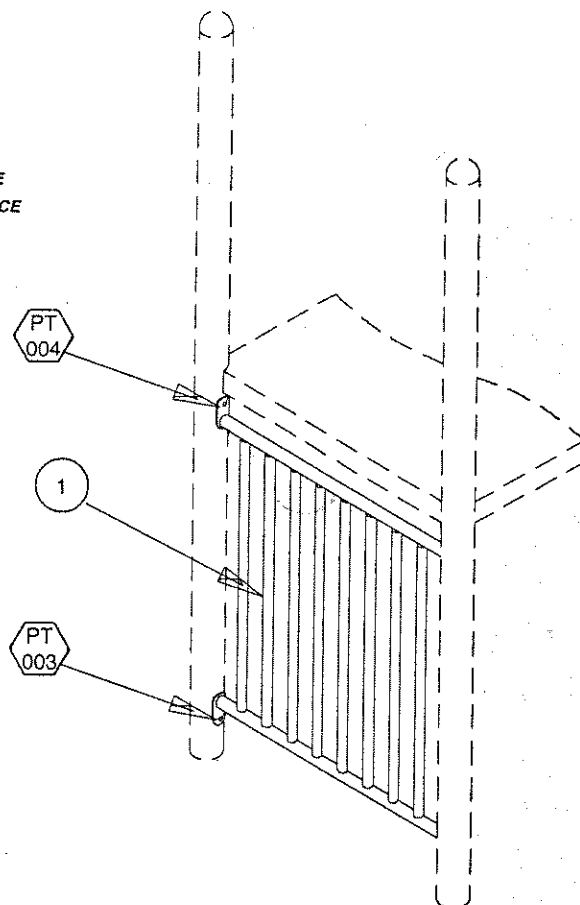
Enriching Childhood Through Play.

REVISED: 10/25/00

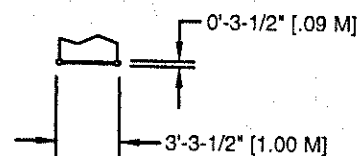
12411 BARRIER ENCLOSURE

LEGEND

- PART REFERENCE
- DETAIL REFERENCE



ASSEMBLY DRAWING



TOP VIEW

SCALE: 1"=10'-0" [1:120]

INSTRUCTIONS

1. Before assembling this equipment, read the *INSTALLER INSTRUCTIONS* at the front of the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection.
3. Loctite (supplied by others) should be used on all threaded hardware.

REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. Req'd.	PART No.	WEIGHT EA.	
				Lbs.	Kgs.
1	Barrier Enclosure	1	152132	20.61	9.35
	Hardware Complete	1	151129	.27	.12
	3/8" x 1-1/4" B.H.C.S.	4	811051*	.06	.03
	3/8" Lockwasher	4	817334*	.01	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH

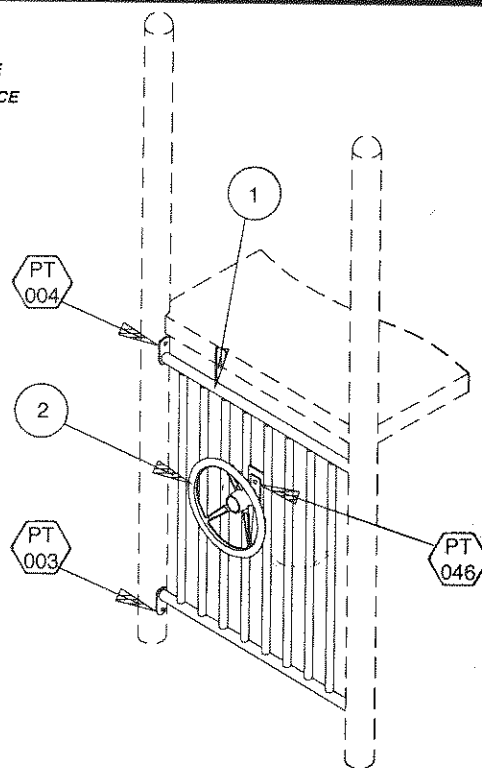
*INCLUDED IN HARDWARE

12413 BARRIER ENCLOSURE

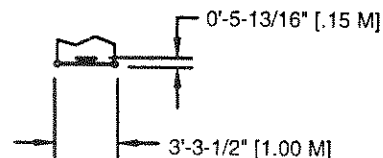
LEGEND

- PART REFERENCE
- DETAIL REFERENCE

NOTE: 12413 Molded Steering Wheel
C12413 Solid Steering Wheel



ASSEMBLY DRAWING



TOP VIEW

SCALE: 1"=10'-0" [1:120]

INSTRUCTIONS

1. Before assembling this equipment, read the *INSTALLER INSTRUCTIONS* at the front of the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection.
3. Loctite (supplied by others) should be used on all threaded hardware.

REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. REQ'D.		PART No.	WEIGHT EA.	
		12413	C12413		Lbs.	Kgs.
1	Steering Wheel Barrier Enclosure	1	1	152134	43.73	19.85
2	Steering Wheel	1	0	151747	2.39	1.08
2	Solid Steering Wheel	0	1	141129	6.00	2.72
	Hardware Complete	1	1	151292	.49	.22
	3/8" x 1-1/4" B.H.C.S.	4	4	811051*	.06	.03
	3/8" Lockwasher	6	6	817334*	.01	.01
	3/8" Flatwasher	4	4	817410*	.01	.01
	3/8" Acorn Nut	2	2	804002*	.01	.01
	3/8" x 1" B.H.C.S.	2	2	811050*	.06	.03

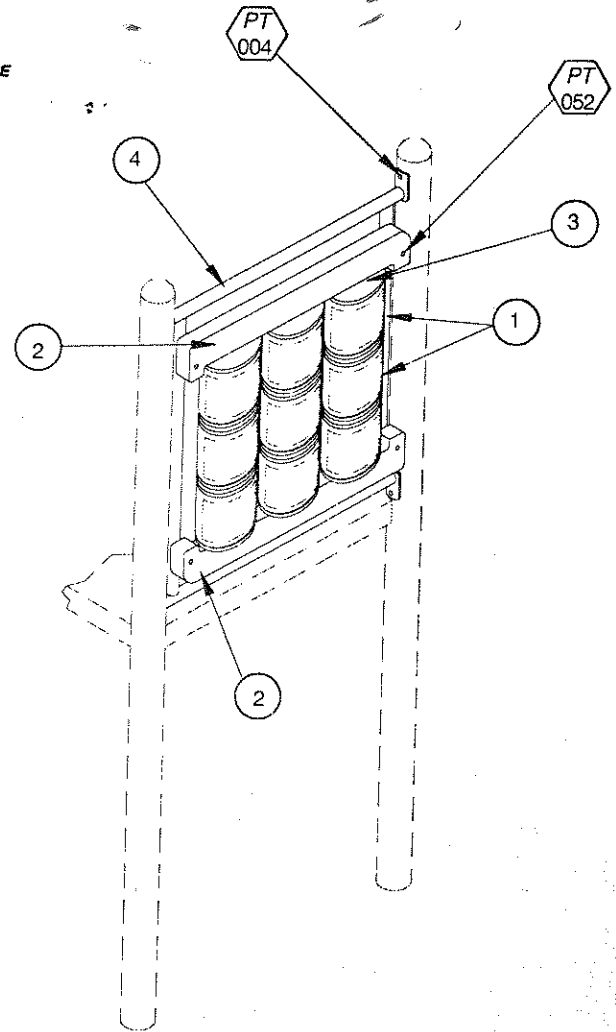
UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH

*INCLUDED IN HARDWARE

- LEGEND**
 ○ PART REFERENCE
 ○ DETAIL REFERENCE

INSTRUCTIONS

1. Slip gamepieces over rungs.
2. Place rungs between mounting caps and attach to enclosure frame using Detail PT-052. **NOTE:** Position career and athlete gamepieces in a vertical direction. Animal gamepieces shall be positioned horizontally. See chart for solar system gamepiece placement.
3. Attach assembly to upright using Detail PT-004.
4. Before assembling this equipment, read the **INSTALLER INSTRUCTIONS** at the front of the installation booklet; follow all the instructions during installation.
5. Assemble parts as shown in the **ASSEMBLY DRAWING**. Refer to the assembly details for the specific hardware required in each connection. See **INSTALLER INSTRUCTIONS**.
6. Loctite (supplied by others) should be used on all threaded hardware.
7. Complete the assembly as described in the **INSTALLER INSTRUCTIONS**.



ASSEMBLY DRAWING

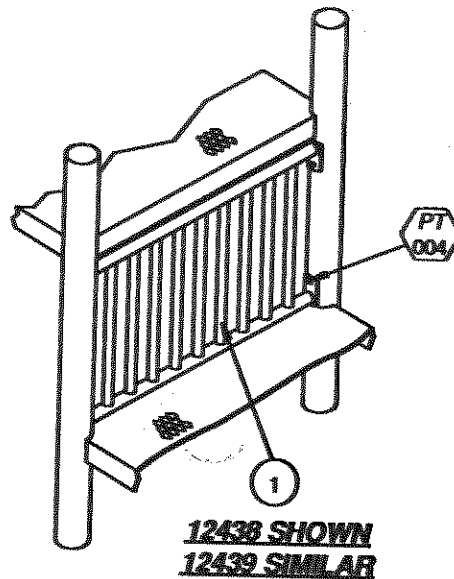
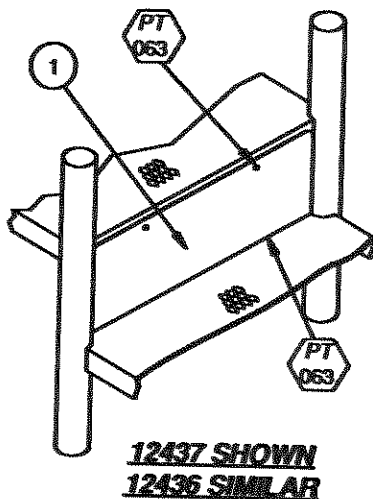
MERCURY	EARTH	URANUS
VENUS	MARS	NEPTUNE
JUPITER	SATURN	PLUTO
GAMEPIECE PLACEMENT FOR SOLAR SYSTEM PANEL		
NOAH	COWS	HORSES
CAMELS	ELEPHANTS	RHINOCEROS
POLAR BEAR	PENGUINS	DOLPHINS
GAMEPIECE PLACEMENT FOR NOAH'S ARK PANEL		
POLAR BEAR	BENGAL TIGER	AFRICAN LION
BLACK RHINO	GIANT PANDA	GRAY WOLF
GREY'S ZEBRA	AFRICAN ELEPHANT	LOWLAND GORILLA
GAMEPIECE PLACEMENT FOR ENDANGERED SPECIES PANEL		
BAMBOO TREE	OIL PALM TREE	MAPLE TREE
PANDA BEAR	GIRAFFE	PANCAKES
COMMON NAME:	COMMON NAME:	COMMON NAME:
BAMBOO	OIL PALM	MAPLE
GAMEPIECE PLACEMENT FOR NATURE PANEL		

12436 BARRIERS

LEGEND

- PART REFERENCE
 ⬡ DETAIL REFERENCE

NOTE: 12436 - 0'-6"
 12437 - 1'-0"
 12438 - 2'-0"
 12439 - 3'-0"



ASSEMBLY DRAWINGS

INSTRUCTIONS

1. Before assembling this equipment, read the **INSTALLER INSTRUCTIONS** at the front of the installation booklet, follow all the instructions during installation.
2. Assemble parts as shown in the **ASSEMBLY DRAWING**. Refer to the assembly details for the specific hardware required in each connection. See **INSTALLER INSTRUCTIONS**.
3. Complete the assembly as described in the **INSTALLER INSTRUCTIONS**.

REPLACEMENT PARTS

REF. NO.	DESCRIPTION	NO. REQ'D.				PART NO.	WEIGHT EA.	
		12436	12437	12438	12439		LBS.	KGS.
1	6" Barrier	1	0	0	0	151938	7.97	3.61
1	12" Barrier	0	1	0	0	151940	14.86	6.74
1	24" Barrier	0	0	1	0	151942	17.55	7.97
1	36" Barrier	0	0	0	1	151944	24.65	11.19
	Hardware Complete	1	1	0	0	151945	.38	.17
	Hardware Complete	0	0	1	1	151937	.26	.11
	3/8" x 1" B.H.S.C.S.	4	4	0	0	811050*	.06	.03
	3/8" x 1-1/4" B.H.S.C.S.	0	0	4	4	811051*	.06	.03
	3/8" Lockwasher	4	4	4	4	817334*	.01	.01
	3/8" Flatwasher	4	4	0	0	817424*	.01	.01
	3/8" Hex Nut	4	4	0	0	804053*	.01	.01
	Loctite	1	1	1	1	803500*	.01	.01

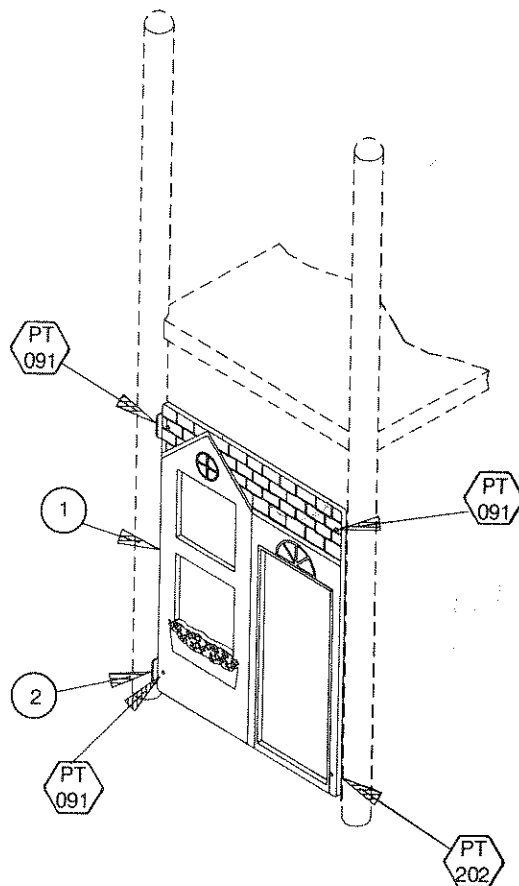
UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
 *INCLUDED IN HARDWARE

REVISED: 04/29/99

NOTE: BELOW DECK ONLY

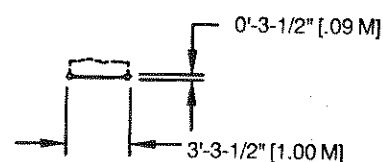
INSTRUCTIONS

1. Before assembling this equipment, read the enclosed **INSTALLER INSTRUCTIONS** in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the **ASSEMBLY DRAWING**. Refer to the assembly details for the specific hardware required in each connection.
3. Loctite (supplied by others) should be used on all threaded hardware.



ASSEMBLY DRAWING

LEGEND
 ○ PART REFERENCE
 ○ DETAIL REFERENCE



TOP VIEW

SCALE: 1"=10'-0" [1:120]

REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. REQ'D.	PART No.	WEIGHT EA.	
				LBS.	KGS.
1	Lil' House Panel	1	154009	35.50	16.11
	Hardware Complete	1	158423	2.47	1.12
2	Mounting Tabs	4	151322*	.45	.20
	3/8" x 1-1/4" B.H.C.S.	7	811051*	.06	.03
	3/8" Lockwasher	8	817334*	.01	.01
	3/8" Flatwasher	4	817410*	.01	.01
	3/8" Tee-Nut (Spanner)	4	804556*	.03	.01
	3/8" x 1" B.H.C.S.	1	811050*	.04	.02

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
 *INCLUDED IN HARDWARE



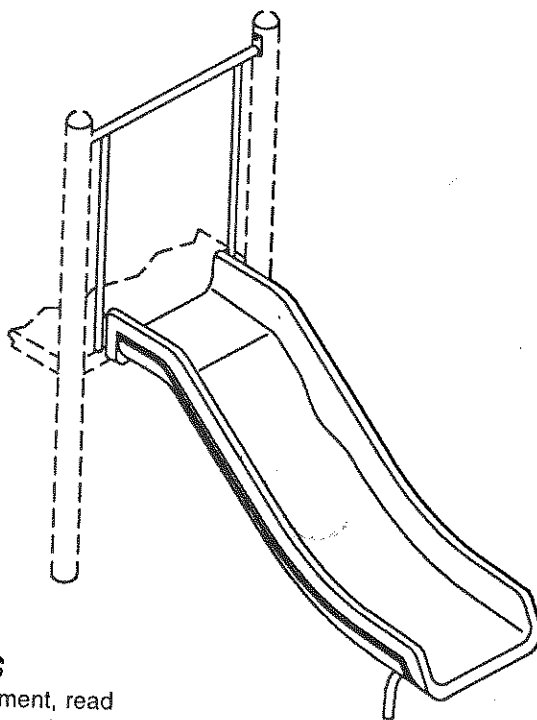
MODULAR COMPONENTS
FORT PAYNE, ALABAMA



Enriching Childhood Through Play.

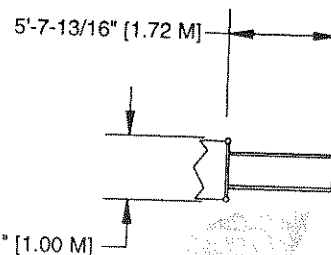
REVISED: 08/13/00

12550 STRAIGHT SLIDE



INSTRUCTIONS

1. Before assembling this equipment, read the enclosed *INSTALLER INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection.
3. Loctite (supplied by others) should be used on all threaded hardware.



TOP VIEW

SCALE: 1"=10'-0" [1:120]

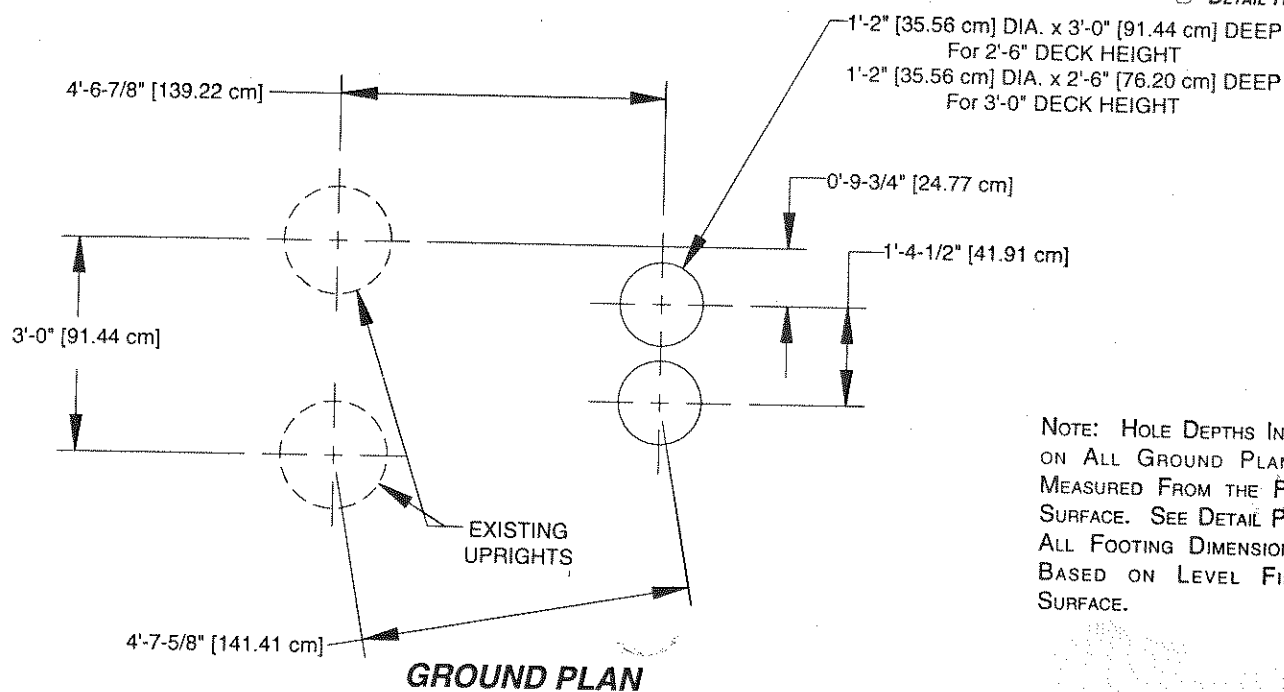
REPLACEMENT PARTS

REF No.	DESCRIPTION	No. REQ'D.	PART No.	WEIGHT EA.	
				LBS.	KGS.
1	Straight Slide	1	147762	41.51	18.68
2	Enclosure Frame	1	151915	10.80	4.90
3	Footbuck	1	147531	8.52	3.86
	Hardware Complete	1	151918	.61	.27
	3/8" x 3/4" B.H.C.S.	2	811052*	.04	.02
	3/8" x 1-1/4" B.H.C.S.	2	811051*	.06	.03
	3/8" x 1-1/2" B.H.C.S.	2	811053*	.06	.03
	3/8" x 2-1/4" B.H.C.S.	2	811056*	.08	.04
	3/8" Lockwasher	8	817334*	.01	.01
	3/8" Flatwasher	2	817410*	.01	.01
	3/8" Flatwasher (1-1/4" O.D.)	4	817424*	.01	.01
	3/8" Hex Nut	2	804053*	.02	.01

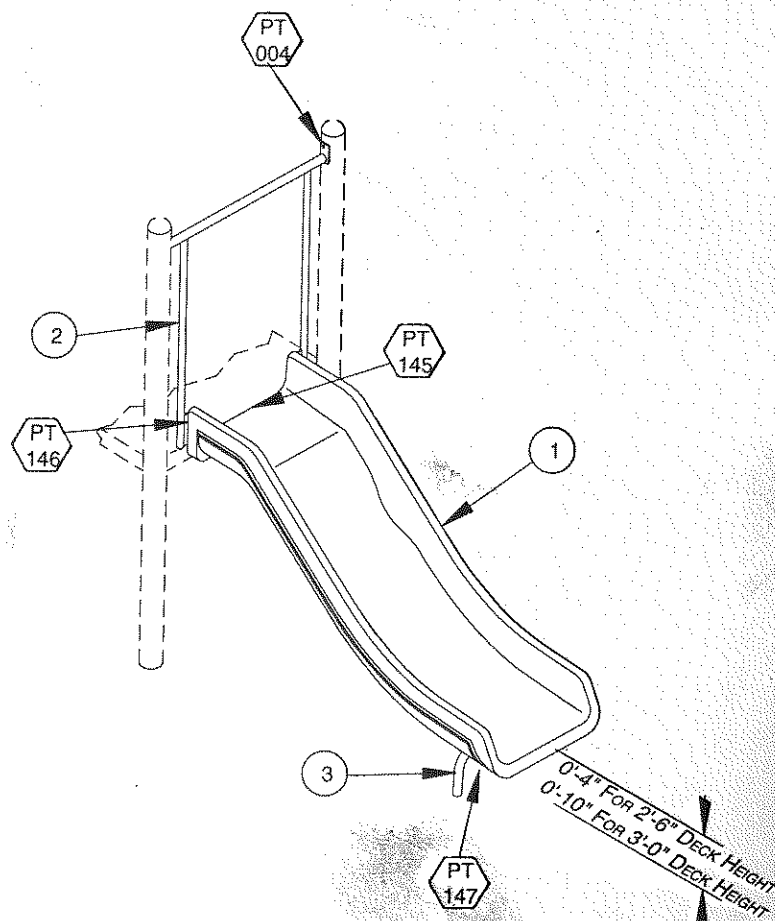
UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
*INCLUDED IN HARDWARE

LEGEND

- PART REFERENCE
- DETAIL REFERENCE



CONCRETE REQUIRED:
2'-6" [76.20 cm] FOOTING DEPTH
.31 CUBIC YARDS [.21 CUBIC METERS]



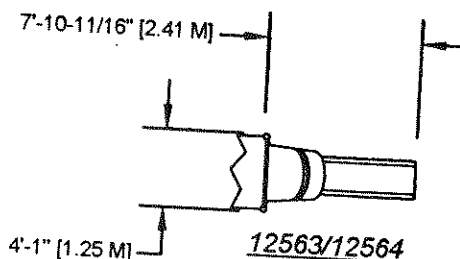
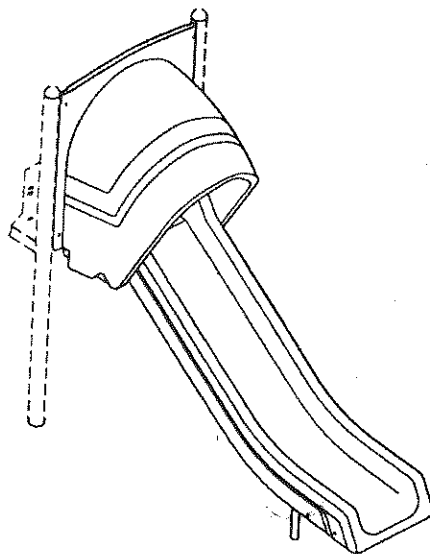
REVISED: 03/21/00

12563 ROTOMOLDED SLIDES

NOTE: 12563 3'-6"
12564 4'
12566 5'
12568 6'

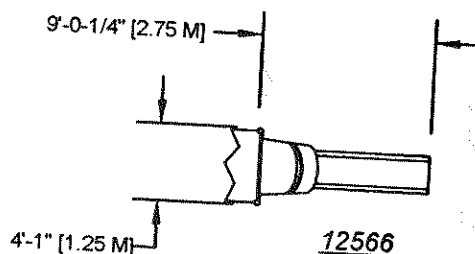
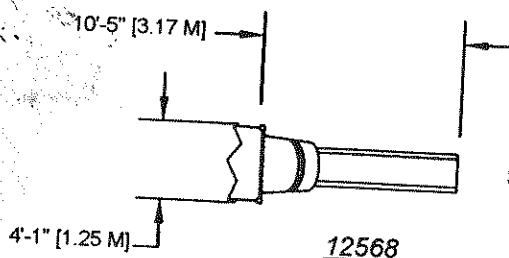
INSTRUCTIONS

1. Before assembling this equipment, read the enclosed *INSTALLER INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details required in each connection.
3. Loctite (supplied by others) should be used on all threaded hardware.



TOP VIEWS

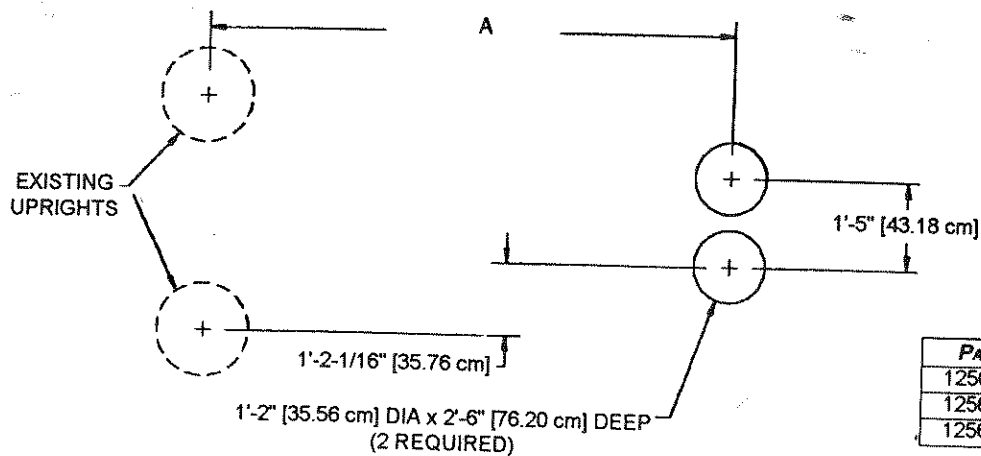
SCALE: 1"=10'-0" [1:120]



REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. Req'd.				PART No.	WEIGHT EA.	
		12563	12564	12566	12568		Lbs.	Kgs.
1	3'-6" & 4' Slide	1	1	0	0	141553	100.00	45.30
1	5' Slide	0	0	1	0	141554	120.00	54.36
1	6' Slide	0	0	0	1	141555	140.00	63.42
2	Slide Tunnel	1	1	1	1	137617	64.02	29.06
3	Footbuck	2	0	0	0	152170	5.83	2.64
3	Footbuck	0	2	2	2	152172	6.53	2.96
	Hardware Complete	1	1	1	1	152444	3.65	1.65
	3/8" x 3/4" B.H.C.S.	2	2	2	2	811052*	.04	.02
	3/8" x 1-1/4" B.H.C.S.	8	8	8	8	811051*	.06	.03
	3/8" x 3-1/4" B.H.C.S.	6	6	6	6	811060*	.07	.03
	3/8" x 4" B.H.C.S.	4	4	4	4	811076*	.06	.04
	3/8" Flatwasher	2	2	2	2	817424*	.01	.01
	3/8" Lockwasher	18	18	18	18	716334*	.01	.01
	3/8" Tee-Nut	14	14	14	14	804556*	.01	.01
	3/8" 30° Beveled Washer	2	2	2	2	137234*	.01	.01
	Plastic Spacer	4	4	4	4	138239*	.37	.16
	Pipe Cap	2	2	2	2	1170*	.16	.07
	Mounting Tab (Left)	2	2	2	2	152144*	.42	.19
	Mounting Tab (Right)	2	2	2	2	152145*	.42	.19
	3/8" Flatwasher	4	4	4	4	817410*	.01	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
*INCLUDED IN HARDWARE



LEGEND

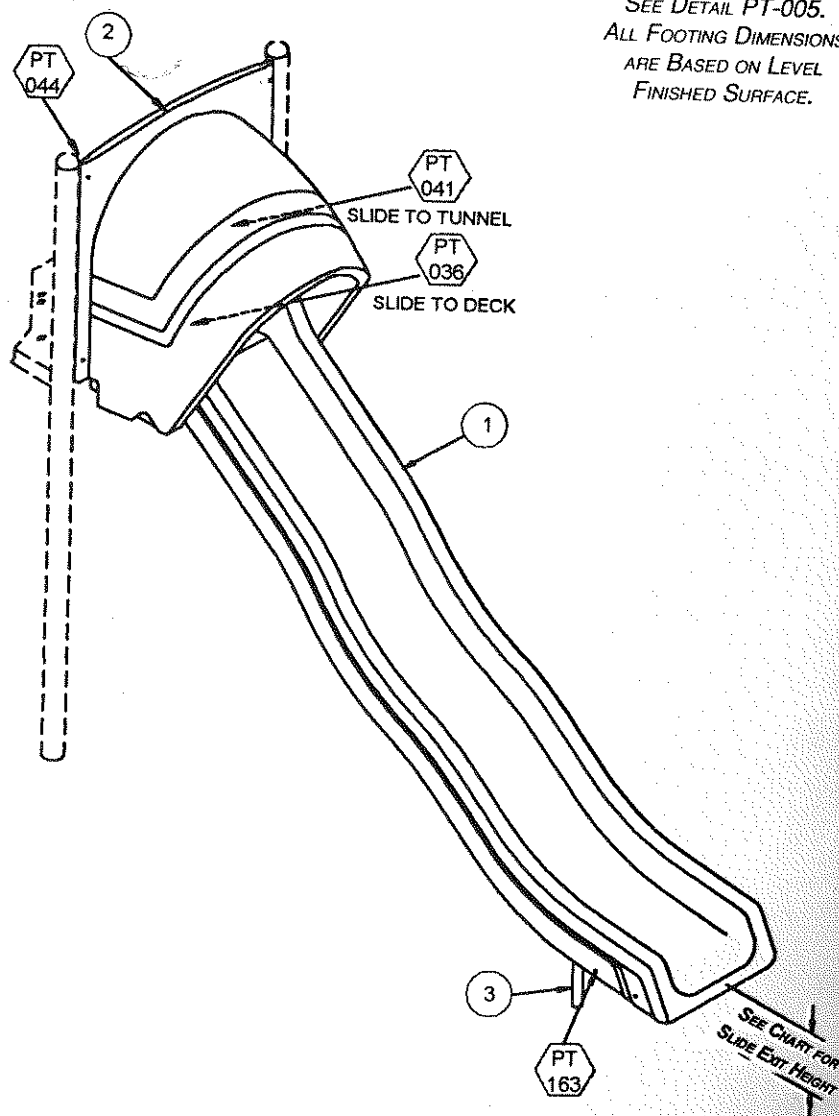
- PART REFERENCE
- DETAIL REFERENCE

PART No.	DIMENSION 'A'
12563/12564	5'-11-1/4" [180.98 cm]
12566	7'-0-3/4" [215.27 cm]
12568	8'-5" [256.54 cm]

GROUND PLAN

CONCRETE REQUIRED:
.12 CUBIC YARDS
[.09 CUBIC METERS]

NOTE HOLE DEPTHS
INDICATED ON ALL
GROUND PLANS ARE
MEASURED FROM THE
FINISHED SURFACE.
SEE DETAIL PT-005.
ALL FOOTING DIMENSIONS
ARE BASED ON LEVEL
FINISHED SURFACE.



PART No.	EXIT HEIGHT
12563	0'-5-1/2" [13.97 cm]
12564	0'-11" [27.94 cm]
12566/12568	0'-11/12" [29.21 cm]

ASSEMBLY DRAWING



MODULAR COMPONENTS
FORT PAYNE, ALABAMA

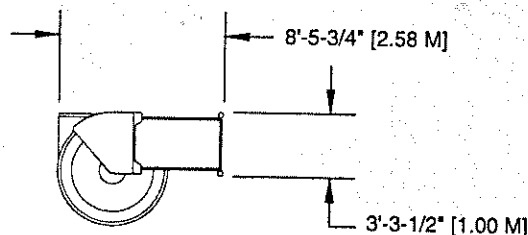
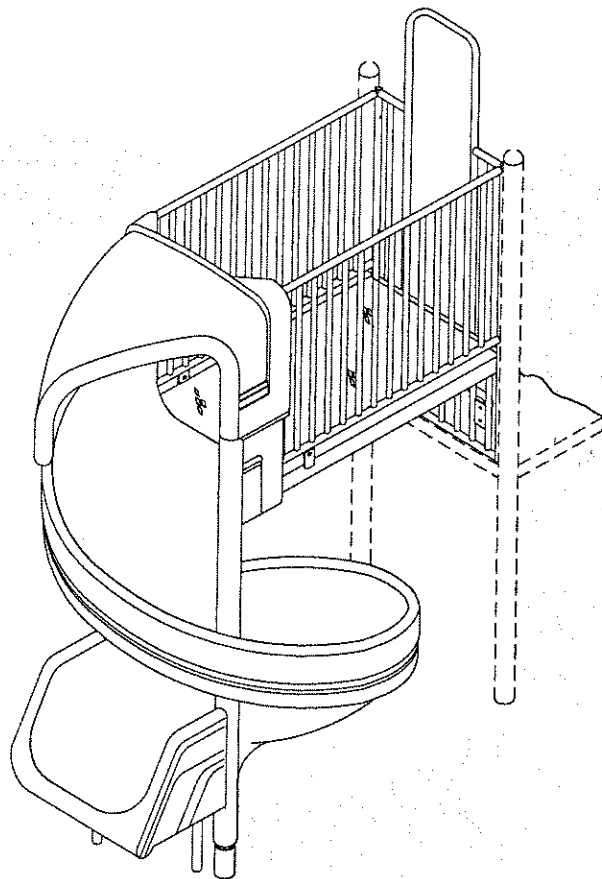


Enriching Childhood Through Play.

REVISED: 06/20/01

12590 360° SPIRAL SLIDE

NOTE: 12590 4'
12591 4'-6"
12592 5'
12593 5'-6"
12594 6'



TOP VIEW

SCALE: 1"=10'-0" [1:120]

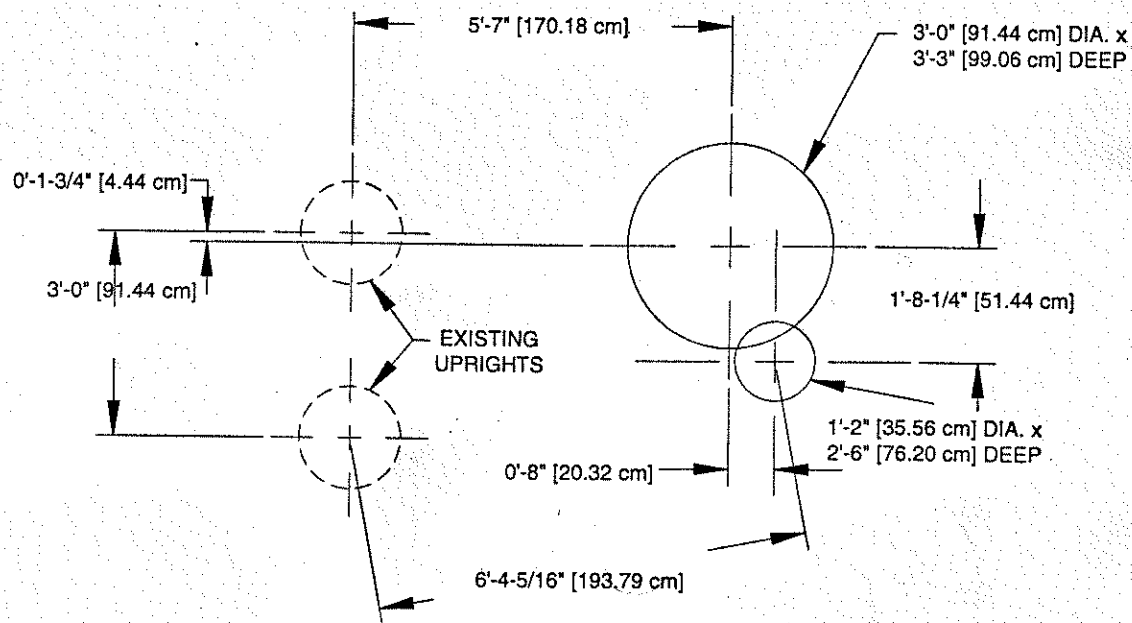
INSTRUCTIONS

1. Before assembling this equipment, read the Installer Instruction at the front of the Installation Booklet; follow all the instructions during installation.
2. Assemble parts as shown in the Assembly Drawings. Refer to the assembly details for the specific hardware required in each connection.
3. Loctite (supplied by others) should be used on all non-patch hardware.
4. Dig ground hole per Ground Plan and Detail 165.
5. Attach entrance archway to uprights using Detail 006.
6. Attach handrails to archway using Detail 294.
7. Attach platform to entrance archway using Detail 296.
8. Attach platform to handrails using Detail 055.
9. Place ground socket over slide mast. Position, field drill and connect per Detail 162.
10. Attach footbuck assembly to underneath of slide per Detail 161.
11. Slide toprail of handrail into canopy and attach spiral slide to platform using Detail 056.
12. Assemble step rung to entrance archway using Detail 183 (if required).

NOTE: Step rung is required on 4' and 4'-6" decks only.

LEGEND

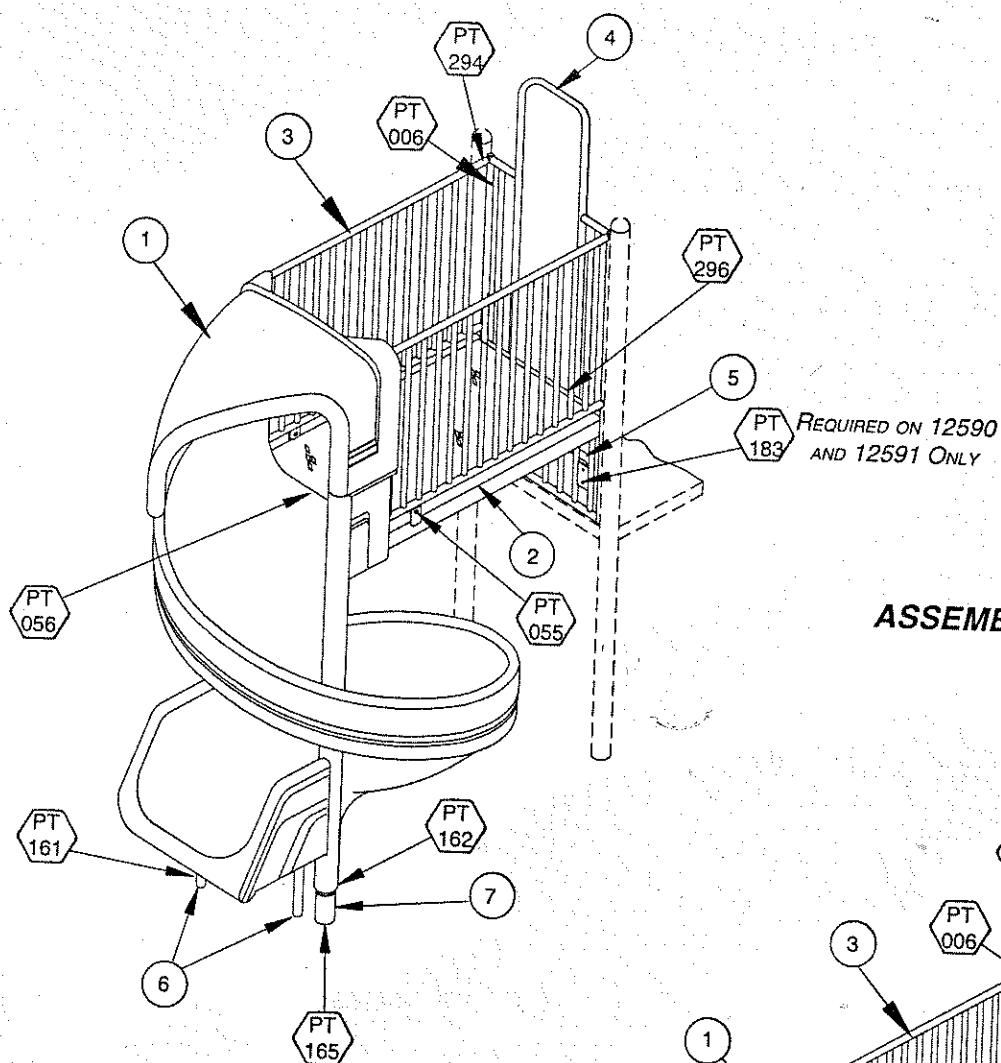
- PART REFERENCE
- DETAIL REFERENCE



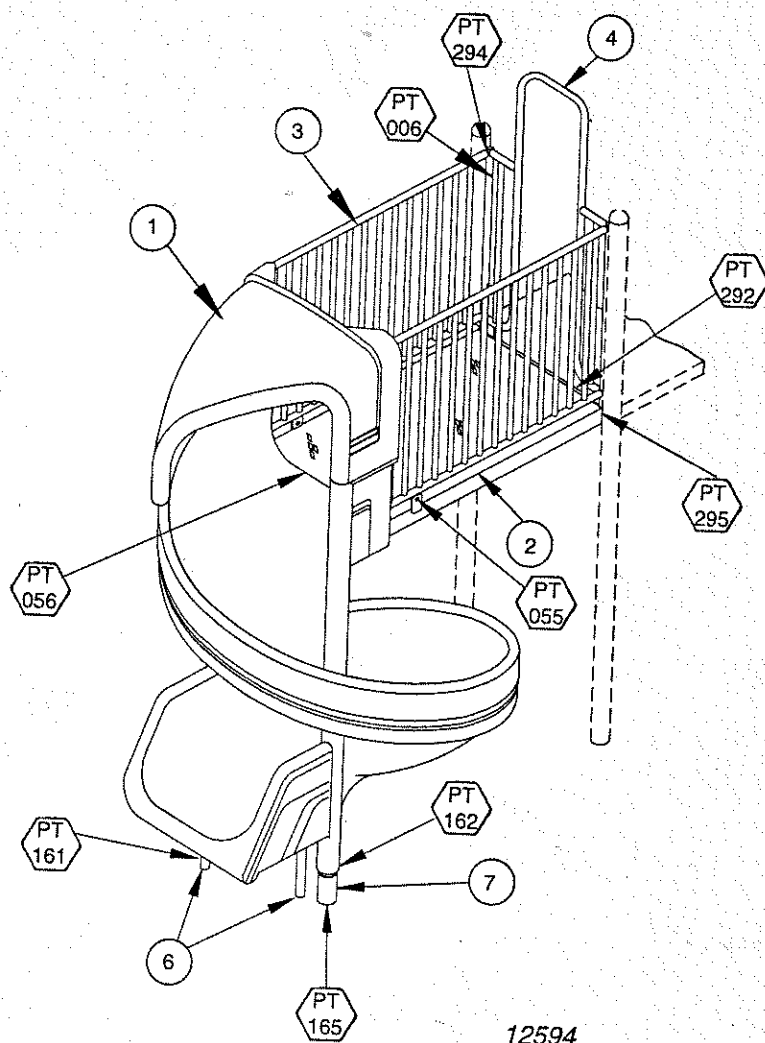
GROUND PLAN

NOTE: HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. SEE DETAIL PT-005. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.

CONCRETE REQUIRED
.65 CUBIC YARDS
[.50 CUBIC METERS]



ASSEMBLY DRAWINGS



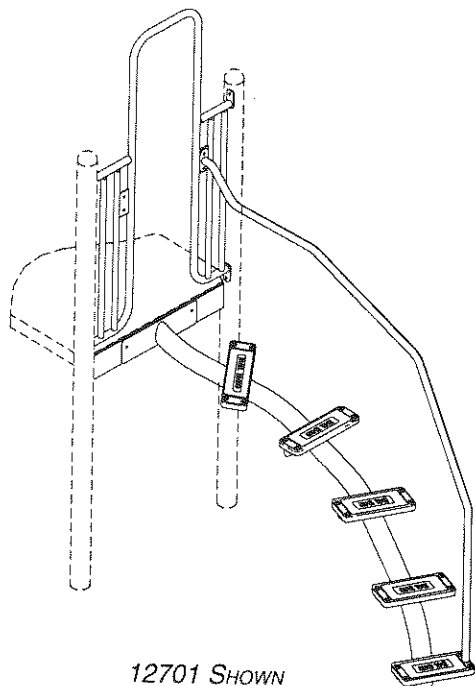
REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. Req'd.					PART No.	WEIGHT EA.	
		12590	12591	12592	12593	12594		LBS.	KGS.
1	Plastic Spiral Slide Ass'y	1	1	1	1	1	152376	303.83	137.63
2	Platform	1	1	1	1	1	156318	70.03	31.76
3	Handrail	2	2	2	2	2	138229	41.69	18.91
4	Entrance Arch	1	0	0	0	0	161711	49.94	22.67
4	Entrance Arch	0	1	0	0	0	161714	49.69	22.55
4	Entrance Arch	0	0	1	0	0	161718	39.66	18.00
4	Entrance Arch	0	0	0	1	0	161721	31.72	14.40
4	Entrance Arch	0	0	0	0	1	161731	32.79	14.88
5	Step Rung	1	1	0	0	0	152668	4.31	1.95
6	Footbuck	1	1	1	1	1	152078	15.67	7.11
7	Ground Socket	1	1	1	1	1	152047	11.25	5.10
	Hardware Complete	1	1	0	0	0	161757	2.88	1.30
	Hardware Complete	0	0	1	1	0	161758	2.43	1.04
	Hardware Complete	0	0	0	0	1	161759	2.77	1.25
	3/8" x 2-3/4" B.H.C.S.	2	2	2	2	2	811058*	.09	.04
	3/8" x 2" B.H.C.S.	8	8	8	8	8	811055*	.08	.04
	3/8" x 1-3/4" B.H.C.S.	2	2	2	2	2	811054*	.07	.03
	3/8" x 1-1/2" B.H.C.S.	4	4	4	4	4	811053*	.07	.03
	3/8" x 1" B.H.C.S.	4	4	0	0	0	811050*	.05	.03
	3/8" x 3/4" B.H.C.S.	2	2	2	2	2	811052*	.04	.02
	3/8" Flatwasher (1-1/4" O.D.)	16	16	16	16	18	817424*	.01	.01
	3/8" Lockwasher	22	22	18	18	18	817334*	.01	.01
	3/8" Hex Nut	6	6	6	6	6	804053*	.01	.01
	3/8" Tee Nut	8	8	8	8	8	804556*	.01	.01
	3/8" Acorn Nut	4	4	0	0	0	804002*	.03	.01
	3/8" Flatwasher (13/16" O.D.)	10	10	2	2	2	817410*	.01	.01
	1/2" x 3-1/2" Hex Head Bolt	2	2	2	2	2	801213*	.23	.10
	1/2" Lockwasher	2	2	2	2	2	817342*	.01	.01
	1/2" Hex Nut	2	2	2	2	2	804055*	.04	.02
	Square Tubing Cap	0	0	0	0	4	161729*	.01	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH

*INCLUDED IN HARDWARE

12677 FAT PIPE CLIMBER



NOTE: 12677 3' (36" DECK)

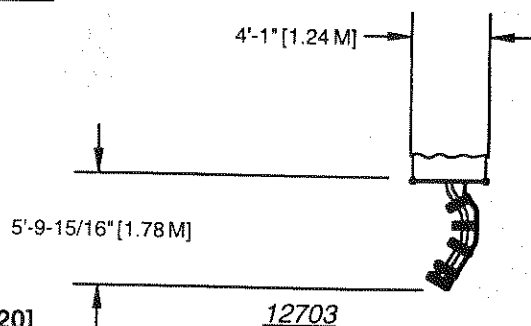
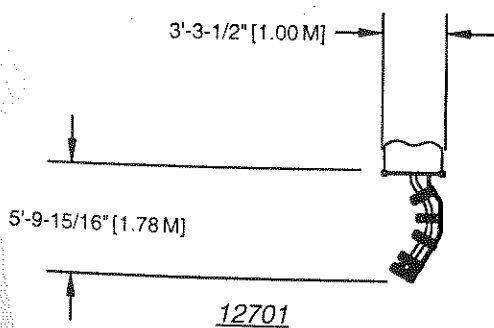
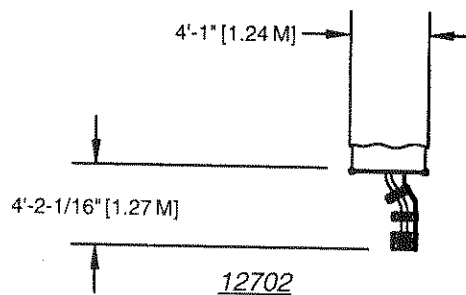
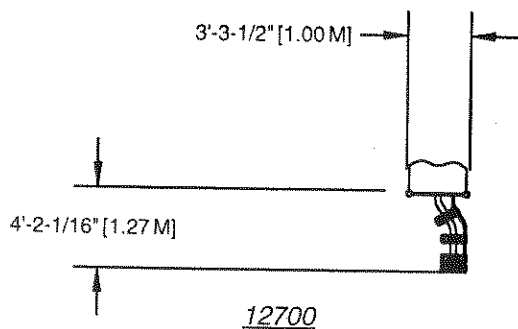
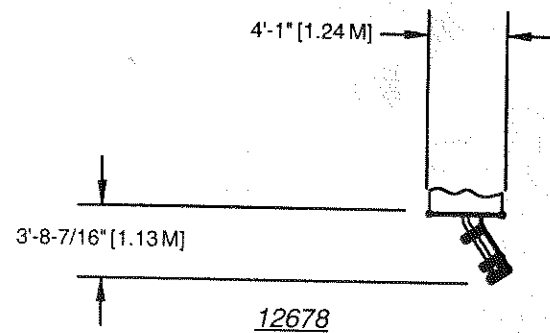
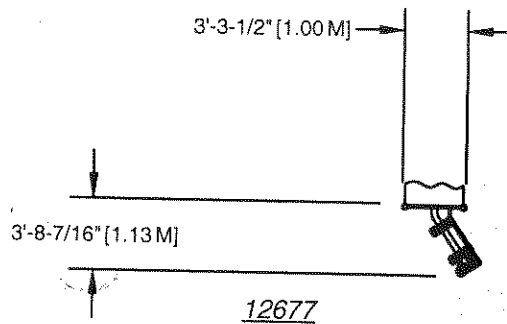
12678 3' (45-1/2" DECK)

12700 3'-6", 4' (36" DECK)

12701 4'-6", 5' (36" DECK)

12702 3'-6", 4' (45-1/2" DECK)

12703 4'-6", 5' (45-1/2" DECK)

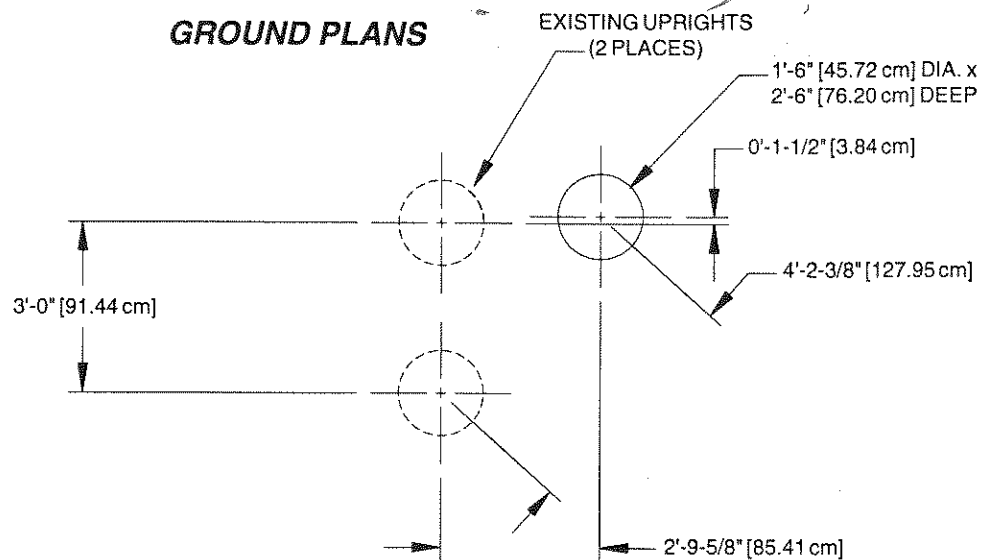


TOP VIEWS

SCALE: 1"=10'-0" [1:120]

NOTE: HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. SEE DETAIL PT-005. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.

GROUND PLANS



CONCRETE REQUIRED
12677 / 12678
.10 CUBIC YARDS
[.08 CUBIC METERS]

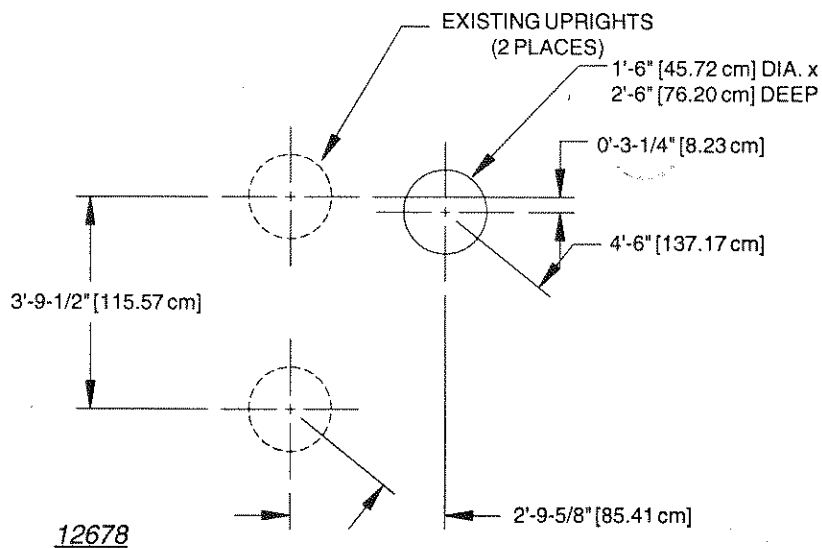
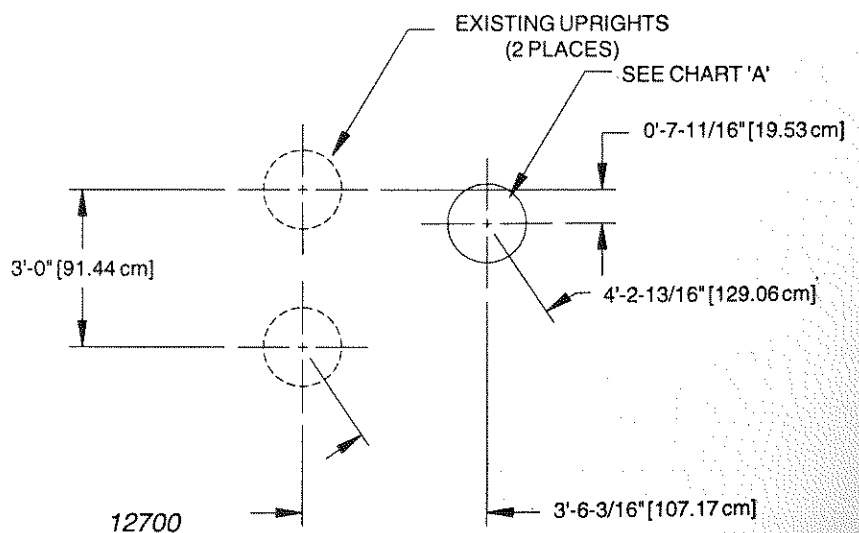
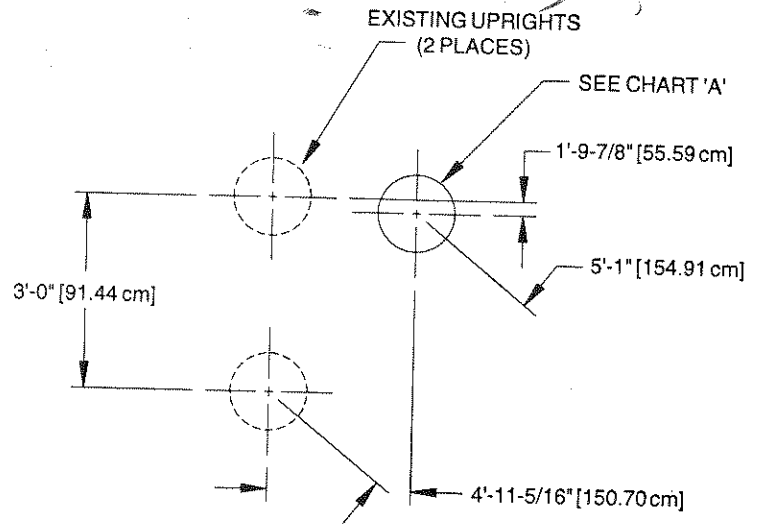
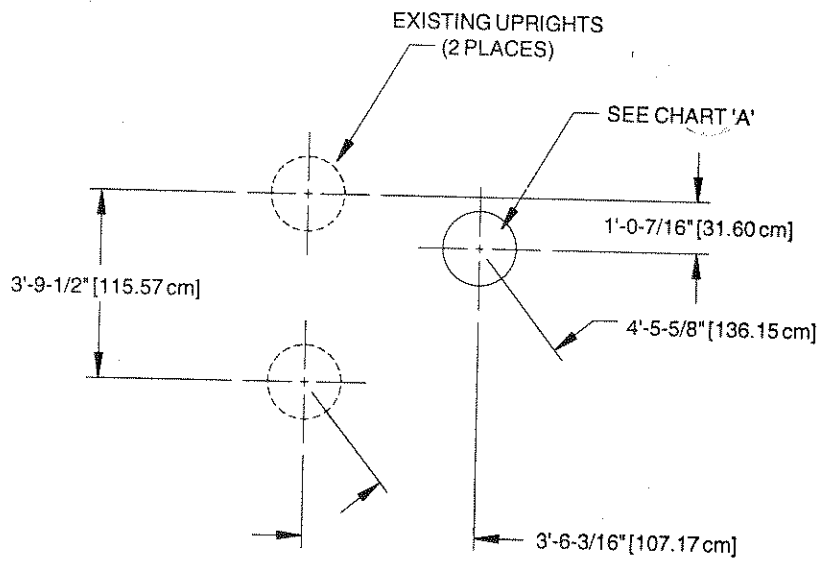


CHART 'A' (12700 - 12703)		
DECK HEIGHT	FOOTING	REQUIRED CONCRETE
3'-6" / 4'-6"	1'-6" [45.72 cm] Dia. x 3'-0" [91.49 cm] Deep	.13 Cubic Yards [.10 Cubic Meters]
4'-0" / 5'-0"	1'-6" [45.72 cm] Dia. x 2'-6" [76.20 cm] Deep	.10 Cubic Yards [.08 Cubic Meters]

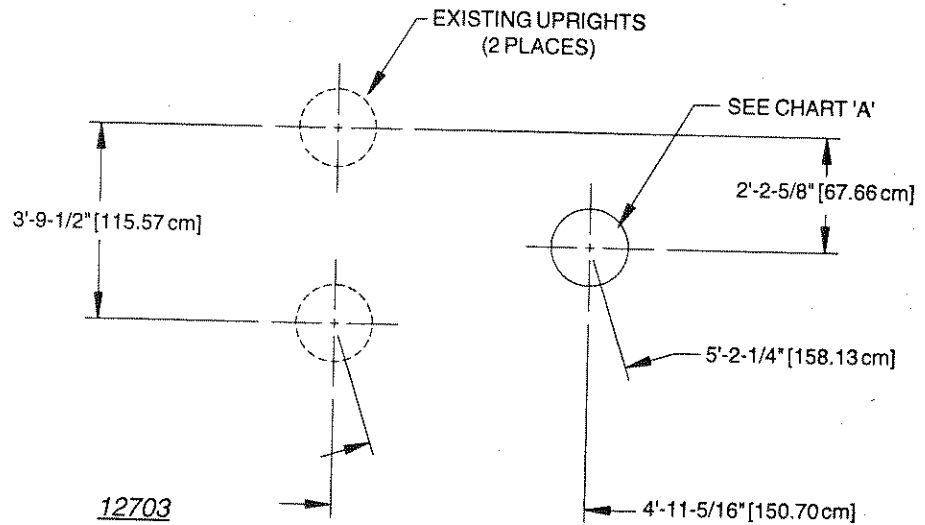




12701



12702



12703

LEGEND

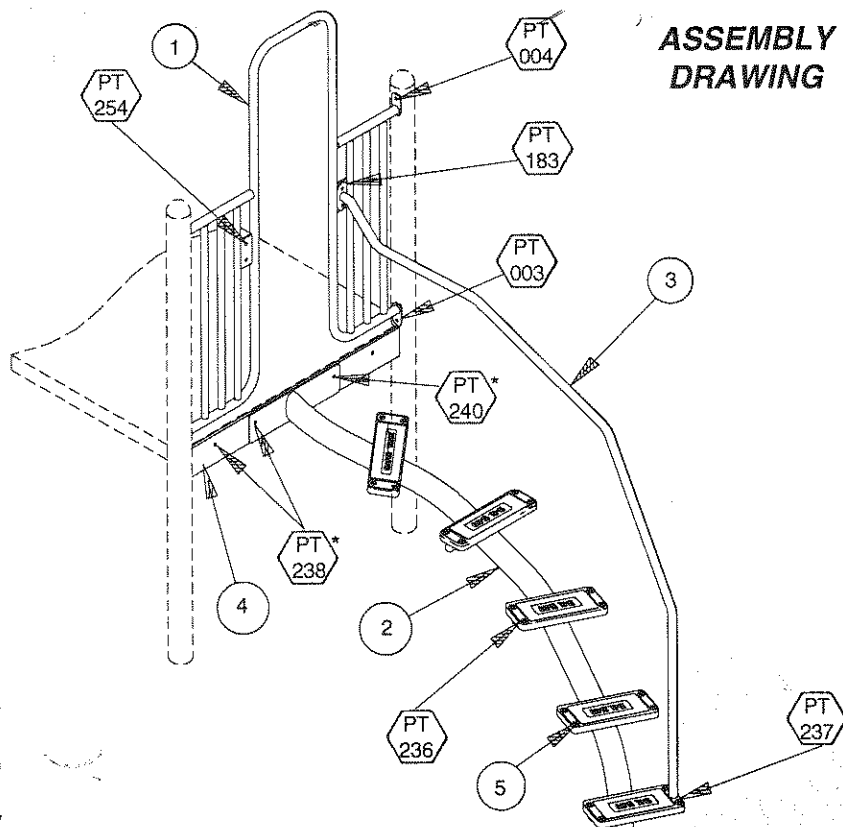
- PART REFERENCE
○ DETAIL REFERENCE

***NOTE:**

- PT-238 TO BE USED ON 45-1/2" DECK OPENING
- PT-240 TO BE USED ON 36" DECK OPENING

SET-UP INSTRUCTIONS

1. Dig holes according to the Ground Plan.
2. Attach Entry Archways to the uprights using Detail PT-003 and PT-004
3. Attach the Deck Mounting Plate and the center rail to the deck using Detail PT-238 and PT-240.
4. Attach the guide to the Entry Archways using Detail PT-183.
5. Fasten the swing seats to the center rail and the guide using Details PT-236 and 237.
6. Plug holes in Mounting Plate on Entry Archway using Detail PT-254.
7. Loctite (supplied by others) should be used on all threaded hardware.



12703 SHOWN

REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. Req'd.						PART No.	WEIGHT Ea.	
		12677	12678	12700	12701	12702	12703		LBS.	KGS.
1	Entry Archway	1	0	1	1	0	0	159676	27.10	12.29
1	Entry Archway	0	1	0	0	1	1	159677	32.96	14.95
2	3' Center Rail	1	1	0	0	0	0	159770	42.32	14.19
2	3'-6" & 4' Center Rail	0	0	1	0	1	0	159771	50.93	23.10
2	4'-6" & 5' Center Rail	0	0	0	1	0	1	159772	60.24	27.32
3	3' Guide	1	1	0	0	0	0	159768	9.21	4.17
3	3'-6" & 4' Guide	0	0	1	0	1	0	159769	10.12	4.59
3	4'-6" & 5' Guide	0	0	0	1	0	1	159796	11.69	5.30
4	Deck Mounting Plate	1	0	1	1	0	0	159570	8.50	3.85
4	Deck Mounting Plate (45-1/2")	0	1	0	0	1	1	159541	11.03	5.00
	Hardware Complete	1	0	0	0	0	0	159530	8.02	3.63
	Hardware Complete	0	1	0	0	0	0	159804	8.22	3.72
	Hardware Complete	0	0	1	0	0	0	159531	10.46	4.74
	Hardware Complete	0	0	0	1	0	0	159805	10.67	4.84
	Hardware Complete	0	0	0	0	1	0	159806	12.91	5.85
	Hardware Complete	0	0	0	0	0	1	159807	13.11	5.94
	3/8" x 1-3/4" B.H.C.S.	4	4	4	4	4	4	811054*	.07	.03
	3/8" x 1-1/2" B.H.C.S.	10	12	14	18	16	20	811053*	.06	.02
	3/8" x 1-1/4" B.H.C.S.	4	4	4	4	4	4	811051*	.06	.02
	3/8" x 1" B.H.C.S.	2	2	2	2	2	2	811050*	.06	.02
	3/8" Flatwasher (1-1/4" O.D.)	2	6	2	2	6	6	817424*	.01	.01
	3/8" Flatwasher	30	30	38	46	38	46	817410*	.01	.01
	3/8" Lockwasher	22	24	26	30	28	32	817334*	.01	.01
	3/8" Hex Nut	14	16	18	22	20	24	804053*	.01	.01
	3/8" Acorn Nut	4	4	4	4	4	4	804002*	.03	.01
5	Swing Seat	3	3	4	5	4	5	141804*	2.07	.94
	3/8" x 3/4" B.H.C.S.	2	2	2	2	2	2	811052*	.04	.02

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH

*INCLUDED IN HARDWARE



MODULAR COMPONENTS
FORT PAYNE, ALABAMA

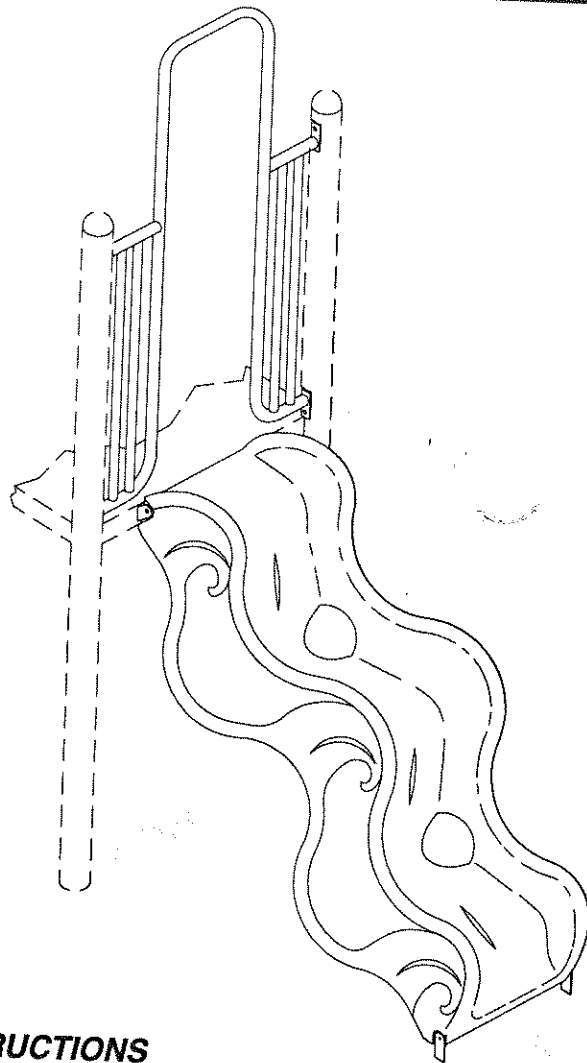


Enriching Childhood Through Play.

ISSUE: 01/01/01

12735 WAVE CLIMBER

NOTE: 36"

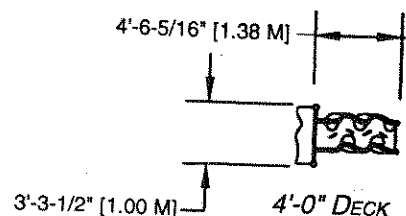
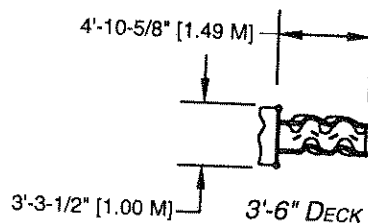
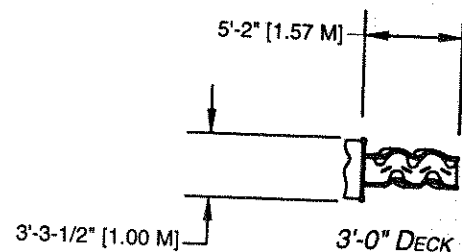
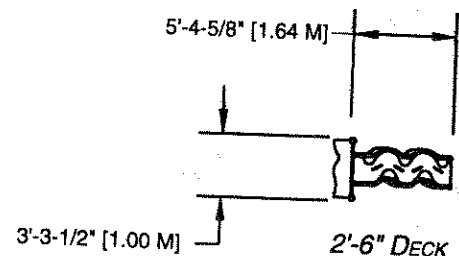
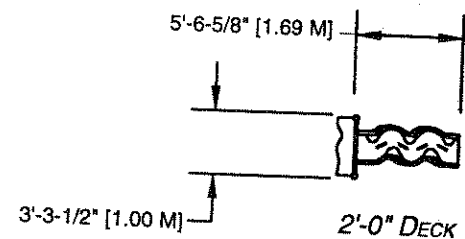
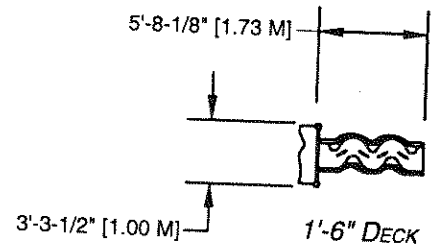


INSTRUCTIONS

1. Before assembling this equipment, read the enclosed *INSTALLER INSTRUCTIONS* in the installation booklet; follow all the instructions during installation.
2. Assemble parts as shown in the *ASSEMBLY DRAWING*. Refer to the assembly details for the specific hardware required in each connection.
3. Loctite (supplied by others) should be used on all threaded hardware.

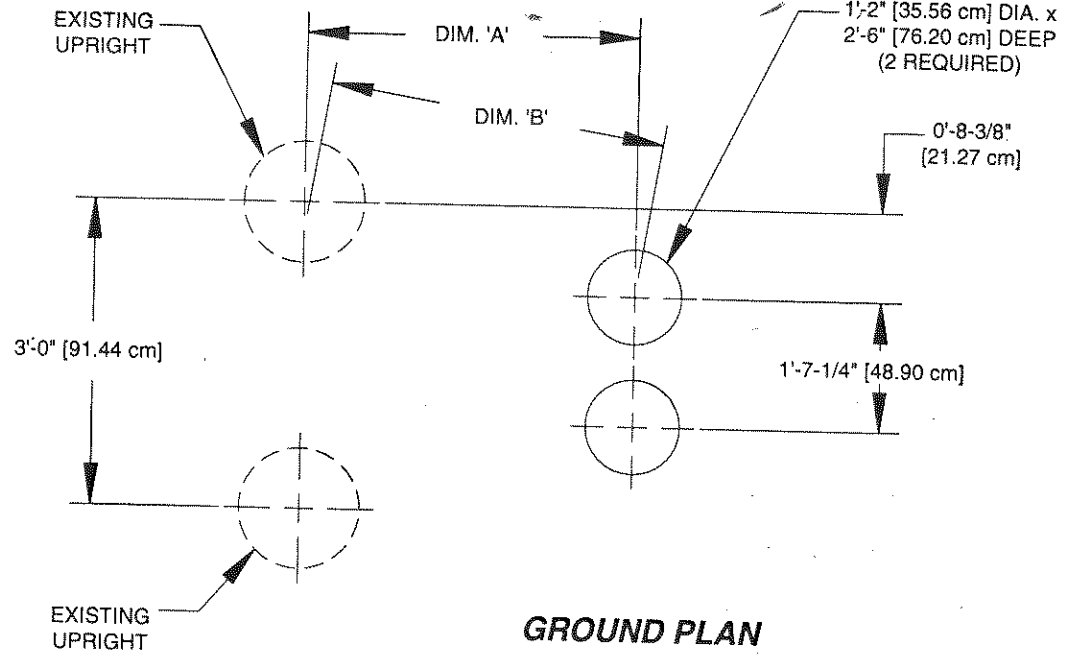
TOP VIEWS

SCALE: 1"=10'-0" [1:120]



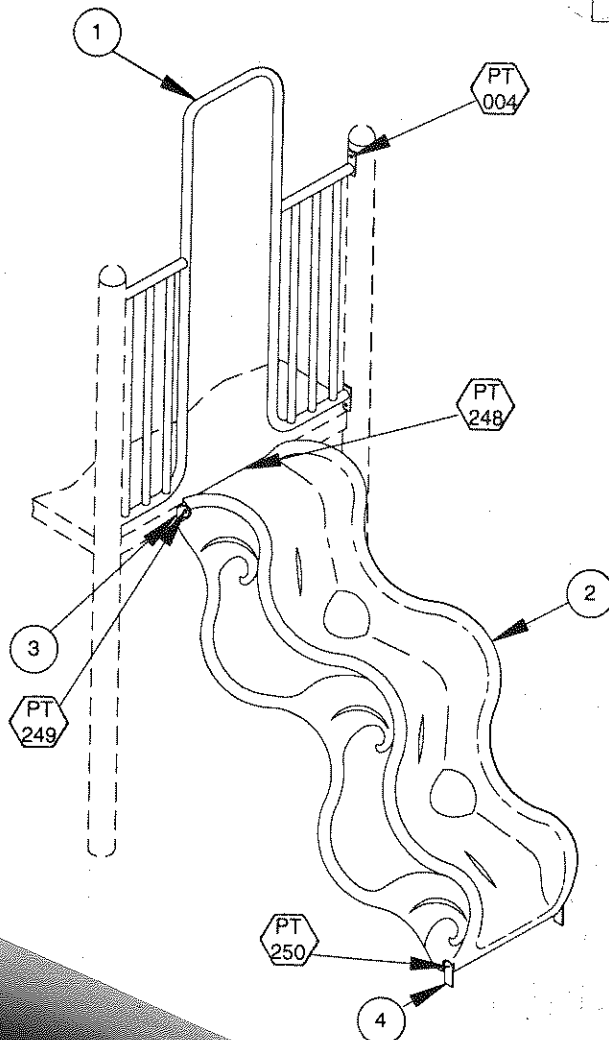
LEGEND

- PART REFERENCE
○ DETAIL REFERENCE



GROUND PLAN

DECK HEIGHTS	DIMENSION 'A'	DIMENSION 'B'
1'-6" THRU 2'-6"	5'-3-1/2" [161.29 cm]	5'-4-1/16" [162.69 cm]
3'-0" THRU 4'-0"	4'-6-3/8" [138.11 cm]	4'-7" [139.74 cm]



NOTES:

- SLOPED FOOTING IS A REQUIREMENT OF EUROPEAN STANDARD EN1176-1.
- SUGGESTED MINIMUM CONCRETE RATING: 3000 PSI.
- CONCRETE REQUIREMENT: .12 CUBIC YARDS [.09 CUBIC METERS]
- HOLE DEPTHS INDICATED ON ALL GROUND PLANS ARE MEASURED FROM THE FINISHED SURFACE. SEE DETAIL 005. ALL FOOTING DIMENSIONS ARE BASED ON LEVEL FINISHED SURFACE.

ASSEMBLY DRAWING

REPLACEMENT PARTS

REF. No.	DESCRIPTION	No. Req'd.	PART No.	WEIGHT Ea.	
				Lbs.	Kgs.
1	Arch Ass'y.	1	156143	25.79	11.70
2	Wave Climber	1	159800	56.45	25.62
3	Mounting Bracket	1	160235	2.63	1.19
4	Footbuck	2	160410	2.18	1.98
	Hardware Complete	1	160413	.75	.40
	3/8" x 1" B.H.C.S.	6	811050*	.06	.03
	3/8" x 1-1/4" B.H.C.S.	4	811051*	.06	.03
	3/8" Lockwasher	10	817334*	.01	.01
	3/8" Flatwasher	4	817410*	.01	.01
	3/8" Flatwasher 1-1/4" O.D.	2	817424*	.01	.01
	3/8" Tee Nut (Spanner)	2	804556*	.01	.01

UNLESS OTHERWISE SPECIFIED, ALL UNITS OF MEASURE ARE EACH
 *INCLUDED IN HARDWARE

Memorial Park Playground 2021







City of Brainerd, Minnesota

Policy for Donation of Surplus Equipment to a Nonprofit Organization

Purpose

The purpose of this Policy is to establish procedures for the Donation of Surplus Equipment by the City to a Nonprofit Organization as required by Minnesota Statute § 471.3459.

Scope

This policy applies to all City departments that generate Surplus Equipment and governs the actions of all City employees and officials.

Definitions

“City” means the City of Brainerd, Minnesota.

“City Council” means the governing body of the City.

“Donation” means to contribute, donate or give Surplus Equipment at no cost to a Nonprofit Organization that serves a public purpose and benefits its community as a whole.

“Eligible Organization” means a Nonprofit Organization serving one or more of the following functions: cultural, historical, educational, safety, social services, environmental or economic.

“Fair Market Value” means the price at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all relevant facts.

“Nonprofit Organization” means an organization formed under Section 501(c)(3) of the Internal Revenue Code.

“Policy” means this Policy adopted by the City Council.

“Surplus Equipment” means equipment used by the City that is no longer needed by the City and, has minimal or no resale value.

“Surplus Equipment Form” means the form attached as Exhibit I to this Policy that must be filled out by a Nonprofit Organization requesting a Donation of Surplus Equipment.

Procedure

The City shall determine all Surplus Equipment and may offer it for Donation in conformance with the following guidelines:

1. Identify Surplus Equipment. Department supervisors are responsible for monitoring their equipment and shall identify and report all Surplus Equipment to the City Administrator on at least an annual basis.

2. Determine the Fair Market Value of Surplus Equipment. The City Administrator shall work with City staff to determine the Fair Market Value of the Surplus Equipment.

3. City Council Declaration. The City Administrator will forward a list of the Surplus Equipment with each item's Fair Market Value to the City Council who shall approve or deny the Surplus Equipment as eligible for Donation. The City has no obligation to make a Donation of Surplus Equipment. Surplus Equipment that is not donated may be sold, recycled or discarded in the discretion of the City Administrator.

4. Donation. After the City Council has determined the Surplus Equipment is eligible for Donation, the City Administrator is responsible for coordinating the Donation of the Surplus Equipment in accordance with the terms of this Policy.

5. Transfer between Departments. All Surplus Equipment must first be considered for transfer between departments for the benefit of the City.

6. Advertisement. Surplus Equipment shall be posted as eligible for Donation on the City's website. The City may also use other reasonable means to notify Eligible Organizations about the availability of Surplus Equipment. The City shall wait at least 30 days after advertising Surplus Equipment before approving any Donation.

7. Surplus Equipment Form. Eligible Organizations interested in Surplus Equipment shall fill out a Surplus Equipment Form and submit the form to the City Administrator.

8. Approval of Donation. If the Surplus Equipment has a Fair Market Value less than \$5,000, the City Administrator shall approve the Donation to an Eligible Organization, subject to review by the City Council. If the Surplus Equipment has a Fair Market Value greater than \$5,000, the City Council must approve the donation by a majority vote of the City Council.

9. Prioritization of Donations. If more than one Eligible Organizations requests a Donation for the same Surplus Equipment, the City shall consider factors it deems relevant including how the Surplus Equipment will be used, the benefit to the Eligible Organization, the impact on the City, how the Donation will accomplish goals of the City Council, and any previous Donation to the Eligible Organization.

10. Conflict of Interest. All City employees and officials are prohibited from taking possession of any Surplus Equipment on behalf of an Eligible Organization.

11. As Is. A Donation of Surplus Equipment is made "as is" with no warranty, guarantee or representation of any kind, express or implied, as to the condition, utility, or usability of the Surplus Equipment offered. The Surplus Equipment may be defective and cannot be relied upon for safety purposes.

12. Title. The City Administrator shall cause any title or other ownership documents to be transferred to the Eligible Organization at the time of transfer. Any fees required to transfer the Surplus Equipment are the responsibility of the Eligible Organization.

13. Transportation. In the Surplus Equipment Form, the Eligible Organization must provide a detailed plan for transporting the Surplus Equipment from the City to the Eligible Organization. The Eligible Organization must pay all expenses associated with the transportation of the Surplus Equipment.

14. Delegation. The City Administrator may delegate specific responsibilities for implementing this Policy.

15. Documentation. The City Administrator shall document the Donation of all Surplus Equipment and shall keep such records in accordance with the City's Records Retention Schedule.

16. Review of Policy. The City Administrator is responsible for maintaining and reviewing this Policy. Any changes to this Policy must be approved by the City Council.



Patrick Wussow
Interim City Administrator

Exhibit I
Surplus Equipment Form

Organization Name: _____

Organization Address:

Organization Website: _____

(Attach proof of status as a nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code.)

Organization Purpose: _____

Point of Contact

Name: _____

Address: _____

Email: _____

Phone: _____

City Surplus Equipment of Interest: _____

How will the requested Surplus Equipment benefit your organization?

How do you plan to transport the surplus property from the City to your location?

DISCLAIMER OF WARRANTIES. The City makes no agreement, warranty or representation, either express or implied, as to the value, design, condition, merchantability or fitness for any particular purpose or use of the Surplus Equipment by the recipient or any other user.

The recipient acknowledges the Surplus Equipment may be defective and that it cannot be relied upon for safety purposes. The recipient has a duty to inspect the Surplus Equipment before it is used for any purpose.

The recipient acknowledges that the City is not a manufacturer of the Surplus Equipment or a dealer therein; that the Surplus Equipment is being provided “as-is” and “with all faults,” it being

agreed and understood that all of the aforementioned risks are to be borne by the recipient or user of the Surplus Equipment.

In no event shall the City be liable for any damages in connection with or arising out of the recipient's or any other person's or entity's use of the Surplus Equipment.

I acknowledge that the Donation of any Surplus Equipment to my organization is subject to the City's Policy for Donation of Surplus Equipment to a Nonprofit Organization.

I have authority to request a Donation from the City and to bind my organization to the terms of this form.

Signature of Applicant _____

Date _____



Park Board Agenda Request

MEETING DATE: August 25, 2026

TITLE OF ITEM: Park Partner Assignments and Annual Calendar Review

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Zac Swarthout, Public Services
Director

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

At the previous Park Board meeting, the Board discussed establishing a more consistent process for communication with community organizations and park partners. As part of that discussion, Park Board members were asked to identify the partner organizations they would be interested in serving as a liaison for.

Board members have now submitted their partner assignments. Staff is bringing the assignments back to the Park Board for review and confirmation so they can be incorporated into the Board's annual planning and communication process.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The purpose of the partner assignments is to strengthen communication between the Park Board and organizations that regularly work with or support the City's parks and recreation system. Assigned Park Board members can serve as a point of contact and help keep the Board informed of partner activities, upcoming projects, requests, concerns, and opportunities for collaboration.

Staff is requesting that the Park Board:

- Review the partner assignments submitted by Board members.
- Confirm or make any changes to the assignments.
- Discuss expectations for Park Board members serving as partner liaisons.
- Determine how and when partner updates should be brought back to the full Park Board.
- Identify any additional organizations that should be assigned a Park Board liaison.

Once confirmed, staff will maintain the partner assignments as part of the Park Board's annual planning process and update them as Board membership or partnerships change.

RECOMMENDED ACTION/MOTION

Motion to approve the Park Partner Assignments and provide any additional direction regarding communication and reporting expectations for assigned Board members.

FINANCIAL IMPACT

N/A

Park Partners Assigned

JD Berns	• Community Ed • Ski Loons
John Mickelson	• Jaycees Club • Kiwanis Club
Johnathan Miller	• Rotary Club • Ski Loons
Jeremy Powell	• Rosallini's Pizza
Andrew Shipe	• Lions Club • Disc Golf
Zac Swarthout	• BBBA • LAYSA • YMCA

List of Park Partners

1. Kiwanis
2. Rotary
3. Lions
4. Jaycees
5. Disc Golf
6. BBBA
7. LAYSA
8. YMCA
9. Community Ed
10. Rosallini's Pizza
11. Ski Loons

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		
Fee Schedule & Special Event Policy Review			Fee Scheule/Policy Review	October		
						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						
Park Partners Assigned						
JD Berns	Community Ed					
JD Berns	Ski Loons					
John Mickelson	Jaycees Club					
John Mickelson	Kiwanis Club					
Johnathan Miller	Rotary Club					
Johnathan Miller	Ski Loons					
Jeremy Powell	Rosallini's Pizza					
Andrew Shipe	Lions Club					
Andrew Shipe	Disc Golf					
Zac Swarthout	BBBA					
Zac Swarthout	LAYSA					
Zac Swarthout	YMCA					



Park Board Agenda Request

MEETING DATE: August 25, 2026

TITLE OF ITEM: Lions Park Playground Equipment — Donation and Disposal Options

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Zac Swarthout, Public Services
Director, Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

As part of the planned improvements at Lions Park at Buffalo Hills, the existing playground equipment will need to be removed to prepare the site for the new playground planned for 2027.

The Brainerd Lions Club has requested that the City consider allowing the existing playground equipment to be donated to Camp Vanasek rather than disposing of the equipment. If approved, the Lions Club would coordinate the removal and transportation of the playground equipment to Camp Vanasek.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Staff is currently working on an agreement between the City of Brainerd and the Brainerd Lions Club for the Lions Park Playground Improvement Project, as well as a separate Donation and Transfer Agreement addressing the proposed transfer of the existing playground equipment. Both agreements are currently with the City Attorney for review and will be brought forward for approval once the legal review is complete.

Before moving forward, staff is requesting Park Board discussion and direction regarding the preferred method for removal and disposition of the existing playground equipment.

Options for Consideration:

1. Donate Equipment to Camp Vanasek

Allow the existing playground equipment to be donated to Camp Vanasek, subject to completion and approval of the appropriate agreements. The Lions Club would be responsible for coordinating removal and transportation of the equipment.

2. Declare Equipment Surplus and Sell

Declare the playground equipment surplus property and dispose of it through the City's established surplus property process, which could include public sale or auction.

3. Dispose/Recycle Equipment

Authorize removal of the equipment for disposal or recycling if the City determines that reuse or sale is not practical.

4. Retain Equipment for City Use

Determine whether any portion of the existing equipment could reasonably be reused at another City park or facility, subject to an evaluation of its condition, age, safety, and future maintenance needs.

Staff is requesting direction from the Park Board on:

- Whether the Board supports the proposed donation of the Lions Park playground equipment to Camp Vanasek.
- Whether the Board would prefer another method of disposal.
- When the existing playground equipment should be allowed to be removed, considering the timing of the new playground project.
- Any conditions the Board would like included before removal or transfer of the equipment occurs.

RECOMMENDED ACTION/MOTION

No formal action is requested at this time.

FINANCIAL IMPACT

N/A

City of Brainerd, Minnesota

Policy for Donation of Surplus Equipment to a Nonprofit Organization

Purpose

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“Nonprofit Organization” means an organization formed under Section 501(c)(3) of the Internal Revenue Code.

“Policy” means this Policy adopted by the City Council.

“Surplus Equipment” means equipment used by the City that is no longer needed by the City and, has minimal or no resale value.

“Surplus Equipment Form” means the form attached as Exhibit I to this Policy that must be filled out by a Nonprofit Organization requesting a Donation of Surplus Equipment.

Procedure

The City shall determine all Surplus Equipment and may offer it for Donation in conformance with the following guidelines:

1. Identify Surplus Equipment. Department supervisors are responsible for monitoring their equipment and shall identify and report all Surplus Equipment to the City Administrator on at least an annual basis.

2. Determine the Fair Market Value of Surplus Equipment. The City Administrator shall work with City staff to determine the Fair Market Value of the Surplus Equipment.

3. City Council Declaration. The City Administrator will forward a list of the Surplus Equipment with each item's Fair Market Value to the City Council who shall approve or deny the Surplus Equipment as eligible for Donation. The City has no obligation to make a Donation of Surplus Equipment. Surplus Equipment that is not donated may be sold, recycled or discarded in the discretion of the City Administrator.

4. Donation. After the City Council has determined the Surplus Equipment is eligible for Donation, the City Administrator is responsible for coordinating the Donation of the Surplus Equipment in accordance with the terms of this Policy.

5. Transfer between Departments. All Surplus Equipment must first be considered for transfer between departments for the benefit of the City.

6. Advertisement. Surplus Equipment shall be posted as eligible for Donation on the City's website. The City may also use other reasonable means to notify Eligible Organizations about the availability of Surplus Equipment. The City shall wait at least 30 days after advertising Surplus Equipment before approving any Donation.

7. Surplus Equipment Form. Eligible Organizations interested in Surplus Equipment shall fill out a Surplus Equipment Form and submit the form to the City Administrator.

8. Approval of Donation. If the Surplus Equipment has a Fair Market Value less than \$5,000, the City Administrator shall approve the Donation to an Eligible Organization, subject to review by the City Council. If the Surplus Equipment has a Fair Market Value greater than \$5,000, the City Council must approve the donation by a majority vote of the City Council.

9. Prioritization of Donations. If more than one Eligible Organizations requests a Donation for the same Surplus Equipment, the City shall consider factors it deems relevant including how the Surplus Equipment will be used, the benefit to the Eligible Organization, the impact on the City, how the Donation will accomplish goals of the City Council, and any previous Donation to the Eligible Organization.

10. Conflict of Interest. All City employees and officials are prohibited from taking possession of any Surplus Equipment on behalf of an Eligible Organization.

11. As Is. A Donation of Surplus Equipment is made "as is" with no warranty, guarantee or representation of any kind, express or implied, as to the condition, utility, or usability of the Surplus Equipment offered. The Surplus Equipment may be defective and cannot be relied upon for safety purposes.

12. Title. The City Administrator shall cause any title or other ownership documents to be transferred to the Eligible Organization at the time of transfer. Any fees required to transfer the Surplus Equipment are the responsibility of the Eligible Organization.

13. Transportation. In the Surplus Equipment Form, the Eligible Organization must provide a detailed plan for transporting the Surplus Equipment from the City to the Eligible Organization. The Eligible Organization must pay all expenses associated with the transportation of the Surplus Equipment.

14. Delegation. The City Administrator may delegate specific responsibilities for implementing this Policy.

15. Documentation. The City Administrator shall document the Donation of all Surplus Equipment and shall keep such records in accordance with the City's Records Retention Schedule.

16. Review of Policy. The City Administrator is responsible for maintaining and reviewing this Policy. Any changes to this Policy must be approved by the City Council.



Patrick Wussow
Interim City Administrator

Exhibit I
Surplus Equipment Form

Organization Name: _____

Organization Address:

Organization Website: _____

(Attach proof of status as a nonprofit corporation under Section 501(c)(3) of the Internal Revenue Code.)

Organization Purpose: _____

Point of Contact

Name: _____

Address: _____

Email: _____

Phone: _____

City Surplus Equipment of Interest: _____

How will the requested Surplus Equipment benefit your organization?

How do you plan to transport the surplus property from the City to your location?

DISCLAIMER OF WARRANTIES. The City makes no agreement, warranty or representation, either express or implied, as to the value, design, condition, merchantability or fitness for any particular purpose or use of the Surplus Equipment by the recipient or any other user.

The recipient acknowledges the Surplus Equipment may be defective and that it cannot be relied upon for safety purposes. The recipient has a duty to inspect the Surplus Equipment before it is used for any purpose.

The recipient acknowledges that the City is not a manufacturer of the Surplus Equipment or a dealer therein; that the Surplus Equipment is being provided “as-is” and “with all faults,” it being

agreed and understood that all of the aforementioned risks are to be borne by the recipient or user of the Surplus Equipment.

In no event shall the City be liable for any damages in connection with or arising out of the recipient's or any other person's or entity's use of the Surplus Equipment.

I acknowledge that the Donation of any Surplus Equipment to my organization is subject to the City's Policy for Donation of Surplus Equipment to a Nonprofit Organization.

I have authority to request a Donation from the City and to bind my organization to the terms of this form.

Signature of Applicant _____

Date _____



Park Board Agenda Request

MEETING DATE: August 25, 2026

TITLE OF ITEM: Approval of Rotary Park Pollinator Garden Agreement

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Zac Swarthout, Public Services
Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

The Brainerd Rotary Club previously presented a proposal to establish a pollinator garden at Rotary Park. The proposed garden would be approximately 10 feet by 50 feet (500 square feet) and located in the area between the parking lot and the river.

The Park Board previously expressed support for the project with the understanding that the pollinator garden would be funded and maintained by the Brainerd Rotary Club and would not result in additional City costs or Parks staff maintenance responsibilities.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Following the Park Board's previous discussion, staff worked with the City Attorney on an agreement between the City of Brainerd and the Brainerd Rotary Club outlining the responsibilities associated with the pollinator garden. The agreement has now been returned by the City Attorney and is being presented to the Park Board for review and approval. Rotary Club also has no issues with the agreement.

Under the agreement, the Brainerd Rotary Club will be responsible for the costs, installation, ongoing maintenance, and care of the pollinator garden. Any proposed changes or circumstances that would result in additional costs or responsibilities to the City would need to be brought back to the Park Board for consideration and approval.

RECOMMENDED ACTION/MOTION

Motion to approve the Rotary Park Pollinator Garden Agreement between the City of Brainerd and the Brainerd Rotary Club as presented.

FINANCIAL IMPACT

N/A

Rotary Riverside Park Pollinator Garden

This Agreement is entered into this ____ day of _____, 2026, by and between the **City of Brainerd, Minnesota**, a municipal corporation (“City”), and the **Brainerd Rotary Foundation**, a Minnesota nonprofit organization (“Rotary Club”), collectively referred to as the “Parties.”

WHEREAS, the City owns and maintains Rotary Riverside Park for the benefit and enjoyment of the public; and

WHEREAS, the Rotary Club has expressed an interest in enhancing Rotary Park through the installation of a pollinator garden utilizing native plant species intended to improve pollinator habitat, environmental education, and park aesthetics; and

WHEREAS, the Brainerd Park Board reviewed the proposed project and approved the concept, subject to the condition that the Rotary Club shall be responsible for all project funding, installation, and ongoing maintenance, and that the project shall not create an ongoing financial or maintenance obligation for the City; and

WHEREAS, the Parties desire to establish their respective responsibilities for the installation, funding, and maintenance of the pollinator garden.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

1. Authorization. The City authorizes the Rotary Club to install and maintain a pollinator garden within Rotary Park in a location approved by the City, subject to the terms and conditions set forth herein.
2. City Rights and Obligations.
 - a. The City shall review the proposed location, design, and layout of the pollinator garden upon receipt from the Rotary Club and approve or deny it within two weeks. If denied, this Agreement shall be deemed void.
 - b. The City shall coordinate reasonable access to Rotary Park during installation activities. The City reserves the right to revoke or suspend access to Rotary Park for any reason.
 - c. The City shall retain ownership of Rotary Park and all park property.
 - d. The City retains the right to review and approve any future expansion or significant modification to the pollinator garden.
 - e. The City is not responsible for funding any portion of the project, including but not limited to purchasing supplies, providing labor or equipment, or maintenance of the pollinator garden.
 - f. Incidental work performed by City staff within Rotary Park shall not constitute acceptance of maintenance responsibilities for the pollinator garden.

- g. Nothing contained herein obligates the City to approve future requests by Rotary Club for additional funding, materials, labor or other resources.

3. Rotary Club Rights and Obligations.

- a. Rotary Club shall provide the City with the proposed design at least two weeks before the proposed installation date.
- b. Rotary Club shall fund all costs associated with the planning, installation, and maintenance of the pollinator garden, including labor and materials.
- c. Rotary Club shall maintain the pollinator garden in a safe, healthy, and attractive condition, subject to the City's satisfaction.
- d. Rotary Club shall coordinate volunteer workdays with the City and designate a representative to serve as the City's primary contact for the project.
- e. Rotary Club shall obtain written approval from the City prior to making any significant modifications to the approved project.
- f. Should Rotary Club request future assistance requiring City funding, staff labor, equipment, irrigation, utilities, or any other City resources beyond those identified in this Agreement, the request shall first be presented to the Brainerd Park Board for review and approval prior to any commitment or expenditure by the City.
- g. If the City determines that the pollinator garden is not being adequately maintained, the City shall provide written notice to Rotary Club identifying the deficiencies.
- h. Rotary Club shall make reasonable efforts to correct the deficiencies within 30 days, or within another mutually agreed timeframe due to seasonal conditions.
- i. If the deficiencies are not corrected within a reasonable time, the City may remove all or part of the pollinator garden after providing written notice to Rotary Club.
- j. Rotary Club shall defend, indemnify, and hold harmless the City, its elected officials, officers, employees, volunteers, and agents from any claims, damages, liabilities, losses, or expenses arising from the planning, installation, and maintenance of the pollinator garden.

4. Term. This Agreement shall become effective upon written execution by both Parties and shall remain in effect for a period of five years unless otherwise terminated by either Party upon sixty 60 days' written notice.

5. Miscellaneous.

- a. This Agreement may only be amended by written agreement signed by both Parties.

- b. Nothing contained herein transfers ownership of Rotary Park or grants Rotary Club any ownership interest in park property.
- c. The City reserves the right to relocate or remove the pollinator garden if necessary for future park improvements, utility work, public safety, or other municipal purposes.

CITY OF BRAINERD

Public Services Director:

Signature: _____

Date: _____

Park Board Chair:

Signature: _____

Date: _____

ROTARY CLUB

President:

Signature: _____

Date: _____

Vice President:

Signature: _____

Date: _____



Park Board Agenda Request

MEETING DATE: August 25, 2026

TITLE OF ITEM: Approval of Campground Host Agreement

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Zac Swarthout, Public Services
Director, Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

The City enters into an annual agreement with the campground hosts for Lum Park Campground. Bill and Teresa Klem have served as the campground hosts and are requesting to continue in this role for the 2027 camping season.

The Campground Host Agreement is reviewed and approved annually to establish the responsibilities and expectations of both the City and the requesting Park Board review of the proposed 2027 Campground Hosts Agreement with Bill and Teresa Klem.

As part of the 2027 agreement, Bill and Teresa have requested permission to leave their RV on City property at Lum Park Campground throughout the winter/off-season rather than removing it at the conclusion of the camping season.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Staff has added language to the proposed agreement addressing the storage of the RV on City property should the Park Board choose to allow it to remain throughout the winter. The additional language is intended to address responsibilities and liability associated with the RV remaining on City property during the off-season.

The proposed 2027 Campground Host Agreement, including the additional related to winter RV storage, has not yet been reviewed by the City Attorney. If the Park Board is supportive of allowing the RV to remain on City property during the winter, staff recommends that the agreement be forwarded to the City Attorney for review prior to final execution. Review section seven (7) for review.

Park Board Consideration:

The Park Board is being asked to provide direction on the following:

1. The proposed 2027 Campground Host Agreement with Bill and Teresa Klem.
2. Whether the Park Board supports allowing the campground hosts' RV to remain on City property at Lum Park Campground throughout the winter/off-season.

3. If winter RV storage is supported, whether the agreement should be forwarded to the City Attorney for review before final approval and execution.

RECOMMENDED ACTION/MOTION

Staff is requesting Park Board direction regarding the 2027 Campground Host Agreement with Bill and Teresa Klem and their request to leave their RV on City property at Lum Park Campground throughout the winter/off-season. The agreement has not been reviewed by the City Attorney.

FINANCIAL IMPACT

N/A

2027 Lum Park Campground Host Agreement

This Agreement is made by and between the City of Brainerd, Minnesota

and _____ William and Teresa Kelm _____ (Host).

Recitals

- A. The City owns and operates Lum Park, which includes the Lum Park Campground with 29 RV campsites.
- B. The City desires to have an on-site campground host during the summer to monitor the campground, handle site payments and perform other related duties.
- C. The Host desires to undertake the campground host duties for the 2026 season, as provided herein.

Agreement

- 1. Term. This Agreement covers the summer camping season, from April 26, 2026, through October 6, 2026. The City reserves the right to modify the season opening or fall closing dates due to weather conditions or other unforeseen events.
- 2. Host Duties. The Host shall undertake the following:
 - a. Empty payment drop box each day. Conduct rounds of the campground each morning and attempt collection of any unpaid fees. Communicate any unpaid fees to the Public Works Administrative Specialist. Check campsites after campers depart to ensure that sites are clean and ready for the next campers.
 - b. Handle firewood sales. Remit camping, sanitation station and firewood revenue to the Administrative Specialist on a weekly basis.
 - c. Tag all reserved campground sites and issue payment envelopes and shower keys. Monitor return of shower keys.
 - d. Assign sites for drive-up customers and collect fees. Advise campers to call the office during regular business hours if they request to pay with a card. Notify the Administrative Specialist as soon as possible of any sites rented or changes to existing reservations.
 - e. Report all maintenance issues to the Public Works Department in a timely manner.
 - f. Explain the campground rules as needed.

- g. Enforce campground regulations and report unruly or unlawful behavior to the Public Works Department or the Police Department.
 - h. Perform all duties in a professional and courteous manner and maintain good public relations.
 - i. Notify the Public Works Department any time the Host is expected to be away from the campground for more than eight hours.
- 3. Compensation. The Host shall be provided a campsite with electrical, water and sewer hook-ups, cable television, and internet service at no cost. The Host shall keep the site in which is designated for use clean, orderly, and visually pleasing at the discretion and direction of the City Engineer/Public Works Director. The Host must provide his or her own camper. This position does not receive monetary compensation.
- 4. Relationship. The intent of this Agreement is to retain the Host as an independent contractor, not as an employee. The Host shall not be entitled to unemployment compensation, worker's compensation, health insurance or other fringe benefits. Nothing in this Agreement shall be deemed to constitute a partnership, joint venture, or agency relationship between the parties.
- 5. Indemnity. The Host agrees to defend and indemnify the City against all claims, actions, damages, losses and expenses, including reasonable attorney's fees, arising out of the Host's negligence or intentional misconduct.
- 6. Breach. In the event the Host breaches this Agreement, the City may terminate the Agreement if, after providing seven days' written notice of the breach to the Host, the Host fails to remedy the breach within seven days following receipt of the notice. If the Host abandons the Host position or engages in misconduct or negligence that endangers the public, the City may terminate this Agreement without notice.
- 7. Notice.
 - a. All communications shall be directed to the City at:

Public Works Administrative Specialist
501 Laurel Street
Brainerd, MN 56401
(218) 828-2320
 - b. All written communications during the term of this Agreement shall be directed to the Host at the Host's campsite.

The hosts permanent phone number is: _____

The hosts permanent address is: _____

8. Assignment. The Host shall not assign the Host's rights or obligations under this Agreement.
9. Merger and Amendment. This Agreement contains all the terms and conditions between the parties and supersedes any prior communications or agreements with respect to the subject matter of this Agreement. This Agreement may only be amended by a written document signed by both parties.

CITY OF BRAINERD

_____ Dated: _____, 2027

Zac Swarthout / Public Services Director

_____ Dated: _____, 2027

Park Board Chair, Andrew Shipe

CAMPGROUND HOST

_____ Dated: _____, 2027

William Kelm

_____ Dated: _____, 2027

Teresa Klem

2027 Lum Park Campground Host Agreement

This Agreement is made by and between the City of Brainerd, Minnesota

and _____ William and Teresa Kelm _____ (Host).

Recitals

- A. The City owns and operates Lum Park, which includes the Lum Park Campground with 29 RV campsites.
- B. The City desires to have an on-site campground host during the summer to monitor the campground, handle site payments and perform other related duties.
- C. The Host desires to undertake the campground host duties for the 2026 season, as provided herein.

Agreement

- 1. Term. This Agreement covers the summer camping season, from April 26, 2026, through October 6, 2026. The City reserves the right to modify the season opening or fall closing dates due to weather conditions or other unforeseen events.
- 2. Host Duties. The Host shall undertake the following:
 - a. Empty payment drop box each day. Conduct rounds of the campground each morning and attempt collection of any unpaid fees. Communicate any unpaid fees to the Public Works Administrative Specialist. Check campsites after campers depart to ensure that sites are clean and ready for the next campers.
 - b. Handle firewood sales. Remit camping, sanitation station and firewood revenue to the Administrative Specialist on a weekly basis.
 - c. Tag all reserved campground sites and issue payment envelopes and shower keys. Monitor return of shower keys.
 - d. Assign sites for drive-up customers and collect fees. Advise campers to call the office during regular business hours if they request to pay with a card. Notify the Administrative Specialist as soon as possible of any sites rented or changes to existing reservations.
 - e. Report all maintenance issues to the Public Works Department in a timely manner.
 - f. Explain the campground rules as needed.

- g. Enforce campground regulations and report unruly or unlawful behavior to the Public Works Department or the Police Department.
 - h. Perform all duties in a professional and courteous manner and maintain good public relations.
 - i. Notify the Public Works Department any time the Host is expected to be away from the campground for more than eight hours.
3. Compensation. The Host shall be provided a campsite with electrical, water and sewer hook-ups, cable television, and internet service at no cost. The Host shall keep the site in which is designated for use clean, orderly, and visually pleasing at the discretion and direction of the City Engineer/Public Works Director. The Host must provide his or her own camper. This position does not receive monetary compensation.
4. Relationship. The intent of this Agreement is to retain the Host as an independent contractor, not as an employee. The Host shall not be entitled to unemployment compensation, worker's compensation, health insurance or other fringe benefits. Nothing in this Agreement shall be deemed to constitute a partnership, joint venture, or agency relationship between the parties.
5. Indemnity. The Host agrees to defend and indemnify the City against all claims, actions, damages, losses and expenses, including reasonable attorney's fees, arising out of the Host's negligence or intentional misconduct.
6. Breach. In the event the Host breaches this Agreement, the City may terminate the Agreement if, after providing seven days' written notice of the breach to the Host, the Host fails to remedy the breach within seven days following receipt of the notice. If the Host abandons the Host position or engages in misconduct or negligence that endangers the public, the City may terminate this Agreement without notice.

7. Host Recreational Vehicle (RV) Placement and Off-Season Storage.

a. Permission to Place and Store RV:

The City grants the Campground Host permission to place and store one (1) personally owned recreational vehicle ("RV") on designated City property for the duration of this Agreement, including the campground off-seasonal operations. The location of the RV shall be designated by the City and may be relocated by the City if operational needs require. This permission is a revocable license only and does not create a lease, tenancy, or any other property interest.

b. Off-Season Storage:

The Campground Host may leave the RV on City property during the campground off-season, subject to the following conditions:

- The RV shall be stored only in the location designated by the City.
- The RV shall remain in a safe, secure, and well-maintained condition.
- The RV shall not be occupied during the off-season unless specifically authorized in the writing by the City.

- The City may require temporary relocation of the RV to accommodate maintenance, construction, snow removal, emergency operations, or other municipal purposes.
- The City reserves the right to require removal of the RV if it determines that storage interferes with City operations, presents a safety concern, violates applicable laws, or if this Agreement is terminated.

c. **Ownership Maintenance:** The RV shall remain the sole property of the Campground Host. The Campground Host shall be solely responsible for all maintenance, repairs, winterization, licensing, registration, and compliance with all applicable federal, state, and local laws.

d. **Insurance Requirements:**

The Campground Host shall maintain, at their own expense:

1. Comprehensive liability insurance covering the RV.
2. Property insurance covering loss or damage to the RV and its contents.
3. Any automobile liability insurance required by Minnesota law if the RV is self-propelled.

Proof of insurance shall be provided to the City upon request and maintained throughout the term of this Agreement, including any period the RV remains on City property during the off-season.

e. **Assumption of Risk:**

The Campground Host acknowledges and agrees that the RV is stored on City property solely at the Host's own risk. The City shall not be responsible for any loss of or damage to the RV or its contents resulting from theft, vandalism, weather, wind, hail, flooding, snow or ice accumulation, falling trees or limbs, fire, utility interruptions, acts of third parties, or any other cause.

f. **Release and Indemnification:**

The Campground Host releases, indemnifies, and agrees to defend and hold harmless the City of Brainerd, its elected officials, officers, employees, volunteers, and agents from and against any and all claims, damages liabilities, losses, costs, or expenses arising out of or relating to the placement, storage, occupancy, maintenance, or use of the RV on City property, except to the extent caused by the City's gross negligence or willful misconduct.

g. **No Bailment or Landlord-Tenant Relationship:**

The parties acknowledge that allowing the RV to remain on City property does not create a bailment, lease, landlord-tenant relationship, or any ownership or possessory interest in the property. The City does not assume custody, care or responsibility for the RV or any personal property contained therein.

h. **Removal of RV:**

Upon expiration or termination of this Agreement, or upon written direction from the City, the Campground Host shall remove the RV and all personal property from City property within seven (7) calendar days of the expiration, termination, or written

notice, unless a shorter timeframe is required due to an emergency, safety concern, interference with City operations, maintenance or construction activities, or other circumstances requiring prompt removal.

The City may require removal of the RV if the Campground Host fails to comply with the terms of this Agreement, if authorization to keep the RV on City property is revoked, if the RV becomes damaged or creates a safety or property concern, or if the City determines the property is needed for municipal operations, maintenance, construction, emergency response, or other City purposes.

If the RV is not removed within the required timeframe, the City may take appropriate action for removal, towing, or storage in accordance with applicable law. Any costs incurred by the City as a result of the Campground Host's failure to timely remove the RV shall be the responsibility of the Campground Host.

i. **Park Board Approval:**

Permission to store a privately owned RV on City property, including during the campground off-season, is contingent upon approval by the Park Board and may be modified or revoked at any time if the Park Board determines that continued storage is no longer in the best interest of the City or interferes with municipal operations.

8. Notice.

- a. All communications shall be directed to the City at:

Public Works Administrative Specialist
501 Laurel Street
Brainerd, MN 56401
(218) 828-2320

- b. All written communications during the term of this Agreement shall be directed to the Host at the Host's campsite.

The hosts permanent phone number is: _____

The hosts permanent address is: _____

9. Assignment. The Host shall not assign the Host's rights or obligations under this Agreement.
10. Merger and Amendment. This Agreement contains all the terms and conditions between the parties and supersedes any prior communications or agreements with respect to the subject matter of this Agreement. This Agreement may only be amended by a written document signed by both parties.

CITY OF BRAINERD

Dated: _____, 2027

Zac Swarthout / Public Services Director

Dated: _____, 2027

Park Board Chair, Andrew Shipe

CAMPGROUND HOST

Dated: _____, 2027

William Kelm

Dated: _____, 2027

Teresa Klem

DRAFT



Park Board Agenda Request

MEETING DATE: August 25, 2026

TITLE OF ITEM: Approval of DNR Grant

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Zac Swarthout, Public Services
Director

ESTIMATED TIME (MIN): 5-10 Minutes

SUMMARY OF ISSUE

The Minnesota Department of Natural Resources (DNR) is accepting applications for the 2026 Protect Community Forests for Community Resiliency Grant. The program provides funding to Minnesota communities to reduce the impacts of the Emerald Ash Borer (EAB) and improve the health and resiliency of community forests.

Approximately \$17.7 million is available statewide, with no minimum grant request and a maximum award of \$150,000. No local match is required, and applications are due September 14, 2026.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Staff is proposing to apply for approximately up to \$50,000 for tree management at Kiwanis Park, throughout the parks if needed, and streets. The proposed project would include:

- Removal of approximately two to three ash or high-risk unsafe trees.
- Replacement of removed trees with appropriate species to maintain and improve the park's tree canopy.
- Emerald Ash Borer treatment injections for qualifying ash trees where treatment is appropriate.
- Other eligible tree care expenses, as funding allows.

The grant generally requires trees removed from parks to be replaced at least one-for-one. The City will also be required to follow applicable DNR requirements for tree planting, mapping, establishment, and EAB management. Since the City of Brainerd does have a developed plan, this would just need to be incorporated into the grant project.

The final project scope and grant request will be determined based on tree conditions, treatment needs, cost estimates, and DNR grant requirements.

RECOMMENDED ACTION/MOTION

Motion to approve staff submitting an application to the Minnesota Department of Natural Resources for the 2026 Protect Community Forests for Community Resiliency Grant, requesting up to \$50,000 for eligible tree removal, replacement, Emerald Ash Borer treatment, and related tree management activities at Kiwanis Park and additional areas if needed.

FINANCIAL IMPACT

N/A



Protect Community Forests for Community Resiliency

2026 Request for Applications

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-259-5274. TTY users can call the Minnesota Relay Service at 711. Minnesota DNR is an equal opportunity employer and provider.

Grant Overview

The Minnesota Department of Natural Resources (DNR) welcomes applications from Tribal governments, local units of government, nonprofit organizations, and schools within Minnesota that will reduce the impacts of Emerald Ash Borer (EAB) through tree management and maintenance, and education and engagement efforts, that enhance community forest health and resilience.

The following pages provide detailed information about Protect Community Forests for Community Resiliency eligibility, available funding, application, and award process. Please review all the information before developing and submitting an application.

Funding

A total of \$1,703,800 is available to fund projects that manage and/or reduce the impacts of EAB through forestry activities on public non-State lands and residential land for low-income residents. Funding for this project was provided by the Minnesota Environment and Natural Resources Trust Fund as recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR). There is no minimum to the dollar amount applicants can request. The maximum amount that will be funded per applicant is \$150,000.

No matching funds are required and match as part of your application is not recommended. If match is provided, it cannot come from other grants or monies from the State of Minnesota.

Eligible Applicants

Nonprofit organizations with 501(c) status, schools, and local units of government within Minnesota, including cities, counties, regional authorities, joint powers boards, towns, soil and water conservation districts, and Tribal governments. Parks and recreation boards in cities of the first class are also eligible to apply.

Eligible Activities

Eligible activities may take place on lands permanently protected by a conservation easement or public ownership, and on private, low-income unprotected lands; all private low-income unprotected lands work will adhere to the “Residential Tree Care Requirements”.

The following activities are eligible for grant funding:

- Conducting community forestry work on non-State public land, or on residential land for low-income residents (work on residential land must be conducted by companies or organizations with an [International Society of Arboriculture \(ISA\) Certified Arborist](#) on staff, [Tree Care Industry Association \(TCIA\)](#) accreditation, or equivalent qualification).
- Conducting a tree inventory.
- Developing an Emerald Ash Borer Management Plan or a plan that includes an EAB component. Local units of government must adopt a management plan if they do not have one in place already. *Incorporation of environmental justice components into management plans is encouraged.*
- Removing and replacing ash or high-risk unsafe trees.
- Planting trees for diversity.
- Constructing and maintaining gravel beds.
- Chemically treating of ash trees with an injectable non-neonicotinoid insecticide (i.e., emamectin benzoate) in communities within or up to 10 miles outside of generally infested areas (refer to the [EAB Generally Infested Areas Buffered by 10 Miles](#) map for more information).
- Maintaining existing canopy, including needed pruning or watering establishment.
- Educating and engaging residents.
- Developing, purchasing, or printing educational and outreach materials to engage residents in urban and community

forestry.

The following activities are eligible technical assistance components of the grant:

- You will not have to budget (pay) for technical assistance through either of the following programs; if applying for assistance with tree plantings, you will need to purchase the trees for planting either through grant funds or through other means. The technical assistance programs below are supported through the LCCMR grant package separate from the competitive grant program and are provided for free to grant recipients. *Note that snacks for volunteers are an ineligible expense and must be budgeted through non-grant funds.*
 - Operational Assistance through Tree Trust: Tree Trust is uniquely suited to assist communities with the design, planning and management of community volunteer tree plantings. Tree Trust is able to supply the tools, technical assistance to support and empower your community's volunteers in creating a greener future.
 - Educational Assistance through the University of Minnesota's Tree Steward volunteer program: The Tree Steward Program is a community-based program where city/county staff or representatives will request Tree Steward training for community members to turn them into knowledgeable volunteers. This education allows the residents to get involved with caring for their community's urban and community forests as advanced volunteer stewards. Tree Steward volunteers can be trained in a wide array of topics related to trees based on the needs within your community. This education can include, but is not limited to, the following topics:
 - Properly planting trees and leading others at planting events
 - Properly pruning young trees to improve the overall health and structure
 - Pruning suckers and sprouts from young and mature trees to ensure safety and proper sightlines for the public
 - Watering devices available for use and the benefits of utilizing watering devices for young and newly planted trees
 - Installation of watering devices on public trees
 - Identification of common tree diseases and pests
 - How to identify trees of concern
 - How to report trees of concern to your community so action can be taken

Eligible Project Expenses

Eligible project expenses are those incurred through project activities directly related and necessary to achieve the outcomes described in the project application and that meet the conditions of the grant contract. Grant funds can be used for, but may not be limited to:

- Professional contracts for technical assistance, resident education and engagement, or project implementation by individuals or organization not a part of a local government unit (including tree inventories, EAB management plans, tree removals and replanting, chemical treatment with injectable non-neonicotinoid insecticide, and tree planting).
- Project-related materials may include, but are not limited to, tree stock, mulch, watering bags, staking materials, tree wrap or guards, shovels, printing, chemical for injectable non-neonicotinoid insecticide treatment (such as emamectin benzoate).
- Equipment purchases of \$4,999 or less that are used to complete the project. Multiple pieces of equipment, tools, or project supplies can be purchased with grant funds, but no one tool can have a unit cost of \$5,000 or more, even if that cost is split across grant and match funds.
- Equipment rental.

Ineligible Project Activities and Expenses

Ineligible project expenses include, but are not limited to:

- Costs incurred prior to the start date of the fully executed grant agreement.
- Purchase of trees listed on the [Minnesota Noxious Weed List](#), or the DNR's [Invasive Terrestrial Plants List](#), including Amur cork tree, Amur maple, autumn olive, black locust, buckthorn, Norway maple, Russian olive, Siberian elm, and tree of heaven.
- Purchase of balled and burlapped trees larger than 2.5" caliper, containerized trees larger than #20, or bareroot trees greater than 2" or less than ¾" caliper diameter.
- Purchase of tree species in a genus that already makes up 10% or more of the community's or in a family that makes up 20% or more of the trees.
- Purchase of plants other than trees, such as shrubs, living ground covers, sod, grass seed, and flowers.
- Purchase of land or easements.
- Major soil purchases, grade changes or construction.
- Work on state land.
- Capital expenditures (items with a unit cost of \$5,000 or more), such as buildings, motor vehicles, trails, or other permanent structures.
- Purchase of meals or snacks for volunteers.
- Experimental practices not approved by DNR.

Questions about additional eligible or ineligible expenses can be directed to ucf.dnr@state.mn.us.

Project Evaluation

Projects will be evaluated on serving underserved populations as identified in the rubric.

Examples of underserved populations include, but are not limited to, individuals living in areas with high exposure to negative environmental conditions, who are low-income, persons with disabilities, individuals with less than a high school education, those with limited English proficiency, populations experiencing low life expectancy, older adults, veterans, and persons of color. Negative environmental conditions may include high air pollution (Particulate Matter 2.5), and low tree canopy coverage (less than 30%). The applicant must provide a detailed description of the underserved populations served by the proposed project and the measurable benefits to those populations as outlined in the rubric.

For resources to help identify underserved populations in your communities, please refer to the [Underserved Communities Resource List](#).

The commitment to underserved communities aligns with the State of Minnesota's policy of ensuring fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant making. [The Policy on Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities, or both. Competitive Grant Review establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities, or both.

In addition to criteria listed above, applications will be reviewed and scored based on the overall strength of the proposal. This evaluation serves three purposes:

- To help ensure the quality of the projects receiving taxpayer dollars
- To distinguish among high-scoring projects if funding is insufficient to support all that meet application requirements
- To rank remaining projects if funding allows

Grant Requirements

- Applicants must comply with all Federal and State laws and regulations related to the completion of projects, as stated in the grant agreement.
- Application must show the applicants ability to provide photo documentation of the project's progress at appropriate phases, and illustrations, diagrams, charts, graphs, and maps to show results. All trees removed, planted, or maintained must be mapped and submitted.
- Applicants must publicly post and promote grant project information and purpose.

Application Requirements

Applicants must meet the following application requirements to be considered for this grant opportunity:

GENERAL

- Applications must be completed in full to be considered. This includes, but is not limited to:
 - A detailed project description, including goals, objectives, project area and a timeline.
 - Map documentation showing the location(s) of where work will happen.
 - A budget outlining project costs, including labor, materials, and equipment.
 - A letter of support from any identified partner organization(s) that acknowledges and agrees to the specific role(s) and activities attributed to the partner organization in the grant application.
 - Any other documentation relevant to the proposed project.
- Applications must demonstrate the applicant's ability to implement the project, meet all grant objectives, and submit a final report by June 1, 2029.

PRE-AWARD RISK ASSESSMENT

- Applicants who request \$50,000 or more in grant funds must complete and submit the Pre-Award Risk Assessment Questionnaire along with their application. The questionnaire must be completed in full and all required supporting financial documentation submitted to be considered. This requirement does not apply to Tribal governments.

PAST GRANT PERFORMANCE EVALUATION

- Applicants who have completed one or more grant projects with the DNR Urban and Community Forestry (UCF) program will need to address their past grant performance in the application. Applicants should request **their most recent UCF Grant Closeout form** from ucf.dnr@state.mn.us. If you are unsure if your organization has previously held a grant contract with the UCF program, please reach out to ucf.dnr@state.mn.us and staff will confirm your past grant status and provide the closeout form, if applicable.
- Past grant performance, when applicable, will be a consideration when awarding grant funding. This means that a project could score well based on the strength of the application, but receive additional grant conditions, reduced funding, or even no funding due to past grant performance issues for which there is no evidence of corrective actions being taken or insufficient actions being taken to address previous issues.
- If an applicant was a previous grant recipient but no UCF Grant Closeout form is available, or if the applicant has never received a grant under the UCF program, this section of the application can be left blank. There will be no penalty within this scored section for those where no UCF Grant Closeout form is available, or if the applicant has never received a grant under the UCF program.

Additional Requirements

INVENTORY, MANAGEMENT PLANS, EDUCATION

- Tree inventory projects must submit obtained data to the DNR in a shapefile format.
- By the end of the grant period local units of government must have an Emerald Ash Borer (EAB) Management Plan or a Plan that includes an EAB component in place. Existing plans must be adopted or re-adopted after June 1, 2019 and submitted to DNR as part of the application packet. Local units of government that do not have a management plan in place must budget for the cost of obtaining one through this grant program.
- Any education provided through this program must be conducted by an ISA Certified Arborist, TCIA accreditation or equivalent qualification, or must qualify for ISA continuing education units. Education through Tree Trust and/or the University of Minnesota Tree Steward's Program is also acceptable.
- Management plans are encouraged to incorporate wood utilization when removals are occurring.
- Management plans are encouraged to incorporate consideration for underserved populations as they are defined in the grant evaluation section of this document. This may include prioritizing planting in areas of low canopy cover, focusing education and outreach in these areas, etc.

TREE REMOVALS AND PLANTING

- Planting trees can take place without removal.
- Tree removals from boulevards and parks, must be replaced at least one-for-one (i.e., at least one tree planted for every tree removed), and trees must be replanted at the same location of the removal whenever possible and feasible, or received approval from a DNR grant administrator in advance of planting..
- Tree removals conducted in park woodlands:
 - For the purposes of this grant, park woodlands are defined as publicly owned spaces that, beyond trail creation or access, are not regularly mowed.
 - Removals in woodlands need to be mitigating a public safety concern or to address degraded ecosystems.
 - Removals must meet a minimum of one tree planted for five trees removed.
- Tree planting projects must follow the best practices set in [A Pocket Guide to Planting Trees](#).
- Tree planting projects must identify the tree species to be planted; site location(s); and number, and type/size of planting stock:
 - Trees planted must be a climate-adapted species to Minnesota.
 - The species identified for planting must increase the diversity of the community's tree canopy and advance the goal of working toward the 20-10-5 guidelines, meaning a community has no more than 20% of their trees within a single family, no more than 10% of their trees within a single genus, and no more than 5% of their trees within a single species. Communities should use the [Rapid Assessment Community Tree Viewer](#) to access community tree survey data, and may provide their own data if collected post 2020.
 - Tribal governments may receive exemption from the 20-10-5 diversity requirement for species of cultural significance. Schools and nonprofits serving Indigenous communities may also receive exemption for species of cultural significance with proper justification. Please note in your application species included for cultural relevance.
 - Tree species listed on the [Minnesota Noxious Weed list](#) or the [DNR's Invasive Terrestrial Plants List](#) are not eligible for grant expenses, including Amur cork tree, Amur maple, autumn olive, black locust, buckthorn, Norway maple, Russian olive, Siberian elm, and tree of heaven.
 - Species list for trees to be planted must be submitted to and approved by DNR prior to planting.
 - Species list and numbers can be amended following the submission of tree

- inventory/survey data.
- Tree stock must meet [ANSI Z-60.2](#) and can be:
 - ¾-2 inch caliper bareroot,
 - a container class size #20 or smaller, or
 - balled and burlapped trees smaller than 2.5" caliper ([MNDOT Certified Landscape Specialist](#) training required by planting organization in order for B&B trees to be eligible).
 - Flexibility is possible in instances where desired stock is unavailable.
 - DNR recommends trees be purchased with a one-year warranty.
- All trees removed and planted must be mapped and submitted as shapefiles, with the planted trees identified by species. If your community does not have access to shapefile-generating software, please contact the DNR at ucf.dnr@state.mn.us to discuss options for addressing this requirement.
- Projects that incorporate tree planting must submit a 3-year establishment plan with application.

RESIDENTIAL TREE CARE

- Removals conducted on residential property must be offered a tree replacement of one tree planted for each tree removed. Property owners must decline trees planted in order to not meet the one-to-one replanting requirement.
- Work on residential land can only be conducted on a property in service to low-income residents. The definition of low-income must be defined and reasonably justified by the applicant and submitted to the DNR.
- Work conducted on residential property will either be completed by residents (tree planting only), or by tree care companies holding liability insurance and with an [International Society of Arboriculture \(ISA\) Certified Arborist](#) on staff, or [Tree Care Industry Association \(TCIA\)](#) accreditation, or equivalent certification.
- A link to, or paper copy of, the Forest Service's Tree Owner's Manual ([English](#) / [Spanish](#)) must be provided to residents receiving maintenance work or a newly planted tree. If a resident's primary language is Hmong, Somali or Spanish, additional resources including the Pocket Guide to Planting Trees ([English/Hmong/Somali/Spanish](#)) and the DNR's Tree Care Door Hanger will be available as supplemental educational materials.
- For activities on residential land, a formal agreement between the resident and the grant recipient is required. Each residential agreement must contain the following language:
 - *The State of Minnesota is released from any liability associated with work completed on private property.*
 - *Access is granted by the landowner for all planned activities within the agreement; this may include, but is not limited to: planting, follow-up maintenance, monitoring, or other on-site work. Access for state employees must be granted to complete monitoring of work conducted.*
 - *I will plant and care for my tree(s) according to the Tree Owner's Manual for as long as it is within my right to do so.*

Emerald Ash Borer (EAB) Considerations

Minnesota Department of Agriculture considers **May 1 – September 30** to be the flight season for EAB. This means that EAB adult beetles are emerging from infested wood or trees and flying in search of new hosts during this time. The best management practice is to not remove ash trees when EAB are actively flying (May-September), to avoid the risk of EAB emerging from this material in transit or at a processing location.

EAB infestations are difficult to identify in the early stages of the infestation. EAB infestation areas grow via human-assisted movement and through natural dispersion. For these reasons, when new EAB infestations are discovered, quarantines are enacted on a large scale with the assumption that the infestation is spread beyond what is observed. However, while the quarantine necessarily covers a large area where EAB may be present, the distribution of EAB is likely not uniform throughout the quarantine and may be in areas outside these boundaries.

These guidelines ideally should be followed 100 percent of the time when working with ash trees throughout the state of Minnesota. *However, once a community is considered to be “generally infested” with EAB (the point at which EAB-infested ash are so numerous that year-round removal of hazardous trees is necessary to mitigate risk to public), conducting ash tree removals during the emerald ash borer flight season may be necessary to avoid risk to public safety and property.* EAB status map can be viewed [here](#).

Following these guidelines will provide the lowest degree of risk for movement of EAB.

Application Details and Instructions

When filling out the application, ensure all sections are completed and the application is submitted by the deadline. Pay close attention to the requested information and respond to all questions. Detailed responses and completeness are strongly encouraged: if funded, the application responses will become a grantee’s work plan. Make sure enough information is provided, especially in the timeline and budget sections, to serve as a complete work plan. Grantees will need to meet the objectives stated in their work plans by the end of the grant program. Clearly demonstrate in the application how the proposed project serves underserved populations as defined by the Request for Applications and how it aligns with eligibility requirements (including project activities and costs). Be sure that the application does not request funding for any ineligible project expenses.

A complete application will consist of the following:

Required Information:

1. Name of Organization
2. Organization Type
3. Project Coordinator Information (name, title, email, phone)
4. Organizational Information (SWIFT ID, address, city/state/zip, county)
5. Total Grant Amount Requested (maximum of \$150,000)
6. Annual Forestry Operating Budget
7. Authorized Signer(s) (name and email)
8. Conflict of Interest Signer(s) (name and email)
9. Proposed Project Components (e.g., planting, removal, education, etc.)
10. Planned Activities (e.g., number trees to be removed, number of trees to be planted, etc.)
11. Additional Technical Assistance and Brief Description, *if applicable* (see RFA for more information)
12. If awarded, does your organization need a pdf copy of the grant contract for council or board review and approval before the state issues a DocuSign agreement for signature? Yes/No

Required Documents:

1. Application form ([PDF, format unchanged](#))
2. Budget ([Excel, format unchanged, additional lines added as needed](#))
3. 3-Year Tree Establishment Plan for newly-planted trees, *if planting trees* ([PDF, format unchanged](#))
4. Species and Stock List from which trees will be planted, *if planting trees* (any format acceptable; contact ucf.dnr@state.mn.us with questions about species eligibility)
5. Maps of work locations, *if conducting direct tree work (e.g. removal, planting, maintenance) on public non-state land*
6. Emerald Ash Borer Management Plan or a Plan with an EAB component, *local units of government only*
 - a. Local units of government **must** have adopted a Plan on or after May 1, 2019, and submit it with their application or plan to adopt a management plan through this grant process by incorporating the cost in their budget.
7. Pre-Award Risk Assessment Questionnaire and associated financial documents, *if applicant is requesting \$50,000 or more in grant funds. Tribal governments are exempt from this requirement.* ([PDF, format unchanged](#))
8. Letter(s) of Support, *if collaborating with an outside organization* (any format acceptable). A letter of support from any identified partner organization(s) should acknowledge and agree to the specific role(s) and activities attributed to the partner organization in the grant application.

9. Most Recent UCF Grant Closeout Form, *if applicable* (email ucf.dnr@state.mn.us to request)

Once you have gathered all of the above required documentation and information, submit your application through the [2026 Protect Community Forests for Community Resiliency Application Portal](#).

Data Privacy and Trade Secret Notice

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete the application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Applications are private or non-public until opened. Once the applications are opened, the name and address of the applicant and the amount requested is public. All other data in an application is private or non-public data until all agreements are fully executed. After DNR has completed the evaluation process, all remaining data in an application is public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37. A statement by a grantee that the application is copyrighted or otherwise protected does not prevent public access to the application (Minn. Stat. § 13.599, subd. 3).

Application Submission Instructions

After reading through the Request for Applications, complete all parts of the application. Grant applicants are required to submit applications through the [2026 Protect Community Forests for Community Resiliency Application Portal](#). Applications must be received by September 14, 2026, to be considered for funding. The applicant is responsible for ensuring their submission is complete and received by DNR by the deadline; applications received after the deadline will not be eligible for consideration. DNR is not responsible for any technical or logistical problems causing an application to be received late.

Review Process and Timeline

All applicants must meet the minimum requirements identified in this Request for Applications to obtain funding.

A UCF Grants Steering Committee, made up of staff from the DNR Division of Forestry and select stakeholders, will evaluate applications received by the application deadline, and recommend projects and award amounts to the DNR. DNR will review the UCF Grants Steering Committee recommendations and is responsible for final award decisions. DNR can determine to not award or reduce awards based on grantee capacity including grantee operating budgets and staffing capacity, amount of unexpended open grants with DNR UCF, and other capacity concerns as outlined in the pre-award financial risk assessment supplemental questionnaire. Performance on currently open grants will also factor into capacity concerns and final grant award amount decisions. Final grant awards are contingent upon a pre-award financial review to ensure there are no concerns that cannot successfully be mitigated upon negotiation with the State. *The award decisions of DNR are final and not subject to appeal.*

The timeline below from “Application grant process, project selection, financial and capacity review” through “Contracts executed, grant work begins” is pending based on application submissions.

Process	Timeline
RFA posted on the DNR website	August 3, 2026
Questions from applicants on application process due	August 31, 2026
Applications due	September 14, 2026
Application grant review process, project selection, financial and capacity review	September 15, 2026 – November 12, 2026
Grant notifications	November 13, 2026
Grant agreement negotiations begin	November 13, 2026 – February 3, 2027
Work plans approved, contract signing and execution	February 3, 2027 – March 3, 2027
Contracts executed, grant work begins	March 3, 2027
All grant work completed, final reimbursement request submitted	June 1, 2029

DNR expects to contact selected grantees by November 13, 2026. If selected, grantees may only incur eligible expenditures after the grant contract is fully executed, and the grant has reached its effective date.

Awards are not publicly announced until all grant agreements are fully executed.

Required financial and grantee capacity review

To protect the interest of the State and to ensure the effective and timely completion of publicly funded grant projects, agencies must ensure that entities that receive grants are financially and operationally capable of performing all duties required of the grant. The [OGM 08-06](#) policy establishes minimum requirements for granting agencies conducting pre-award risk assessment and financial review of potential grantees. As required by *Minn. Stat. §16B.981/Chapter 62 - MN Laws, Article 7, Section 11*, a pre-award risk assessment must be conducted for grant awards of \$50,000 or more. This policy does not apply to Tribal governments.

All grantees as defined in *Minn. Stat. §16B.981 Subd. 1 (c)* applying for grants in the state of Minnesota must undergo a financial and capacity review prior to final grant award of \$50,000 and higher. Such applicants must include the Pre-Award Risk Assessment Questionnaire and associated financial documents with their application.

Review of the Pre-Award Risk Assessment Questionnaire and associated financial documents may result in a request for more information for the purpose of satisfying any DNR concerns. When requesting additional information from a potential grantee, DNR will give the potential grantee 15 calendar days to respond or to work with the DNR to develop a risk mitigation plan to satisfy the concerns.

Questions:

Submit questions to ucf.dnr@state.mn.us. Answers will be posted weekly [online](#). Questions must be submitted no later than August 31, 2026 to be included on the website. Any questions asked after August 31, 2026 will not be addressed. Applicants seeking information after this date will be directed to the grant FAQs.

Liability and Project Implementation

DNR is not liable for costs incurred by any organization or individual for work performed in the preparation and production of an application, nor for any work performed prior to the execution of the grant contract. Project work and expenses that are eligible for reimbursement with grant funds CANNOT be started or incurred until the grant contract is fully executed. Grant agreements for awarded projects are expected to be finalized by March 3, 2027. A fully executed grant agreement is one where all necessary signatures have been obtained.

Reimbursement and Reporting

All grant funds will be provided on a reimbursement basis only. Advanced payment will not be available through this grant program. Reimbursement requests may be submitted semi-annually by the following deadlines:

1. May 1, 2027
2. November 1, 2027
3. May 1, 2028
4. November 1, 2028
5. June 1, 2029 (Final Report and reimbursement request)

The following information must be submitted to be deemed a complete reimbursement request:

- An Accomplishment Report describing the grant accomplishments/deliverables and their impacts since the last reimbursement request.
- A Partial Payment Form along with detailed invoices and proof of payment for grant-funded purchases.
- Attachments or photo documentation of project progress at appropriate phases, and communications examples, illustrations, diagrams, charts, graphs, and maps to show results.
- Shapefiles of all trees removed (including stumps ground), treated, maintained, and planted, with the planted trees identified by species (Note: Grantees without access to shapefile-generating software can notify DNR staff who will work with the grantee to assist in this requirement.)
- Any other documentation requested to demonstrate that work was sufficiently completed.

Following the submission of invoices and accomplishment reports, a compliance check will be conducted by Minnesota Department of Natural Resources staff. Staff will do a site evaluation ensuring that tree species submitted on maps are correctly identified and planted in accordance with the standards set in the Minnesota Department of Natural Resources [Pocket Guide to Planting Trees](#).

All complete reimbursement requests received by the deadlines will be reviewed by DNR staff. Provided that the grantee is in compliance with all terms of the Request for Application and grant contracts, verified project activities and eligible expenses will be reimbursed up to 90%, with 10% retained until the project is completed.

Accommodations may be offered in select circumstances, and in accordance with Office of Grants Management policies, at the discretion of the agency. Please reach out to DNR staff at ucf.dnr@state.mn.us for more information on requesting accommodations.

If two successive updates are missed, DNR staff will contact grantee requesting a grant progress update and explanation of why grant reporting has been late. If a report is not received within 60 days of the request, DNR will assume work is not being conducted and begin steps to close-out the grant contract and reallocate funds. This may result in a grant agreement being closed out early, and DNR staff noting in the grant closeout report the lack of performance and contract compliance by the grantee.

If within two successive updates necessary progress has not been made in accomplishing work within the grant contract, DNR staff may request a meeting to discuss why progress is not being made and may begin steps to close-out the grant contract and reallocate funds. This may result in a grant agreement being closed out early, and DNR staff noting in the grant closeout report the lack of performance and contract compliance by the grantee.

Project Completion

All project work must be completed, and the final request for reimbursement (along with the final report) must be submitted by **June 1, 2029**.

Grant Performance

If awarded, grant performance will be reviewed on timeliness, budget management, reporting and documentation, compliance check performance, meeting outcomes and deliverables, responsiveness and communication, and acknowledgement and reflection on grant performance. This information may be considered during future grant applications and award processes.

Other Considerations

DNR reserves the right to:

- Contact awarded applicants about applications for other UCF grants.
- Post funded applications and reports, including images and maps, to the DNR website.
- Consider existing open grants for performance and community need for additional funding.
- Reject any or all proposals received.
- Waive or modify irregularities in proposals received after prior notification and agreement of applicant.
- Reduce award amounts or not award applicants based on grant performance, applicant organization capacity, and other components of the pre-award risk assessment process.
- Clarify the scope of this program, within the RFA requirements and with appropriate notice to potential applicants, to best serve the interests of the state of Minnesota.
- Amend program specifications after the RFA release, with appropriate notice to potential applicants.
- Require a good faith effort on the part of the grantee to work with DNR after project completion to develop or implement project as proposed and contracted.
- Withhold any payments or cancel contracts when contract conditions are not met.

Application evaluation scoresheet

Selection Criteria and Weight

The steering committee will be reviewing each application according to the scoring process outlined below. Applications are reviewed on a 100-point scale, and past grant performance on a 5-point scale. Scores will be used to develop final recommendations. Applicants are encouraged to score their own applications using the evaluation score sheet below before submitting the application. While not required, this step may help applicants meet the criteria that grant reviewers will be evaluating their project with.

To be funded, the application must meet Minimum Required Project score of 60, or greater, and either no Past Grant Performance Score (e.g. no Grant Closeout Form was available) or a Minimum Past Grant Performance score of 3, or greater. Applications must meet all requirements for funding (see “Application Requirements”), applicants will be funded based on their eligible request, application score, and amount of available funding.

PROJECT APPLICATION SCORING (maximum score is 100)	
<i>Application projects for the Protect Community Forests for Community Resiliency grants will be evaluated and ranked according to the following criteria and points:</i>	<i>Points</i>
1. Project Overview and Need - Response is clear, complete, descriptive, consistent with supplemental documentation (e.g., map), and clearly meets all minimum and additional requirements. (6 points) - Community has a readiness to take on a project of the proposed scope and size. (8 points) - Application details the projects impact and shows significant need for project and state grant funding. Evaluation is based on project’s impact and effectiveness. (8 points) - Project serves underserved populations and application identifies the underserved populations affected. Examples of underserved populations include, but are not limited to, individuals living in areas with high exposure to negative environmental conditions, who are low-income, persons with disabilities, individuals with less than a high school education, those with limited English proficiency, populations experiencing low life expectancy, older adults, veterans, and persons of color. (4 points) - Project seeks to maintain or expand tree canopy through planting, replacement planting, canopy preservation, proactive management or other eligible activities. (4 points)	30
2. Project Timeline - Timeline provides specific dates for all activities. (3 points) - Timeline is easy to read and comprehend. (3 points) - Timeline explicitly accounts for grant execution, reporting, and end dates. (3 points) - Timeline follows best management practices. (5 points) - Timeline is realistic given the extent of the proposed project activities and the resources available and requested to accomplish the project. (6 points)	20
3. Project Budget and Budget Explanation - Budget explanation is detailed and provides specific dollar amounts for anticipated use. (2 points) - Budget totals equal amount requested and match budget attachment. (3 points) - Financially realistic and cost effective. (3 points) - Project budget uses grant funds only for eligible expenses. (2 points)	10
4. Community Engagement and Impact - Planning and collaboration clearly serves and includes residents within the project area, with explicit consideration for underserved populations, as defined above and in the Project Evaluation section of this document. (3 points) - Application details actionable goals for resident engagement. (2 points)	

Protect Community Forests

- Application demonstrates how affected communities will be benefited and the ways in which input will be incorporated prior to and throughout the project. (3 points) - Environmental impacts have been addressed and show an appropriate approach to mitigate negative impacts (e.g., danger of dead ash, benefits of planting trees, stormwater mitigation). (3 points) - Application demonstrates awareness and attention to potential barriers to participation by some community members and addresses actionable items for these communities (examples include program focal areas, outreach in multiple languages, inclusion throughout the project). Mitigation strategies for engaging underserved populations, as defined in the Request for Applications, are clear and measurable. (4 points)	15
5. Communications - Communication strategies are directly related to project accomplishments, and activities. (3 points) - Communication methods in multiple forms of communication are listed with potential to reach the public and/or the intended audience. (4 points) - Tree care-related messaging includes EAB information designed to slow the spread, the importance of trees in communities, and/or pruning and maintenance. (3 points)	10
6. Key Personnel - Key personnel are listed with corresponding project roles and showcase the expertise and capacity to complete proposed grant work. Letter(s) of support are submitted, if collaborating with outside organization(s). Letter identifies the specific role(s) the partner organization will play throughout the project (3 points) - All components that require a certification are met and listed (e.g. education of residents, residential work, planting Balled & Burlapped). (5 points) - All certifications and education degrees are listed for staff or contractors. (2 points) - A high scoring applicant will have staff or contractors with a degree in a related field, or a combination/multiple staff with ISA Certified Arborist, TCIA accreditations, or both and demonstrate the capacity to successfully complete the project in the grant period. (5 points)	15
Total	100

PAST GRANT PERFORMANCE SCORING (maximum score is 5)	
PAST DNR URBAN & COMMUNITY FORESTRY GRANT RECIPIENTS ONLY The section on past grant performance within the Community Tree Planting Grant application will be evaluated and ranked according to the following criteria and points:	Points
1. Past Grant Performance - If addressed, most recent UCF Grant Closeout form is provided by applicant. - The most recent UCF Grant Closeout form is addressed. This may include addressing meeting timeliness, budget management, reporting and documentation, meeting outcomes and deliverables, responsiveness and communication. - Past performance issues and corrective actions are explained, if applicable. - Past performance of strong grant management practices is described, and continued implementation is explained, if applicable. - A high scoring applicant will provide insightful reflection on past performance, and provide specific examples of learning and corrective actions, or continued strong grant management practices.	5
Total	5



Newsletter

Brainerd Parks & Recreation

■ August 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

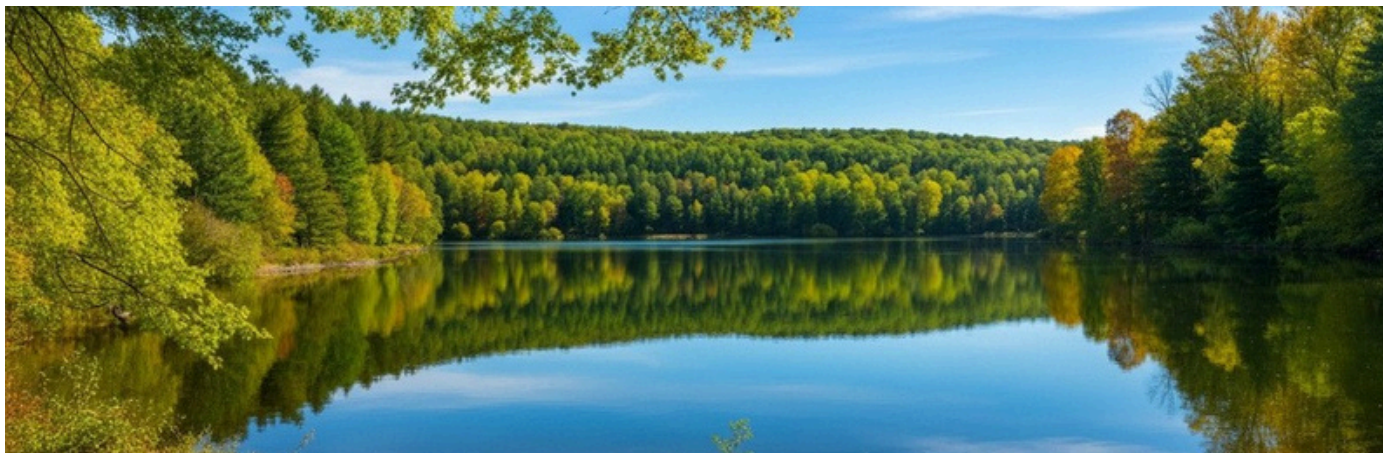


Long-Term Priorities

- 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.



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

- Assembling steel picnic tables
- Watering boulevard trees
- Building bracket for moving picnic tables
- Fixed/welded broken groomer drag
- Lining and cutting, repairing fields
- Worked on batting cages
- Cleaned fountain and splash pad
- Painting restroom doors at Lyman P. White
- Installed restroom sign
- Cutting trees
- Hauling brush
- Pressure washing pavilions
- Sprayed downtown and College Drive for weeds
- Edged and weeded Lyman P. White
- Prepped for Brainerd Night Out
- Prepped for concerts and events at Lyman P. White and Gregory Park

- Cleared out concession stand at Jaycees for painting and epoxying
- Worked on BBBA batting cages
- Faucet repair at Splash Pad
- Scoreboard repair at Mills Field
- Established grass at Lions Park at Buffalo Hills after new sidewalk was installed
- Trimmed trees and added chips to dog park
- Rebulding rink gates at Bane Park



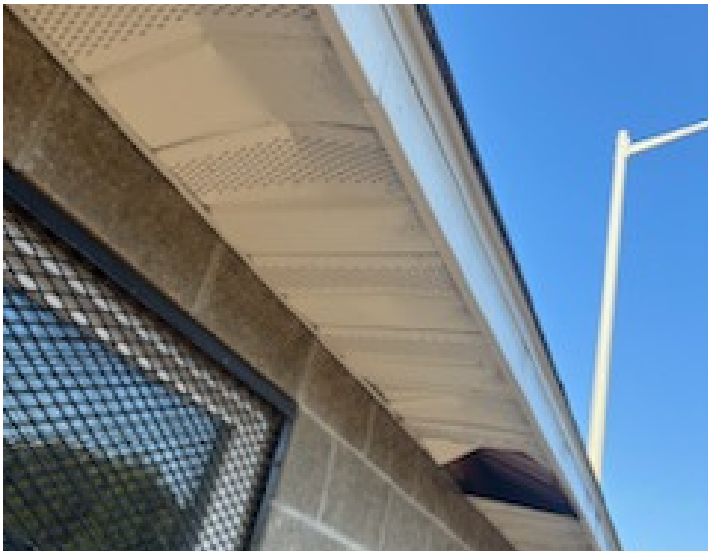


Maintenance Calls & Service Requests

July 24-August

- Filling in dog holes and cleaning up dog park / Buster Park
- Cleaned up tree limbs at Buster Park
- Garbage can placed on the 2nd story roof of the concession stand building at Jaycees, 1st time.
- Repairs made to batting cages at Jaycees after BBBA tournaments
- Call received about a flammable spill within Kiwanis Park, staff checked Kiwanis for spill, nothing found.
- Cleaned up downtown sidewalks of weeds.
- CSO located tires and rims halfway down the Mississippi Landing on the right side. Parks brought tires and rims to landfill.
- Notified about Splash Pad surface with algae/slime, cleaned Splash Pad.
- USA Flag brought in by citizen off of Front Street. Flag was not damaged and was hung back up.
- Garbage can placed on the 2nd story roof of the concession stand building at Jaycees, 2nd time.
- Goal net placed on the lower level of Jaycees roof with garbage can, 3rd time for the garbage can this month.
- Prepped to paint Jaycees concessions.
- Sign ran over at Lum Park, reposted by into the ground.
- Lots of limbing at Buster Park.
- Filled in holes and cleaned up Buster Park.
- Jaycees batting cages are getting astroturfing by BBBA.
- Irrigation fix 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/welding
- 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







Recreation Updates

- Summer leagues are finished
- Completed fall league schedules
- Scheduled staff to fall leagues (Umpires & Concession Staff)
- Fall league start dates:
 - August 11-Competitive Pickleball
 - August 17- Kickball
 - August 18- Men's Softball
 - August 20- Coed Softball
 - August 20-Recreational Pickleball
- Organizing The Great Pumpkin Festival
- Research from other organizations for umpire pay & league fees
- Working with Palace Companies on Memorial Pavilion
- Ordering plaques for summer leagues
- Updating scores on website
- Updating Brainerd Parks and Rec Facebook page on leagues and events

Pickleball Winners

- 2026 Competitive Pickleball
 - Champions: Pa-ad'dles
 - Top Spun
- 2026 Recreational Pickleball
 - Best Buds
 - Dill Peaches

Softball Winners

- 2026 Coed Standings
 - *Gold Bracket*
 - First Place - Harpo's
 - Second Place - The Killer Bees
 - *Silver Bracket*
 - Range Printing
 - Sandler Lot
- 2026 Men's MS1 Standings
 - First Place - Lakes Hockey Academy
 - Second Place - Shep's / Decktek
- 2026 Men's MS2 Standings
 - Champions: North Starz
 - Runner Up: Jokerz
- 2026 Women's Standings
 - *Gold Bracket*
 - Champions: Dunmires Barstock
 - Runner Up: Takedown Pit Happens
 - *Silver Bracket*
 - Champions: Diamond Divas
 - Runner Up: O'Nearys Irish Pub





WOMENS GOLD



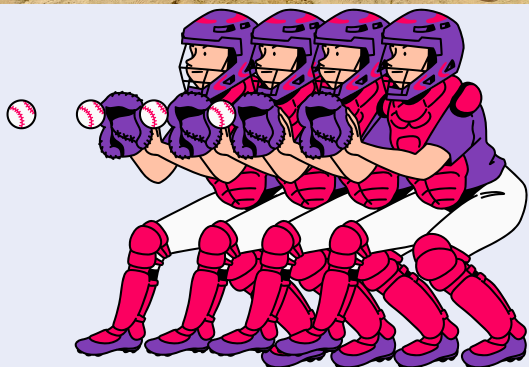
WOMENS GOLD RUNNER UP



WOMENS SILVER



WOMENS SILVER RUNNER UP





CO-ED GOLD



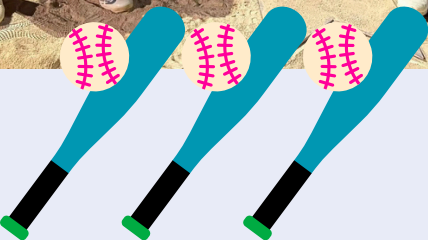
CO-ED GOLD RUNNER UP



CO-ED SILVER



CO-ED SILVER RUNNER UP





MS1 CHAMPIONS



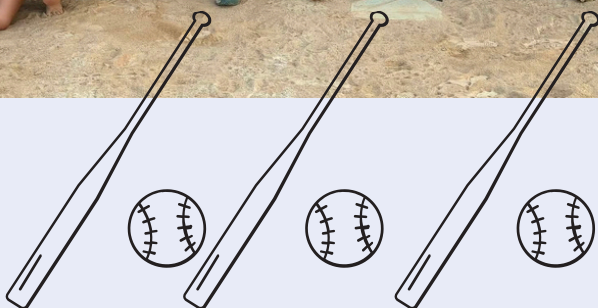
MS1 RUNNER UP

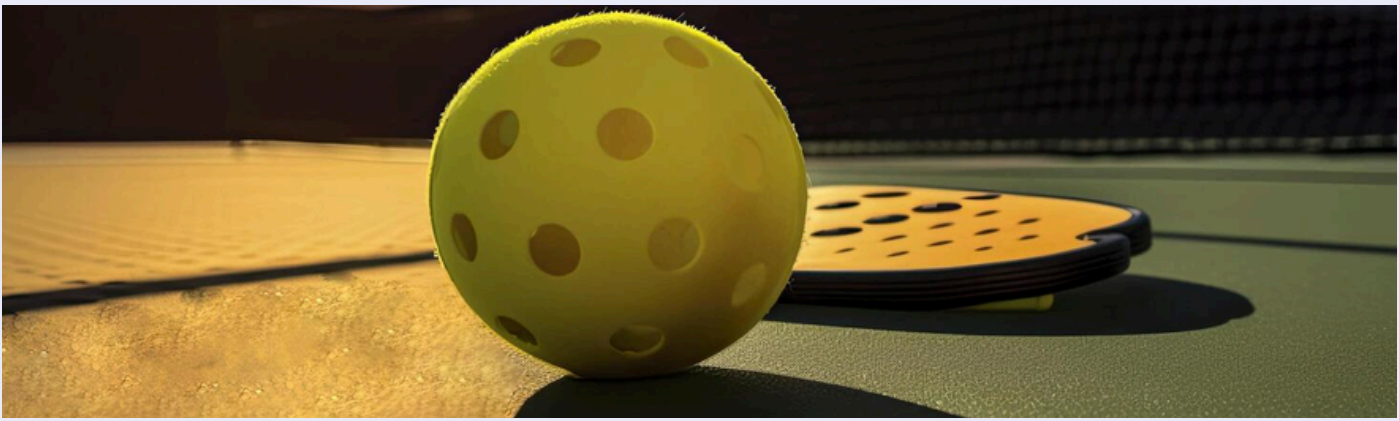


MS2 CHAMPIONS



MS2 RUNNER UP





CAMPIONS



RUNNER UP



RECREATIONAL CHAMPIONS



RECREATIONAL RUNNER UP





Campground Permits

The Parks & Recreation Department issued 136 campground permits for the month of June.

Field & Courts Permits

The Parks & Recreation Department conducted 185 field and court permits.

Pavilion Permits

The Parks & Recreation Department conducted 35 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
- Stumps to grind
- Trees to remove
- Plant grass allong ADA sidewalk at Lum Park
- Trimming trees at Gregory
- Brush to chip up around trails





Park Board Tasks

- Agreement between Lions Club and City of Brainerd for the contingent park approvals for removing the trees, playground, and start of legacy trail. Agreement being review by City Attorney.
- Agreement between Rotary Club and City of Brainerd for approval of the pollinator garden. Agreement being reviewed by City Attorney.
- Property Donation and Transfer Agreement for the donation of Lions Park playground equipment has been drafted and with City Attorney for review.
- Updated Lyman P. White CivicRec questions- added for use of promenade with explanation on what they will be utilizing the promenade for. All requests will be put on the consent calendar for Park Board approval.
- Worked with CivicRec to incorporate special event applications within the Parks & Rec program. CivicRec program not equipped for the City of Brainerd for this use. Working on differnt ideas.
- Lum Park Arch new roof has not been completed yet, called Advantage Home Pros, plan to update August/September
- YMCA and Community Education to present in September/October.

- Gustafson backstops are good for the next 5 years or longer, further discussion of space to continue for long-term plans



• Gregory Fountain History

Every year the fountain is drained, cleaned, and repainted. When the jets and pumps were replaced (not sure of the timeframe yet) the decision to move towards a smaller water feature was made for a few reasons.

1. The larger jets and the general orientation of them caused a significant amount of overflow onto the sidewalks which eventually was leading to slippery algae covered surfaces and significant strain on the pump and jet system due to at times not being able to refill the needed water levels fast enough.



2. There was a group of individuals that had stated that they could raise a significant amount of funds to over the replacement of the original water features, however this falls far short and while I do not know the complete extent of the financial breakdown, it is my understanding that the city did pay for a significant portion of that new water feature. At that time, the parks time also had one of the pumps rebuilt so that they have a backup on hand.

3. In addition to the repairs it was noted that in order to connect to the exterior edge fountains, the concrete based would have to be completely removed as all of the pipes were built into the concrete, which would have added significant costs to the project and resulted in a complete rebuild.

4. The stone wall exterior is approximately 15 years old currently and while it is starting to show some age and minimal cracking... it still appears to be in good overall shape, minus some cleaning that could occur.



Great River Greening Update

GRG is scheduling the tree planting for Oct 20-23, with our crew, to get to the 90% complete level or higher. These trees will be planted in the Terrace Forest unit in the SE corner of the park.

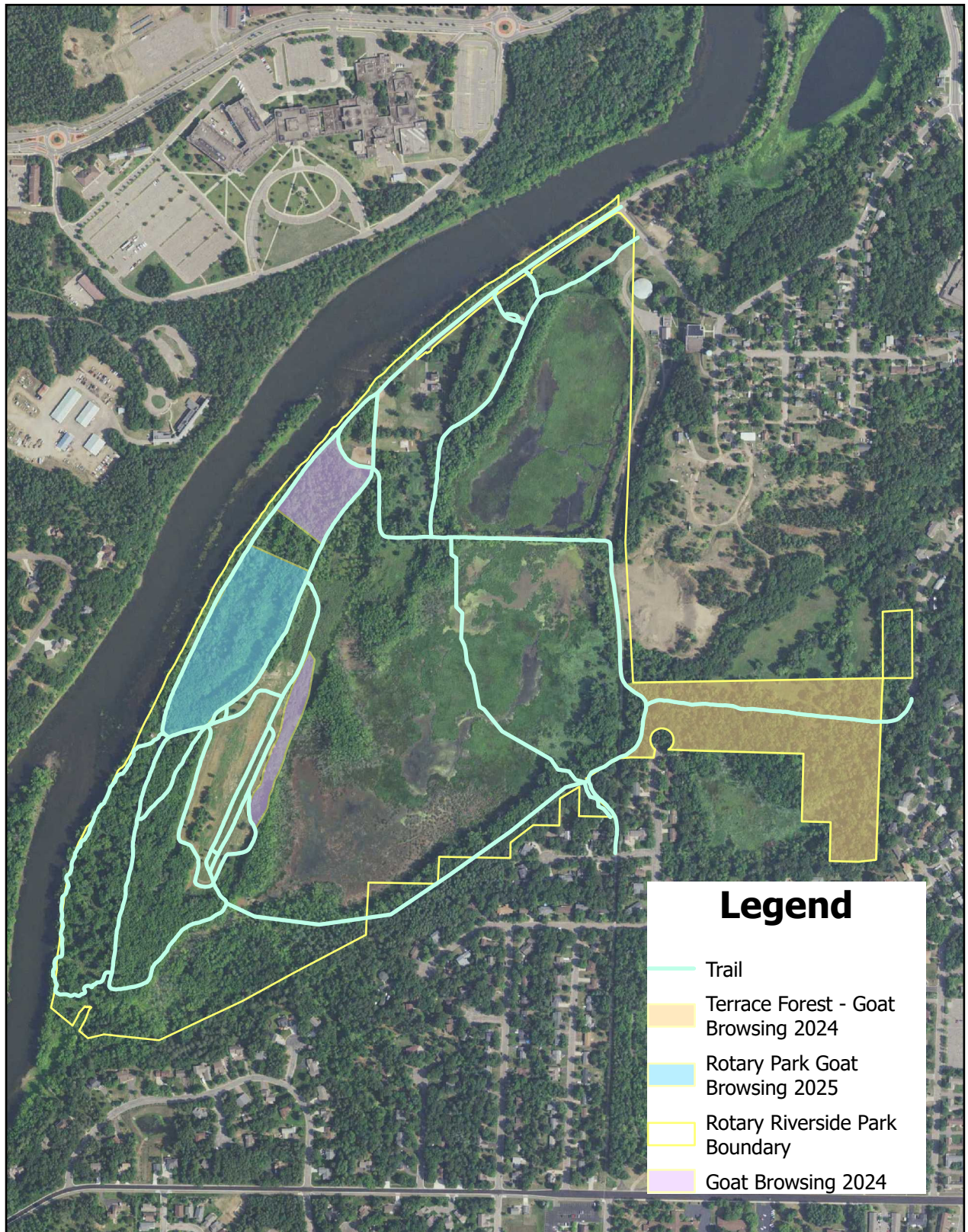
Oct 26-29 met with Melissa and the SWCD, any remaining items for the tree planting (mulch, water, caging, turnkey on a handful of trees), GRG will direct a CCMI crew on site to bring it to 100% complete. Attachment in staff reports.

Miracle Field Donators:

1. The Mills Family
2. Mid Minnesota Federal Credit Union
3. Advantage PCA Services
4. Otto Bremer Foundation
5. Brainerd Jaycees
6. VFW Post 1647
7. KLN for Kids – KLN Family Brands
8. Essentia Health
9. Cub Foods
10. Gustafson Family Foundation
11. The Miracle League
12. MN Twins Field for Kids
13. Harmon Killebrew Foundation

Mills Field Stakeholders:

1. Mills Automotive
2. Brainerd High School
3. BBBA
4. Pitch2Pitch



Rotary Riverside Park

0 0.07 0.15 0.3 Miles



GREAT
RIVER
GREENING