



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, March 3, 2025 @ 7:30 PM

The public is invited to attend these meetings in person

Attend by phone: 1-844-992-4726

City Council - Meeting Access Code: 2481 196 8245

Personnel and Finance Committee held: 2nd Floor Conference Room at 7:15 PM

Safety and Public Works Committee held: Council Chambers at 7:00 PM

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

1. **Call To Order**

2. **Roll Call**

___ K. Bevans ___ J. Czezok ___ G. Johnson ___ K. Stunek ___ K. Yeager ___ T. Erickson
___ M. O'Day ___ Mayor Badeaux

3. **Pledge of Allegiance**

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

5. **Consent Calendar**

NOTICE TO PUBLIC - all matters listed are considered routine by the Council 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 Council votes on the motion to be ADOPTED BY ROLL CALL

A. **Approval of Bills**

B. **Approval of Minutes**

C. **Department Activity Reports**

D. **Approve New On-Sale Liquor License Application Submitted by Burritos California Mexican Grill LLC at 302 Washington St**

E. **Adopt Resolution Accepting 4th Quarter Donations**

F. **Approve Event/Street Closure Application- St. Patrick's Day**

6. **Public Forum**

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

7. **Council Committee Reports**

A. **Safety & Public Works Committee**

1. Authorize Advertisement for Bids - Imp 25-01 - 2025 Chip Sealing Project
2. Authorize Advertisement for Bids - Lowell Safe Routes to School
3. Award Proposal - 2025 Downtown Plantings
4. Award Proposal - M Street Stormwater Outfall Repair Engineering Services

B. **Personnel & Finance Committee**

1. Approve Revised Special Assessment Policy
2. Approve Library Exterior and Mechanical Repairs Proposal
3. Consider Municipal Dispensary License Application
4. Accept Resignation of CSO Joshua Winslow
5. Accept the Resignation of Lineworker Travis Donnelly
6. Ratify Hiring of Wyatt Pribyl for Street Maintenance I Position
7. Fire Contract Formula for 2026 - Informational
8. Approve Memorandum of Agreement with IBEW Administrative Support Union for Technology Positions (Added Item)

8. **Unfinished Business**

A. **Accept Resignation of Patrick Wussow from the Public Utilities Commission**

B. **Call for Applicants**

Mayor Recommended: (terms to expire on 12/31 of said year)

Charter Commission – 2 terms (Expire 2025) 2 terms (Expire 2026)

Housing & Redevelopment Authority -- 1 term (Expire 2027)

Library Board-- 1 term (Expire 2027)

Transportation Advisory Committee- 2 terms (Expire 2026)

Council President Recommended: (terms expire on 12/31 of said year)

Airport Commission - 1 term (Expire 2027)

Water Tower Committee - 3 terms

C. **Consider Public Utilities Commission Recommendation for Central Business District Incentive Policy**

9. **New Business**

- A. **Consider Preliminary Plat Request for St. Francis Church - 411 N 10th St**
 - B. **First Reading- Proposed Ordinance 1581- Consider Rezoning and Zoning Text Amendment for Paradigm Auto - 310 W Laurel St**
 - C. **Consider Conditional Use Permit and Variance for Suite Properties LLC - 324 5th St S**
 - D. **Consider Preliminary and Final Plat for Three Pete LLC - 15770 Dellwood Dr**
 - E. **Adopt Resolution - Approve Plans and Authorize Bidding - Improvement 17-12 - Wright/10th Reconstruction Project**
 - F. **Priorities for Federal House Appropriations - Fiscal Year 2026**
 - G. **Authorize Council Member Bevans to Attend Crow Wing County Commission Meeting to Discuss the Arb**
- 10. **Staff Reports**
(Verbal: Any Updates since Packet)
 - 11. **Mayor's Report**
 - 12. **Council Member Reports**
 - 13. **Adjourn**
 - A. **Adjourn to Closed Session Pursuant to MN Statutes, 13D.05, Subd 3(A), to Conduct City Administrator Broyles 2024 Performance Review.**
 - 14. **Council Communications**

Visit the City's Website at www.ci.brainerd.mn.us

MISSION

"Provide high quality, cost effective public services and leadership in creating a sustainable city"

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 0011 - ACE HARDWARE:							
330563/1							
86930	ACE HARDWARE	02/19/2025	03/05/2025	35.99	35.99	Open	N
	KEROSENE FUEL CAN	pziemer					03/05/2025
238-3160-42210	OPERATING SUPPLIES			35.99			
330537/1							
86931	ACE HARDWARE	02/18/2025	03/05/2025	5.39	5.39	Open	N
	HAND SOAP	pziemer					03/05/2025
225-2120-42220	REPAIR & MAINT			5.39			
330438/1							
86957	ACE HARDWARE	02/13/2025	03/05/2025	100.78	100.78	Open	N
	SOCKET SETS - PARKS	pziemer					03/05/2025
230-5200-42220	REPAIR & MAINT			100.78			
330490/1							
86959	ACE HARDWARE	02/14/2025	03/05/2025	41.38	41.38	Open	N
	SNOW BLOWER REMOTE BATTERIES	pziemer					03/05/2025
235-3125-42220	REPAIR & MAINT			41.38			
330639/1							
86991	ACE HARDWARE	02/24/2025	03/05/2025	44.96	44.96	Open	N
	INSPECTION SUPPLIES - TESTER, LEAK DE	pziemer					03/05/2025
101-2400-42210	OPERATING SUPPLIES			44.96			
330489/1							
87069	ACE HARDWARE	02/14/2025	03/05/2025	8.99	8.99	Open	N
	BATTERIES - GARAGE OPENER	pziemer					03/05/2025
230-5200-42220	REPAIR & MAINT			8.99			
Total for vendor 0011 - ACE HARDWARE:				237.49	237.49		
Vendor 2902 - ADVANCE AUTO PARTS:							
6574504981990							
86960	ADVANCE AUTO PARTS	02/18/2025	03/05/2025	50.34	50.34	Open	N
	TRIMBLE POWER INVERTER	pziemer					03/05/2025
237-3190-42220	REPAIR & MAINT			50.34			
6574504981987							
86966	ADVANCE AUTO PARTS	02/18/2025	03/05/2025	155.35	155.35	Open	N
	TRUCK 120 BATTERY	pziemer					03/05/2025
235-3100-42220	REPAIR & MAINT			155.35			
Total for vendor 2902 - ADVANCE AUTO PARTS:				205.69	205.69		
Vendor 3343 - ARROW MANAGEMENT:							
34015							
86929	ARROW MANAGEMENT	02/17/2025	03/05/2025	1,160.00	1,160.00	Open	N
	ABATEMENT: 823 WILLOW ST	pziemer					03/05/2025
101-2400-43405	NUISANCES			1,160.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Total for vendor 3343 - ARROW MANAGEMENT:				1,160.00	1,160.00		
Vendor 3859 - ASL INTERPRETING SERVICES INC:							
INV-00393-A							
86943	ASL INTERPRETING SERVICES INC	02/21/2025	03/05/2025	24.27	24.27	Open	N
	INTERPRETING SERVICES	pziemer					03/05/2025
225-2120-43300	PROFESSIONAL SERVICES			24.27			
Total for vendor 3859 - ASL INTERPRETING SERVICES INC:				24.27	24.27		
Vendor 0745 - BATTERIES PLUS:							
P80568751							
87075	BATTERIES PLUS	02/25/2025	03/05/2025	33.48	33.48	Open	N
	BATTERIES	pziemer					03/05/2025
225-2220-42210	OPERATING SUPPLIES			33.48			
Total for vendor 0745 - BATTERIES PLUS:				33.48	33.48		
Vendor 2068 - BAXTER POLICE DEPARTMENT:							
1ST QTR 25 TZD							
86946	BAXTER POLICE DEPARTMENT	02/21/2025	03/05/2025	3,833.73	3,833.73	Open	N
	REMIT FIRST QTR 24-25 TZD	pziemer					03/05/2025
225-0000-20800	DUE TO OTHER GOVT UNITS			3,833.73			
Total for vendor 2068 - BAXTER POLICE DEPARTMENT:				3,833.73	3,833.73		
Vendor 3966 - BLUE SKY TRANSIT:							
1312025							
87076*	BLUE SKY TRANSIT	01/31/2025	03/05/2025	81,616.96	81,616.96	Open	N
	JAN 25 THIRD PARTY SERVICES	pziemer					03/05/2025
203-9000-43401	VEHICLE REPAIRS			3,369.03			
203-9000-43440	TRANSIT SERVICE CONTRACT PY			82,472.93			
203-9000-43440	TRANSIT SERVICE CONTRACT PY PENALTY			(4,225.00)			
Total for vendor 3966 - BLUE SKY TRANSIT:				81,616.96	81,616.96		
Vendor 3120 - BOLTON & MENK:							
0355718							
86958	BOLTON & MENK	01/31/2025	03/05/2025	461.50	461.50	Open	N
	24:06 LAUREL ST BRIDGE REHAB	pziemer					03/05/2025
401-9030-43300-24:06	PROFESSIONAL SERVICES			461.50			
0355567							
86974	BOLTON & MENK	01/31/2025	03/05/2025	11,711.39	11,711.39	Open	N
	23:16 S. BRD RESURFACE 12/7/24-12/31/pziemer						12/31/2024
401-9030-43300-23:16	PROFESSIONAL SERVICES			11,711.39			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
0355567/2025							
86975	BOLTON & MENK	01/31/2025	03/05/2025	7,487.61	7,487.61	Open	N
	23:16 S BRD RESURFACE 1/1/25-1/17/25 pziemer						03/05/2025
	401-9030-43300-23:16			7,487.61			
	PROFESSIONAL SERVICES						
	Total for vendor 3120 - BOLTON & MENK:			19,660.50	19,660.50		
Vendor 0078 - BRAINERD LAKES AREA DEV C:							
FEB 2025							
87090	BRAINERD LAKES AREA DEV C	02/27/2025	03/05/2025	3,084.00	3,084.00	Open	N
	2025 EDA CONSULTING SVCS pziemer						03/05/2025
	295-6510-43300			3,084.00			
	PROFESSIONAL SERVICES						
	Total for vendor 0078 - BRAINERD LAKES AREA DEV C:			3,084.00	3,084.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
JAN 25/CITY							
86981	BRAINERD PUBLIC UTILITIES	02/20/2025	03/05/2025	2,468.71	2,468.71	Open	N
	12/24/24-1/24/25 CITY HALL/ANNEX pziemer						03/05/2025
	101-1940-43381			2,175.81			
	101-9200-43381			153.66			
	236-3180-43381			37.50			
	401-1003-43380			101.74			
JAN 25/STRTS							
86982	BRAINERD PUBLIC UTILITIES	02/20/2025	03/05/2025	24,402.96	24,402.96	Open	N
	12/24/24-1/24/25 STREET DEPT UTILITIES pziemer						03/05/2025
	235-3100-43381			23,541.03			
	230-5200-43381			861.93			
JAN 25/PD							
86983	BRAINERD PUBLIC UTILITIES	02/20/2025	03/05/2025	4,649.41	4,649.41	Open	N
	12/24/24-1/24/25 PD UTILITIES pziemer						03/05/2025
	225-2120-43381			4,649.41			
JAN 25/FD							
86984	BRAINERD PUBLIC UTILITIES	02/20/2025	03/05/2025	2,853.28	2,853.28	Open	N
	12/24/24-1/24/25 FIRE DEPT UTILITIES pziemer						03/05/2025
	225-2220-43381			2,853.28			
JAN 25/LIB							
86985	BRAINERD PUBLIC UTILITIES	02/20/2025	03/05/2025	1,366.02	1,366.02	Open	N
	12/24/24-1/24/25 LIBRARY UTILITIES pziemer						03/05/2025
	211-5500-43381			1,366.02			
JAN 25/PARKS							
86986	BRAINERD PUBLIC UTILITIES	02/20/2025	03/05/2025	3,971.35	3,971.35	Open	N
	12/24/24-1/24/25 PARKS UTILITIES pziemer						03/05/2025
	230-5200-43381			3,942.99			
	230-5280-43380			28.36			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
COBRA - JAN/FEB							
86990	BRAINERD PUBLIC UTILITIES	02/24/2025	03/05/2025	160.16	160.16	Open	N
	REMIT JAN 25 & FEB 25 COBRA	pziemer					03/05/2025
101-0000-20850	DUE TO COMPONENT UNIT			160.16			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			39,871.89	39,871.89		
Vendor 2072 - BREEZY POINT POLICE DEPARTMENT:							
1ST QTR 25 TZD							
86947	BREEZY POINT POLICE DEPARTMENT	02/21/2025	03/05/2025	735.10	735.10	Open	N
	REMIT 1ST QTR 24-25 TZD	pziemer					03/05/2025
225-0000-20800	DUE TO OTHER GOVT UNITS			735.10			
	Total for vendor 2072 - BREEZY POINT POLICE DEPARTMENT:			735.10	735.10		
Vendor 2106 - BSN SPORTS, LLC:							
928731494							
86952	BSN SPORTS, LLC	02/05/2025	03/05/2025	1,455.14	1,455.14	Open	N
	PITCHER MOUND/BASES	pziemer					03/05/2025
230-5215-42210	OPERATING SUPPLIES			1,455.14			
	Total for vendor 2106 - BSN SPORTS, LLC:			1,455.14	1,455.14		
Vendor 0102 - CANON FINANCIAL SERVICE:							
38849188							
86987	CANON FINANCIAL SERVICE	02/21/2025	03/05/2025	80.69	80.69	Open	N
	3/1/25-3/31/25 FD COPIER CONTRACT	pziemer					03/05/2025
225-2220-43331	LEASED PAYMENTS			80.69			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			80.69	80.69		
Vendor 0447 - CDW GOVERNMENT, INC:							
AC7A18V							
86968	CDW GOVERNMENT, INC	02/10/2025	03/05/2025	2,056.51	2,056.51	Open	N
	CANON TM340 PLOTTER	pziemer					03/05/2025
101-1800-42220	REPAIR & MAINT			1,028.26			
101-1700-42220	REPAIR & MAINT			1,028.25			
AC6PT6Q							
86969	CDW GOVERNMENT, INC	02/05/2025	03/05/2025	92.36	92.36	Open	N
	NETWORK KEYSTONE PATCH PANELS	pziemer					03/05/2025
101-1800-42210	OPERATING SUPPLIES			92.36			
AC6HG3B							
86970	CDW GOVERNMENT, INC	02/03/2025	03/05/2025	17.20	17.20	Open	N
	WALL PLATE NETWORK KEYSTONE QTY 10	pziemer					03/05/2025
101-1800-42210	OPERATING SUPPLIES			17.20			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
AC8TE2R							
87094	CDW GOVERNMENT, INC	02/20/2025	03/05/2025	302.35	302.35	Open	N
	CANON INK	pziemer					03/05/2025
101-1800-43309	COMPUTER SUPPORT			302.35			
	Total for vendor 0447 - CDW GOVERNMENT, INC:			2,468.42	2,468.42		

Vendor 4303 - CLIMATE MAKERS:

123196							
86927	CLIMATE MAKERS	02/18/2025	03/05/2025	1,590.00	1,590.00	Open	N
	BOILER VALVE REPLACEMENT - LIBRARY	pziemer					03/05/2025
211-5500-42220	REPAIR & MAINT			1,590.00			
	Total for vendor 4303 - CLIMATE MAKERS:			1,590.00	1,590.00		

Vendor 2069 - CROSBY POLICE DEPARTMENT:

1ST QTR 25 TZD							
86948	CROSBY POLICE DEPARTMENT	02/21/2025	03/05/2025	559.49	559.49	Open	N
	REMIT 1ST QTR 24=25 TZD	pziemer					03/05/2025
225-0000-20800	DUE TO OTHER GOVT UNITS			559.49			
	Total for vendor 2069 - CROSBY POLICE DEPARTMENT:			559.49	559.49		

Vendor 1688 - CUSTOM FIRE APPARATUS INC:

0023922-IN							
86940	CUSTOM FIRE APPARATUS INC	02/17/2025	03/05/2025	145,000.00	145,000.00	Open	N
	2025 FREIGHTLINER CHASSIS VIN:2642	pziemer					03/05/2025
404-9055-45550	CAPITAL - VEHICLES			145,000.00			
	Total for vendor 1688 - CUSTOM FIRE APPARATUS INC:			145,000.00	145,000.00		

Vendor 0136 - CWC ATTORNEY:

ICR 24003349							
86972	CWC ATTORNEY	02/14/2025	03/05/2025	77.00	77.00	Open	N
	ICR 24003349	pziemer					03/05/2025
223-0000-22800	OTHER LIABILITIES			77.00			
	Total for vendor 0136 - CWC ATTORNEY:			77.00	77.00		

Vendor 1156 - CWC SHERIFF:

1ST ATR 25 TZD							
86949	CWC SHERIFF	02/21/2025	03/05/2025	1,111.71	1,111.71	Open	N
	REMIT 1ST QTR 24-25 TZD	pziemer					03/05/2025
225-0000-20800	DUE TO OTHER GOVT UNITS			1,111.71			
	Total for vendor 1156 - CWC SHERIFF:			1,111.71	1,111.71		

Vendor 3438 - DAHLHEIMER BEVERAGE:

02/27/2025 02:16 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/03/2025 - 03/03/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Page: 6/32

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
2406590							
87072	DAHLHEIMER BEVERAGE	02/26/2025	03/05/2025	153.80	153.80	Open	N
	JANITORIAL SUPPLIES - LIBRARY	pziemer					03/05/2025
211-5500-42220	REPAIR & MAINT			153.80			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			153.80	153.80		

Vendor 3582 - DESETH, DARRIN:

2/13/25

87092	DESETH, DARRIN	02/13/2025	03/05/2025	228.61	228.61	Open	N
	REIMBURSE MILEAGE/MEALS	pziemer					03/05/2025
101-2400-43330	PROFESSIONAL DEVELOPMENT			228.61			
	Total for vendor 3582 - DESETH, DARRIN:			228.61	228.61		

Vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:

FEB 2025

87089	DESTINATION DOWNTOWN BRAINERD COALI	02/27/2025	03/05/2025	833.34	833.34	Open	N
	2025 EDA CONSULTING SERVICES	pziemer					03/05/2025
295-6510-43300	PROFESSIONAL SERVICES			833.34			
	Total for vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:			833.34	833.34		

Vendor 0921 - DONDELINGER'S:

164851

86955	DONDELINGER'S	02/12/2025	03/05/2025	180.64	180.64	Open	N
	OLD C1 OIL CHANGE	pziemer					03/05/2025
225-2220-42220	REPAIR & MAINT			180.64			
	Total for vendor 0921 - DONDELINGER'S:			180.64	180.64		

Vendor 2742 - DVS:

E166743

86992	DVS	02/21/2025	03/05/2025	25.25	25.25	Open	N
	SQD 444 NEW UNDERCOVER PLATE	pziemer					03/05/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			25.25			
	Total for vendor 2742 - DVS:			25.25	25.25		

Vendor 1286 - EAST SIDE OIL COMPANY:

R115962

86953	EAST SIDE OIL COMPANY	02/12/2025	03/05/2025	50.00	50.00	Open	N
	WASTE OIL FILTERS	pziemer					03/05/2025
227-3230-43428	USED OIL RECYCLING EXPENSE			50.00			
	Total for vendor 1286 - EAST SIDE OIL COMPANY:			50.00	50.00		

Vendor 3320 - ESSENTIA HEALTH:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
890000484 - 2/16/25							
87073	ESSENTIA HEALTH	02/16/2025	03/05/2025	362.00	362.00	Open	N
	EMPLOYEE SCREENING/TESTING	pziemer					03/05/2025
	203-9000-43300	PROFESSIONAL SERVICES		132.00			
	225-2220-43300	PROFESSIONAL SERVICES		103.00			
	235-3100-43300	PROFESSIONAL SERVICES		127.00			
	Total for vendor 3320 - ESSENTIA HEALTH:			362.00	362.00		

Vendor 1815 - F.I.R.E. CROSSLAKE:

7292							
86941	F.I.R.E. CROSSLAKE	02/17/2025	03/05/2025	560.00	560.00	Open	N
	EMR/CPR/AED TRAINING X6	pziemer					03/05/2025
	225-2220-43330	PROFESSIONAL DEVELOPMENT		560.00			
	Total for vendor 1815 - F.I.R.E. CROSSLAKE:			560.00	560.00		

Vendor 3220 - IMPERIAL DADE:

4347234/CH							
87078	IMPERIAL DADE	02/25/2025	03/05/2025	310.13	310.13	Open	N
	CITY HALL JANITORIAL SUPPLIES	pziemer					03/05/2025
	101-1940-42220	REPAIR & MAINT		310.13			
4347234/FD							
87079	IMPERIAL DADE	02/25/2025	03/05/2025	110.28	110.28	Open	N
	JANITORIAL SUPPLIES - FIRE	pziemer					03/05/2025
	225-2220-42220	REPAIR & MAINT		110.28			
4347234/PKS							
87080	IMPERIAL DADE	02/25/2025	03/05/2025	55.00	55.00	Open	N
	JANITORIAL SUPPLIES - PARKS	pziemer					03/05/2025
	230-5200-42220	REPAIR & MAINT		55.00			
4347234/PD							
87081	IMPERIAL DADE	02/25/2025	03/05/2025	314.74	314.74	Open	N
	JANITORIAL SUPPLIES - POLICE	pziemer					03/05/2025
	225-2120-42220	REPAIR & MAINT		314.74			
4347234/STRTS							
87082	IMPERIAL DADE	02/25/2025	03/05/2025	55.00	55.00	Open	N
	JANITORIAL SUPPLIES - STREETS	pziemer					03/05/2025
	235-3100-42220	REPAIR & MAINT		55.00			
	Total for vendor 3220 - IMPERIAL DADE:			845.15	845.15		

Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:

IN4774425							
86993	INNOVATIVE OFFICE SOLUTIONS LLC	02/24/2025	03/05/2025	106.52	106.52	Open	N
	PENS AND COPY PAPER	pziemer					03/05/2025
	225-2120-42200	OFFICE SUPPLIES		106.52			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
IN4774438							
86994	INNOVATIVE OFFICE SOLUTIONS LLC	02/24/2025	03/05/2025	86.60	86.60	Open	N
	SQUAD ROOM CHAIR MATS X2	pziemer					03/05/2025
400-9050-45530	CAPITAL - OTHER			86.60			
	Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:			193.12	193.12		

Vendor 3488 - JEFFERSON FIRE & SAFETY:

IN323476							
86954	JEFFERSON FIRE & SAFETY	02/06/2025	03/05/2025	1,337.14	1,337.14	Open	N
	FIRE BOOTS X 4	pziemer					03/05/2025
225-2220-42250	PERSONAL PROTECTIVE GEAR			1,337.14			
IN323497							
86962	JEFFERSON FIRE & SAFETY	02/10/2025	03/05/2025	1,287.42	1,287.42	Open	N
	NOZZLES	pziemer					03/05/2025
225-2220-42210	OPERATING SUPPLIES			1,287.42			
	Total for vendor 3488 - JEFFERSON FIRE & SAFETY:			2,624.56	2,624.56		

Vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:

2/12/25							
87077	KITCHIGAMI REGIONAL LIBRARY - CC	02/12/2025	03/05/2025	221.30	221.30	Open	N
	REMIT LIB CC CHARGES THRU 2/12/25	pziemer					03/05/2025
211-0000-20800	DUE TO OTHER GOVT UNITS			221.30			
	Total for vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:			221.30	221.30		

Vendor 3799 - KRAMVIK, JAMES:

2/7/24							
87093	KRAMVIK, JAMES	02/07/2025	03/05/2025	93.12	93.12	Open	N
	REIMB. MEALS - EHLERS CONF.	pziemer					03/05/2025
101-2400-43330	PROFESSIONAL DEVELOPMENT			93.12			
	Total for vendor 3799 - KRAMVIK, JAMES:			93.12	93.12		

Vendor 0223 - L & M STEEL:

042308							
86937	L & M STEEL	02/20/2025	03/05/2025	30.80	30.80	Open	N
	SHOP STOCK STEEL	pziemer					03/05/2025
235-3125-42220	REPAIR & MAINT			30.80			
042311							
86963	L & M STEEL	02/21/2025	03/05/2025	305.78	305.78	Open	N
	CURB RUNNER STOCK	pziemer					03/05/2025
235-3125-42220	REPAIR & MAINT			305.78			
	Total for vendor 0223 - L & M STEEL:			336.58	336.58		

Vendor 3627 - LAKES AREA WILDLIFE CONTROL:

02/27/2025 02:16 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/03/2025 - 03/03/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Page: 9/32

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Inv Ref#	Description	Entered By					
	GL Distribution GRANT						
FEB 2025							
86978	LAKES AREA WILDLIFE CONTROL	02/21/2025	03/05/2025	3,263.00	3,263.00	Open	N
	FEB 25 ANIMAL CONTROL CONTRACT	pziemer					03/05/2025
225-2700-43300	PROFESSIONAL SERVICES			3,263.00			
	Total for vendor 3627 - LAKES AREA WILDLIFE CONTROL:			3,263.00	3,263.00		

Vendor 0227 - LAKES PRINTING:

00225430							
86971	LAKES PRINTING	01/29/2025	03/05/2025	43.70	43.70	Open	N
	SKATING PARTY POSTER	pziemer					03/05/2025
230-5211-42210	OPERATING SUPPLIES			43.70			
	Total for vendor 0227 - LAKES PRINTING:			43.70	43.70		

Vendor 3469 - LAMS INC:

20250225 #520							
87064	LAMS INC	02/25/2025	03/05/2025	58.88	58.88	Open	N
	POLICE DEPT FLOOR MATS	pziemer					03/05/2025
225-2120-43300	PROFESSIONAL SERVICES			58.88			
20250211 #520							
87065	LAMS INC	02/11/2025	03/05/2025	58.88	58.88	Open	N
	POLICE DEPT FLOOR MATS	pziemer					03/05/2025
225-2120-43300	PROFESSIONAL SERVICES			58.88			
20250211 #522							
87066	LAMS INC	02/11/2025	03/05/2025	48.64	48.64	Open	N
	CITY HALL FLOOR MATS	pziemer					03/05/2025
101-1940-43410	RENTAL EXPENSE			48.64			
20250225 #522							
87067	LAMS INC	02/25/2025	03/05/2025	48.64	48.64	Open	N
	CITY HALL FLOOR MATS	pziemer					03/05/2025
101-1940-43410	RENTAL EXPENSE			48.64			
	Total for vendor 3469 - LAMS INC:			215.04	215.04		

Vendor 2141 - M&M EXPRESS SALES & SERVICE:

554846							
87074	M&M EXPRESS SALES & SERVICE	02/24/2025	03/05/2025	109.75	109.75	Open	N
	CHAINSAW MAINTENANCE	pziemer					03/05/2025
225-2220-42210	OPERATING SUPPLIES			109.75			
	Total for vendor 2141 - M&M EXPRESS SALES & SERVICE:			109.75	109.75		

Vendor 1753 - MARCO - NW 7128:

INV13539269							
86935	MARCO - NW 7128	02/19/2025	03/05/2025	1,315.82	1,315.82	Open	N
	UNIFY IT 2/19/25-3/18/25	pziemer					03/05/2025

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
101-1800-43309	COMPUTER SUPPORT			1,200.68			
260-9020-43309	COMPUTER SUPPORT			115.14			
INV13545505							
86942	MARCO - NW 7128	02/20/2025	03/05/2025	2,671.50	2,671.50	Open	N
	MICROSOFT 365 1/16/25-2/15/25	pziemer					03/05/2025
101-1800-43309	COMPUTER SUPPORT			2,671.50			
INV13549891							
86988	MARCO - NW 7128	02/21/2025	03/05/2025	12,037.60	12,037.60	Open	N
	CISCO SMARTNET 1/31/25-1/31/26	pziemer					03/05/2025
101-1800-43309	COMPUTER SUPPORT			11,034.47			
101-0000-15510	PREPAID OTHER			1,003.13			
	Total for vendor 1753 - MARCO - NW 7128:			16,024.92	16,024.92		

Vendor 0247 - MED COMPASS INC:

46969							
86964	MED COMPASS INC	02/10/2025	03/05/2025	520.00	520.00	Open	N
	QTY 4 PHYSICALS/FIT TEST	pziemer					03/05/2025
225-2220-43300	PROFESSIONAL SERVICES			520.00			
	Total for vendor 0247 - MED COMPASS INC:			520.00	520.00		

Vendor 3394 - MIDWEST MACHINERY CO:

10361142							
87068	MIDWEST MACHINERY CO	02/17/2025	03/05/2025	6.98	6.98	Open	N
	PAWL	pziemer					03/05/2025
230-5200-42220	REPAIR & MAINT			6.98			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			6.98	6.98		

Vendor 3355 - MILLER TESTING & CONSULTING LLC:

202505							
86979	MILLER TESTING & CONSULTING LLC	02/12/2025	03/05/2025	1,920.00	1,920.00	Open	N
	LEAD ASSESSMENT X4: 1216 MAPLE, 714	pziemer					03/05/2025
202-6323-45520	SE BRD - CAPITAL - SINGLE FAM RENTAL			1,920.00			
202506							
86980	MILLER TESTING & CONSULTING LLC	02/12/2025	03/05/2025	1,440.00	1,440.00	Open	N
	LEAD ASSESSMENT X3: 701 6TH, 709 5TH	pziemer					03/05/2025
202-6323-45520	SE BRD - CAPITAL - SINGLE FAM RENTAL			1,440.00			
	Total for vendor 3355 - MILLER TESTING & CONSULTING LLC:			3,360.00	3,360.00		

Vendor 0445 - MN FIRE SERVICE CERTIFICATION BOARD:

13586							
86939	MN FIRE SERVICE CERTIFICATION BOARD	02/17/2025	03/05/2025	142.00	142.00	Open	N
	INSPECTOR II EXAM - D.COX	pziemer					03/05/2025
225-2220-43330	PROFESSIONAL DEVELOPMENT			142.00			
	Total for vendor 0445 - MN FIRE SERVICE CERTIFICATION BOARD:			142.00	142.00		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0586 - MN STATE TREASURER:							
ICR 24003349 86973	MN STATE TREASURER	02/14/2025	03/05/2025	38.50	38.50	Open	N
	ICR 24003349	pziemer					03/05/2025
225-0000-22800	OTHER LIABILITIES			38.50			
	Total for vendor 0586 - MN STATE TREASURER:			38.50	38.50		
Vendor 3168 - MOTORS-N-MORE:							
31004 86932	MOTORS-N-MORE	02/14/2025	03/05/2025	406.63	406.63	Open	N
	SQD 405 BATTERY REPLACEMENT	pziemer					03/05/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			406.63			
31015 86944	MOTORS-N-MORE	02/20/2025	03/05/2025	50.00	50.00	Open	N
	SQD 413 OIL CHANGE	pziemer					03/05/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			50.00			
31022 87086	MOTORS-N-MORE	02/26/2025	03/05/2025	50.00	50.00	Open	N
	SQD 415 OIL CHANGE	pziemer					03/05/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			50.00			
31023 87087	MOTORS-N-MORE	02/26/2025	03/05/2025	50.00	50.00	Open	N
	SQD 410 OIL CHANGE	pziemer					03/05/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			50.00			
	Total for vendor 3168 - MOTORS-N-MORE:			556.63	556.63		
Vendor 0273 - NAPA AUTO PARTS:							
782850 86928	NAPA AUTO PARTS	02/19/2025	03/05/2025	231.99	231.99	Open	N
	HOT WATER JETTER FUEL TRANSFER PUMP	pziemer					03/05/2025
238-3160-42220	REPAIR & MAINT			231.99			
783181 86936	NAPA AUTO PARTS	02/20/2025	03/05/2025	269.98	269.98	Open	N
	GRADER 113 DRILL BITS FOR WING REPAIR	pziemer					03/05/2025
235-3125-42220	REPAIR & MAINT			269.98			
	Total for vendor 0273 - NAPA AUTO PARTS:			501.97	501.97		
Vendor 0427 - NISSWA POLICE DEPT:							
1ST QTR 25 TZD 86950	NISSWA POLICE DEPT	02/21/2025	03/05/2025	1,553.24	1,553.24	Open	N
	REMIT 1ST QTR 24-25 TZD	pziemer					03/05/2025
225-0000-20800	DUE TO OTHER GOVT UNITS			1,553.24			
	Total for vendor 0427 - NISSWA POLICE DEPT:			1,553.24	1,553.24		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0736 - NORTHLAND FIRE PROTECTION:							
61258 86956	NORTHLAND FIRE PROTECTION ANNUAL SPRINKLER INSPECTION	12/23/2024 pziemer	03/05/2025	290.00	290.00	Open	N 03/05/2025
225-2220-43300	PROFESSIONAL SERVICES			290.00			
Total for vendor 0736 - NORTHLAND FIRE PROTECTION:				290.00	290.00		
Vendor 0284 - OFFICE SHOP:							
1152299-0 87071	OFFICE SHOP LAMINATING POUCHES	02/25/2025 pziemer	03/05/2025	21.75	21.75	Open	N 03/05/2025
101-1940-42200	OFFICE SUPPLIES			21.75			
Total for vendor 0284 - OFFICE SHOP:				21.75	21.75		
Vendor 2073 - PEQUOT LAKES POLICE DEPARTMENT:							
1ST QTR 25 TZD 86951	PEQUOT LAKES POLICE DEPARTMENT REMIT 1ST QTR 24-25 TZD	02/21/2025 pziemer	03/05/2025	1,554.86	1,554.86	Open	N 03/05/2025
225-0000-20800	DUE TO OTHER GOVT UNITS			1,554.86			
Total for vendor 2073 - PEQUOT LAKES POLICE DEPARTMENT:				1,554.86	1,554.86		
Vendor 2487 - RAILROAD MANAGEMENT COMPANY:							
519734 87084	RAILROAD MANAGEMENT COMPANY LICENSE 302637 5/16/25-5/15/26	01/31/2025 pziemer	03/05/2025	417.05	417.05	Open	N 03/05/2025
238-3160-43430	MISCELLANEOUS			417.05			
518543 87085	RAILROAD MANAGEMENT COMPANY LICENSE 302048 4/16/25-4/15/26	01/31/2025 pziemer	03/05/2025	850.00	850.00	Open	N 03/05/2025
238-3160-43430	MISCELLANEOUS			850.00			
Total for vendor 2487 - RAILROAD MANAGEMENT COMPANY:				1,267.05	1,267.05		
Vendor 3612 - SEVERSON PORTER LAW:							
FEB 2025 86977	SEVERSON PORTER LAW FEB 25 PROSECUTION AGREEMENT	02/21/2025 pziemer	03/05/2025	19,430.95	19,430.95	Open	N 03/05/2025
225-2127-43310	MISDEMEANOR PROSECUTOR			19,430.95			
Total for vendor 3612 - SEVERSON PORTER LAW:				19,430.95	19,430.95		
Vendor 0314 - SHANNON'S AUTO BODY:							

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution GRANT						
16061							
87070*	SHANNON'S AUTO BODY	02/20/2025	03/05/2025	913.70	913.70	Open	N
	SKIDSTEER PLOW & ASSEMBLY	pziemer					03/05/2025
	400-3100-45500	STREET CAPITAL OUTLAY		2,206.85			
	400-5200-45500	PARKS CAPITAL OUTLAY		2,206.85			
	400-0000-39101	SALE OF ASSETS		(3,500.00)			
	Total for vendor 0314 - SHANNON'S AUTO BODY:			913.70	913.70		
Vendor 0317 - SHORT ELLIOTT HENDRICKSON:							
483343							
86976	SHORT ELLIOTT HENDRICKSON	02/19/2025	03/05/2025	6,718.59	6,718.59	Open	N
	23:13 WILLOW S 6TH ROUNDABOUT THRU 1/pziemer						03/05/2025
	401-9030-43300-23:13	PROFESSIONAL SERVICES		6,718.59			
	Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:			6,718.59	6,718.59		
Vendor 3138 - ST. LOUIS MRO INC.:							
64115							
86967	ST. LOUIS MRO INC.	02/01/2025	03/05/2025	24.50	24.50	Open	N
	PRE-EMPLY BACKGROUND CHECK X1	pziemer					03/05/2025
	203-9000-43300	PROFESSIONAL SERVICES		24.50			
	Total for vendor 3138 - ST. LOUIS MRO INC.:			24.50	24.50		
Vendor 3887 - STATE OF MINNESOTA:							
2025 DECALS							
86989	STATE OF MINNESOTA	02/25/2025	03/05/2025	30.00	30.00	Open	N
	QTY 15 DECALS 2025	pziemer					03/05/2025
	235-3100-43430	MISCELLANEOUS		30.00			
	Total for vendor 3887 - STATE OF MINNESOTA:			30.00	30.00		
Vendor 0322 - STREICHERS PROF EQUIP:							
I1744908							
86933	STREICHERS PROF EQUIP	02/07/2025	03/05/2025	428.67	428.67	Open	N
	TRT TRAINING AMMO	pziemer					03/05/2025
	225-2131-42210	OPERATING SUPPLIES		428.67			
	Total for vendor 0322 - STREICHERS PROF EQUIP:			428.67	428.67		
Vendor 3838 - SWANSON HASKAMP CONSULTING:							
FEB 2025							
87088	SWANSON HASKAMP CONSULTING	02/27/2025	03/05/2025	2,916.67	2,916.67	Open	N
	2025 EDA CONSULTING SVCS	pziemer					03/05/2025
	295-6510-43300	PROFESSIONAL SERVICES		2,916.67			
	Total for vendor 3838 - SWANSON HASKAMP CONSULTING:			2,916.67	2,916.67		

02/27/2025 02:16 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/03/2025 - 03/03/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Page: 14/32

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 0039 - VESTIS:							
2530374041							
86938	VESTIS	02/20/2025	03/05/2025	65.85	65.85	Open	N
	RUGS AND OVERALLS	pziemer					03/05/2025
235-3100-43430	MISCELLANEOUS			65.85			
2530371853							
86945	VESTIS	02/13/2025	03/05/2025	91.58	91.58	Open	N
	RUGS AND OVERALLS	pziemer					03/05/2025
235-3100-43430	MISCELLANEOUS			91.58			
Total for vendor 0039 - VESTIS:				157.43	157.43		

Vendor 0087 - VISIT BRAINERD:

FEB 2025

87091	VISIT BRAINERD	02/27/2025	03/05/2025	5,258.33	5,258.33	Open	N
	2025 EDA CONSULTING SERVICES	pziemer					03/05/2025
295-6510-43300	PROFESSIONAL SERVICES			5,258.33			
Total for vendor 0087 - VISIT BRAINERD:				5,258.33	5,258.33		

Vendor 0354 - ZIEGLER, INC:

IN001806904							
86961	ZIEGLER, INC	02/15/2025	03/05/2025	260.80	260.80	Open	N
	GRADER 113 LED LIGHTS	pziemer					03/05/2025
235-3125-42220	REPAIR & MAINT			260.80			
IN001806463							
86965	ZIEGLER, INC	02/14/2025	03/05/2025	19,266.69	19,266.69	Open	N
	TOWMASTER TRAILER - T14DT DROP DECK	pziemer					03/05/2025
400-3100-45500	STREET CAPITAL OUTLAY			19,266.69			
IN001817284							
87083	ZIEGLER, INC	02/26/2025	03/05/2025	64.06	64.06	Open	N
	LOADER 115 HOOD LATCH	pziemer					03/05/2025
235-3125-42220	REPAIR & MAINT			64.06			
Total for vendor 0354 - ZIEGLER, INC:				19,591.55	19,591.55		

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

Vendor 3698 - AMAZON:

2/2/25							
86999	AMAZON	02/02/2025	03/05/2025	377.04	377.04	Open	N
	JAN 2025 AWS	pziemer					03/05/2025
101-1800-43309	COMPUTER SUPPORT			377.04			
1/29/25							
87009	AMAZON	01/29/2025	03/05/2025	20.84	20.84	Open	N
	PRESENTATION COVERS	pziemer					03/05/2025
101-1940-42200	OFFICE SUPPLIES			20.84			

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

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

2/4/25

87010	AMAZON	02/04/2025	03/05/2025	36.98	36.98	Open	N
	MEGAPHONE SPEAKER - EVENTS	pziemer					03/05/2025
230-5211-42210	OPERATING SUPPLIES			36.98			

1/27/25

87011	AMAZON	01/27/2025	03/05/2025	80.56	80.56	Open	N
	IPAD POWER BANK, CORD, ADAPTOR	pziemer					03/05/2025
101-1800-43309	COMPUTER SUPPORT			80.56			

1/31/25

87012	AMAZON	01/31/2025	03/05/2025	89.98	89.98	Open	N
	NETWORK CABINET 2U	pziemer					03/05/2025
101-1800-42210	OPERATING SUPPLIES			89.98			

1/31/25 - 2

87013	AMAZON	01/31/2025	03/05/2025	123.00	123.00	Open	N
	NETWORK KEYSTONE JACKS QTY 30	pziemer					03/05/2025
101-1800-42210	OPERATING SUPPLIES			123.00			
Total for vendor 3698 - AMAZON:				728.40	728.40		

Vendor 0229 - CLIFTONLARSONALLEN LLP:

2/4/25

86998	CLIFTONLARSONALLEN LLP	02/04/2025	03/05/2025	140.00	140.00	Open	N
	2025 MN GOVT TRAINING ACADEMY C.HILL	pziemer					03/05/2025
101-1400-43330	PROFESSIONAL DEVELOPMENT			140.00			
Total for vendor 0229 - CLIFTONLARSONALLEN LLP:				140.00	140.00		

Vendor 4191 - CROWNE PLAZA:

1/29/25

87003	CROWNE PLAZA	01/29/2025	03/05/2025	(147.27)	(147.27)	Open	N
	CREDIT - CARD CHARGED TOO SOON BY VEN	pziemer					03/05/2025
101-1400-43330	PROFESSIONAL DEVELOPMENT			(147.27)			

1/29/25 - 2

87004	CROWNE PLAZA	01/29/2025	03/05/2025	(147.27)	(147.27)	Open	N
	CREDIT - CARD CHARGED IN ERROR BY VEN	pziemer					03/05/2025
101-1400-43330	PROFESSIONAL DEVELOPMENT			(147.27)			

2/13/25

87014	CROWNE PLAZA	02/13/2025	03/05/2025	157.25	157.25	Open	N
	HOTEL CHARGE TO BE REFUNDED	pziemer					03/05/2025
101-1400-43330	PROFESSIONAL DEVELOPMENT			157.25			
Total for vendor 4191 - CROWNE PLAZA:				(137.29)	(137.29)		

Vendor 4087 - DOUBLETREE BY HILTON:

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

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

1/29/25

87008

DOUBLETREE BY HILTON

01/29/2025

03/05/2025

322.54

322.54

Open

N

HOTEL 2025 CEAM CONF. J.DEHN

pziemer

03/05/2025

101-1700-43330

PROFESSIONAL DEVELOPMENT

322.54

Total for vendor 4087 - DOUBLETREE BY HILTON:

322.54

322.54

Vendor 3972 - FIREHOUSE SUBS:

1/29/25

87001

FIREHOUSE SUBS

01/29/2025

03/05/2025

652.02

652.02

Open

N

JAN 2025 LNL MEAL

pziemer

03/05/2025

278-6515-43430

MISCELLANEOUS

652.02

Total for vendor 3972 - FIREHOUSE SUBS:

652.02

652.02

Vendor 4192 - MARRIOTT:

2/13/25

87005

MARRIOTT

02/13/2025

03/05/2025

465.06

465.06

Open

N

HOTEL - ICC TRAINING D.DESETH

pziemer

03/05/2025

101-2400-43330

PROFESSIONAL DEVELOPMENT

465.06

Total for vendor 4192 - MARRIOTT:

465.06

465.06

Vendor 3211 - NATIONAL PELRA ADMIN OFFICE:

2/7/25

86997

NATIONAL PELRA ADMIN OFFICE

02/07/2025

03/05/2025

(100.00)

(100.00)

Open

N

CREDIT - 2025 WINTER CONF. B.BOSER C?pziemer

03/05/2025

101-1400-43330

PROFESSIONAL DEVELOPMENT

(100.00)

Total for vendor 3211 - NATIONAL PELRA ADMIN OFFICE:

(100.00)

(100.00)

Vendor MISC - THE WESTIN EDINA GALLERIA:

2/7/25

87000

THE WESTIN EDINA GALLERIA

02/05/2025

03/05/2025

459.32

459.32

Open

N

HOTEL FOR EHLERS CONF. C.HILLMAN

pziemer

03/05/2025

101-1400-43330

PROFESSIONAL DEVELOPMENT

459.32

2/7/25 - 2

87006

THE WESTIN EDINA GALLERIA

02/07/2025

03/05/2025

459.32

459.32

Open

N

HOTEL EHLERS CONF. J.KRAMVIK

pziemer

03/05/2025

101-2400-43330

PROFESSIONAL DEVELOPMENT

459.32

Total for vendor MISC - THE WESTIN EDINA GALLERIA:

918.64

918.64

Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:

02/27/2025 02:16 PM
User: pziemer
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 03/03/2025 - 03/03/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution	GRANT					
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
2/18/25							
86995	ZOOM VIDEO COMMUNICATIONS	02/18/2025	03/05/2025	31.98	31.98	Open	N
	ZOOM 2/18/25-3/17/25	pziemer					03/05/2025
101-1800-43309	COMPUTER SUPPORT			31.98			
	Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:			31.98	31.98		
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				3,021.35	3,021.35		

02/27/2025 02:16 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/03/2025 - 03/03/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Page: 18/32

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

GL Distribution GRANT

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

Vendor 3719 - FLEET FARM:

2/7/25

87047

FLEET FARM

02/07/2025

03/05/2025

22.99

22.99

Open

N

ROPE - TRAINING

pziemer

03/05/2025

225-2220-42210

OPERATING SUPPLIES

22.99

Total for vendor 3719 - FLEET FARM:

22.99

22.99

Vendor 2989 - HOME DEPOT:

2/14/25

87046

HOME DEPOT

02/14/2025

03/05/2025

18.97

18.97

Open

N

BI-METAL HOLE SAW

pziemer

03/05/2025

225-2220-42210

OPERATING SUPPLIES

18.97

Total for vendor 2989 - HOME DEPOT:

18.97

18.97

Vendor 4247 - ROGUE FITNESS:

2/6/25

87048

ROGUE FITNESS

02/06/2025

03/05/2025

1,236.62

1,236.62

Open

N

FITNESS SUPPLIES

pziemer

03/05/2025

225-2220-43330

PROFESSIONAL DEVELOPMENT

1,236.62

Total for vendor 4247 - ROGUE FITNESS:

1,236.62

1,236.62

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

1,278.58

1,278.58

02/27/2025 02:16 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/03/2025 - 03/03/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Page: 19/32

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

GL Distribution GRANT

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

Vendor MISC - ADVOCATES FOR REPRODUCTIVE EDUCATIO:

2/11/25

87062	ADVOCATES FOR REPRODUCTIVE EDUCATIO	02/11/2025	03/05/2025	25.00	25.00	Open	N
	2025 HEALTH FAIR REGISTRATION - LIBR	pziemer					03/05/2025
211-5503-43430	MISC - USE OF HOLDEN TRUST			25.00			
	Total for vendor MISC - ADVOCATES FOR REPRODUCTIVE EDUCATIO:			25.00	25.00		

Vendor 3698 - AMAZON:

2/11/25

87057	AMAZON	02/11/2025	03/05/2025	58.42	58.42	Open	N
	LABELS, STAMP, WALL CLIPS, GAMES	pziemer					03/05/2025
211-5501-43430	MISC - SPECIFIED DONATION USE			58.42			
	Total for vendor 3698 - AMAZON:			58.42	58.42		

Vendor 3706 - BEST BUY:

2/10/25

87051	BEST BUY	02/10/2025	03/05/2025	49.99	49.99	Open	N
	POE SWITCH FOR PATRON COUNTER	pziemer					03/05/2025
211-5502-43430	TECHNOLOGY FUND EXPENDITURES			49.99			
	Total for vendor 3706 - BEST BUY:			49.99	49.99		

Vendor 3711 - COSTCO:

2/20/25

87053	COSTCO	02/20/2025	03/05/2025	142.96	142.96	Open	N
	CLEANING SUPPLIES/CHAIR	pziemer					03/05/2025
211-5500-42220	REPAIR & MAINT			42.97			
211-5503-43430	MISC - USE OF HOLDEN TRUST			99.99			
	Total for vendor 3711 - COSTCO:			142.96	142.96		

Vendor 0160 - DEMCO INC:

2/10/25

87052	DEMCO INC	02/10/2025	03/05/2025	126.70	126.70	Open	N
	BOOK REPAIR/READING INCENTIVES	pziemer					03/05/2025
211-5500-42240	LIBRARY MATERIALS			101.08			
211-5501-43430	MISC - SPECIFIED DONATION USE			25.62			
	Total for vendor 0160 - DEMCO INC:			126.70	126.70		

Vendor MISC - MAILCHIMP:

2/4/25

87050	MAILCHIMP	02/04/2025	03/05/2025	45.00	45.00	Open	N
	EMAIL SUBSCRIPTION SERVICE	pziemer					03/05/2025

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

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

211-5503-43430	MISC - USE OF HOLDEN TRUST			45.00			
	Total for vendor MISC - MAILCHIMP:			45.00	45.00		

Vendor 2392 - MENARDS:

2/20/25

87054	MENARDS	02/20/2025	03/05/2025	45.02	45.02	Open	N
	STORAGE BINS, CLEANING SUPPLIES	pziemer					03/05/2025
211-5500-42220	REPAIR & MAINT			45.02			
	Total for vendor 2392 - MENARDS:			45.02	45.02		

Vendor 3943 - PLUNKETT'S PEST CONTROL:

2/11/25

87056	PLUNKETT'S PEST CONTROL	02/11/2025	03/05/2025	73.03	73.03	Open	N
	PEST CONTROL	pziemer					03/05/2025
211-5500-42220	REPAIR & MAINT			73.03			
	Total for vendor 3943 - PLUNKETT'S PEST CONTROL:			73.03	73.03		

Vendor 0039 - VESTIS:

1/31/25

87055	VESTIS	02/01/2025	03/05/2025	(23.40)	(23.40)	Open	N
	CREDIT FOR SALES TAX CHARGED PREVIOUS	pziemer					03/05/2025
211-5500-42220	REPAIR & MAINT			(23.40)			

2/18/25

87058	VESTIS	02/18/2025	03/05/2025	32.95	32.95	Open	N
	RUG SERVICE INV 2530368102	pziemer					03/05/2025
211-5500-42220	REPAIR & MAINT			32.95			

2/18/25 - 2

87059	VESTIS	02/12/2025	03/05/2025	32.95	32.95	Open	N
	RUG SERVICE INV#2530371305	pziemer					03/05/2025
211-5500-42220	REPAIR & MAINT			32.95			

2/18/25 - 3

87060	VESTIS	02/18/2025	03/05/2025	96.25	96.25	Open	N
	RUG SERVICE RECONCILIATION	pziemer					03/05/2025
211-5500-42220	REPAIR & MAINT			96.25			
	Total for vendor 0039 - VESTIS:			138.75	138.75		

Vendor 0006 - WALMART COMMUNITY/GECRB:

2/4/25 - 2

87049	WALMART COMMUNITY/GECRB	02/04/2025	03/05/2025	94.09	94.09	Open	N
	TOOLS, SHOVEL, POST IT EASEL PAD	pziemer					03/05/2025
211-5500-42220	REPAIR & MAINT			94.09			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			94.09	94.09		

02/27/2025 02:16 PM
User: pziemer
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 03/03/2025 - 03/03/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution	GRANT					
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				798.96	798.96		

02/27/2025 02:16 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/03/2025 - 03/03/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Page: 22/32

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

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

Vendor 4380 - BIGSPRINKLER.COM:

1/28/25

87041	BIGSPRINKLER.COM	01/28/2025	03/05/2025	1,856.14	1,856.14	Open	N
	JCP SPRINKLER CART	pziemer					03/05/2025
230-5200-42210	OPERATING SUPPLIES			1,856.14			
	Total for vendor 4380 - BIGSPRINKLER.COM:			1,856.14	1,856.14		

Vendor 0900 - CUB FOODS - BRAINERD:

2/7/25

87063	CUB FOODS - BRAINERD	02/07/2025	03/05/2025	2.68	2.68	Open	N
	WATER BOTTLES - EVENT	pziemer					03/05/2025
230-5211-42210	OPERATING SUPPLIES			2.68			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			2.68	2.68		

Vendor 0133 - CWC RECORDER:

2/7/29

87039	CWC RECORDER	02/07/2025	03/05/2025	20.00	20.00	Open	N
	NOTARY REGISTRATION L.ASBACH	pziemer					03/05/2025
101-1700-43330	PROFESSIONAL DEVELOPMENT			8.00			
235-3100-43330	PROFESSIONAL DEVELOPMENT			10.00			
235-3100-43330	PROFESSIONAL DEVELOPMENT			2.00			
	Total for vendor 0133 - CWC RECORDER:			20.00	20.00		

Vendor MISC - GRAND CASINO HOTEL:

2/3/25

87043	GRAND CASINO HOTEL	02/03/2025	03/05/2025	476.00	476.00	Open	N
	HOTEL CDL TRNG. S.JENSEN 2/3-2/7	pziemer					03/05/2025
230-5200-43330	PROFESSIONAL DEVELOPMENT			476.00			

2/2/25

87044	GRAND CASINO HOTEL	02/02/2025	03/05/2025	119.00	119.00	Open	N
	HOTEL CDL TRNG. S.JENSEN 2/2/25	pziemer					03/05/2025
230-5200-43330	PROFESSIONAL DEVELOPMENT			119.00			

1/30/25

87045	GRAND CASINO HOTEL	01/30/2025	03/05/2025	119.00	119.00	Open	N
	HOTEL CDL TRNG. S.JENSEN 1/30	pziemer					03/05/2025
230-5200-43330	PROFESSIONAL DEVELOPMENT			119.00			
	Total for vendor MISC - GRAND CASINO HOTEL:			714.00	714.00		

Vendor 3879 - HARBOR FREIGHT TOOLS:

02/27/2025 02:16 PM
User: pziemer
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 03/03/2025 - 03/03/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

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

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

1/28/25							
87042	HARBOR FREIGHT TOOLS	01/28/2025	03/05/2025	104.97	104.97	Open	N
	JCP - QTY 3: 25FT HOSE	pziemer					03/05/2025
230-5200-42220	REPAIR & MAINT			104.97			
	Total for vendor 3879 - HARBOR FREIGHT TOOLS:			104.97	104.97		

Vendor 2011 - MRPA:

1/30/25							
87040	MRPA	01/30/2025	03/05/2025	25.00	25.00	Open	N
	NMPRA CONFERENCE REGISTRATION K.HUET	pziemer					03/05/2025
230-5200-43330	PROFESSIONAL DEVELOPMENT			25.00			
	Total for vendor 2011 - MRPA:			25.00	25.00		

Total PCard: 2257 U.S. BANK Card Holder: PARKS				2,722.79	2,722.79		
--	--	--	--	----------	----------	--	--

02/27/2025 02:16 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/03/2025 - 03/03/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Page: 24/32

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

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

Vendor 0533 - ALLEGRA:

2/10/25

87031	ALLEGRA	02/10/2025	03/05/2025	90.85	90.85	Open	N
	DATA PRACTICES LAWS & RULES BOOK X3	pziemer					03/05/2025
	225-2120-42210	OPERATING SUPPLIES		90.85			
		Total for vendor 0533 - ALLEGRA:		90.85	90.85		

Vendor 3698 - AMAZON:

2/5/25

87022	AMAZON	02/05/2025	03/05/2025	104.38	104.38	Open	N
	FLASH DRIVES	pziemer					03/05/2025
	225-2120-42210	OPERATING SUPPLIES		104.38			

2/6/25

87024	AMAZON	02/06/2025	03/05/2025	46.29	46.29	Open	N
	DISINFECTING WIPES/TISSUES/BOOT POLISH	pziemer					03/05/2025
	225-2120-42220	REPAIR & MAINT		28.27			
	225-2120-41113	UNIFORM ALLOWANCE		18.02			
		Total for vendor 3698 - AMAZON:		150.67	150.67		

Vendor MISC - COMPASS POINT LABS LLC:

2/14/25

87035	COMPASS POINT LABS LLC	02/14/2025	03/05/2025	10.00	10.00	Open	N
	715 EQUIPMENT MNGMNT TRAINING	pziemer					03/05/2025
	225-2120-43330	PROFESSIONAL DEVELOPMENT		10.00			
		Total for vendor MISC - COMPASS POINT LABS LLC:		10.00	10.00		

Vendor 0186 - GALLS LLC:

1/28/25

87015	GALLS LLC	01/28/2025	03/05/2025	(221.96)	(221.96)	Open	N
	CREDIT - RETURN 702 UNIFORM BOOTS	pziemer					03/05/2025
	225-2120-41113	UNIFORM ALLOWANCE		(221.96)			
		Total for vendor 0186 - GALLS LLC:		(221.96)	(221.96)		

Vendor 0233 - LEAGUE OF MN CITIES:

2/7/25

87027	LEAGUE OF MN CITIES	02/07/2025	03/05/2025	80.00	80.00	Open	N
	709, 720, 716 SAFETY & LOSS WORKSHOP	pziemer					03/05/2025
	225-2120-43330	PROFESSIONAL DEVELOPMENT		80.00			

2/21/25

87037	LEAGUE OF MN CITIES	02/21/2025	03/05/2025	20.00	20.00	Open	N
	707 SAFETY & LOSS WORKSHOP	pziemer					03/05/2025

02/27/2025 02:16 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/03/2025 - 03/03/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Page: 25/32

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

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

225-2120-43330	PROFESSIONAL DEVELOPMENT	20.00	
Total for vendor 0233 - LEAGUE OF MN CITIES:		100.00	100.00

Vendor 0599 - MN COUNTY ATTORNEY ASSN:

2/5/25

87023	MN COUNTY ATTORNEY ASSN	02/05/2025	03/05/2025	33.00	33.00	Open	N
	FORFEITURE FORMS	pziemer					03/05/2025
225-2120-42210	OPERATING SUPPLIES	33.00					
Total for vendor 0599 - MN COUNTY ATTORNEY ASSN:		33.00	33.00				

Vendor 2908 - MN-LEAP:

2/10/25

87038	MN-LEAP	02/10/2025	03/05/2025	100.00	100.00	Open	N
	2025 LEAP MEMBERSHIP M.HALVERSON&A.Tlpziemer						03/05/2025
225-2120-43433	DUES & SUBSCRIPTIONS	100.00					
Total for vendor 2908 - MN-LEAP:		100.00	100.00				

Vendor 4388 - NORTH AMERICAN RESCUE:

2/13/25

87034	NORTH AMERICAN RESCUE	02/13/2025	03/05/2025	1,337.04	1,337.04	Open	N
	COMBAT GAUZE/TOURNIQUETS	pziemer					03/05/2025
225-2120-42209	SAFETY EQUIPMENT SUPPLIES	1,337.04					
Total for vendor 4388 - NORTH AMERICAN RESCUE:		1,337.04	1,337.04				

Vendor 4387 - RADISSON HOTELS:

1/31/25

87017	RADISSON HOTELS	01/31/2025	03/05/2025	805.50	805.50	Open	N
	705 STORM TRAINING - HOTEL	pziemer					03/05/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT	805.50					
1/31/25 - 2							
87018	RADISSON HOTELS	01/31/2025	03/05/2025	805.50	805.50	Open	N
	714 STORM TRAINING - HOTEL	pziemer					03/05/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT	805.50					
Total for vendor 4387 - RADISSON HOTELS:		1,611.00	1,611.00				

Vendor 4389 - SAVAGE TRAINING GROUP LLC:

2/19/25

87061	SAVAGE TRAINING GROUP LLC	02/19/2025	03/05/2025	299.00	299.00	Open	N
	709 RESPONSE TO NON-CRIMINAL BARRICADEpziemer						03/05/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT	299.00					
Total for vendor 4389 - SAVAGE TRAINING GROUP LLC:		299.00	299.00				

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

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

Vendor 4198 - SOTA MIDWEST:

2/6/25							
87025	SOTA MIDWEST	02/06/2025	03/05/2025	395.00	395.00	Open	N
	TRT 709 SOTA CONFERENCE	pziemer					03/05/2025
	225-2131-43330	PROFESSIONAL DEVELOPMENT		395.00			
2/6/25 - 2							
87026	SOTA MIDWEST	02/06/2025	03/05/2025	395.00	395.00	Open	N
	TRT 715 SOTA CONFERENCE	pziemer					03/05/2025
	225-2131-43330	PROFESSIONAL DEVELOPMENT		395.00			
2/8/25							
87030	SOTA MIDWEST	02/08/2025	03/05/2025	395.00	395.00	Open	N
	TRT 729 SOTA CONFERENCE	pziemer					03/05/2025
	225-2131-43330	PROFESSIONAL DEVELOPMENT		395.00			
	Total for vendor 4198 - SOTA MIDWEST:			1,185.00	1,185.00		

Vendor 3703 - TRANSUNION RISK:

2/4/25							
87020	TRANSUNION RISK	02/04/2025	03/05/2025	75.00	75.00	Open	N
	INVESTIGATIONS/PARKING TKT COLLECTION	pziemer					03/05/2025
	225-2120-42210	OPERATING SUPPLIES		75.00			
	Total for vendor 3703 - TRANSUNION RISK:			75.00	75.00		

Vendor 3697 - USPS:

1/28/25							
87016	USPS	01/28/2025	03/05/2025	13.00	13.00	Open	N
	POSTAGE	pziemer					03/05/2025
	225-2120-43322	POSTAGE		13.00			
2/7/25							
87028	USPS	02/07/2025	03/05/2025	11.10	11.10	Open	N
	POSTAGE	pziemer					03/05/2025
	225-2120-43322	POSTAGE		11.10			
2/7/25 - 2							
87029	USPS	02/07/2025	03/05/2025	16.00	16.00	Open	N
	POSTAGE	pziemer					03/05/2025
	225-2120-43322	POSTAGE		16.00			
2/10/25							
87032	USPS	02/10/2025	03/05/2025	11.10	11.10	Open	N
	POSTAGE	pziemer					03/05/2025
	225-2120-43322	POSTAGE		11.10			

02/27/2025 02:16 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/03/2025 - 03/03/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Page: 27/32

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

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

2/11/25							
87033	USPS	02/11/2025	03/05/2025	146.00	146.00	Open	N
	POSTAGE	pziemer					03/05/2025
225-2120-43322	POSTAGE			146.00			
2/19/25							
87036	USPS	02/19/2025	03/05/2025	1.77	1.77	Open	N
	POSTAGE	pziemer					03/05/2025
225-2120-43322	POSTAGE			1.77			
Total for vendor 3697 - USPS:				198.97	198.97		

Vendor 0006 - WALMART COMMUNITY/GECRB:

2/3/25							
87019	WALMART COMMUNITY/GECRB	02/03/2025	03/05/2025	28.23	28.23	Open	N
	FBI-LEEDA HOST - TRAINING SUPPLIES	pziemer					03/05/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT			28.23			
2/4/25							
87021	WALMART COMMUNITY/GECRB	02/04/2025	03/05/2025	65.20	65.20	Open	N
	FBI-LEEDA HOST TRAINING SUPPLIES	pziemer					03/05/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT			65.20			
Total for vendor 0006 - WALMART COMMUNITY/GECRB:				93.43	93.43		

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

5,062.00	5,062.00
----------	----------

02/27/2025 02:16 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/03/2025 - 03/03/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Page: 28/32

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

GL Distribution GRANT

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

Vendor 3719 - FLEET FARM:

2/19/25

86996

FLEET FARM

02/19/2025

03/05/2025

65.49

65.49

Open

N

KEROSENE - HOT WATER JETTER

pziemer

03/05/2025

238-3160-42212

MOTOR FUELS

65.49

Total for vendor 3719 - FLEET FARM:

65.49

65.49

Vendor 4199 - MN RURAL WATER ASSOC.:

2/20/25

87002

MN RURAL WATER ASSOC.

02/20/2025

03/05/2025

350.00

350.00

Open

N

MRWA SPRING CONF. C.LARDY

pziemer

03/05/2025

237-3190-43330

PROFESSIONAL DEVELOPMENT

350.00

2/20/25 - 2

87007

MN RURAL WATER ASSOC.

02/20/2025

03/05/2025

350.00

350.00

Open

N

MRWA SPRING CONF. L.SCHLEGEL

pziemer

03/05/2025

237-3190-43330

PROFESSIONAL DEVELOPMENT

350.00

Total for vendor 4199 - MN RURAL WATER ASSOC.:

700.00

700.00

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

765.49

765.49

of Invoices: 162 # Due: 162

Totals:

408,741.88

408,741.88

of Credit Memos: 5 # Due: 5

Totals:

(639.90)

(639.90)

Net of Invoices and Credit Memos:

408,101.98

408,101.98

* 2 Net Invoices have Credits Totalling:

(7,725.00)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-15510	PREPAID OTHER	1,003.13
101-0000-20850	DUE TO COMPONENT UNIT	160.16
101-1400-43330	PROFESSIONAL DEVELOPMENT	362.03
101-1700-42220	REPAIR & MAINT	1,028.25
101-1700-43330	PROFESSIONAL DEVELOPMENT	330.54
101-1800-42210	OPERATING SUPPLIES	322.54
101-1800-42220	REPAIR & MAINT	1,028.26
101-1800-43309	COMPUTER SUPPORT	15,698.58
101-1940-42200	OFFICE SUPPLIES	42.59
101-1940-42220	REPAIR & MAINT	310.13
101-1940-43381	BPU UTILITIES	2,175.81
101-1940-43410	RENTAL EXPENSE	97.28
101-2400-42210	OPERATING SUPPLIES	44.96
101-2400-43330	PROFESSIONAL DEVELOPMENT	1,246.11
101-2400-43405	NUISANCES	1,160.00
101-9200-43381	BPU UTILITIES	153.66
202-6323-45520	CAPITAL - SINGLE FAM RENTAL	3,360.00
203-9000-43300	PROFESSIONAL SERVICES	156.50

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	203-9000-43401	VEHICLE REPAIRS		3,369.03			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		78,247.93			
	211-0000-20800	DUE TO OTHER GOVT UNITS		221.30			
	211-5500-42220	REPAIR & MAINT		2,137.66			
	211-5500-42240	LIBRARY MATERIALS		101.08			
	211-5500-43381	BPU UTILITIES		1,366.02			
	211-5501-43430	MISC - SPECIFIED DONATION USE		84.04			
	211-5502-43430	TECHNOLOGY FUND EXPENDITURES		49.99			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		169.99			
	223-0000-22800	OTHER LIABILITIES		77.00			
	225-0000-20800	DUE TO OTHER GOVT UNITS		9,348.13			
	225-0000-22800	OTHER LIABILITIES		38.50			
	225-2120-41113	UNIFORM ALLOWANCE		(203.94)			
	225-2120-42200	OFFICE SUPPLIES		106.52			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		1,337.04			
	225-2120-42210	OPERATING SUPPLIES		303.23			
	225-2120-42220	REPAIR & MAINT		348.40			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		581.88			
	225-2120-43300	PROFESSIONAL SERVICES		142.03			
	225-2120-43322	POSTAGE		198.97			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		2,113.43			
	225-2120-43381	BPU UTILITIES		4,649.41			
	225-2120-43433	DUES & SUBSCRIPTIONS		100.00			
	225-2127-43310	MISDEMEANOR PROSECUTOR		19,430.95			
	225-2131-42210	OPERATING SUPPLIES		428.67			
	225-2131-43330	PROFESSIONAL DEVELOPMENT		1,185.00			
	225-2220-42210	OPERATING SUPPLIES		1,472.61			
	225-2220-42220	REPAIR & MAINT		290.92			
	225-2220-42250	PERSONAL PROTECTIVE GEAR		1,337.14			
	225-2220-43300	PROFESSIONAL SERVICES		913.00			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		1,938.62			
	225-2220-43331	LEASED PAYMENTS		80.69			
	225-2220-43381	BPU UTILITIES		2,853.28			
	225-2700-43300	PROFESSIONAL SERVICES		3,263.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		50.00			
	230-5200-42210	OPERATING SUPPLIES		1,856.14			
	230-5200-42220	REPAIR & MAINT		276.72			
	230-5200-43330	PROFESSIONAL DEVELOPMENT		739.00			
	230-5200-43381	BPU UTILITIES		4,804.92			
	230-5211-42210	OPERATING SUPPLIES		83.36			
	230-5215-42210	OPERATING SUPPLIES		1,455.14			
	230-5280-43380	UTILITIES		28.36			
	235-3100-42220	REPAIR & MAINT		210.35			
	235-3100-43300	PROFESSIONAL SERVICES		127.00			
	235-3100-43330	PROFESSIONAL DEVELOPMENT		12.00			
	235-3100-43381	BPU UTILITIES		23,541.03			
	235-3100-43430	MISCELLANEOUS		187.43			
	235-3125-42220	REPAIR & MAINT		972.80			
	236-3180-43381	BPU UTILITIES		37.50			
	237-3190-42220	REPAIR & MAINT		50.34			
	237-3190-43330	PROFESSIONAL DEVELOPMENT		700.00			
	238-3160-42210	OPERATING SUPPLIES		35.99			
	238-3160-42212	MOTOR FUELS		65.49			
	238-3160-42220	REPAIR & MAINT		231.99			
	238-3160-43430	MISCELLANEOUS		1,267.05			
	260-9020-43309	COMPUTER SUPPORT		115.14			
	278-6515-43430	MISCELLANEOUS		652.02			

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 03/03/2025 - 03/03/2025
BOTH JOURNALIZED AND UNJOURNALIZED
OPEN

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	295-6510-43300	PROFESSIONAL SERVICES		12,092.34			
	400-0000-39101	SALE OF ASSETS		(3,500.00)			
	400-3100-45500	STREET CAPITAL OUTLAY		21,473.54			
	400-5200-45500	PARKS CAPITAL OUTLAY		2,206.85			
	400-9050-45530	CAPITAL - OTHER		86.60			
	401-1003-43380	UTILITIES		101.74			
	401-9030-43300-23:13	PROFESSIONAL SERVICES		6,718.59			
	401-9030-43300-23:16	PROFESSIONAL SERVICES		19,199.00			
	401-9030-43300-24:06	PROFESSIONAL SERVICES		461.50			
	404-9055-45550	CAPITAL - VEHICLES		145,000.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution GRANT							
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			25,164.03	25,164.03		
	202 - SCDP GRANTS			3,360.00	3,360.00		
	203 - TRANSIT FUND			81,773.46	81,773.46		
	211 - LIBRARY FUND			4,130.08	4,130.08		
	223 - DRUG FORFEITURE			77.00	77.00		
	225 - PUBLIC SAFETY FUND			52,257.48	52,257.48		
	227 - RECYCLING FUND			50.00	50.00		
	230 - PARK & RECREATION FUND			9,243.64	9,243.64		
	235 - STREET & SEWER FUND			25,050.61	25,050.61		
	236 - PARKING LOT FUND			37.50	37.50		
	237 - SANITARY SEWER FUND			750.34	750.34		
	238 - STORM SEWER FUND			1,600.52	1,600.52		
	260 - AIRPORT FUND			115.14	115.14		
	278 - HEALTHY EMPLOYEE INITIATIVE			652.02	652.02		
	295 - EDA FUND			12,092.34	12,092.34		
	400 - CAPITAL PROJECTS FUND			20,266.99	20,266.99		
	401 - CONSTRUCTION FUND			26,480.83	26,480.83		
	404 - FIRE DEPARTMENT CAPITAL			145,000.00	145,000.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			7,348.22	7,348.22		
	1003 - 10:03 DWNTWN MAIN CNTRACT			101.74	101.74		
	1400 - ADMINISTRATION			362.03	362.03		
	1700 - ENGINEERING			1,358.79	1,358.79		
	1800 - IT/GIS			17,049.38	17,049.38		
	1940 - CITY HALL			2,625.81	2,625.81		
	2120 - POLICE DEPARTMENT			9,676.97	9,676.97		
	2127 - MISDEMEANOR PROSECUTOR			19,430.95	19,430.95		
	2131 - TACTICAL TEAM			1,613.67	1,613.67		
	2220 - FIRE DEPARTMENT			8,886.26	8,886.26		
	2400 - COMMUNITY DEVL/INSPECTION			2,451.07	2,451.07		
	2700 - ANIMAL CONTROL			3,263.00	3,263.00		
	3100 - S & S MAINTENANCE			45,551.35	45,551.35		
	3125 - SNOW REMOVAL			972.80	972.80		
	3160 - STORM SEWER EXPENSE			1,600.52	1,600.52		
	3180 - PARKING LOTS EXPENSE			37.50	37.50		
	3190 - SANITARY SEWER EXPENSE			750.34	750.34		
	3230 - RECYCLING EXPENSE			50.00	50.00		
	5200 - PARK MAIN/ADMINISTRATION			9,883.63	9,883.63		
	5211 - SPECIAL EVENTS PROGRAM			83.36	83.36		
	5215 - ADULT SOFTBALL			1,455.14	1,455.14		
	5280 - CAMPGROUND			28.36	28.36		

02/27/2025 02:16 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/03/2025 - 03/03/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Page: 32/32

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						GRANT
--- TOTALS BY DEPT/ACTIVITY ---							
	5500 - LIBRARY-BUDGETED			3,604.76	3,604.76		
	5501 - SPECIFIED DONATION USE			84.04	84.04		
	5502 - GENERAL DONATION USE			49.99	49.99		
	5503 - HOLDEN TRUST DONATION USE			169.99	169.99		
	6323 - SE BRAINERD SCDP GRANT			3,360.00	3,360.00		
	6510 - ECONOMIC DEVELOPMENT AUTH			12,092.34	12,092.34		
	6515 - HEALTHY EMPLOYE INITIATIVE			652.02	652.02		
	9000 - TRANSIT FUND			81,773.46	81,773.46		
	9020 - AIRPORT M & O			115.14	115.14		
	9030 - CONSTRUCTION PROJ-MISC			26,379.09	26,379.09		
	9050 - CAPITAL PROJECTS-MISC			86.60	86.60		
	9055 - FIRE DEPARTMENT CAPITAL			145,000.00	145,000.00		
	9200 - CITY-WIDE			153.66	153.66		

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:30 P.M. by Council President O'Day.

Upon roll call the following Members were noted as present: Erickson, Bevans, Johnson, Stunek, Yeager and O'Day. Mayor Badeaux was also noted as present. Member Czczok was noted as absent.

Chair O'Day led the Pledge of Allegiance to the flag.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND STUNEK, DULY CARRIED, TO APPROVE THE AGENDA.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON TO APPROVE THE CONSENT CALENDAR.

- A. Approval of Bills
- B. Approval of Minutes
- C. Department Activity Report
- D. Approve Temporary On-Sale Liquor License Submitted by the Brainerd Sports Boosters for an Event to be held on April 12th, 2025, at 502 Jackson St
- E. Approve MN Lawful Gambling Applications Submitted by Brainerd Family YMCA for Events to be held on March 20, 21, 22 at 1511 Northern Pacific Rd
- F. Adopt Resolution for MN Lawful Gambling Premise Permit Submitted by Brainerd Amateur Hockey Association for Premise at Notch 8, 1551 Northern Pacific Rd, Brainerd
- G. Approve Crow Wing County 2025 Pavement Markings Agreement
- H. Approve TH 371B/Willow Roundabout Easements
- I. Biennial Body Worn Camera Audit Report

Upon roll call, Council Members Erickson, Bevans, Johnson, Stunek, Yeager, and O'Day voted "aye". No member voted "nay". The Chair declared the motion carried.

Public Forum

The Chair opened the public forum at 7:31 p.m.

No one came forward.

The Chair closed the public forum at 7:32 p.m.

Council Committee Reports

Personnel and Finance Committee

Discuss Municipal Dispensary Partnership

Committee Chair Johnson stated that this is not an authorization to go ahead with a municipal license. However, since there are companies that have reached out promising profit sharing the City would like to see proposals before it moves forward.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO REQUEST PROPOSALS FOR MUNICIPAL DISPENSARY PARTNERSHIP FROM INTERESTED PARTIES DUE WITHIN 30-DAYS.

Discussion of the Number of Years of Interest Collection on Deferred Assessments

Committee Chair Johnson stated that the committee's opinion is that if property owners are going to hold onto assessments, there should be some type of financial incentive to have them pay their assessment.

Chair O'Day asked if this policy would only apply to all the properties that are annexing and hooking up to sewer and water.

Member Bevans stated that the answer to his question is no. The Beaver Dam project included eternal assessment deferment in order to get the project approved. There is confusion as to what the policy is. There have been instances where property owners have deferred their assessment for fifty years.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO DIRECT STAFF TO AMEND THE DEFERRED ASSESSMENT POLICY TO ACCRUE INTEREST FOR UP TO THIRTY YEARS AND ENSURE THAT ALL ASSESSMENTS ARE PAID AT THE SALE OF PROPERTY.

Safety and Public Works Committee

Direction on Active Code Enforcement Cases

Committee Chair Erickson stated that the property is conducting residential use in a commercially zoned building verified by a Police incident report.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND BEVANS, DULY CARRIED, TO PURSUE LEGAL ACTION WITH THE CITY ATTORNEY FOR PROPERTY 113 WASHINGTON STREET NE.

Approve Request to Reduce Brainerd's Same Day Transit Fare

Committee Chair Erickson stated that the Transit department ended 2024 with positive net revenue, enough so that a new software can be acquired, funding the reserve, and reducing the same day fare for Brainerd can be made.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND YEAGER, DULY CARRIED, TO REDUCE BRAINERD'S SAME DAY FARE FROM \$6.00 TO \$5.00.

Authorize Solicitation of Request for Qualifications (RFQ) for Transit Software

Committee Chair Erickson stated that the current software is antiquated, and updates are not likely.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND YEAGER, DULY CARRIED, TO APPROVE SOLICITATION (RFQ), PURCHASE AND IMPLEMENTATION FOR THE TRANSIT TECHNOLOGY SOFTWARE.

Discuss Construction Procurement Program through Sourcewell

Committee Chair Erickson stated that the City has options on how to procure bids for construction projects. If a low bid option isn't chosen, going through this Sourcwell procurement program would give the City additional protections and options for cost and time savings. There was a presentation during the committee meeting by Gordian.

Member Yeager stated that the program breaks down the project into fixed unit pricing. With this system, for those seeking the scope it establishes a base price. He has a lot of questions as there are a lot of advantages and disadvantages to the program that he can see. His motion was to use the program on the Library project to see how it fleshes out to see if the program is a good fit for other projects as there are advantages to the program.

Member Johnson stated that he supports the motion to try this program out as a cost savings opportunity. He also stated that if cost savings and efficiencies are found, he does not want to see additional items added to the scope just because there are leftover funds.

Chair O'Day asked if the program would continue to be used in the future would the Council be aware of its use. He stated that Sourcwell is an organization that provides great services for organizations like the City, this is a perfect opportunity.

Member Yeager stated that the motion is exclusive to the Library project. He will be watching the project closely in order to assess whether the program is a good fit for the City for future projects.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND YEAGER, DULY CARRIED, TO AUTHORIZE UTILIZATION OF THE SOURCEWELL CONSTRUCTION PROCUREMENT PROGRAM FOR THE LIBRARY EXTERIOR AND MECHANICAL REPAIRS PROJECT.

Approve WSB Amendment Request - Lowell Safe Routes to School

Committee Chair Erickson stated that the committee recommended denial of the request, however, there was no motion.

Public Works Director Habighorst gave an overview of the amendment. This addition could be used in the future for beautification or contribute to other projects.

Member Johnson stated that this request is for WSB's time to design. He asked how much the outlets would add to project costs.

City Engineer Dehn stated that he estimates the cost of constructing the outlets to be \$1,500. It would be an eligible cost from the grant.

Chair O'Day stated that he can see the advantage of the project. He stated that since the City taxpayers aren't the only contributors to the project it could be a great addition.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND STUNEK, DULY CARRIED, TO APPROVE WSB AMENDMENT REQUEST IN THE AMOUNT OF \$2,317.

Unfinished Business

Council President- Committee Recommendation

Chair O'Day recommended Jeremy Powell and Blake Higgins to the Planning Commission.

MOVED AND SECONDED BY JOHNSON AND BEVANS, DULY CARRIED, TO APPOINT JEREMY POWELL TO THE PLANNING COMMISSION.

MOVED AND SECONDED BY JOHNSON AND BEVANS, DULY CARRIED, TO APPOINT BLAKE HIGGINS TO THE PLANNING COMMISSION.

Call for Applicants – Informational:

Mayor Recommended: (terms to expire on 12/31 of said year)
Charter Commission – **2 terms** (Expire 2025) **2 terms** (Expire 2026)
Housing & Redevelopment Authority -- **1 term** (Expire 2027)
Library Board-- **1 term** (Expire 2027)
Transportation Advisory Committee- **2 terms** (Expire 2026)

Council President Recommended: (terms expire on 12/31 of said year)
Airport Commission - **1 term** (Expire 2027)

Final Reading Proposed Ordinance 1579 -Amending Sections 1200 and 1500 of the City Code

Community Development Director Kramvik gave an overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO CONDUCT THE FINAL READING OF ORDINANCE 1579 AMENDING SECTIONS 1200 AND 1500 OF THE CITY CODE AND DISPENSING WITH THE ACTUAL READING.

The Chair opened the public hearing at 7:52 p.m.

No one came forward.

The Chair closed the public hearing at 7:52 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO ADOPT ORDINANCE 1579.

ORDINANCE 1579

Upon roll call, Council Members Erickson, Bevans, Johnson, Stunek, Yeager, and O'Day voted "aye". No member voted "nay". The Chair declared the motion carried.

New Business

Consider Development Agreement with Country Manor Campus Brainerd LLC and Cost Share Agreement with Crow Wing County

Community Development Director Kramvik gave an overview of the cost share agreement for a turn lane on Beaver Dam road.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND YEAGER, DULY CARRIED, TO APPROVE THE COST SHARE AGREEMENT WITH CROW WING COUNTY.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND ERICKSON, DULY CARRIED, TO APPROVE THE DEVELOPMENT AGREEMENT WITH COUNTRY

MANOR CAMPUS BRAINERD LLC, CONTINGENT UPON EXECUTION OF THE COST SHARE AGREEMENT.

Adopt Resolution Calling a Public Hearing on Issuing Conduit Debt

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON TO ADOPT RESOLUTION CALLING A PUBLIC HEARING ON MARCH 17TH AT 7:30 P.M. REGARDING THE ISSUANCE OF CONDUIT REVENUE BONDS FOR THE BENEFIT OF COUNTRY MANOR CAMPUS, LLC AND PROVIDING PRELIMINARY APPROVAL OF THE ISSUANCE.

RESOLUTION 15:25

Upon roll call, Council Members Erickson, Bevans, Johnson, Stunek, Yeager, and O'Day voted "aye". No member voted "nay". The Chair declared the motion carried.

Public Hearing and Adopt Resolution Ordering Improvement and Ordering Preparation of Plans - Improvement 17-12 - Wright/10th Reconstruction Project

Public Works Director Habighorst gave an overview of the process and project.

Chair O'Day asked about conducting the public hearings at the Council meetings.

City Engineer Dehn stated that there have been informal informational meetings conducted for the projects outside of the Council meetings. It is a statutory requirement that improvement public hearings be held at the Council meeting.

Chair O'Day opened the public hearing at 7:58 p.m.

Dylan Paulson, Precision Technologies, 924 Wright Street, stated that there are concerns by their company about accessing their one driveway during construction.

Chair O'Day stated that Mr. Paulson can speak with Engineer Dehn during office hours on the details of the project.

Chair O'Day closed the public hearing at 8:00 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND JOHNSON TO ADOPT RESOLUTION WHICH ORDERS THE IMPROVEMENT AND PREPARATION OF THE PLANS FOR IMPROVEMENT 17-12- WRIGHT/10TH ST RECONSTRUCTION PROJECT.

RESOLUTION 16:25

Upon roll call, Council Members Erickson, Bevans, Johnson, Stunek, Yeager, and O'Day voted "aye". No member voted "nay". The Chair declared the motion carried.

Public Hearing and Adopt Resolution Ordering Improvement and Ordering Preparation of Plans - Improvement 21-13 - Beech/Oakridge Reconstruction Project

Public Works Director Habighorst gave an overview of the process and project.

Chair O'Day opened the public hearing at 8:02 p.m.

Wanda Kuhn, 2315 Kermit Ln, stated that they are concerned about how to access Meadowview during construction.

Robin Boyd, 1202 Beech St, she is concerned about the Meadowview being assessed as well for the project. She is not in favor of having a sidewalk as there is limited foot traffic.

Mike Glomski, 722 Beech St, stated he is against a sidewalk on the project as there is no foot traffic. He complained about the speed on the road. He is concerned that Meadowview be assessed for the project as it is their main source of access to their homes.

Chair O'Day stated that those with questions about the project can contact staff during business hours.

Chair O'Day closed the public hearing at 8:06 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND JOHNSON TO ADOPT RESOLUTION IN WHICH ORDERS THE IMPROVEMENT AND PREPARATION OF THE PLANS FOR IMPROVEMENT 21-13- BEECH/OAKRIDGE RECONSTRUCTION PROJECT.

RESOLUTION 17:25

Upon roll call, Council Members Erickson, Bevans, Johnson, Stunek, Yeager, and O'Day voted "aye". No member voted "nay". The Chair declared the motion carried.

Adopt Resolution - Approve Plans and Authorize Bidding - Improvement 23-16 - South Brainerd Resurfacing Project

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND ERICKSON TO ADOPT RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR IMPROVEMENT 23-16 SOUTH BRAINERD RESURFACING PROJECT, AND ORDERING ADVERTISEMENT FOR BIDS TO BE OPENED ON MARCH 20TH, 2025.

RESOLUTION 18:25

Upon roll call, Council Members Erickson, Bevans, Johnson, Stunek, Yeager, and O'Day voted "aye". No member voted "nay". The Chair declared the motion carried.

Adopt Resolution - Order Feasibility Report - Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing Project

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS TO ADOPT RESOLUTION ORDERING THE FEASIBILITY REPORT FOR IMPROVEMENT 23-14 - HAWKINS-RONALD-JOSEPH RESURFACING PROJECT.

RESOLUTION 19:25

Upon roll call, Council Members Erickson, Bevans, Johnson, Stunek, Yeager, and O'Day voted "aye". No member voted "nay". The Chair declared the motion carried.

Discuss Orderly Annexation of Riverside Drive

Community Development Director Kramvik stated that in 2003, the City constructed utilities along Riverside Drive. Staff believes that it was the intention that this project would allow existing properties to connect to the City utility infrastructure and no longer use wells and septic systems for their water and sewer. After a connection policy was developed for Riverside Drive, the State of Minnesota changed regulations on how municipalities are allowed to force

annexation. As a result, the City has no statutory authority to force connection to properties outside the City limits. Staff has had meetings with Crow Wing County regarding annexation of these properties.

Member Johnson asked why staff is recommending placing these properties in the Rural Service District, which in his opinion shouldn't exist in the City.

Community Development Director Kramvik stated that in the discussions with the County, it wouldn't require properties to be connected to City services and the tax levy within the district is reduced.

Member Johnson stated that the Rural Services district is ridiculous and created because the City was trying to beat Baxter to Highway 371 N thirty years ago. The basis of the district is that they are not hooked up to water and sewer. Water and Sewer funds in the City are financed by user fees. Why would the City cut taxes in half if they receive full services. He supports the orderly annexation but does not support the use of rural services district as they should pay the full amount of taxes.

Member Bevans stated that he agrees with Member Johnson on the recommendation to place properties in the Urban Services District. He believes that the connection fee would need to be reconsidered as the City had such a difficult time with one property.

Chair O'Day stated that it sound as there are strong feelings against the use of the Rural Services district. He can see how the use of reduced tax rate could coax them into the City, but he does not believe that the orderly annexation process will speed things up and questioned whether the City could force annexation this way.

Community Development Director Kramvik stated that the City cannot force annexation through utility hookups. It needs to go through the orderly annexation process. Once annexed, the City code can require them to hook up to City sewer and water when their septic system fails. The annexation process would include an agreement between the City and County, both governments would pass a resolution, and then the matter would go to a municipal boundary line judge who would conduct a public hearing and make a determination.

Chair O'Day stated that the goal is to have the boundary lines include all properties that are serviced by City products, which would be City streets, pipes, sewers, and electricity. He doesn't know how he feels about court ordered annexation, he will support it, but he expects backlash.

MOVED BY COUNCIL MEMBER JOHNSON TO MOVE FORWARD WITH ORDERLY ANNEXATION ALONG RIVERSIDE DRIVE ASSIGNING THE ZONING DISTRICT AS URBAN SERVICES.

The Chair declared the motion failed due to lack of a second.

Chair O'Day requested that this item be sent to the Personnel and Finance Committee in two weeks to continue the conversation.

Discuss Proposed Land Transfer of Tax Forfeited Property

Community Development Director Kramvik gave an overview of the property adjacent to the Evergreen Landing.

Member Johnson stated that he is concerned about the liability to the City if the City were to accept this parcel. He asked whether the City will be policing the homelessness and open-air drug market activity now that the ordinance is in place.

Attorney Langel stated that this parcel will be no different than any City parcel or park. With it currently being a County parcel, they are responsible for any action taken on the property.

Police Chief Davis stated that he spoke with Mayor Badeaux regarding the encampments. The department has developed a plan to hopefully prevent the encampments before they start.

Member Johnson stated there have been fires, drug overdoses, and multiple deaths on the property. If the City is liable for this going forward, it is concerning.

Member Yeager asked about the motivation of the County for transferring this parcel.

Community Development Director Kramvik stated he believes the reasoning is that the parcel is tax forfeit, there are trails that could be connected if the City was the owner, and the issues with encampments on the property.

Chair O'Day stated that there is a trail that connects to the old pump house. He believes that there has been homeless activity even when he was a kid. The entire area is flooded every spring. There is variable ownership of the parcels along the river, it will be less complicated if the City owns this parcel when trails are proposed.

Member Bevans stated that having this parcel in the City's control in the future when more changes to ordinances and statutes occur would be beneficial.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON, DULY CARRIED, TO BEGIN THE PROCESS FOR A LAND TRANSFER PID 41230522 TO THE CITY OF BRAINERD.

Discuss Special Assessment Policy

Public Works Director Habighorst stated that at the public hearing for a proposed improvement a citizen asked the Council to consider a change to the assessment policy regarding cul-de-sacs. Staff has reviewed the policy, and is recommending not changing the policy regarding cul-de-sacs. Staff does, however, support changing the assessment for this particular parcel.

Member Erickson stated that he is in favor of leaving the policy as is, and entertaining staff's recommendations to assess the segments as side yard.

Mayor Badeaux stated that he agrees with the sentiment of changing this parcel.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON, DULY CARRIED, TO APPLY THE ASSESSMENT POLICY IN THE MOST FAVORABLE WAY TO MR. FORREST REGARDING THE CUL-DE-SAC/SIDE YARD.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND STUNEK, DULY CARRIED, TO KEEP THE ASSESSMENT POLICY AS IS.

Staff Reports

Public Works Director Habighorst gave a shoutout to City Engineer Dehn, he acquired a \$1 million grant for a future project. He stated that there is a public opinion survey for the public to complete and gave details on how to access the survey. Finally, Parks and Rec held their annual skating party. He thanked all of the sponsors, there was a great turn out.

Community Development Director Kramvik gave an overview of the next Planning Commission meeting.

HRA Director Charpentier stated that Minnesota Housing will be opening a greater Minnesota infrastructure grant at the end of first quarter. The HRA will be asking the City to support a project in Brainerd Oaks with an application once the details of the grant are released.

Administrator Broyles stated that employees are in the midst of performance reviews. He will be submitting his performance review information for the Council to consider and holding a closed session at the next meeting.

Mayor's Report

Mayor Badeaux stated that Valentine's Day was a great opportunity for everyone to get out and support local restaurants. He reminded the public that the Council makes the decision that it thinks is the best. It is not a good idea to use social media to drag people through the mud. It doesn't do the good you think it does especially when you come to the City Council yearly with a request.

Council Member Reports

Member Bevans stated that the Northside meeting was "hopping".

Member Yeager stated that the Deputy Director at the Airport has resigned, Commissioner Barrows and himself are now a part of the Personnel and Finance Committee for the Airport. Finally, the budget for 2025 is at about a \$379,000 deficit. This is very concerning considering the Airport is a large asset. The Commission is taking this matter very seriously.

Member Johnson stated that the EDA had a special meeting to approve an amendment to the BlockMetrix purchase agreement. He received a call from a citizen concerned about parking on the sidewalk at the Holiday gas station on South 6th Street. This is concerning as it is illegal to park on sidewalks, but also because the High School is only a block away and there are a lot of our high schoolers that walk in this area throughout the day. The caller suggested a couple of bollards to prevent sidewalk parking. He suggests putting this on the Council agenda in a near future to consider the cost and ADA accessibility.

Member O'Day congratulated the Brainerd Kixters for their first place win in High Kick at the State Tournament.

Adjourn

Adjourn to Closed Session Pursuant to MN Statute 13D.05 Subd. 3(C)3 to Discuss Counteroffer for Temporary and Permanent Easement

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND BEVANS, DULY CARRIED, TO ADJOURN TO CLOSED SESSION PURSUANT TO MN STATUTE 13D.05 SUBD. 3(C)3 TO DISCUSS COUNTEROFFER FOR TEMPORARY AND PERMANENT EASEMENT.

The Chair adjourned the meeting at 8:48 p.m

The Council took a five-minute break.

The Chair reconvened the meeting at 9:00 p.m.

MOVED AND SECONDED BY MEMBERS ERICKSON AND BEVANS, DULY
CARRIED, TO ADJOURN THE MEETING.

Nicholas W. Broyles
City Administrator



Brainerd Fire Department Monthly Report

February 2025

This past month has been another great one for the Brainerd Fire Department. We started off by assisting at the Brainerd Jaycee's Ice Fishing Contest on Gull Lake, which was once again a successful event.

It has been a busy month with multiple fire responses, including assisting Nisswa Fire with a large house fire on Gull Lake.



Training remains a top priority for our department. This month's EMS training focused on bleeding control, shock management, and overall patient care.

Additionally, our new firefighters—along with some of our veteran members—participated in a live burn exercise with the Garrison Fire Department. This hands-on experience is invaluable in understanding fire dynamics, flow path, and general fireground operations.





Brainerd Fire Department Monthly Report

February 2025

At the end of the month, we completed our annual physicals, hearing tests, and SCBA mask fit testing to ensure our team remains in peak readiness.



The Fire Marshal also had a busy month, conducting various inspections and providing community fire extinguisher training.

INSPECTIONS	
Fire Alarm	29
Hood Suppression	21
Commercial Kitchen Exhaust	10
Special Suppression	2
5 Year Sprinkler	8
Sprinkler System	8

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	7
Rescue & Emergency Medical Service	4
Hazardous Condition	5
Service Calls	3
Good Intent Call	11
Alarm Activation	6
TOTAL	33
Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	1
Rescue & Emergency Medical Service	2
Hazardous Condition	1
Service Calls	3
Good Intent Call	5
Alarm Activation	3
TOTAL	15



Reminder that February is Heart Month, and we want to encourage everyone to learn CPR and download the PulsePoint app.



НЛНП

Brainerd Fire Department Annual Report



Message from Chief Tim Holmes

2024 was another strong year for the department. We responded to 600 calls for service, once again nearing a record number of incidents.

This year we also celebrated the retirement of Firefighter Josh Smith, who dedicated 22 years of service to our community. His commitment and contributions have left a lasting impact, and we wish him all the best in his next chapter.

Firefighter training remains a top priority, and our commitment demonstrates solid dedication to delivering the highest quality of service. Our firefighters' commitment to learning and growth ensures that we are always prepared to meet the community's needs.

As we look ahead to 2025, we remain focused on planning for the future and serving our communities with excellence.

It is an honor to serve the citizens of all the communities we serve. On behalf of the men and women of the Brainerd Fire Department, I am happy to present you with our 2024 Annual Report.



Tim Holmes, Fire Chief

Highlights

Retirement



Josh Smith
Firefighter
2002 – 2024

Firefighter of the Year



Katie Grimsby
Firefighter

Leadership



Tim Holmes
FIRE CHIEF
9 YEARS



Dave Cox
FIRE MARSHAL / DEPUTY CHIEF
8 YEARS/27 YEARS OF SERVICE



Jeff Schellin
BATTALION CHIEF
23 YEARS



Matt Holmstrom
BATTALION CHIEF
18 YEARS



Dave Read
SQUAD 1 CAPTAIN
16 YEARS



Rahn Findlay
SQUAD 2 CAPTAIN
11 YEARS



Paul Rosier
SQUAD 3 CAPTAIN
6 YEARS



Joe Enge
SQUAD 4 CAPTAIN
16 YEARS



James Norwood
SQUAD 5 CAPTAIN
11 YEARS

Firefighters



Dennis Howard
19 YEARS



LaWayne Mann
19 YEARS



Cory Zeien
19 YEARS



Jay Bautch
18 YEARS



Joel Jacobson
16 YEARS



Sam Marohn
15 YEARS



Greg Amundson
13 YEARS



Chris Groenwold
13 YEARS



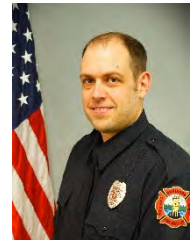
Jonathan LeMieur
13 YEARS



Brian Kargel
11 YEARS



Erik Flowers
8 YEARS



Nick Haglin
8 YEARS



Steve Isle
8 YEARS



Katie Grimsby
6 YEARS



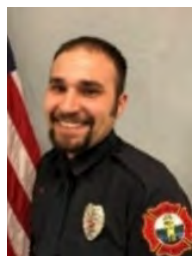
Chris Wallace
6 YEARS



Clint Headley
6 YEARS



Erik Hidalgo
5 YEARS



Robert Kramer
5 YEARS



Drew Beeson
4 YEARS



Randy Kalis
4 YEARS



Rick Lee
4 YEARS



Henry Praska
4 YEARS



Nick Anderson
2 YEARS



Isaac High
2 YEARS



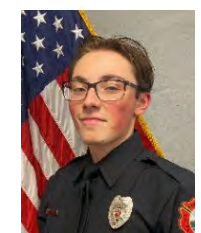
Anthony Moberg
2 YEARS



Tyler Ogren
2 YEARS



Lee Anderson
1 YEAR



Jackson Holmes
1 YEAR

Fire Safety Education

The Fire Safety Education program reaches children and adults in the coverage area through station tours, family daycares, child care centers, youth groups, elementary schools and various community organizations.

A Smoke and Carbon Monoxide Alarm program was implemented in 2022 focusing on the elderly and those unable to service their own alarms. Fire crews visited more than 20 homes and installed smoke alarms and carbon monoxide alarms, along with replacement batteries. Two-thirds of the homes had faulty or expired alarms; four homes had no carbon monoxide alarm. Education on alarm maintenance and lifespan was provided to residents.

Type of Public Education	2024 Total Population Reached
Adults	1,005
Children: Schools and Day Cares	1,500
Events: Open House, Touch a Truck, etc.	10,000
Fire Extinguisher Training	190
Total	12,695



Fire Safety Open House

Brainerd Fire Department held its Fire Safety Open House in October.
The fire prevention theme was 'Smoke Alarms: Make Them WORK For You'.



Activities

The Minnesota Board of Firefighter Training and Education reimbursed Brainerd Fire Department almost \$12,000 for training expenses. Brainerd Fire Relief Association donated \$8,800 for lightweight fire gear for wildland fires, \$3,040 for a TV, mount, and smoke machine for training, and \$225 for equipment. PulsePoint donations totaled \$17,500. Donations totaling \$10,335 were received from local corporate donations for Fire Safety / Public Education materials.

Firefighters attended numerous community activities throughout the year, including the National Night Out and Night to Unite events in Brainerd and Baxter, 9/11 Memorial Ceremony and Stair Climb and the Brainerd American Legion Thanksgiving Meal Delivery.

Brainerd Fire and Police Departments took part in a FD vs PD softball game this summer, and members assisted in putting on a Women's Fire Expo and participated in a Wildfire Prevention Day in Crosslake this spring and summer.



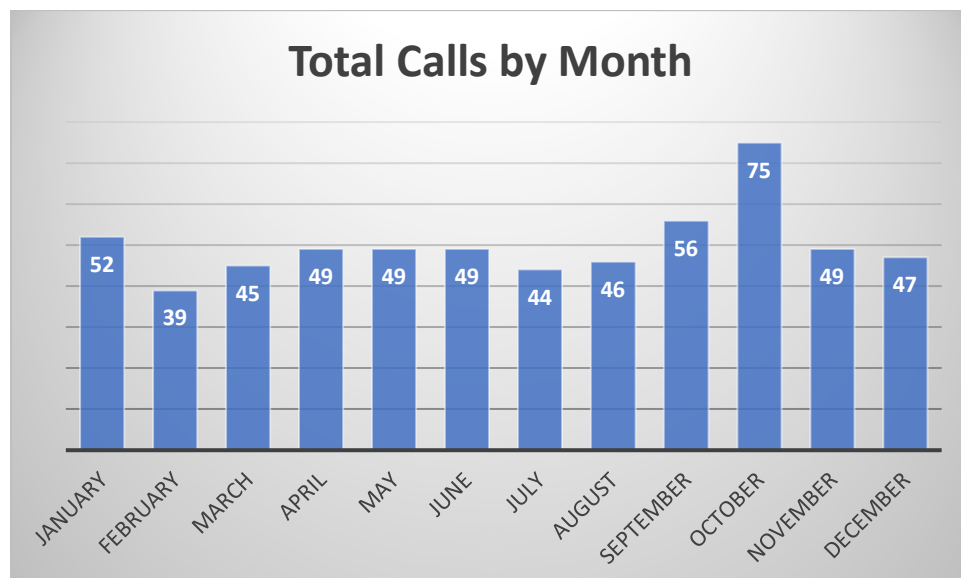
Emergency Response

Brainerd Fire Department has a coverage area of 260 square miles, with a population of over 33,000 permanent residents. This coverage area includes the City of Brainerd, the City of Baxter, and townships: Crow Wing, Long Lake, Nokay Lake, Oak Lawn, St. Mathias and Unorganized / 1st Assessment.

Critical infrastructure includes regional medical centers, government buildings, regional airport, public and private schools, community college, Burlington Northern Railroad, MN DNR tanker base station, multi-story structures including a twelve-story apartment building, nursing homes, buildings listed on the National Register of Historic Buildings, and water parks. The coverage area includes four major state highways.

A Fire Advisory Board, consisting of representatives from every city and township in the coverage area meets quarterly for department updates. Brainerd Fire Department has mutual aid agreements with 29 regional fire departments which protect 4,000 square miles. The Department is an active member of the Cuyuna Range Fire Chiefs and Firefighters Association.

Incident Type	Count	Percent of Total
Fire (<i>Structures, Wildland, Vehicle, Rubbish</i>)	84	14.00%
Rescue & EMS (<i>Crashes, Extrication, Rescue</i>)	110	18.33%
Hazardous Condition (<i>Gas Leaks, Carbon Monoxide Incidents</i>)	45	7.50%
Service Call (<i>Smoke, Public Service Assistance, Unauthorized Burning, Assist other Government Agencies</i>)	88	14.67%
Good Intent Call (<i>Cancel Enroute, No Emergency Found, Controlled Burning</i>)	116	19.33%
False Alarm (<i>System Malfunction, Unintentional Alarm Activation, Carbon Monoxide Detector Activation</i>)	155	25.83%
Overpressure Rupture, Explosion, Overheat	2	0.33%
Total	600	
Mutual Aid Given	2	
Mutual Aid Received	11	



Emergency Response by City / Township

City of Brainerd

Incident Type	Count
Fire	27
Rescue & EMS	37
Hazardous Condition	24
Service Call	48
Good Intent Call	58
False Alarm	83
Overpressure Rupture, Explosion, Overheat	0
Total	277

City of Baxter

Incident Type	Count
Fire	16
Rescue & EMS	44
Hazardous Condition	11
Service Call	19
Good Intent Call	31
False Alarm	41
Overpressure Rupture, Explosion, Overheat	2
Total	164

Crow Wing Township

Incident Type	Count
Fire	9
Rescue & EMS	1
Hazardous Condition	0
Service Call	2
Good Intent Call	4
False Alarm	4
Overpressure Rupture, Explosion, Overheat	0
Total	20

Long Lake Township

Incident Type	Count
Fire	3
Rescue & EMS	2
Hazardous Condition	1
Service Call	1
Good Intent Call	0
False Alarm	0
Overpressure Rupture, Explosion, Overheat	0
Total	7

Nokay Lake Township

Incident Type	Count
Fire	3
Rescue & EMS	1
Hazardous Condition	1
Service Call	1
Good Intent Call	0
False Alarm	0
Overpressure Rupture, Explosion, Overheat	0
Total	6

Oak Lawn Township

Incident Type	Count
Fire	8
Rescue & EMS	6
Hazardous Condition	0
Service Call	4
Good Intent Call	8
False Alarm	8
Overpressure Rupture, Explosion, Overheat	0
Total	34

St. Mathias Township

Incident Type	Count
Fire	2
Rescue & EMS	1
Hazardous Condition	0
Service Call	1
Good Intent Call	1
False Alarm	0
Overpressure Rupture, Explosion, Overheat	0
Total	5

Unorganized / 1st Assessment

Incident Type	Count
Fire	14
Rescue & EMS	18
Hazardous Condition	8
Service Call	3
Good Intent Call	11
False Alarm	18
Overpressure Rupture, Explosion, Overheat	0
Total	72

Training

Training is an essential component to providing effective firefighting services. Brainerd Firefighters fill many different roles to protect the community. Firefighters are all certified Firefighter I and II and train in various topics, including Medical Response, Auto Extrication, Rescue, Fire Control and Suppression, Hazardous Materials, OSHA, Incident Command System, Pumping, Fitness, Tactical Operations, Aircraft Rescue Fire Fighting, Truck Operations, Emergency Driving, SCBA, Ladders, Ventilation and Confined Space.

Certification training and refresher training is conducted annually. Firefighters, Captains, and Battalion Chiefs all have minimum training requirements for their positions.

Certification Training	Certified Firefighters
Aircraft Rescue Fire Fighting	23
Emergency Paramedic	1
Emergency Medical Responder	18
Emergency Medical Technician	16
Fire Apparatus Operator	26
Fire Inspector	10
Fire Instructor	24
Fire Investigator	2
Fire Officer	22
Hazardous Materials	22
Youth Fire Prevention Intervention	3



Fire Inspections

Fire inspections ensure all development projects meet the applicable life safety codes. We strive to keep the community safe through plan review and operational permits. Annual inspections are conducted for license requirement within the coverage area. These include family childcare and foster care, liquor establishments, filling stations, second-hand good establishments and pawnbrokers, second-hand automobiles, and tobacco sale establishments.

Fire permits require a fire inspection within the coverage area. These include fire suppression systems, exhibition and trade shows, fairs and temporary membrane events, fireworks displays and sale of consumer fireworks, and above ground / underground tank permits. Knox boxes are also monitored by the Brainerd Fire Marshal.

Type of Inspection	2024 Total
Commercial Kitchen Exhaust Cleaning	159
Construction and Plan Review	2
Family Day Care / Foster Care	9
Fire Alarm Permit and Testing	318
Fire Safety	22
Fire Pump	30
Hood Suppression and Installation	219
Knox Box Installation	37
Licensing / Permits	45
Paint / Spray Booth Suppression	3
Private Hydrant	2
Rental	9
Special Suppression	26
Sprinkler Annual and Review	337
5 Year Sprinkler	63
Standpipe	1
Tank Install / Removal	2
Tier II Reports	9
Total	1,293

Apparatus



Engine 23



Engine 21



Engine 3



Tender 1



Tender 3



Tender 4



Tower 20



Rescue 2



Zodiac Boat



UTV



Fire Chief



Deputy Chief / Fire Marshal

History

Brainerd Fire Department was organized February 13, 1872 in Askews Billiard Hall, with 37 men paying one dollar each to belong. The only source of water in town was three town wells. The usual manner of fighting a fire was with a bucket brigade in which pails of water was passed from hand-to-hand down the line of men to the fire. In 1885, a two-story frame fire station was constructed at the north end of South Fifth Street. In the early 1890's, a team of iron grey horses was purchased. The equipment was arranged in such a way that at the sound of the alarm, the team would come out of its stall, be harnessed, and hitched to the wagon, often in less than a minute after the alarm sounded. Horses were used for 20 years.

In 1914, a new fire station was constructed on Fifth Street, next to City Hall. A new fire truck was purchased in 1915.



The current fire station located at 23 Laurel Street, was constructed in 1982. In 2004, a substation was built at 1301 Mill Avenue and a training room addition was added to the main station.



Emergency Management

Emergency Management is an important part of public safety in the City of Brainerd. Fire Chief Holmes is the Emergency Management Director for the City of Brainerd and has built a positive working relationship with Crow Wing County Emergency Management. Chief Holmes is an active member of the Minnesota Type 3 All Hazard Incident Management Team.

CROW WING COUNTY ALERT



The City of Brainerd participates in Crow Wing County ALERT. Crow Wing County ALERT is a mass notification system through Everbridge to inform our residents of immediate emergency alerts and optional community information.



PulsePoint

Brainerd Fire Department was the leader in bringing PulsePoint to Crow Wing County. This project has been fully funded by donations from businesses and community groups in the Brainerd Lakes area.

PulsePoint is a mobile app that empowers everyday citizens to assist someone suffering from a sudden cardiac arrest, and possibly save someone's life. PulsePoint also identifies AEDs in the community so they can be accessed in the event of a cardiac emergency.





HR DIRECTOR REPORT

In this report:

- Union Updates
- IT & Finance Integration
- Performance Evaluations
- Personnel
- Wellness Committee

Union Updates

Mediation with the Teamsters Union (Police Sergeants and Lieutenant) is scheduled for March 27, 2025.

We are still waiting for the Arbitrator to render his decision regarding the arbitration hearing with the IBEW Public Utilities Union. The deadline to receive the decision is March 3, 2025.

IT & Finance Integration

On February 3, 2025, the City Council approved the Technology Department's Organizational Chart and new job descriptions. Council also directed Staff to negotiate wages for the new Technology Department positions with the IBEW Administrative Support Union. The Union has demanded to negotiate the impacts, terms, conditions, and wages for these new positions. Negotiations are scheduled for March 3, 2025.

Finance Staff have provided a presentation with their recommendation regarding a single integrated Finance Department. City Administrator Broyles will be scheduling an Integration Work Group meeting in the near future to discuss this.

Performance Evaluations

We are currently in the middle of the performance evaluation process. Employees are working on their comments and providing their review to their supervisor to be finalized. City Administrator Broyles has directed that all final and signed 2024 reviews be submitted to the HR Department for filing no later than May 5, 2025.

City Administrator Broyles 2024 Performance Evaluation has been scheduled for March 3, 2025.

Personnel

New Hires/Promotions for City/BPU/HRA:
Wyatt Pribyl - Maintenance I (3/17)

Farewell to:
Joshua Winslow - CSO (3/5)

Current Job Opportunities:
Police Records Management Tech - An offer was made and the candidate is going through the pre-employment hiring process.

Community Service Officer - Posting closes on March 13th.

Engineering Intern - Open until filled.

GIS Intern - Open until filled.

Umpire - Adult Softball - Open until filled.

Deputy Airport Director - The Airport is accepting applicants through March 7th.

Tenant Activities Coordinator for the Crosby HRA (Overseen by the Brainerd HRA) - Open until filled.

There are currently seven City/HRA/Airport employees with Family & Medical Leave Act (FMLA) issues. Six of those cases are for intermittent leave when needed.

Wellness Committee

For the month of February, all Staff were invited to participate in the reThink Your Drink Challenge that is conducted annually by Crow Wing Energized. This is a great opportunity to encourage each other to drink more water as well as remind us of the importance of staying hydrated!

Attached is a recent Brainerd Dispatch article noting that Brainerd Public Utilities, as an active participant of the City's Wellness Committee, was honored with a Crow Wing Energized Community Partner Award highlighting its dedication to advancing the health and wellness of the community. Public Utilities Department Staff applied for and installed an in-house water bottle filling station. This was the third water bottle filling station installed at City facilities within the last three years. Congrats & well done Public Utilities Department Staff!

Hydration station transforms BPU employees' hydration habits

MIDWEEK MOTIVATOR



Contributed

Brainerd Public Utilities employees Jason, Mandy and Laura teamed up to secure the partner award and bring the new hydration station to life.

By Laura Jewell – Brainerd Public Utilities

In 2024, Brainerd Public Utilities was honored with a Crow Wing Energized Community Partner Award, a recognition facilitated through the collaborative efforts of Crow Wing Energized and the Statewide Health Improvement Partnership.

This recognition highlights Brainerd Public Utilities' dedication to advancing the health and wellness of the community.

As an active participant in the city of Brainerd's Wellness Committee, Brainerd Public Utilities staff took the initiative to apply for and install an in-house water bottle filling station. This project aimed to provide convenient access to clean drinking water for both employees and community members, thereby promoting healthier hydration habits. The successful installation of the water bottle filling station has led to a notable increase in water consumption within the BPU business office and positively impacted the overall well-being of its staff. Since its installation, approximately 500 plastic water bottles have been saved, contributing significantly to waste reduction and environmental protection.

A BPU employee commented, "I use the water filling station every day, it has completely transformed my hydration habits. It's so convenient and accessible that I've found myself drinking much more water without even thinking about it. The crisp, cold water motivates me to refill throughout the day, and I feel more energized and focused as a result. I do not think a lot of us consider the results of staying hydrated or how simple it is. The LCD screen stating the amount of plastic saved is a bonus incentive to refill and stay hydrated. It's been a simple, but powerful change for my health!"

The application process for the water bottle filling station was straightforward. BPU staff conducted research to identify products compatible with their existing water fountain infrastructure. The necessary equipment was purchased online, and, leveraging their in-house expertise, BPU personnel installed the unit themselves.

This initiative aligns seamlessly with SHIP's mission to support community-driven solutions that expand opportunities for active living and healthy eating. By improving access to essential health resources, BPU

exemplifies the proactive steps organizations can take to foster healthier communities and workplaces.

Crow Wing Energized, a grassroots movement dedicated to improving health and wellness in the community, played a pivotal role in this achievement. Their mission focuses on making healthy choices more accessible, and their collaboration with SHIP and local organizations like BPU demonstrates a steadfast commitment to creating environments that support healthy lifestyles. Their partnership makes projects for certain workplaces more attainable and possible.

The recognition of BPU with the Partner Award not only highlights the organization's dedication to employee and public health but also serves as an inspiration for other entities to engage in similar health-promoting initiatives. Such efforts contribute to the broader goal of building a healthier, more vibrant community.

Crow Wing Energized was founded with the mission to “Improve health and wellness in our community by making the healthy choice the easy choice.” We know this is best accomplished when we work together to improve our communities, which is why we also recognize the works of other organizations and programs in our Midweek Motivator article. We want to connect readers to services, events, organizations, and resources that promote healthy living as well as healthy and productive workplaces. If you are interested in learning more about Crow Wing Energized and our upcoming classes and events visit CrowWingEnergized.org. You can also stay updated by following Crow Wing Energized on Facebook.

The Statewide Health Improvement Partnership supports community-driven solutions to expand opportunities for active living, healthy eating, and commercial tobacco-free living; helping all people in Minnesota prevent chronic diseases including cancer, heart disease, stroke and type 2 diabetes.

Statewide Health Improvement Partnership works with community partners to increase opportunities for safer physical activity, increase access to healthy and affordable foods, reduce commercial tobacco use and secondhand smoke exposure, improve wellness opportunities in the workplace and create opportunities for improved emotional well-being.

Statewide Health Improvement Partnership helps build thriving communities, creating opportunities for all people in Minnesota to live longer, healthier lives. Ninety percent of the nation's health care costs are

for people with chronic conditions, and the majority of those costs are preventable.



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MARCH 3, 2025; CITY COUNCIL MEETING

RECREATION REPORT

- Easter Egg Hunt at Gregory Park 4/19
- Easter Ball Hunt at Buster Dog Park 4/19
- Registration for softball leagues opened
- Early Bird Softball Tournament 4/26
- Hiring for summer staff: Tournament maintenance worker, intern, umpires, and concession staff

PARKS MAINTENANCE REPORT

- Cleaning and flooding rinks daily
- Warming house maintenance
- Garbage collection parks and downtown
- Plowing trails and sidewalks when needed

STREETS & SEWER MAINTENANCE REPORT

- Plow and haul snow
- Sand streets as needed
- Cut out and haul Oak Street, Norwood Street, problem areas
- Remove snow off the corner of S. 8th and Maple Street
- Repair trucks and equipment
- Open storm drains
- Patch potholes
- Interview candidates for maintenance I position
- Respond to sewer calls



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MARCH 3, 2025; CITY COUNCIL MEETING

TRANSIT REPORT

- New hire Aaron Forstrom, Transit Operations Specialist, started on 2/12. He is catching on quickly and will be a huge help in Transit Operations.
- Attended ADA and AI – Artificial Intelligence and Disability Rights seminar
- Attended Regional OTAT office of transit and active transportation quarterly meeting with other agencies and MnDOT TPM (transit project manager)
- Met with RouteMatch about breach of contract and invoice reconciliation – corrections
- Met with City Attorney about RouteMatch breach of contract. They are drafting a letter to end our contract and require them to pro rate 2025.
- 2/14 Received new bus. This bus was ordered with capital grant back in 2022. New bus has many warranty issues and those will need to be resolved before bus can be put into service.
- January – Blue Sky transit’s third-party contractor let their manager go. They went a few days without a manager and then brought in an interim manager. Interim manager leaves 2/21.
- February – Blue Sky hired a new onsite manager, Jaymie Ressen. First day is 2/24. No overlap with interim manager. GM Tom Thoemke will be onsite 2/24-2/27, 4 day training, for training with new manager.
- 2/10 submitted FTA Drug and Alcohol Testing and Management Information System (DAMIS) data collection reporting for calendar year 2024
- February – Submitted Request For Quote (RFQ) to MnDOT to receive notice to proceed
- RFQ submitted to City Council 2/18 for approval to go out for Quotes for Transit Software
- 1/23 TAC Meeting included RFQ, Staff Updates, Financial Report estimates for 2024, and Fare Analysis
- 2/18 recommendation to City Council to lower Brainerd origin same day fare cost from \$6 to \$5. Council approve. Same Day Brainerd fare will decrease March 14



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MARCH 3, 2025; CITY COUNCIL MEETING

- January ordered new bus using 2024 capital grant dollars. New on this bus will be the bike rack can accommodate fat tire bikes and the seats will be green instead of blue. Matching City of Brainerd logo color scheme.
- Attended monthly procurement training sessions
- Attended monthly BlackCAT (MnDOT & FTA reporting site) training sessions
- January & February Participated in marketing MnDOT Greater MN Transit Plan survey on City of Brainerd social media – this is for rural transit
- February – posted Community Engagement Survey flyer in all the buses
- March 3rd Transit Dispatch hours change to 730am – 430pm. Operational needs such as phone call amounts per hour, safety of drivers, management responsibilities etc. were assessed and dispatching for 12 hours wasn't contributing significantly to Transit's core objectives. Dispatch is being streamlined, and we can now enhance productivity working to dispatch's highest potential.
- January – submitted December 2024 ridership to MnDOT/FTA
- February – submitted January Budget and Ridership reporting to MnDOT / FTA
 - **35 new customers in January**
 - **16% ridership growth in January 2025 vs. Dec. 2024**
 - **16% ridership growth January 2025 vs January 2024**
- Weekly Operations meeting with City Transit Staff and Blue Sky management – transit's third party contractor. Agenda and minutes are kept. Meeting is to review operations, maintenance, dispatch, service, customers, and policies. All topics Blue Sky has been in nonperformance on hence the meeting to set strict adherences to terms and specs of awarded contract.
- \$14,450 nonperformance fines/liquidated damages charged to Blue Sky for failure to provide service.
- Accident with bus 141 on 2/18. Other driver found at fault by State Patrol. No injuries. Other car had to be towed due to being disabled from the crash. Bus is at body shop for repairs.



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MARCH 3, 2025; CITY COUNCIL MEETING

- Vandalism – on 1/24 it was reported that some seat belts from two different buses were missing or damage. Almost as if someone had cut them out of the
- buses. On 2/14 this happened again and was caught immediately this time. Security camera footage on the buses was reviewed and the culprit was caught. Police Report was filed, person was arrested and trespassed & suspended from Public Transit. Estimate of damage is around \$5,000 to 4 buses.
- Completed 2024 Performance Review and submitted to Public Works Director and Former PW Director for review.
- Constant upkeep with transit software RouteMatch. Some tablets having GPS issues causing tracking mileage to be inaccurate and must manually fix entire days' worth of data constantly
- RouteMatch still crashing, disconnecting, or lagging causing delay in customer service given to riders.
- Updated diesel bus preventative maintenance requirements to be stricter. Diesel fleet is aged and requiring maintenance more often such as replacing fuel filters every other oil change and oil changes every 4,000 miles instead of 5,000 miles due to excessive idling times by drivers.
- Working with MnDOT and auditors on comprehensive audit requirements and best practice recommendations. Some financial policies and internal transit operating policies need to be updated.
- Renewed Transit's membership with MPTA Minnesota Public Transit Association which advocates for public transit across the State of Minnesota. It is the only statewide coalition of transit systems
- Bus 161 was in a minor accident at Northern Pacific at the bus storage garage 2/19. Driver hit the building. Blue Sky did not report this until 5 days after accident. Staff still waiting for Blue Sky to provide the incident/accident report. Bus will be scheduled to get repairs.

PROJECTS REPORT

Beech/Oakridge Reconstruction Project



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MARCH 3, 2025; CITY COUNCIL MEETING

Staff is continuing to develop design plans. Further discussions have occurred with adjacent property owners and Meadowview Manor regarding the project and addressing questions and concerns. Staff has also been coordinating with utilities

including a significantly large natural gas line that will require replacement/relocation prior to the street reconstruction. As plans are finalized, staff will continue to coordinate with project partners and send out flyers for residents preparing them for the construction season.

Wright/10th Reconstruction Project

Staff is requesting Council approval of plans and authorization to advertise the project for bids. We have continued to have discussions with adjacent property owners to address project questions and concerns. Most have been related to access during construction. Staff has also coordinated with Crow Wing County for the connections to County Roads 117 and 45. Once the project has been bid and awarded, staff intends to mail flyers to adjacent properties to prepare for construction.

TH 371B/Willow Roundabout Project

Staff is working with SEH and the City Attorney to finalize easements as able and establish an Eminent Domain court date for others to keep the necessary timeline to keep the project on schedule. We are expecting to continue plan development to 100% concurrently with the right of way process.

South Brainerd Resurfacing Project

Bolton & Menk is currently advertising the project for bids and will be planning to bring a recommendation of award to the Council at the April 7th meeting.

Hawkins-Ronald-Joseph Resurfacing Project



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MARCH 3, 2025; CITY COUNCIL MEETING

Moore Engineering continues to perform preliminary engineering work and will be presenting a Feasibility Report including a preliminary construction cost estimate to the Council at an upcoming meeting. It is intended to have this project occur during the 2025 season with close coordination with the TH 371B/Willow Street

Roundabout project as the local detour for that project will utilize Joseph Street during construction of the roundabout.

2025 Lowell Safe Routes to School Project

WSB has prepared 100% plans that staff has provided comments on. Final designs are being reviewed by MnDOT for final approval and staff is requesting approval by the Council and authorization to advertise the project for bids. Once bids are received and Council has awarded the contract, staff will be preparing a grant agreement with MnDOT for the Council's review.

SE 15th/Rosewood Alley Watermain/Sanitary Sewer Main Project

The Contractor will be acquiring materials over the winter season and will be intending to complete this work once frost has come out this spring.

M Street Storm Sewer Outfall Repair Project

Staff is presenting proposals to the Council for Design and Construction Engineering services for the project. It is intended that this work will be completed in 2025.

RESOLUTION
Xx:25

RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
October 1, 2024- December 31. 2024

WHEREAS, the City of Brainerd is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Sections 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and bequests for the benefit of recreational service pursuant to Minnesota Statutes Section 471:17; and

WHEREAS, the following persons and entities have offered to contribute the gifts and cash sums set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>	<u>Requested Use of Donation or Contribution</u>
----------------------	---------------	--

SEE ATTACHED LIST OF DONORS

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA that all donations and/or contributions described above are hereby graciously accepted by the City of Brainerd and shall be used as requested by the donors or grant requirements.

BE IT FURTHER RESOLVED, that the City Council expresses its gratitude to the donors of the gifts.

Adopted this 3rd day of March 2025

MIKE O'DAY
President of the Council

Approved this 4th day of March 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

MEMO



TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes
DATE: February 13, 2025
SUBJECT: 2024 – 4th Quarter Donation

Brainerd Fire Department received the following donations in the 4th quarter:

Culver's	\$ 772.34	Equipment Donation
Garrison Fire Department	\$ 100.00	PulsePoint Donation
Reichert Enterprises	\$ 500.00	General

Feel free to contact me with any questions.

**BRAINERD PARKS AND RECREATION
CONTRIBUTIONS AND DONATIONS
4TH QUARTER 2024 OCTOBER-DECEMBER**

RECEIVED FROM	DATE	DESCRIPTION	AMOUNT	IN-KIND
PETER NELSON	10/25/2024	MEMORIAL BENCH	\$ 1,448.00	
RG INSURANCE	10/11/2024	FIELD BANNER 1 YEAR	\$ 150.00	
			<u>\$ 1,598.00</u>	



SPECIAL EVENT APPLICATION

Date of Application: 02/15/2025

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

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

Name of event: 2025 St. Patrick's Day Parade

Organizer Information

Organizer's Name: Cody Shepherd / Dave Badeaux
Organizer's Address: 315 S. 6th Street / 321 S. 7th Street
Event Contact Person: Cody Shepherd
Event Contact Daytime Phone: 218-820-6572
Event Contact E-mail Address: Shepherd2017@gmail.com
Contact Name/Number Day of Event: Same
For Profit/Nonprofit Status (type): 501c3 Brainerd Community Action

Applicant information (if different from the event organizer):

Applicant Name: Dave Badeaux
Applicant Address: 321 S, 7th Street Suite 105
Applicant Phone: 218-330-8204
Applicant E-mail Address: info@BrainerdCommunityAction.org

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
3/15/2024	11:30am	2:00pm	See Route

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

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

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

Description of Activities

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

Medallion hunt starting a few days prior to parade

12pm - Kids Costume contest at VFW

1pm - Parade

Site Information

Electrical usage

☐

Yes

☐

No

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

Amplified Sound

☒

Yes

☐

No

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

Restrooms provided

☐

Yes

☒

No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☒

Yes

☐

No

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

11x17 color fliers to be distributed to downtown businesses

1/2 sheet fliers to be distributed to schools

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Please See Route Map

Date and time for beginning of street closures: 3/15/25 11:30am

Date and time for reopening of streets: 3/15/25 2:00pm (completion of parade)

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.

sidewalks will remain open, with city parking available nearby.

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.

Dave Badeaux Digitally signed by Dave Badeaux
Date: 2025.02.21 15:13:48 -06'00'

Signature of Applicant

Dave Badeaux

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

- Submit COI to City Hall prior to Event
- Coordinate with Street Department for Closure Materials 218-513-4412
- Coordinate with Police Department

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):



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Authorize Advertisement for Bids - Imp 25-01 - 2025 Chip Sealing Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, City Engineer, Mike Habighorst, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Typically, staff aims to chip seal newly paved streets within 2-3 years of their construction. This helps protect the new pavement. Staff is planning to include the following streets in the 2025 Chip Sealing project:

- Madison Street
- St. Louis Avenue
- Chicago Avenue
- Portland Avenue
- Rosewood Street
- SE 15th Street
- Quince Street
- SE 16th Street
- Walnut Street
- Pine Street
- NW 4th Street
- NW 3rd Street
- Jackson Street
- Greenwood Street

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The project estimate based on estimated quantities and previous construction contracts for like work is \$194,895.75. We budgeted \$185,000 for 2025 Chip Sealing in the 10-Year Capital Improvement Plan. Options to consider could be as follows:

1. Bid the chip seal project with the streets listed and discuss once actual bids are received.
2. Remove Greenwood Street from the scope of work in 2025 and include with the 2026 plan for chip sealing.

RECOMMENDED ACTION/MOTION: Staff recommends authorize advertisement for bids for the 2025 Chip Sealing project as listed above.

FINANCIAL IMPACT: N/A

Imp. 25-01 2025 Chip Seal Project - Engineer's Estimate						
Line	Spec. No.	Item	Project Quantity	Unit	Unit Price	Estimated amount
1	2021.501	MOBILIZATION	1	LS	\$ 22,500.00	\$ 22,500.00
2	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	6,875	GAL	\$ 3.75	\$ 25,781.25
3	2356.504	BITUMINOUS SEAL COAT	56,510	SY	\$ 0.85	\$ 48,033.50
4	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	19,780	GAL	\$ 3.50	\$ 69,230.00
5	2563.601	TRAFFIC CONTROL	1	LS	\$ 15,000.00	\$ 15,000.00
6	2582.503	4" SOLID LINE MULTI COMP	2840	LF	\$ 2.50	\$ 7,100.00
7	2582.503	4" BROKEN LINE MULTI COMP	80	LF	\$ 2.50	\$ 200.00
8	2582.503	4" DBLE SOLID LINE MULTI COMP	500	LF	\$ 5.00	\$ 2,500.00
9	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT	201	SF	\$ 11.00	\$ 2,211.00
10	2582.518	CROSSWALK MULTI COMP	312	SF	\$ 7.50	\$ 2,340.00
					TOTAL =	\$ 194,895.75



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Authorize Advertisement for Bids - Lowell Safe Routes to School

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, City Engineer, Mike Habighorst, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: WSB has completed preparation of the plans for the Lowell Elementary Safe Routes to School project. The project includes much of what was indicated in the approved layout. One change to the plans, as indicated at the last Council meeting, due to the wider median width, staff opted for a turf grass median with several tree plantings throughout in lieu of a wide concrete median. This approach should assist with providing some additional traffic calming in this area.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Engineer's Estimate for the project is \$472,163. The Safe Routes to School grant would cover up to \$650,000 in eligible construction costs. Engineering costs are not eligible for the grant but are State Aid eligible. Staff and WSB would present bids with a recommendation for award at a future Council meeting.

RECOMMENDED ACTION/MOTION: Staff recommends authorization to advertise the Lowell Safe Routes to School project for bids.

FINANCIAL IMPACT: N/A

STATEMENT OF ESTIMATED QUANTITIES

WSB Project: H STREET IMPROVEMENTS: SRTS
Project Location: BRAINERD, MINNESOTA
State Project No.:
WSB Project No.: 026252-000
Date: 2/26/2025

Item No.	Description	Notes	Unit	Unit Price	PROJECT TOTAL	
					Estimated Quantity	Estimated Cost
2021.501	MOBILIZATION		LUMP SUM	\$25,000.00	1	\$25,000.00
2102.503	PAVEMENT MARKING REMOVAL		LIN FT	\$1.00	106	\$106.00
2104.502	REMOVE CASTING		EACH	\$250.00	2	\$500.00
2104.502	REMOVE SIGN		EACH	\$65.00	13	\$845.00
2104.502	SALVAGE SIGN		EACH	\$65.00	1	\$65.00
2104.502	SALVAGE SIGN TYPE SPECIAL		EACH	\$48.00	3	\$144.00
2104.502	SALVAGE SIGN PANEL TYPE SPECIAL		EACH	\$40.05	2	\$80.10
2104.502	SALVAGE MAIL BOX SUPPORT		EACH	\$225.00	1	\$225.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)		LIN FT	\$5.00	25	\$125.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)		LIN FT	\$2.50	272	\$680.00
2104.503	REMOVE CURB AND GUTTER		LIN FT	\$4.50	1092	\$4,914.00
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT		SQ YD	\$14.00	33	\$462.00
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT		SQ YD	\$7.50	10	\$75.00
2104.504	REMOVE BITUMINOUS PAVEMENT		SQ YD	\$5.50	2970	\$16,335.00
2104.518	REMOVE CONCRETE WALK		SQ FT	\$2.00	3853	\$7,706.00
2106.507	EXCAVATION - COMMON	(P)	CU YD	\$18.00	547	\$9,846.00
2106.507	EXCAVATION - SUBGRADE	(P)	CU YD	\$15.00	1119	\$16,785.00
2106.507	SELECT GRANULAR EMBANKMENT (CV)	(P)	CU YD	\$25.00	1125	\$28,125.00
2106.507	COMMON EMBANKMENT (CV)	(P)	CU YD	\$18.00	111	\$1,998.00
2211.507	AGGREGATE BASE (CV) CLASS 5	(P)	CU YD	\$40.00	566	\$22,640.00
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)		TON	\$90.00	531	\$47,790.00
2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS III		LIN FT	\$90.00	12	\$1,080.00
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE		EACH	\$1,385.00	2	\$2,770.00
2504.602	ADJUST GATE VALVE		EACH	\$450.00	5	\$2,250.00
2506.502	CASTING ASSEMBLY	(1)	EACH	\$1,100.00	4	\$4,400.00
2506.502	ADJUST FRAME AND RING CASTING		EACH	\$630.00	2	\$1,260.00
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1		LIN FT	\$700.00	9	\$6,300.00
2521.518	4" CONCRETE WALK		SQ FT	\$7.00	3701	\$25,907.00
2521.602	DRILL AND GROUT REINF BAR (EPOXY COATED)		EACH	\$20.00	117	\$2,340.00
2521.618	CONCRETE CURB RAMP WALK		SQ FT	\$25.00	1131	\$28,275.00
2531.503	CONCRETE CURB AND GUTTER DESIGN B612		LIN FT	\$32.00	750	\$24,000.00
2531.503	CONCRETE CURB AND GUTTER DESIGN B618		LIN FT	\$30.00	1169	\$35,070.00
2531.504	6" CONCRETE DRIVEWAY PAVEMENT		SQ YD	\$90.00	58	\$5,220.00
2531.618	TRUNCATED DOMES		SQ FT	\$65.00	308	\$20,020.00
2540.602	INSTALL MAIL BOX SUPPORT		EACH	\$225.00	1	\$225.00
2545.503	2" NON-METALLIC CONDUIT		LIN FT	\$7.00	250	\$1,750.00
2545.503	UNDERGROUND WIRE 1/C 10 AWG		LIN FT	\$1.00	1700	\$1,700.00
2545.602	GFCI RECEPTACLE		EACH	\$100.00	7	\$700.00
2563.601	TRAFFIC CONTROL		LUMP SUM	\$10,000.00	1	\$10,000.00
2563.601	ALTERNATE PEDESTRIAN ROUTE		LUMP SUM	\$8,000.00	1	\$8,000.00
2563.602	VEHICLE SPEED FEEDBACK SIGN		EACH	\$3,500.00	2	\$7,000.00
2564.502	INSTALL SIGN PANEL TYPE SPECIAL		EACH	\$275.00	2	\$550.00
2564.602	INSTALL SIGN		EACH	\$500.00	1	\$500.00
2564.602	INSTALL SIGN TYPE SPECIAL		EACH	\$375.00	3	\$1,125.00
2564.602	DELINEATOR / MARKER PANEL		EACH	\$150.00	6	\$900.00
2564.618	SIGN		SQ FT	\$80.00	78	\$6,240.00
2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM		SYSTEM	\$30,000.00	2	\$60,000.00
2571.502	DECIDUOUS TREE 2" CAL BR	(2)	EACH	\$1,000.00	7	\$7,000.00
2573.501	STABILIZED CONSTRUCTION EXIT		LUMP SUM	\$5,000.00	1	\$5,000.00
2573.502	STORM DRAIN INLET PROTECTION		EACH	\$175.00	6	\$1,050.00
2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER		LIN FT	\$4.00	457	\$1,828.00
2574.508	FERTILIZER TYPE 3		POUND	\$1.00	58	\$58.00

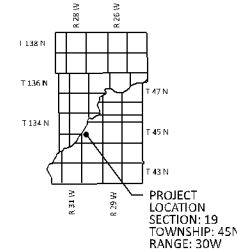
STATEMENT OF ESTIMATED QUANTITIES

WSB Project: H STREET IMPROVEMENTS: SRTS
Project Location: BRAINERD, MINNESOTA
State Project No.:
WSB Project No.: 026252-000
Date: 2/26/2025

Item No.	Description	Notes	Unit	Unit Price	PROJECT TOTAL	
					Estimated Quantity	Estimated Cost
2575.505	SEEDING		ACRE	\$300.00	0.2	\$60.00
2575.508	HYDRAULIC REINFORCED FIBER MATRIX		POUND	\$2.00	850	\$1,700.00
2575.608	SEED TURFGRASS		POUND	\$5.00	29	\$145.00
2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN		LIN FT	\$1.00	1734	\$1,734.00
2582.503	12" SOLID LINE MULTI-COMPONENT GROUND IN		LIN FT	\$6.00	72	\$432.00
2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN		LIN FT	\$4.00	757	\$3,028.00
2582.518	CROSSWALK PREFORM THERMOPLASTIC GROUND IN		SQ FT	\$18.00	450	\$8,100.00
CONSTRUCTION COST						\$472,163.10

MINNESOTA DEPARTMENT OF TRANSPORTATION CITY OF BRAINERD

CONSTRUCTION PLAN FOR GRADING, BITUMINOUS SURFACING, CONCRETE WALK, AND ADA IMPROVEMENTS
LOCATED ON H STREET FROM 2ND AVE TO 5TH AVE



CROW WING COUNTY

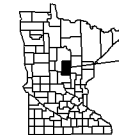
DESIGN DESIGNATION

H STREET
R VALUE 70
ADT (Current Year) 2025 = 2,230
ADT (Future Year) 2045 = 2,470
D (DIRECTIONAL DIST.) = 50/50
HCADT (Future Year) 2045 = 97
ESALS 264,000
DESIGN SPEED 30 MPH
BASED ON STOPPING SIGHT DISTANCE
HEIGHT OF EYE 3.5 HEIGHT OF OBJECT 2.0
DESIGN SPEED NOT ACHIEVED AT: NA
FUNCTIONAL CLASSIFICATION MAJOR COLLECTOR
NO. OF TRAFFIC LANES 2
NO. OF PARKING LANES 2
SHOULDER WIDTH N/A
TON DESIGN 10

H STREET

GROSS LENGTH 527.44 ft 0.100 miles
BRIDGES-LENGTH 0 ft 0 miles
EXCEPTIONS-LENGTH 0 ft 0 miles
NET LENGTH 527.44 ft 0.100 miles

NOTE: THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF ASCE/UFES/CJ 38-22 ENTITLED "STANDARD GUIDELINE FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".



PROJECT LOCATION
COUNTY: CROW WING
DISTRICT: 3

PLAN REVISIONS		
DATE	SHEET NO.	APPROVER

MINN. PROJ. NO.

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.
ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST EDITION OF THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2 - 3	ESTIMATED QUANTITIES
4 - 5	QUANTITY TABULATIONS
6	SOILS AND CONSTRUCTION NOTES
7 - 9	TYPICAL SECTIONS
10	MISCELLANEOUS DETAILS
11 - 21	STANDARD PLAN SHEETS
22 - 25	TRAFFIC CONTROL PLAN
26	ALIGNMENT PLAN
27	IN PLACE TOPOGRAPHY & UTILITIES PLAN
28	REMOVAL PLAN
29	CONSTRUCTION PLAN
30	PROFILES
31 - 34	PEDESTRIAN RAMP DETAILS
35	DRIVEWAY DETAILS
36	DRAINAGE PLAN
37	DRAINAGE PROFILES & TABULATION
38 - 40	STORM WATER POLLUTION PREVENTION PLAN
41	TURF ESTABLISHMENT & EROSION CONTROL PLAN
42 - 46	SIGNING & PAVEMENT MARKING PLAN
47 - 50	RFB PLAN
X51 - X53	CROSS SECTIONS

THIS PLAN CONTAINS 53 SHEETS

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITHIN THE CONSTRUCTION OF THIS PROJECT.



SIGNATURE: Marcus VanderBrugg TYPED OR PRINTED NAME: MARCUS VANDERBRUGG, PE

DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: 1/30/2025 LICENSE NUMBER 56164

APPROVED: Timothy D. [Signature] DATE 2/3/2025
CITY OF BRAINERD ENGINEER

DISTRICT STATE AID ENGINEER:
REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY

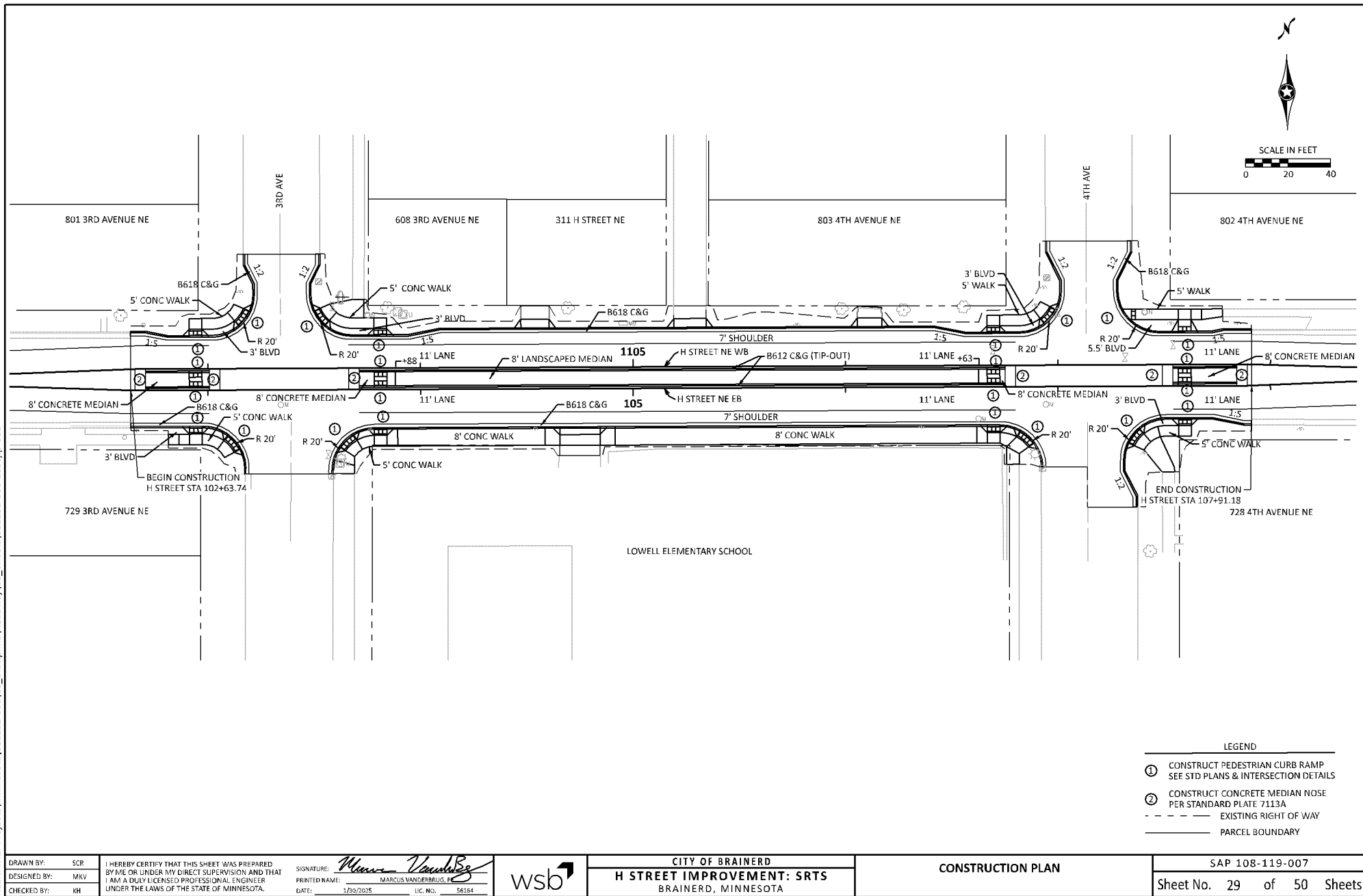
STATE AID ENGINEER:
APPROVED FOR STATE AID FUNDING

SAP 108-119-007

SHEET NO. 1 OF 50 SHEETS

DATE: 2/20/2025 TIME: 2:01:07 PM

FILENAME: Projects\Minnesota\026252-000\05_Discipline\Roadway\03_Sheets\026252-000-185cpp-001



DRAWN BY:	SCR	I HEREBY CERTIFY THAT THIS SHEET WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
DESIGNED BY:	MKV	
CHECKED BY:	KH	

SIGNATURE: *Marcus VanderBrug*
 PRINTED NAME: MARCUS VANDERBRUG, P.E.
 DATE: 1/30/2025 LIC. NO. 56164

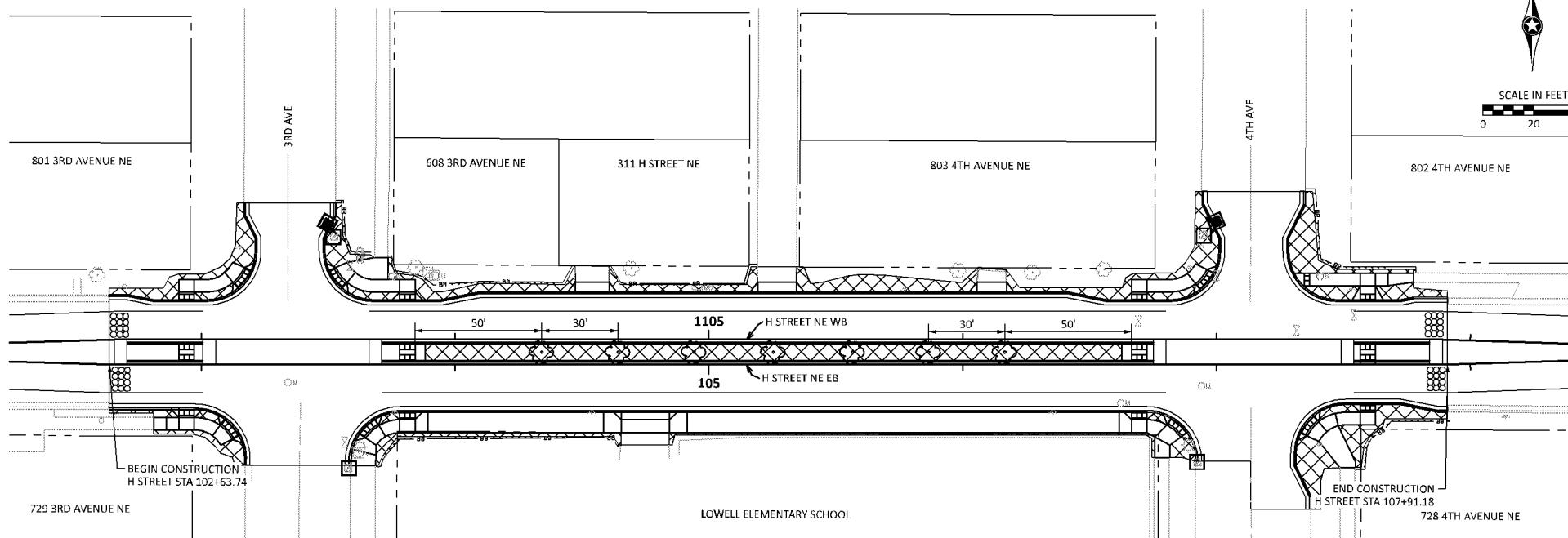


CITY OF BRAINERD
H STREET IMPROVEMENT: SRTS
 BRAINERD, MINNESOTA

CONSTRUCTION PLAN

SAP 108-119-007
Sheet No. 29 of 50 Sheets

DATE: 2/20/2025 TIME: 2:02:27 PM
FILENAME: Projects\Minnesota\026252-000\05_Discipline\Roadway\03_Sheets\026252-000-325erc-001



TURF ESTABLISHMENT & EROSION CONTROL NOTES

1. SEDIMENT CONTROL MUST BE IN PLACE AND APPROVED BY ENGINEER BEFORE ANY PHASE OF CONSTRUCTION CAN BEGIN.
2. TEMPORARY STABILIZATION MEASURES SHALL BE EMPLOYED WITHIN 200' OF THE NORMAL WETTED PERIMETER OF ALL DISCHARGE POINTS WITHIN 24 HOURS. MULCH IS NOT AN APPROVED MEASURE
3. IN THE EVENT THAT PERMANENT STABILIZATION CANNOT BE IMPLEMENTED WITHIN 7 DAYS AFTER CONSTRUCTION ACTIVITY IN THE DISTURBED AREA HAS CEASED TEMPORARY STABILIZATION BMPs MUST BE SCHEDULED TO OCCUR WITHIN THAT 7 DAY TIME FRAME (EXCEPT WHERE CALLED OUT BY NOTE 2)
4. ALL STOCKPILES MUST HAVE DOWN GRADIENT PERIMETER SEDIMENT CONTROL IMPLEMENTED AND MAINTAINED AT ALL TIMES. STOCKPILES TO RECEIVE TEMPORARY STABILIZATION VIA RAPID STABILIZATION METHOD 3 IF UNWORKED FOR 7 DAYS.
5. STOCKPILES MAY NOT BE PLACED WITHIN ANY DRAINAGE OR CURB LINE UNLESS PROPER BYPASS IS INSTALLED PRIOR TO STOCKPILE PLACEMENT.
6. STABILIZATION OF DISTURBED AREAS SHALL BE DONE BY PERMANENT TURF ESTABLISHMENT WHENEVER POSSIBLE.

7. PIPE OUTLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS AFTER CONNECTION TO SURFACE WATER
8. IN THE EVENT OF THAT DEWATERING OPERATIONS NEED TO OCCUR, A DEWATERING PLAN MUST BE SUBMITTED AND APPROVED BY THE ENGINEER BEFORE ANY OPERATIONS TAKE PLACE. THE PLAN MUST BE DEVELOPED IN ACCORDANCE WITH SWPPP GUIDELINES.
9. A ROCK CONSTRUCTION ENTRANCE WILL BE PLACED AT ALL ENTRANCES THAT LEAD TO THE PROJECT SITE IN ACCORDANCE WITH THE STORM WATER POLLUTION PREVENTION PLAN AND THE APPROVED STANDARD DETAILS.
10. SLURRY FROM CONCRETE OPERATIONS MUST BE VACCUUMED UP IMMEDIATELY. NO CONCRETE WASHOUT SHALL COME IN CONTACT WITH THE GROUND AND MUST BE PROPERLY DISPOSED OF.
11. ALL HAZARDOUS MATERIALS MUST BE KEPT UNDER COVER AND WITHIN PROPER CONTAINEMENT WHEN NOT IN USE.
12. A SIGN MUST BE INSTALLED ADJACENT TO EACH CONCRETE WASHOUT FACILITY.
13. ANY SEDIMENT TRACKED ONTO ADJACENT STREETS MUST BE SWEEPED BY THE END OF THE DAY (INCIDENTAL).

EROSION CONTROL LEGEND

- | | |
|--|---|
| | PERMANENT:
SEED TURFGRASS (200 LBS/ACRE)
FERTILIZER TYPE 3 (200 LBS/ACRE)
HYDRAULIC STABILIZED FIBER MATRIX
(3000 LBS/ACRE) |
| | TEMPORARY:
HYDRAULIC STABILIZED FIBER MATRIX
(3000 LBS/ACRE) |
| | SEDIMENT CONTROL LOG |
| | CONSTRUCTION LIMITS |
| | EXISTING RIGHT OF WAY |
| | DECIDUOUS TREE 2" CAL BR |
| | STORM DRAIN INLET PROTECTION |
| | STABILIZED CONSTRUCTION EXIT |

DRAWN BY: SCR
DESIGNED BY: MKV
CHECKED BY: KH

I HEREBY CERTIFY THAT THIS SHEET WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE:
PRINTED NAME: MARCUS VANDERBRUS, P.E.
DATE: 2/20/2025 LIC. NO.: 56164



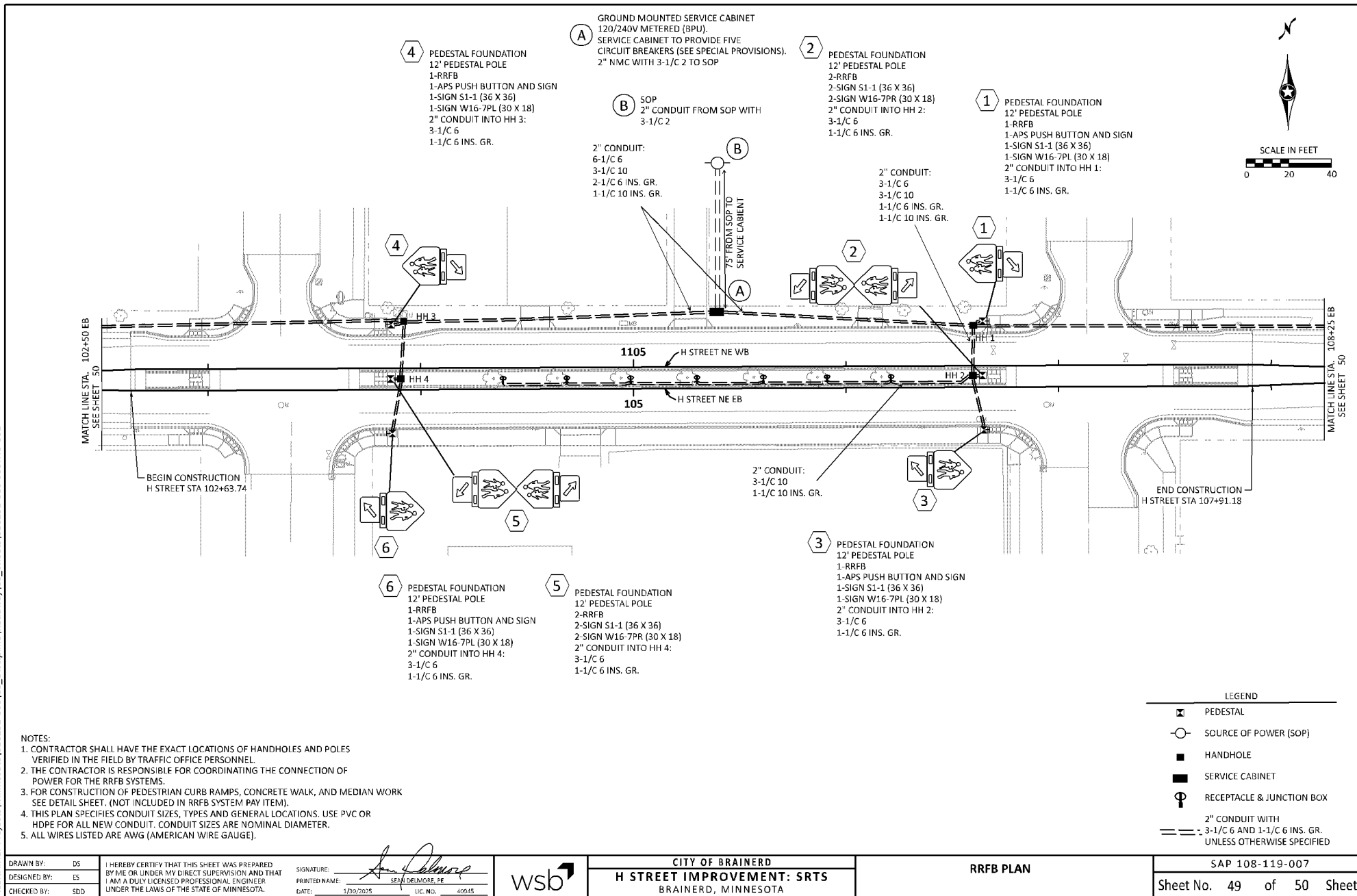
CITY OF BRAINERD
H STREET IMPROVEMENT: SRTS
BRAINERD, MINNESOTA

TURF ESTABLISHMENT & EROSION CONTROL

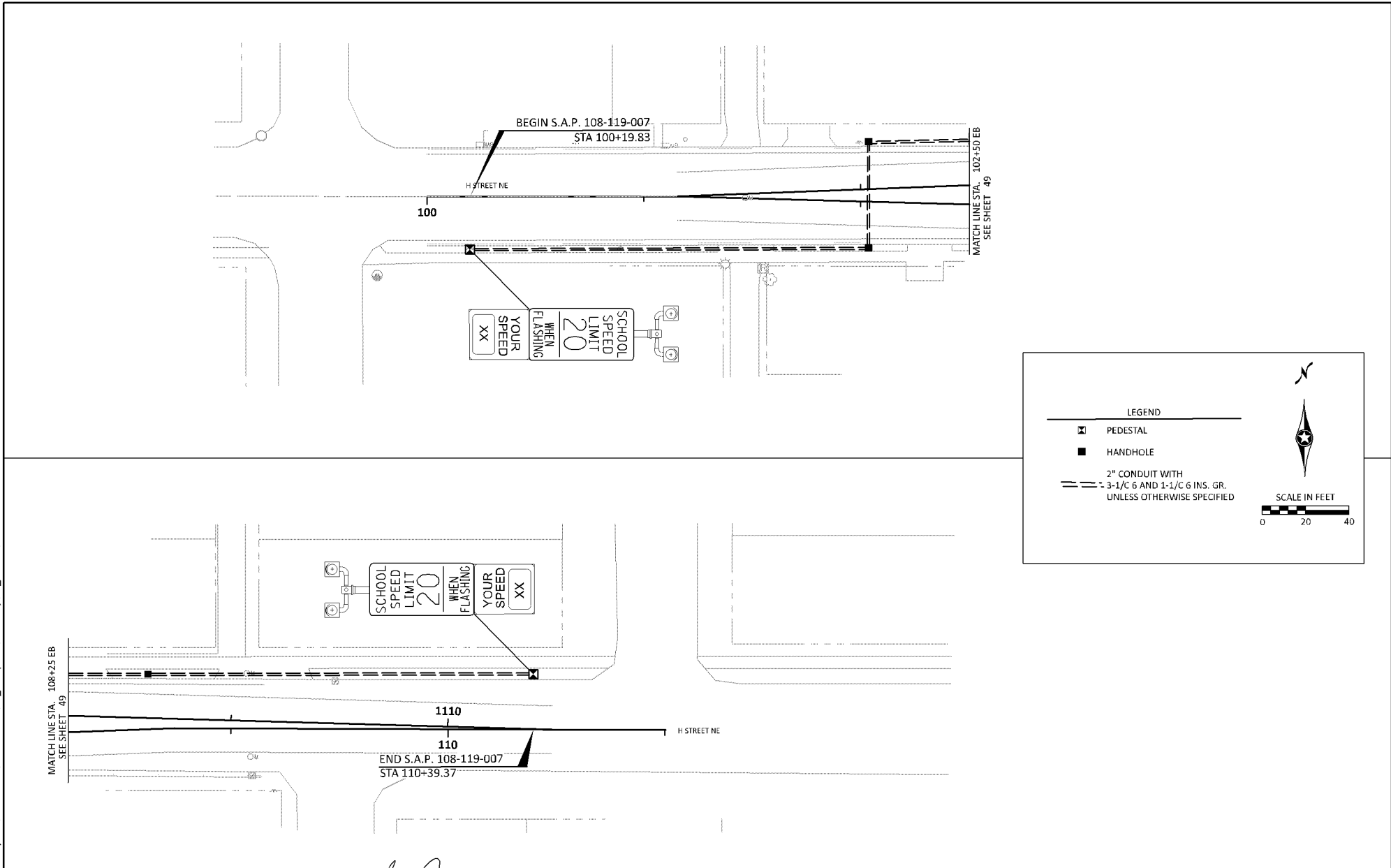
SAP 108-119-007

Sheet No. 41 of 50 Sheets

DATE: 2/20/2025 TIME: 2:02:50 PM
FILENAME: Projects\Minnesota\1026252-000\05_Discipline\Roadway\103_Sheets\1026252-000-999rrfb-001



DATE: 2/20/2025 TIME: 2:02:51 PM
FILENAME: Projects\Minnesota\026252-000\05_Discipline\Roadway\03_Sheets\026252-000-999rrfb-001



DRAWN BY: DS		I HEREBY CERTIFY THAT THIS SHEET WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.	SIGNATURE: 			CITY OF BRAINERD		RRFB PLAN	SAP 108-119-007	
DESIGNED BY: ES			PRINTED NAME: SEAN DELMORE, PE			H STREET IMPROVEMENT: SRTS				
CHECKED BY: SDD			DATE: 1/30/2025 LIC. NO. 40945			BRAINERD, MINNESOTA				
Sheet No. 50 of 50 Sheets										



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Award Proposal - 2025 Downtown Plantings

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Staff solicited a proposal for the 2025 landscaping season for the plantings in the Downtown District. Attached is the proposal received by Landsburg Landscape Nursery.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The proposal received from Landsburg Landscape Nursery was in the amount of \$11,606.53. This is a 17.5% increase over the 2024 cost. In 2024, staff used \$17,025.65 out of a \$19,000 planned budget. Staff feels that we can accommodate the increase of \$1,727.65 with increasing the downtown landscaping budget amount to \$21,000 for 2025. The intention is the increase would cover the increased landscaping costs but to include the additional hours that was intended with the additional 0.5 temporary seasonal staff budgeted for 2025.

RECOMMENDED ACTION/MOTION: Staff is requesting approval of the Landsburg Landscape Nursery quote in the amount of \$11,606.53.

FINANCIAL IMPACT: \$11,606.53

Proposal



TO: City of Brainerd
C/O Mike Habighorst
501 Laurel Street
Brainerd, MN 56401

FROM: Tracey Vlaminck, Landsburg Landscape Nursery
16460 State Hwy. 371, Brainerd, MN 56401
218-829-5519
tracey@landsburnusery.com

DATE: 01/24/25

SUBJECT: **Plant and Labor Proposal For: City of Brainerd Hanging Baskets**

Planting, material and in facility care for:

(15) 18" Hanging Fiber Baskets with Wire Hoop Hangers	\$ 5999.85
<i>Depending on plant material and availability</i>	
Basket growing medium	
Annual plants	
Soil Moist (soil moisture retention product)	
Slow Fertilizer	
Labor for care of the plants until they leave LLN facility on/about May 26 th , 2025 weather depending	

Installation of 15 Hanging Baskets	\$851.48
---	-----------------

Estimated installation labor including loading, delivery and machinery.

Proposal



We Propose hereby to furnish material in accordance with the above specifications for the sum of: **\$6,851.33** not including tax

Final project shall be invoiced on a time and material basis

25% down payment with the balance due upon completion.
(Cash or Check – credit cards not accepted on contracted services)

Terms and Conditions

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be excluded only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature: _____ Date: _____
Tracey Vlaminck

Acceptance of Proposal

The above prices, specifications and conditions of this proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature_____ Date _____

Signature_____ Date _____

Proposal



TO: City of Brainerd
C/O Mike Habighorst
501 Laurel Street
Brainerd, MN 56401

FROM: Tracey Vlaminck, Landsburg Landscape Nursery
16460 State Hwy. 371, Brainerd, MN 56401
218-829-5519
tracey@landsburnursery.com

DATE: 01/24/2025

SUBJECT: **Plant and Labor Proposal For: City of Brainerd Downtown Planters
(18 total)**

Provide the following annual flowers for Spring 2025

Plants

18 – 10” Canna dark leaf red	\$485.82
36 – 6.5” Geranium large burgundy	\$539.64
36 - 4.5” Salvia coral color	\$273.24
72 - 4.5” Lantana red/orange/yellow	\$546.48
72 - 4.5” Isotoma blue color	\$604.08
24 – 4.5” Ipomoea lime green color	\$273.24
Plant Total	\$2,722.50

Soil

Potting soil to fill planters	\$299.75
Slow Release Fertilizer 5lbs	\$30.00
Total Soil & Amendments	\$329.75

Labor

Not to exceed a total of 15 hrs	
Total Labor	\$1,702.95

Proposal



We Propose hereby to furnish material in accordance with the above specifications for the sum of: **\$4,755.20** not including tax

25% down payment with the balance due upon completion.
(Cash or Check – credit cards not accepted on contracted services)

Terms and Conditions

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be excluded only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature: _____ Date: _____
Tracey Vlaminck

Acceptance of Proposal

The above prices, specifications and conditions of this proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____

Signature _____ Date _____



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Award Proposal - M Street Stormwater Outfall Repair Engineering Services

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director, Jessie Dehn, City Engineer

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Staff have solicited proposals for Design and Construction Engineering services for the M Street Stormwater Outfall Repair project. This project is intended to repair the stormwater outfall that outlets from the storm sewer pipe from M Street, through the Evergreen Cemetery property, eventually flowing to the Mississippi River. For some cost savings, City staff performed surveys of the area last fall. The proposals include preparation of design plans and construction inspection services. It is intended that the project be funded with the Storm Water Fund.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Attached are the two proposals received for this work from Bolton & Menk and WSB. The amounts proposed for the work are as follows:

- WSB = \$29,700
- Bolton & Menk = \$44,649

Staff also indicated that some additional work may be included with this project within the Brainerd Industrial Center property. However, that potential work would be discussed with the Council at a future time to determine the Council's direction on the matter after staff is able to do some initial review with the awarded consulting firm.

RECOMMENDED ACTION/MOTION: Staff recommends award to WSB in the amount of \$29,700.

FINANCIAL IMPACT: \$29,700



Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

February 21, 2025

Jessie Dehn, P.E.
Brainerd City Engineer
501 Laurel Street
Brainerd, MN 56401

RE: M Street Storm Sewer Outfall Repair Engineering Proposal

Dear Jessie,

The City of Brainerd owns and maintains a 30" reinforced concrete pipe (RCP) stormwater outfall on Evergreen Cemetery Association property that extends from M Street NE that discharges stormwater flow from several blocks in northeast Brainerd to the Mississippi. The stormwater outfall is close to a crossing 15" RCP sanitary sewer interceptor pipe. Flow from the outfall has caused an erosion channel to form that almost impacted the sanitary sewer interceptor. The city completed temporary stabilization on the outfall area by placing riprap to protect the interceptor pipe last fall. The erosion channel continues to the north onto Brainerd Industrial Center (BIC) property and has cut a channel from the outfall to the Mississippi River and also undermined the chain-link fencing between the cemetery and BIC properties.

We understand the proposed project includes the following:

- Removal and resetting of approximately the last 30 linear feet of reinforced concrete pipe.
- Excavation of riprap and regrading of the current outfall area to restore to pre-erosion conditions.
- Potentially extending the storm sewer pipe further northwest to the Mississippi River shoreline.
- With extension, replacement of the flared apron end with grate, and riprap outfall treatment and stabilization.

The project could also include the following additional scope based on direction from Council:

- Replacement of fence line between Cemetery and Brainerd Industrial Center properties.
- Restoration of the Brainerd Industrial Center property area to approximate pre-erosion conditions.

We understand the scope of services requested as listed in the RFP. From our conversations with you and the information provided it appears the city has collected enough topographic information. Our proposal does not include gathering additional topographic data.

To assist the City of Brainerd in completing this project, we propose to provide the same project team that assisted the City of Brainerd with the emergency permitting and repair of the 4th Street SW outfall to the Mississippi River in 2023 and 2024. That team consisted of Project Manager – Bryan Drown, Project Engineer and Permitting Lead – Andrew Beadell, Water Resource Design Engineer – Derek Benoy, and Resident Project Representative (RPR) – Austin Jansen.

PROJECT SCHEDULE

Bolton & Menk will have staff available to get started immediately upon City acceptance of this proposal. Based on the RFP we understand the city's goal to complete plans and specifications and permitting by June 2025, obtain construction bids in July 2025, and construct the improvements by the end of the 2025 construction season.

ESTIMATED FEES

Bolton & Menk will provide the general scope of work in the not to exceed amount of \$44,649 further broken down by Tasks to be:

Tasks 1 – 5 (Preliminary Engineering through Bidding Services) = \$30,212

Task 6 (Construction Administration) = \$14,437*

A detailed breakdown of estimated hours and cost of each task is as follows:

City of Brainerd, Minnesota M Street Storm Sewer Outfall Repair Project		Bolton & Menk, Inc.								
Task No.	Work Task Description	Project Manager	Project Engineer	Design Engineer/RPR	Land Surveyor	Survey Crew Chief	Water Resource Engineer	Administrative Assistant	Total Hours	Total Cost
Survey and Engineering Design										
1.0	Convert City Topo to BMI CAD system	0	0	0	8	0	0	0	8	\$1,320
2.0	Preliminary Design and Agency Coordination	8	16	8	0	0	8	0	40	\$6,856
3.0	Final Design Plans and Specifications	10	28	56	0	0	8	4	106	\$16,484
4.0	Permitting	0	8	0	0	0	8	0	16	\$2,784
5.0	Bidding Services	4	8	4	0	0	0	0	16	\$2,768
Tasks 1-5 Subtotal										\$30,212
Contract Administration, Construction Staking, and Inspection										
6.0	Construction Administration	0	19	60	4	8	0	4	95	\$14,437
Tasks 6 Subtotal										\$14,437

*we understand Material Testing will be contracted directly by the City and is not included in our proposal. Construction administration assumes providing a full time RPR during storm sewer construction and part time for remaining construction activities totaling 60 hours.

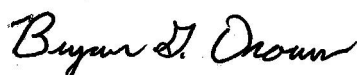
Bolton & Menk will provide the optional additional scope of work tasks in the following not to exceed amounts if directed by the City of Brainerd:

Additional Scope Tasks											
7.0	Additional Scope 1 - Fence Replacement	0	6	12	1	2	0	0	21		\$3,333
8.0	Additional Scope 2 - BIC Restoration	2	12	40	2	8	0	0	64		\$10,058
Tasks 7 & 8 Subtotal											\$13,391

We appreciate the opportunity to provide our proposal for professional services. If you have any questions or need additional information, please contact me at 218-821-5242. If the proposal is acceptable, we will prepare an agreement between the City of Brainerd and Bolton & Menk, Inc. for both parties to sign to finalize acceptance of the proposal.

Sincerely,

Bolton & Menk, Inc.



Bryan G. Drown, PE
Project Manager

February 14, 2025

Dear Mr. Jessie Dehn:

We appreciate the opportunity to provide a proposal for the M Street Storm Sewer Outfall Repair for the City of Brainerd.

Project Understanding & Key Staff

WSB understands the City's responsibility to protect both public infrastructure and the Mississippi River. WSB will investigate the best options to replace the existing storm sewer outfall to minimize downstream erosion and protect the existing sanitary sewer interceptor.

Jake Newhall | Principal – Jake has 18 years of experience managing a wide range of water resources projects. Recently, he oversaw the design and permitting of the storm sewer outfalls to the Mississippi River in Fridley, Brooklyn Park, and to the Rum River in Princeton.

Laura Rescorla | Project Engineer – Laura has 8 years of experience bringing projects from feasibility through design and construction. She and Jake work together to develop practical, effective drainage solutions. Their experience working together makes them an efficient team.

Work Plan & Scope of Services

Task 1 – Data Collection and Survey (\$4,800)

This task includes review of the survey data provided, a site visit, and collection of any additional survey data. We assume the City will share relevant utility information for the project area.

Task 2 – Permitting (\$5,000)

This project will require a permit from the USACE. Based on the description of the erosion, we anticipate that work will occur below the River's OHWL, also requiring a permit from the DNR. If all work is above the OHWL, then a WCA permit will be required in place of the DNR permit.

Task 3 – Construction Documents & Bidding (\$8,600)

We will prepare specifications along with 60% and 100% plans. The plans are anticipated to include a cover sheet, grading and utility sheet, and erosion control and restoration sheet. Plans and specifications will be sent to the City to review at 60%. We will manage the bidding process, including answering questions and providing a recommendation.

- **Optional Additional work:** The additional scope and fee for the two items detailed in the RFP (fence replacement and restoration) will be agreed upon if approved by Council.

Task 4 – Construction Management & Inspection (\$11,300)

This task includes staking, preparing as-builts, construction management, and inspection. This assumes part-time inspection during construction, an estimated 24 hours. If full-time inspection is desired, we are happy to provide an updated fee.

Professional Services Fee

WSB proposes completing this work for an hourly not-to-exceed fee of **\$29,700**. Please call me, 612-990-3576, if you have any questions. Thank you for the opportunity to provide this proposal.

Sincerely,
WSB



Jake Newhall, PE
Director, Water Resources



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Approve Revised Special Assessment Policy

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, City Engineer

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director, Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Per Council direction at the February 18th meeting, Council requested the Special Assessment Policy be amended to address two items under Deferments:

- Change the term of interest accrual from 10 years to 30 years (maximum allowed by Statute)
- Require that the assessment becomes due at sale of the property.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Attached is a draft of the Special Assessment Policy that revises the maximum term of Deferment that would accrue interest and that the owner would have to continue to apply for deferment. The revision now reflects the 30-year term per the Council's direction.

To address the second item per the Council's request. Under the current Special Assessment Policy and MN Statute 435.195, deferments no longer apply once a property is sold. For typical street project assessments, this applies simply as the property owner is required to apply for the hardship that qualifies for the deferment annually. If the property is sold, the new owner may not qualify for the hardship and thus the deferment would no longer apply. Some "outlier" projects such as Beaver Dam Utility Extension established alternative criteria for deferment. In that instance, deferment would be available on unimproved properties until subdivided by plat.

The policy and MN Statute do still cover that when a property is sold, deferment will not apply. It is up to Council on a project-by-project basis, such as Beaver Dam, if alternative deferment criteria would be allowed and under what terms. Those terms could be established by Resolution adopting the assessments for that specific project.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached revised Special Assessment Policy.

FINANCIAL IMPACT: N/A

City of Brainerd, Minnesota Street and Sewer Assessment Policy

1. Introduction

Special assessments are a charge imposed on properties for an improvement that benefits the owners of that selected property. The authority to use special assessments originates in the state constitution which allows the state legislature to give cities and other local government units the authority “to levy and collect assessments for local improvements upon property benefitted hereby”. The legislature designates that authority to cities in Minnesota Statutes Chapter 429.

A charter city (in which Brainerd is) may choose to use either Chapter 429 or provisions of the charter to assess for local improvements, however, even the state law requires that charter cities follow state law in certain steps of the proceedings.

Special Assessments have three distinct characteristics:

- They are a levy the City uses to finance, or partially finance, a public improvement program.
- The city levies the charge only against those parcels of property that receive some special benefit from the program.
- The amount of the charge bears a direct relationship to value of the benefits the property receives.

The City of Brainerd, Minnesota finds it beneficial to fund portions or all the 5-year street and sewer capital plan using special assessments. Special assessment proceedings will follow the procedures as outlined in Minnesota Statute 429 and any modifications thereto.

2. Assessable Improvements

How Much is Being Assessed?

Developer New Construction

On projects where utilities and roadways are being constructed for the first time, the developer is responsible for installing the watermain, sanitary sewer, grading, surfacing, storm sewers, and any other incidental features it sees fit. The city requires developers to construct all facilities to city standards and be approved by the City engineering department. While it is ultimately up to the developer to decide how the development costs incurred are recouped, the developer will typically split these costs to the number of parcels developed and recoup its cost through the sale price of the lots.

Petitioned New Construction

On projects where the city is petitioned to install the new improvements, the entire project cost being constructed is assessed to the abutting properties, as either by a per lot basis or by a front-foot basis.

Petitioned or Council Authorized Reconstruction of Resurfacing

Whether the city acts upon its own authority to make an improvement or it is petitioned by property owners, the city assesses one-half (1/2) of the cost of the reconstruction or resurfacing improvement including construction and engineering of the said improvement on a front-foot or per lot basis. The other one-half (1/2) of the resurfacing or reconstruction cost is paid by the city. If utilities such as sanitary sewer, water mains, or storm sewers are being reconstructed along with the project, the cost of this work is not assessed, but rather is covered through user fees and rates set by council or public utilities commission. If a project consisting of overlaying a street is proposed, the entire project cost is assessed to abutting properties. The City does not typically assess for new sidewalks, but may from time to time, assess for the entire costs of repairs thereto.

Pursuant to Petition – Properties Abutting the City but outside City Corporate Boundaries

The City does not construct municipal utilities outside of its corporate boundaries until such time the properties are annexed and within the City of Brainerd corporate boundaries. Once annexation is completed, the utilities are installed and the entire cost of installation of said utilities are assessed to abutting property owners.

Pursuant to Council Action – Properties not Abutting the City Corporate Boundaries

The City does not construct municipal utilities outside of its corporate boundaries until such time the properties are annexed and within the City of Brainerd corporate boundaries. Once annexation is completed, the utilities are installed and the entire cost of installation of said utilities are assessed to abutting property owners.

In prior years, the City Council authorized the construction of utility improvements outside its corporate boundaries and not abutting the city. To pay for such costs, the council established a Water Connection Charge (WCC) and Sewer Connection Charge (SCC). This charge, as initially set by council resolution, represents the average costs of constructing such utility improvements and is payable immediately upon connection to the system. This charge is enacted if the property owner elects to divide the property in which assessments were imposed and deferred. If a lot is split and the owner elects to connect to sewer and water, the WCC and SCC are charged to the property owner, with the balance of the deferred assessment remaining on the other parcel created from the split.

The WCC and SCC set by council resolution will remain in effect until repealed by the council. Said resolution may be adjusted periodically by the city council.

3. Initiation of an Improvement

By Petition from Property Owners

Per Minnesota Statute 429, if the council chooses to proceed with an improvement based on a petition, it must have the signatures of at least 35 percent in frontage of the property bordering the proposed improvements. If the council relies upon a petition as its basis for proceeding, it cannot make substantial change the improvement from what is asked for in the petition. The council must pass a resolution determining whether the petition is legally sufficient or not.

By Council Action

Per City of Brainerd Charter Section 92, in the first instance in which the council desires to levy a special assessment for an improvement, it shall require a two-thirds (2/3) vote of the members elect except in the case of sidewalks, in which a majority is sufficient.

4. Proceedings

Minnesota Statute 429

The City of Brainerd has elected to utilize Minnesota Statute 429 for its assessment proceedings, as amended and incorporated by reference into this policy.

Interest Rates

The council determines the interest rate on the special assessments, along with any other repayment provisions. The interest rate is typically set by ensuring a reasonable relationship between the assessments interest rate and the bond interest rate if the city issued bonds for the project. If the city finances the project with funds on hand, the council will look at the interest rate the city would otherwise have earned on the funds.

5. Payments

Once the assessments have been adopted, property owners originally have numerous options for repayment:

1. Pay the total amount of the assessment within 30 days after the council adopts the assessment rolls. This this situation, the city cannot charge interest; or
2. Pay the assessments in annual installments (with interest) under the terms set by the council; or
3. Pay the entire amount at any time after the 30 days, but before any certification to the county auditor. The property owner pays only the amount of interest accrued as of the date of payment; or
4. At any time after certification to the County Auditor, the property owner may still pay the entire remaining unpaid amount to the County Treasurer. However, the property owner must pay the entire remaining unpaid amount of the assessment before November 15 of any year and must also pay all interest accrued until the end of that calendar year.

6. Deferments

The City Council has adopted policy which allows for assessment deferments for elderly person and for all other persons who fall within the economic hardship criteria. A deferred assessment is not forgiven but is postponed until such time that the property owner either elects to resume making the annual installments as certified, no longer meets the economic hardship criteria, or sells the property. Persons interested in deferring assessments must apply each year to have the following year assessment installment deferred. After ~~30~~40 years, no further applications are necessary, and the deferred installments will remain permanently deferred without accrual of additional interest, until such time that the deferred assessment is voluntarily paid of the property is sold. The most current deferment criteria passed by council resolution can be requested from the City Clerk and a copy provided to the requestor.

7. Other Frequently Asked Questions

Will Improvements Affect my Property Taxes?

While it is well documented within the real estate industry that streets and utilities that are in poor condition decrease the marketability and sale prices of homes, improvements to the streets and utilities do not automatically increase the taxes on the property. Property market valuations, as determined by the County Assessor, are based on the recent sale prices of comparable properties within the neighborhood. Following improvements to streets and utilities, the marketability of properties tends to increase, and the properties can demand a higher sale price. As years pass and the history of sale prices in the neighborhood show increases, the County Assessor will adjust the market valuation of properties to more closely reflect the price the property would sell for. If the market valuations in the neighborhood are increasing at a faster rate than the City, County, and School District averages, the property taxes will tend to increase over time.

Why is There a Difference Between my Front Footage and Assessable Footage?

If you live on a corner lot, your property is subject to assessments for improvements on both streets. The City Council has adopted a side-yard deduction assessment policy to help reduce the burden for the owners of corner lots or reconstruction or resurfacing projects. Your side-yard is defined as the side of your lot with the most street frontage. Improvements made to your side-yard street result in the city paying for the cost of one-half of your side-yard footage and the property owner being assessed for one-half (1/2) of the side-yard footage. The most common assessment notices for side-yard street improvements will list the front-footage as 140 feet and the assessable front-footage as 70 feet.



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Approve Library Exterior and Mechanical Repairs Proposal

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, City Engineer, Mike Habighorst, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Staff has performed a walk through of the Library with HyTec Construction and discussed the requested scope of work based on the items identified in the Exterior and Mechanical sections of the 2018 Facility Study. After visiting the site and looking into some of the items included in the study, it was determined that some items had previously been completed through separate projects with Library funds, while some items continue to require attention. HyTec has provided a proposal for the work requested by staff and staff has further included some alternatives for Council consideration.

Some of the alternative items below to be discussed include the following:

- Asphalt shingle replacement - identified in the 2018 study. These were replaced in 2012 with a 50-year limited warranty, however the EPDM roof was not replaced at this time. After speaking with Widseth, the asphalt shingles could be left in place and only replace the EPDM roof.
- Maple Lot resurfacing - the 2018 study indicates rehabilitation of the south parking lot, which was completed in 2021. However, the north parking lot (Maple Lot) is showing signs of wear and requires some repairs nearby the stormwater structure along with ADA upgrades by the pedestrian ramp entering the walkways around the library building.
- "Alternate #1" - resetting of west windows. The proposal identifies this more as an aesthetic item but could eventually lead to issues in the future. With the contractor performing similar work in the building, this may be an opportune time to complete this work.
- "Alternate #3" - Condenser and Evaporator replacement - identified in 2018 Facility study. Library performed a replacement but was only for the larger units and not the smaller units.
- "Alternate #4" - Exterior Door replacement - these were identified in the 2018 Facility study. Since then have been painted but are in poor condition and should be included in the scope of work.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Much of the attached proposal includes items that staff is recommending be included in the project scope and consider this the "base" scope. In addition, with the contractor performing similar work on the building, staff recommends including the

repairs to the west windows, as well as the condenser/evaporator and exterior door replacements. Following this, some alternatives for Council to consider are as follows:

Alternative #1: Not replacing the asphalt shingles, resurfacing of the Maple Lot. Budgetary Estimate = \$390,456. Remaining funds = \$35,544.

Alternative #2: Not replacing asphalt shingles or resurfacing of Maple Lot. Budgetary Estimate = \$338,461. Remaining funds = \$87,539.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the Hy-Tec Construction proposal utilizing the scope as described in Alternative #1 above.

FINANCIAL IMPACT: Estimated at either \$390,456 or \$338,461, dependent on Council action.

February 26, 2025
REVISED PROPOSAL

Jessie Dehn
City of Brainerd
City Engineer
501 Laurel Street
Brainerd, Minnesota 56401

RE: BRAINERD PUBLIC LIBRARY
416 SOUTH 5th STREET
BRAINERD, MINNESOTA 56401

Dear Jessie:

Per our Conversations, Preliminary Plans and Emails and Site Visit, and additional requests for added Condensing Unit for the Library Conference Room and Exterior Doors, we hear-by submit our budgetary proposal for Exterior/Interior Improvements to the Brainerd Public Library located at 416 South 5th Street in Brainerd, Minnesota.

Included in our Budgetary Proposal are the Following Items:

1. General Requirements, Supervision, Carpet Protection, Pedestrian Control, Dumpster, Portable Facilities, City of Brainerd Building Permit, Gordian Fee and Clean-up
2. Site Improvements per walk through with Jesse Dehn (City Engineer) and Keith Soderman (Anderson Brothers) on January 14, 2025:
 - a. Add ADA Concrete Ramp for Access to North Parking Lot
 - b. Rehab Storm Drain Casting in the North Parking Lot
 - c. Mill and Overlay the North Parking Lot
 - i. Two (2) Inch Mill Existing Bituminous
 - ii. Two (2) Inch Bituminous Wear Course
 - iii. Parking Lot Striping
3. Exterior Brick/Block Renovation:
 - a. Power Wash and Clean Entire Exterior Building and Soffits
 - b. Remove and Replace Damaged Burnished Exterior Block
 - c. Remove/Replace Bad our Missing Mortar Joints
 - d. Remove/Replace Bad Expansion Joints
 - i. Remove Caulking
 - ii. New Caulking to Match Existing

4. Exterior Wood Soffit and Fascia
 - a. Power Wash Soffit
 - b. Remove and Replace Damaged Soffit and Fascia Boards
 - i. Soffit Boards to Match Existing
 - ii. Fascia Boards to Match Existing
 - c. Stain and Seal All Soffit and Fascia Boards
 - i. Stain to Match Existing
5. EPDM Roofing
 - a. Remove and Dispose of Existing EPDM Roofing Materials and Flashing
 - b. Furnish Materials and Labor to Install New Mechanically Fastened Versico ½" SecurShield HP Plus Coverboard over the Existing ICO Insulation
 - c. Furnish Material and Labor to Install New Versico Fully Adhered 60 Mil EPDM Membrane Roofing System
 - d. Furnish Materials and Labor to Install New Metal Scuppers
 - e. Furnish Materials and Labor to Install New Firestone Elevate 24 ga. ES-1 Rated Metal Cap Flashing
 - i. Color to Match Existing
 - f. 20 Year Roof Warranty
6. Asphalt Roofing System
 - a. Remove and Dispose of Existing Asphalt Roofing System
 - b. Furnish Materials and Labor to Install Ice and Watershield
 - c. Furnish Materials and Labor to Install Synthetic Roofing Underlayment
 - d. Furnish Materials and Labor to Install Aluminum Drip Edge
 - i. Color to Match Existing
 - e. Furnish Materials and Labor to Install New Asphalt Shingled Roof
 - i. Color and Style by Owner

**NOTE: Check City Records for Shingle Replacement of Library Roof
According to area contractor, roof was completely re-shingled around
the year 2010 with 50 Year Limited Shingle Warranty.**
7. Window Glazing
 - a. Caulking/Sealing of the Bad Window Gaskets
8. Plumbing
 - a. Furnish Materials and Labor to Remove/Replace Hot Water Heater
 - i. Cap Gas Line and Remove Chimney
 - ii. Install One (1) GE 50-Gallon Electric Hot Water Heater
 - iii. Electrical Connections
 - b. Furnish Materials and Labor to Repair Wall Hung Water Closet in Employee Restroom
 - i. Demo and Remove Existing Water Closet and Wall Tile
 - ii. Install New Wall Anchors
 - iii. Reinstall Salvaged Water Closet
 - iv. Silicone/Caulking
 - v. New Sheetrock, Wall Tile and Grout

9. Mechanical

- a. Pike Plumbing Currently Has Quarterly Service/Maintenance Contract with the Library to Service and Repair the Air Handling and Exterior Louvers
- b. Furnish Material and Labor to Replace the Boilers Systems
 - i. Demo and Remove the Existing Boilers
 - ii. Install Two (2) Lochinvar Knight KHV285 Non-condensing 95% High Efficiency Boilers
 - 528kBTU Combined Output Capacity
 - 5-Year Parts Limited Warranty
 - High Line with Manual Reset
 - Venting Through Roof
 - Low Water Cut Off
 - Grundfos UPS32-80 Pumps with Isolation Valves
 - Supply Header
 - iii. One (1) Caleffi 54806 Hydronic Separator
 - Two (2) Butterfly Valves for Boiler Loops
 - iv. Two (2) Grundfos 40/160 3 H.P. Circulator Pumps
 - Isolation Valves with Check Valves
 - Flow Control Valve
 - Tekmar 132 Pump Sequence for Alternate Pump Control
 - v. Pipe Insulation
 - vi. Re-installation of Existing Automation Sensors
 - vii. Twenty (20) Gallons of Dowtherm
 - viii. Salvage and Reuse Existing AMSE Expansion Tank
 - ix. Electrical Connections

Cost Breakdown

General Requirements	\$ 50,873.00
Sitework	
ADA Concrete Ramp	\$ 5,388.00
Rehab Storm Drainage Casting	\$ 3,561.00
Parking Lot Mill/Overlay and Striping	\$ 48,140.00
Total	\$ 57,089.00
Exterior Brick/Block Renovation	\$ 14,851.00
Exterior Wood Soffit and Fascia	\$ 10,095.00

EPDM Roofing System	\$ 91,640.00
Asphalt Roofing System	\$ 88,740.00
Window Glazing	\$ 1,682.00
Plumbing	
Water Heater	\$ 2,787.00
Water Closet – Employee Breakroom	\$ 6,540.00
	<u>\$ 9,327.00</u>
	Total
HVAC – Boiler Replacement	\$ 103,356.00

Total \$ 427,653.00

We propose to furnish material, tax, freight, and labor - complete in accordance with all items in this budgetary proposal as listed above for **\$ 427,653.00 (Four Hundred Twenty-Seven Thousand, Six Hundred Fifty-Three Dollars and No Cents)**

Final Project Cost to be determined by Choice of Work scope and use of the Sourcwell/Gordian EZIQC Procurement System

Per our Site Visit and Discussions with our Contractors, I have included some Budgetary Alternates for your Consideration:

Alternate #1 – Windows Along West Side of Building

Some of the Windows have dog tracked to one side of the Frame.

This is only a cosmetic issue with window glazing.

ADD for Removal and Relocation of Glazing Within the Existing Aluminum Frame

- Electric Lift
- Remove Existing Glazing
- Reposition Glazing in Aluminum Window Frame
- New Weather seal and Caulking

We propose to furnish material, tax, freight, and labor - complete in accordance with all items in Budgetary Alternate Proposal #1 as listed above for an Additional **\$ 3,855.00 (Three Thousand, Eight Hundred Fifty-Five Dollars and No Cents)**

Alternate #2 – Furnish Materials and Labor to Remove Wall Hung Water Closet in Employee Restroom and Replace with Floor Mounted Water Closet

- a. City of Brainerd Plumbing Permit
- b. Demo and Remove Existing Wall Mounted Water Closet and Chair Carrier
- c. Core Drill Thru Existing Precast Floor for New Sanitary Sewer Connection
- d. Plumbing Rough-in Sanitary Sewer Line
 - i. Cast Iron Fittings
- e. Plumbing Rough-in for New Water Lines
- f. One (1) Gerber White Viper ADA Water Closet with Seat
- g. New Sheetrock, Wall Tile and Grout

We propose to furnish material, tax, freight, and labor - complete in accordance with all items in Budgetary Alternate Proposal #2 as listed above for an Additional **\$ 9,716.00**
(Three Thousand, Eight Hundred Fifty-Five Dollars and No Cents)

Alternate #3 – Add for New AC Condensing Unit for Library Conference Room per Email Request Dated February 12, 2025

- a. City of Brainerd Mechanical Permit
- b. Remove of Existing AC Condensing Unit
- c. Furnish and Install One (1) Allied AC 7.5 AC System
 - i. 90kBTU Capacity
 - ii. R0454B Freon
 - iii. Freon Detection System
 - iv. 208/230v 3 Phase System
- d. Furnish and Install New Line Set and Insulation Included from Indoor Evaporator to Outdoor Condensing Unit
- e. Furnish and Install new ADP Custom Evaporator Coil with New Sporland TXV and Filiteres
- f. Electrical Connections

We propose to furnish material, tax, freight, and labor - complete in accordance with all items in Budgetary Alternate Proposal #3 as listed above for an Additional **\$ 38,860.00**
(Thirty-Eight Thousand, Eight Hundred Sixty Dollars and No Cents)

Note: Site Visit and Conversation with Laurel Hall (Supervisor) regarding the Exterior Doors. Doors were painted a couple of years ago. However, doors are in poor condition and in need of Full Replacement.

Alternate #4 – Add for Removal and Replacement of Exterior Hollow Metal Frames and Doors

- a. Furnish Material and Labor to Remove Existing Doors
- b. Furnish Material and Labor to Install New Hollow Metal Frames and Doors
 - i. 3'-4" x 7'-2" Hollow Metal Frame and 3'-0" x 7'-0" Hollow Metal Door
 - ii. 6'-4" x 7'-2" Hollow Metal Frame and Pair 3'-0" x 7'-0" Hollow Metal Doors
 - iii. 416-AL Closers
 - iv. Lever Locking Set and Cylinders
 - v. Stainless Steel Kick Plates
 - vi. Flush Bolt on set of Double Doors
 - vii. Door Hardware – Hinges, Sweeps, Weatherstripping, Threshold, Etc

We propose to furnish material, tax, freight, and labor - complete in accordance with all items in Budgetary Alternate Proposal #4 as listed above for an Additional **\$ 8,828.00** **(Eight Thousand, Eight Hundred Twenty-Eight Dollars and No Cents)**

I believe very strongly that Hy-Tec Construction can provide you with the level of service you expect and deserve. We are very confident that our capabilities will allow us to quickly integrate Hy-Tec Construction into your Construction needs and be productive right from the start.

Thank You for the Opportunity to Present this Budgetary Proposal for Your Consideration. If you have any questions or concerns, please contact me.

Sincerely,



Paul Skogen
Project Manager

5 Simple Steps to Smarter Construction Procurement

Bring speed and efficiency to the construction procurement process with ezIQC®. Available through cooperative purchasing networks, ezIQC provides access to competitively awarded contractors. By following the simple steps below, ezIQC allows you to get your project started quickly.

Step 1



Joint Scope Meeting

Once project information is received, Gordian will contact you to schedule a Joint Scope Meeting at the site to help you and the contractor agree on the details of the work to be performed. This meeting allows the contractor to inspect the site and ask questions before submitting a Price Proposal, helping to eliminate misunderstandings and mistakes. This upfront, open communication often results in more cost-effective, collaborative solutions.

Step 2



Detailed Scope of Work

Gordian helps you prepare a Detailed Scope of Work that describes the work the contractor will perform. The Detailed Scope of Work will be sent along with the Request for Proposal to the contractor.

Step 3



Price Proposal

The contractor prepares a Price Proposal by selecting the appropriate tasks from Gordian's Construction Task Catalog® (CTC). The contractor submits the Price Proposal along with a construction schedule and list of proposed local contractors.

Step 4



Price Proposal Review

Gordian reviews the Price Proposal to ensure the contractor has selected the appropriate tasks and quantities and will ask the contractor to make any required changes. The reviewed Price Proposal is submitted for your final review.

Step 5



Purchase Order Issued

Once you are 100 percent satisfied with the Price Proposal, construction schedule, proposed subcontractors and have received and approved any other required documents (e.g. bonds, certificates of insurance, etc.), you can issue a purchase order for the contractor to proceed.





City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Consider Municipal Dispensary License Application

AGENDA: P&F Committee

ACTION REQUESTED: Direction Requested

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

DEPARTMENT: Community Development

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE: The cannabis law authorizes cities and counties to establish, own, and operate a municipal cannabis retail store. From a public health standpoint, this provision of the law creates a favorable opportunity for local government to safeguard the public health, welfare, and safety of its citizens by owning and operating its own retail establishment. The City of Brainerd is considering pursuing a municipal dispensary model in partnership with an experienced organization.

At the February 18th meeting, City Council directed staff to commission an RFP for a municipal dispensary partnership with an experienced organization. RFP submittals are due by March 18th. City Council has not yet committed to a municipal dispensary but wanted to hear what potential partnerships are offering.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: After posting the RFP, staff were made aware that the state licensing application process closes on March 14th. Cities or counties wishing to operate a single municipal cannabis store should apply for a retailer license during the application window. Municipal retailer licenses are not subject to a lottery. The following costs are associated with applying for a municipal retailer's license:

1. Application fee: \$2,500
2. Initial license fee: \$2,500
3. Renewal license fee: \$5,000

Council should direct staff to apply for the retail license with a \$2,500 application fee if Council wishes to proceed in the RFP process and consider a partnership to operate a municipal dispensary. Application fees, initial licensing fees, and renewal licensing fees are nonrefundable.

RECOMMENDED ACTION/MOTION:

Staff is seeking direction from City Council on how to proceed.

FINANCIAL IMPACT: \$2,500



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Accept Resignation of CSO Joshua Winslow

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, John Davis, Police Chief

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: Community Service Officer (CSO) Joshua Winslow recently submitted his resignation effective March 5, 2025. Staff recommends that the Council accept Mr. Winslow's resignation and to authorize Staff to backfill the position.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to accept Mr. Joshua Winslow's resignation effective March 5, 2025, and to authorize Staff to backfill the position.

FINANCIAL IMPACT:

Brittney Boser

Subject: 2 week notice

-----Original Message-----

From: Joshua Winslow <Josh.Winslow@outlook.com>

Sent: Wednesday, February 19, 2025 2:49 PM

To: Tony Runde <Tony.Runde@ci.brainerd.mn.us>

Subject: 2 week notice

[You don't often get email from josh.winslow@outlook.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

To whom it may concern,

I, Joshua Winslow, am giving my two weeks notice as of February 19, 2025. My last day available is March 5, 2025. I appreciate the opportunity to work with you, please let me know if you need anything else from me.

Respectfully,

Joshua S Winslow



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Accept the Resignation of Lineworker Travis Donnelly

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Chris Evans, Public Utilities Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: Lineworker Travis Donnelly submitted his resignation letter on February 14, 2025. Mr. Donnelly's last day will be February 28, 2025.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff plans to advertise for both the journey and apprentice level lineworker positions to expedite the hiring process with an opportunity to review our best options.

RECOMMENDED ACTION/MOTION: Motion to accept Mr. Donnelly's resignation effective February 28, 2025; further, to authorize Staff to begin the hiring process to backfill the position.

FINANCIAL IMPACT: This position is included in the 2025 budget.

I Travis Donnelly am putting in
my 2 week notice. I will be
done 2/28/25 at Bpa. I do
appreciate the opportunity you
have given me. Thank you.

Travis Donnelly

Received

2-14-25

Travis Donnelly





City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Ratify Hiring of Wyatt Pribyl for Street Maintenance I Position

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Mike Habighorst, Public Works Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: We received 44 applications for the Maintenance I position with 4 candidates interviewed. Staff offered the position to Wyatt Pribyl who will start with us on March 17, 2025, at Step 3 of the 2025 Maintenance I wage grid (\$28.20 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Ratify the hiring of Wyatt Pribyl for the Street Maintenance I position effective March 17, 2025; further, that he be placed on Step 3 of the Maintenance I wage grid (\$28.20 per hour).

FINANCIAL IMPACT: This position was included in the 2025 budget.



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Fire Contract Formula for 2026 - Informational

AGENDA: P&F Committee

ACTION REQUESTED: Information Only

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Each year at this time, Staff prepares the proposed fire contract calculation for the following year. This information is used by the townships that contract with Brainerd for fire service at their annual meetings in March, at which time the townships set their levy for 2026. This data will also be used by the cities of Baxter and Brainerd when we set our 2026 levy and budgets in the fall.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The attached calculation and memo was provided and explained at the February 19, 2025 FAB meeting and follows the same formula as previous years.

The overall 2026 assessment cost to be allocated increased by \$46,837 and is \$1,429,930. The City of Brainerd's overall funding share went from 42.80% to 42.62%, which resulted in a \$17,505 over the 2025 assessment calculation.

RECOMMENDED ACTION/MOTION: Informational, no action needed.

FINANCIAL IMPACT:

MEMO



TO: FAB Members
FROM: Finance Director Connie Hillman
DATE: February 14, 2025
RE: 2026 Fire Assessment Calculation

The amount that each partner of the fire service district will pay needs to be calculated by March 1st for the following year since townships set their levy for the next year in March. The calculation is attached to this memo.

The factors that are included in the cost to be allocated, as well as how the cost is to be allocated, are detailed in the Fire Protection Agreements between the City of Brainerd and the Contractee (i.e. surrounding cities and townships).

Total Cost Calculation

The total fire protection cost that is to be allocated among the contractee areas is:

- The amount budgeted for fire department operations.
 - For the 2026 assessment calculation, this is the 2025 adopted budget. The 2025 budget includes \$167,000 in capital funding, in addition to the amount included below for equipment replacement. Total budget amount for 2026 assessment is **\$1,156,730**.
- An amount for equipment replacement, capital expenditures and major equipment repair.
 - For the 2026 assessment calculation, and as historically done, this amount is a 5% increase over the amount from the 2025 assessment ($\$132,665 * 5\% =$ **\$139,298**).
- Depreciation of buildings. This represents the cost of using the building for the year to house equipment and staff – this is like rent.
 - For 2026 assessment it is **\$63,405** and is the same amount as previous years.
- Amount for debt.
 - For the 2026 assessment, we are in year 7 of 10 for the debt issued for the ladder truck in 2020. This is the only outstanding debt issue for fire equipment and is **\$70,497**.

The total of the above 4 cost components equal **\$1,429,930** and is an \$46,837 increase over the 2025 assessment cost.

Factors to Allocate the Total Cost

To determine each Contractee's share of the total cost for the year, the following factors are used:

- The specific governmental unit's average number of calls for service in the last five calendar years, excluding car accidents calls. This carries a 30% weight in the overall formula.
 - For the 2026 assessment calculation, this is the average number of runs for calendar years 2020-2024.
- Population as provided by the MN State Demographer's Office. This carries a 30% weight in the overall formula.
 - For the 2026 assessment calculation, the most recent population data available on the State Demographer's website was as of 2023.
- Total market of buildings excluding tax exempt property as determined by the Crow Wing County Assessor. This carries a 30% weight in the overall formula.
 - For the 2026 assessment, this is the 2024 assessment value used for taxes payable in 2025.
- Total market value of tax-exempt property as determined by the Crow Wing County Assessor. This value is updated every 6 years. This carries a 10% weight in the overall formula.
 - For the 2026 assessment, this is 2022 assessment value.

Using Brainerd as an example, the overall percentage share is 42.620151% and was calculated by:

# of Calls (52.37% * 30%)	15.712115%
Population (40.45% * 30%)	12.135668%
Building Value (25.10% * 30%)	7.530639%
Tax Exempt (72.42% * 10%)	7.241729%
Total % of Cost	42.620151%

The total percentage of cost is then applied to the total cost calculation to get the Contractee's cost. For Brainerd this is \$609,438 (\$1,429,930 * 42.620151%).

Why does the Contractee's cost change

There are three reasons the cost can change each year:

1. Change to service area. There has been no change for assessment year 2026.

2026 Fire Assessment Calculation

February 14, 2025

Page 3

2. Change in the amount of cost increased or decreased. For assessment year 2026, the cost increased \$46,837. If there were no changed to the factors use to allocate the cost, the increased cost would have been allocated as follows:

	Change Due to Cost
BRAINERD	\$20,045
BAXTER	\$12,286
CROW WING	\$2,171
LONG LAKE	\$1,374
NOKAY LAKE	\$943
OAK LAWN	\$2,032
ST. MATHIAS	\$568
UNORGANIZED	\$7,418
TOTAL	\$46,837

3. Change to the factors used to allocate the overall cost. The factors change every year as well. Following is the impact that each one of the factors had on the 2026 assessment.

	# of Runs	Population	Taxable EMV	Tax Exmpt	Total Change
BRAINERD	(\$1,018)	\$159	(\$1,681)	\$0	(\$2,540)
BAXTER	(\$1,085)	(\$5)	\$5,254	\$0	\$4,164
CROW WING	\$432	(\$24)	\$29	\$0	\$437
LONG LAKE	(\$1,370)	(\$141)	(\$1,837)	\$0	(\$3,348)
NOKAY LAKE	(\$333)	(\$141)	(\$410)	\$0	(\$884)
OAK LAWN	\$2,353	(\$219)	(\$397)	\$0	\$1,737
ST. MATHIAS	\$416	(\$68)	\$324	\$0	\$673
UNORGANIZED	\$605	\$437	(\$1,282)	\$0	(\$239)
TOTAL	\$0	(\$0)	(\$0)	\$0	\$0

So putting it all together, each contractee's share of the 2026 assessment compared to the 2025 assessment is as follows:

	2026 ASSESSMENT	2025 ASSESSMENT	DIFFERENCE	% incr
BRAINERD	\$609,438.33	\$591,933.14	\$17,505.19	2.96%
BAXTER	\$379,257.82	\$362,808.08	\$16,449.74	4.53%
CROW WING	\$66,727.40	\$64,118.95	\$2,608.45	4.07%
LONG LAKE	\$38,592.90	\$40,566.85	(\$1,973.95)	-4.87%
NOKAY LAKE	\$27,903.56	\$27,844.53	\$59.03	0.21%
OAK LAWN	\$63,766.37	\$59,997.90	\$3,768.47	6.28%
ST. MATHIAS	\$18,024.39	\$16,783.43	\$1,240.96	7.39%
UNORGANIZED	\$226,219.23	\$219,040.56	\$7,178.67	3.28%
TOTAL	\$1,429,930.00	\$1,383,093.44	\$46,836.56	3.39%

CITY OF BRAINERD FIRE SERVICE DISTRICTS - PAYMENT CALCULATION FOR 2026 ASSESSMENT

2025 FIRE DEPT BUDGET, INCLUDING PAID ON-CALL AND PENSION	\$1,156,730
CAPITAL EQUIPMENT FUND - is a 5% increase over 2025 Assessment	\$139,298
BUILDINGS ONLY DEPRECIATION	\$63,405
DEBT SERVICE FOR LADDER TRUCK - Year 7 of 10	\$70,497
TOTAL AMOUNT USED FOR CALCULATION	\$1,429,930

	5 YR AV # OF RUNS ('20 -'24)	30% % OF # OF RUNS	2023 POPULATION	30% % OF POP	(Asst '24 pay '25) VALUE OF BUILDINGS	30% % OF VALUE OF BLDGS	(Assessment '22) VALUE OF TAX EXEMPT BLDGS	10% % OF VALUE TAX EX BLDGS	% OF BUDGET	FUNDING SHARE
BRAINERD	275.80	52.37%	14,670	40.45%	864,115,701	25.10%	\$414,179,400	72.42%	42.620151%	\$609,438.33
BAXTER	129.60	24.61%	8,885	24.50%	1,093,510,869	31.77%	\$129,243,800	22.60%	26.522824%	\$379,257.82
CROW WING	19.00	3.61%	2,211	6.10%	199,586,030	5.80%	\$896,000	0.16%	4.666480%	\$66,727.40
LONG LAKE	9.40	1.79%	1,162	3.20%	136,834,487	3.97%	\$553,400	0.10%	2.698936%	\$38,592.90
NOKAY LAKE	7.80	1.48%	916	2.53%	83,393,257	2.42%	\$1,287,900	0.23%	1.951393%	\$27,903.56
OAK LAWN	23.00	4.37%	1,796	4.95%	166,983,526	4.85%	\$11,904,600	2.08%	4.459405%	\$63,766.37
ST. MATHIAS	4.00	0.76%	627	1.73%	55,619,858	1.62%	\$1,671,800	0.29%	1.260508%	\$18,024.39
UNORGANIZED	58.00	11.01%	5,998	16.54%	842,356,324	24.47%	\$12,197,500	2.13%	15.820301%	\$226,219.23
TOTAL	526.60	100.00%	36,265	100.00%	3,442,400,052	100.00%	\$571,934,400	100.00%	100.000000%	\$1,429,930.00
Last Year's Information	513.20		36,855		3,374,963,361		\$571,934,400			\$1,383,093.44
% Change	2.61%		-1.60%		2.00%		0.00%			3.39%

	2026 ASSESSMENT	2025 ASSESSMENT	DIFFERENCE	% incr
BRAINERD	\$609,438.33	\$591,933.14	\$17,505.19	2.96%
BAXTER	\$379,257.82	\$362,808.08	\$16,449.74	4.53%
CROW WING	\$66,727.40	\$64,118.95	\$2,608.45	4.07%
LONG LAKE	\$38,592.90	\$40,566.85	(\$1,973.95)	-4.87%
NOKAY LAKE	\$27,903.56	\$27,844.53	\$59.03	0.21%
OAK LAWN	\$63,766.37	\$59,997.90	\$3,768.47	6.28%
ST. MATHIAS	\$18,024.39	\$16,783.43	\$1,240.96	7.39%
UNORGANIZED	\$226,219.23	\$219,040.56	\$7,178.67	3.28%
TOTAL	\$1,429,930.00	\$1,383,093.44	\$46,836.56	3.39%



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Approve Memorandum of Agreement with IBEW Administrative Support Union for Technology Positions (Added Item)

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY:

DEPARTMENT: HR

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE:

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT:

Memorandum of Agreement

This Memorandum of Agreement (hereinafter, "MOA") is entered into between the City of Brainerd (hereinafter, "City") and the International Brotherhood of Electrical Workers, Local No. 31 (hereinafter, "Union"), on behalf of the Administrative Support bargaining unit. The City and the Union are hereinafter referred to collectively as the "parties," and individually as a "party."

WHEREAS, the City and Union are parties to a collective bargaining agreement in effect from January 1, 2024, to December 31, 2026 (hereinafter, "CBA"); and

WHEREAS, Article 9 of the CBA stipulates pay schedules for positions within the unit represented by the Union; and

WHEREAS, after the CBA went into effect, the City created the new Technology Coordinator, Network Administrator, System Administrator, Technology Specialist, and GIS Specialist positions that were not previously included in the unit represented by the Union; and

WHEREAS, the parties agree that the new positions of Technology Coordinator, Network Administrator, System Administrator, Technology Specialist, and GIS Specialist fall within the Administrative Support bargaining unit represented by the Union, but the terms and conditions of employment for the positions are not currently included within the CBA; and

WHEREAS, the City and Union wish to address certain terms and conditions of employment for the positions of Technology Coordinator, Network Administrator, System Administrator, Technology Specialist, and GIS Specialist by mutual agreement.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. The positions of Technology Coordinator, Network Administrator, System Administrator, Technology Specialist, and GIS Specialist shall be included within the Administrative Support bargaining unit represented by the Union, as defined in the CBA, effective as of the date of this MOA. The City reserves the right to modify the duties of these positions and discontinue these positions at any time. The City further reserves all other managerial rights, including, those identified in Article 2 – Employer Authority of the CBA.
2. The positions of Technology Coordinator, Network Administrator, System Administrator, Technology Specialist, and GIS Specialist shall be compensated in accordance with the following wage grid, which shall be incorporated into Article 9 – Wages, Section 1, of the CBA:

GIS Specialist								
1/1/2025	28.07	29.13	30.20	31.27	32.35	33.41	36.08	37.41
7/1/2025	28.84	29.93	31.03	32.13	33.24	34.33	37.07	38.44
1/1/2026	29.71	30.83	31.96	33.09	34.24	35.36	38.18	39.59
Technology Specialist								
1/1/2025	30.07	31.21	32.36	33.50	34.64	35.79	38.66	40.09
7/1/2025	30.90	32.07	33.25	34.42	35.59	36.77	39.72	41.19
1/1/2026	31.83	33.03	34.25	35.45	36.66	37.87	40.91	42.43
Network Administrator; System Administrator								
1/1/2025	42.41	44.02	45.64	47.25	48.88	50.48	54.53	56.54
7/1/2025	43.58	45.23	46.90	48.55	50.22	51.87	56.03	58.09
1/1/2026	44.89	46.59	48.31	50.01	51.73	53.43	57.71	59.83
Technology Coordinator								
1/1/2025	47.02	48.81	50.60	52.39	54.19	55.97	60.46	62.70
7/1/2025	48.31	50.15	51.99	53.83	55.68	57.51	62.12	64.42
1/1/2026	49.76	51.65	53.55	55.44	57.35	59.24	63.98	66.35

3. This MOA will be in effect until the successor CBA has been ratified by the Union and the City. It is the parties' intent to incorporate the terms of this MOA into the successor CBA between the parties.
4. The parties agree that the positions of Technology Coordinator, Network Administrator, System Administrator, Technology Specialist, and GIS Specialist will, in all other respects, be governed by the CBA, unless otherwise stated in this MOA.
5. The incumbent IT Specialist will transition to the System Administrator position on a one-time non-precedent setting basis without utilizing the posting process described in the CBA; this will not prohibit the employee from applying for any other open positions. The incumbent IT Specialist will be placed at the step of the wage grid that is at least three percent (3%) higher than her current step. The remaining newly created positions will be posted as described within the CBA.
6. The City and the Union agree that this MOA will not result in the payment of back pay to any employees.
7. The City and the Union acknowledge that this MOA shall not be deemed to constitute a precedent or create a past practice which would be applicable to any other member of the bargaining unit or classification identified in the CBA or be admissible in any arbitration proceeding or other proceeding involving a dispute between the parties as evidence of a precedent or past practice. This MOA may not be used as evidence—whether in negotiations, arbitration, or other proceeding, other than for purposes of enforcing this MOA—or otherwise be used in any manner to interpret the CBA, or to seek similar benefits for any City employee(s) other than the employee(s) hired for the Technology Coordinator, Network Administrator, System Administrator, Technology Specialist, and GIS Specialist, either through arbitration, negotiation, or other means.
8. The City and the Union agree that this MOA constitutes the entire agreement between the parties with respect to the Technology Coordinator, Network Administrator, System Administrator, Technology Specialist, and GIS Specialist positions. No party has relied

upon any oral statements or promises that are not set forth in this document. The terms of this MOA are contractual and supersede any and all prior agreements between the Parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all parties.

9. This MOA shall be construed to have been drafted equally by the parties.

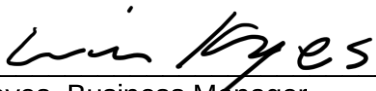
By signing below, each party specifically acknowledges that it has read this Memorandum of Agreement and that it understands and agrees it is legally bound by all terms of the Memorandum of Agreement.

IN WITNESS whereof the parties have entered into this MOA on the dates shown below.

FOR THE CITY OF BRAINERD

FOR INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS, LOCAL
NO. 31

Nicholas W. Broyles, City Administrator



Will Keyes, Business Manager

Date

3/3/2025

Date



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Consider Public Utilities Commission Recommendation for Central Business District Incentive Policy

AGENDA: Main

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE:

At the January 21st City Council meeting, City Council approved Ordinance 1578 which allows mixed-use development in the Commercial Corridor (CC) District. Allowing mixed-use development in the CC District may have an impact on the collection of future SAC and WAC charges. The City Council approved the Central Business District Incentive Policy which forgives SAC and WAC in certain areas of Brainerd. The policy includes commercial properties along Washington Street, which reside in the CC District. Now approved, a new mixed-use building in the CC District could have a substantial SAC and WAC charge forgiven.

Upon passage of Ordinance 1578, City Council directed staff to obtain a recommendation from the Public Utilities Commission regarding the forgiveness of SAC and WAC charges in the Central Business District.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Public Utilities Commission discussed the policy at their February 25th meeting and continued to express concerns that the Commission should review forgiveness of SAC and WAC charges. The motion coming out of the meeting was that the Commission should review all SAC and WAC forgiveness if the project valuation exceeds \$150,000. Members Matten and Angland voted "aye" and member Higgins abstained.

Staff did make the Commission aware that this would likely result in a review of all projects, since single-family homes and duplexes are typically valued at over \$150,000 in construction costs. To date, there has been no substantial forgiveness of SAC and WAC charges. Fees have been forgiven for a single-family home, a duplex, two additional units in a five-plex, and Starbucks. In addition, the City Council has approved two Conditional Use permits for mixed-use buildings in the Central Business District, which include seven (7) apartment units at 722 Laurel Street and seventy-eight (78) units of housing at 805 Laurel Street. Building permits have not been submitted for either project.

Council member and BPU Commission liaison Czezczok reached out to staff and discussed a possible alternate option that staff discussed at the BPU Commission meeting. Potential forgiveness of SAC & WAC charges over \$15,000 or \$20,000 could be reviewed by the BPU Commission and approved by Council. *Note: A four-plex is permitted in many Zoning Districts and would be charged \$13,200.*

SAC and WAC charges are City fees outlined in Section 1000 General Provisions Appendix A: Fee Schedule of the City Code and collected upon issuance of the building permit.

1. SAC Fee (Sewer Access Charge) - \$1,900 / New Home or \$1,900 / E.R.C.
2. WAC Fee (Water Access Charge) - \$1,400 / New Home or \$1,400 / E.R.C.

RECOMMENDED ACTION/MOTION:

Option 1: BPU Commission shall review all SAC and WAC forgiveness and provide a recommendation to Council if the project valuation exceeds \$150,000.

Option 2: Leave the Central Business District Policy as is and all SAC and WAC charges are forgiven for all projects in the District.

Option 3: BPU Commission shall review and provide a recommendation to Council for all projects at a "to-be-determined" dollar value for forgiveness of SAC and WAC charges.

FINANCIAL IMPACT: N/A

Section 703 – Sewer Availability Charge (SAC)

703.01 Charges Established. For the purpose of providing funds for the City's wastewater treatment, force mains, lift stations and sewage collection systems, and the plant and facilities connected therewith, and the payment of capital charges represented by bonds, certificates of indebtedness or otherwise, which may be used to finance the costs of additions or expansions to the facilities, and the payment of reasonable requirements or reserves for replacement in obsolescence thereof, there is hereby imposed upon each lot, parcel of land, building or premises having any connection with the City's public sewer system a sewer availability charge (SAC) as hereinafter provided. Said charge shall be in addition to any other previous or future charge or assessment levied against the property.

703.02 Determination and Administration of Charge. The availability charge as hereinabove authorized shall be imposed in addition to the user charges for sewer service and shall be determined and administered as follows:

Subd. 1. Payment Required.

- a) Payment Required Prior To Connection: Prior to the issuance of the applicable permit and before connecting to the City's sewer system, a City sewer availability charge as hereinafter provided for shall be paid.
- b) Additional Building Permit: If, after the initial availability charge is paid, an additional building permit is issued, the use of the property changes, or new sewer connection is made, the availability charge shall be recalculated and any additional charges shall be paid.
- c) Sewer Availability Charge shall be set forth in Section 1000 Appendix A: Fee Schedule.

Subd. 2. Determination of Charge. The amount of the availability charge shall be determined by the City by first determining the number of Equivalent Residential Connections (ERC's) applicable to the particular property. This charge shall be calculated in accordance with the most current ERC Table on file in the office of the City Engineer. Once the appropriate number of ERC's are determined in this manner, the availability charge shall be calculated using the charge in the most recent resolution setting the availability charge.

Subd. 3. Determination of ERC's. The City shall determine the number of ERC's.

Subd. 4. Transfer of ERC's. Once established, the number of ERC's shall remain the same on the property. An ERC can be transferred on the property from a structure being removed to a structure being constructed.

Brainerd City Code

703.02 Subd. 5

Subd. 5. Uses Not on Table. Any use not represented in the ERC table shall be subject to determination of the appropriate number of ERC's by the City based on estimated flows. The most recent edition of the Service Availability Charge Procedures Manual prepared by the Metropolitan Council Environmental Services division may also be utilized as a tool for calculating ERC's.

(Amended Ord. 1146 – 2002, Ord 1562—2023)

Section 706 – Water Availability Charge (WAC)

706.01 Charge Established. For the purpose of providing funds for the City's wells, water treatment, water storage, and water distribution systems, and the plant and facilities connected therewith, and the payment of capital charges represented by bonds, certificates of indebtedness or otherwise, which may be used to finance the costs of additions or expansions to the facilities, and the payment of reasonable requirements or reserves for replacement in obsolescence thereof, there is hereby imposed upon each lot, parcel of land, building, or premises having any connection with the City's public water system a water availability charge (WAC) as hereinafter provided. Said charge shall be in addition to any other previous or future charge or assessment levied against the property.

706.02 Determination and Administration of Charge. The availability charge as hereinabove authorized shall be imposed in addition to the user charges for water service and shall be determined and administered as follows:

Subd. 1. Payment Required:

- a) Payment Required Prior to Connection: Prior to the issuance of the applicable permit and before connecting to the City's water system, a City water availability charge as hereinafter provided for shall be paid.
- b) Additional Building Permit: If, after the initial availability charge is paid, an additional building permit is issued, the use of the property changes, or new water connection is made, the availability charge shall be recalculated and any additional charges shall be paid.
- c) Water Availability Charge shall be set forth in Section 1000 Appendix A: Fee Schedule.

Subd. 2. Determination of Charge. The amount of the availability charge shall be determined by the City by first determining the number of Equivalent Residential Connections (ERC's) applicable to the particular property. This charge shall be calculated in accordance with the most current ERC Table on file in the office of the City Engineer. Once the appropriate number of ERC's are determined in this manner, the availability charge shall be calculated using the charge in the most recent resolution setting the availability charge.

Subd. 3. Determination of ERC's. The City shall determine the number of ERC's.

Subd. 4. Transfer of ERC's. Once established, the number of ERC's shall remain the same on the property. An ERC can be transferred on the property from a structure being removed to a structure being constructed.

Brainerd City Code

706.02 Subd. 5

Subd. 5. Uses Not on Table. Any use not represented in the ERC tables shall be subject to determination of the appropriate number of ERC's by the City based on estimated flows. The most recent edition of the Service Availability Charge Procedures Manual prepared by the Metropolitan Council Environmental Services division may also be utilized as a tool for calculating ERC's.

(Added Ord. 1147 – 2002)

(Amended Ord. 1562—2023)



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Consider Preliminary Plat Request for St. Francis Church - 411 N 10th St

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 20 min

SUMMARY OF ISSUE:

The purpose of this preliminary plat request is to consolidate 14 parcels into three lots; one each for the church, school, and rectory. The preliminary plat also proposes the street vacation of N 9th Street between Ivy Street and Juniper Street and the demolition of three single-family homes to construct one large church rectory on Block 1, Lot 2 of the preliminary plat. Prior to the approval of the Final Plat, the applicant will be required to rezone the parcels to Public Semi-Public District (PSP), vacate N 9th Street, and enter into a development agreement with the City of Brainerd.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

A pre-application meeting was held with the applicant regarding the proposed project. An additional staff meeting was requested by the Community Development Director to receive comments or concerns from BPU, Public Works, and the Fire Department. Comments or concerns were included in the Findings of Fact or discussed at the Planning Commission meeting.

City Engineer Dehn has included a memo regarding the proposed N 9th Street Vacation Request.

Public Comments:

Applicants: The plat is the first step of the master plan process and incorporates the street vacation. We are looking to improve and maintain pedestrian connectivity that is important to a neighborhood. This will provide additional safety for students and parishioners crossing back and forth between the facilities. It will also likely reduce impervious coverage. Harrison School is a good example where a street was vacated and brought benefits to the property and neighborhood.

The current rectory as it sits now was a single family home that was converted to a rectory. We want to provide our priests with something they are deserving of. The rectory would provide them with individual living quarters. The new rectory would also provide accessibility. We do anticipate getting more priests and would need more room than we currently have.

We are also looking at a high school on this property, which is a benefit and a draw to the community as

well.

Public: A full review of the public comments begins at 17:25 and can be found at the following link - <https://www.youtube.com/watch?v=uVdnXAWEM>

Note: Staff have provided a short summary.

This is the preliminary process as we are outgrowing our space at the school and the rectory. This would give us the opportunity to look at what our options are so we can use it in the best way.

If the street was vacated it would reroute traffic to 8th Street, where it should be going.

Our parishioners have been very enthusiastic about the plans moving forward with this. We have, as a finance council, been studying different ideas about the campus and rectory for over three years. The current housing will be used as church housing and will not be available for single families. Our church is growing, and we have a school that is bursting at the seams. This is the perfect opportunity for the City to look at this whole area.

I drove by there on Saturday as there was a function going on at the church or school and there were around 20 cars parked on the street, and you're losing some on-street parking that would have to go somewhere else in the neighborhood.

I believe that our campuses of churches, schools, and parks inside neighborhoods should expand and increase density. They should increase their worth inside those neighborhoods. I am opposed to them doing it in a horizontal fashion that gobbles up a neighborhood in which they survive. Planning Commission and City Council have made it clear that we do not want houses torn down in neighborhoods. The switching of the zoning circumvents the CUP process of tearing down the houses.

Commission Members:

What is the timeframe? Applicant: Time frame is an unknown at this time. We are in the early stages of master planning and until we know the outcome of the possibilities of the street vacation and rezoning, that guides us to what possibilities there are. To go from a pre-K/8 to a pre-K /12 requires almost double the amount of square footage.

Concerning the vacation of N 9th St - what do we have for utilities and are there concerns from BPU about the 40 plus homes north of Ivy Street? Staff: If it were to be vacated, it could be green space, the potential for a sidewalk, or parking. If a utility project were needed in the easement, it would be at the cost of the property owner to replace any improvements. Buildings cannot be placed over the utility easement. BPU would require that individual home service lines be brought back to the mainline. There were no other concerns from BPU.

Did the fire department have any concerns? Staff: North 9th would have to remain open if vacated until the two interior homes were demolished whether they were occupied or unoccupied.

Commissioner Erickson - I think this is a neat project, but is hitting on a few sensitive issues, including the loss of housing and street vacation. Concerning the rezoning, when we rewrote the zoning code in 2022, we rewrote it in such a way to create flexibility to provide residents, institutions, and business owners to accomplish things. I am hesitant on the street vacation as it is an asset to the City and a long-

term investment that the City has made.

Planning Commission Motion: Moved and seconded by Commissioners Petersen and Grecula, duly carried, to recommend approval of the preliminary plat request for St. Francis Church with these conditions as presented: 1) approval of the vacation of N 9th Street between Ivy and Juniper Street, 2) approval of the rezoning of all parcels to Public Semi-Public District, and 3) approval of the development agreement with the City of Brainerd.

RECOMMENDED ACTION/MOTION:

Recommend approval of the preliminary plat request for St. Francis Church with these conditions as presented:

1. Approval of the vacation of N 9th Street between Ivy and Juniper Street
2. Approval of the rezoning of all parcels to Public Semi-Public District
3. Approval of the development agreement with the City of Brainerd

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: February 19th, 2025

RE: Consider St. Francis Catholic Church Preliminary Plat – 411 N 10th St

REQUEST

Preliminary Plat for the consolidation of fourteen (14) parcels into three (3) lots; one each for the Church, School and Rectory. This includes a street vacation of North 9th Street between Ivy Street and Juniper Street

PUBLIC HEARING. Preliminary Plat

APPLICANT: St. Francis Catholic Church

The purpose of this preliminary plat request is to consolidate 14 parcels into three lots; one each for the church, school, and rectory. The preliminary plat also proposes the street vacation of N 9th Street between Ivy Street and Juniper Street and the demolition of three single-family homes to construct one large church rectory on Block 1, Lot 2 of the preliminary plat.

Prior to the approval of the Final Plat, the applicant will be required to rezone the parcels to Public Semi-Public District (PSP), vacate N 9th Street, and enter into a development agreement with the City of Brainerd.

CONTEXT

Parcel Numbers: 41241116, 41241117, 41241118, 41241120, 41241129, 41241130, 41241131, 41241132, 41241133, 41241137, 41241138, 41241139, 41241140, and 41241141

Zoning District: Traditional Neighborhood-1 (TN-1) Zoning District
Proposed District: Public Semi-Public District (PSP)

Property Area: 4.14 Acres

Adjacent Uses: North: Residential Homes
East: Residential Homes
South: Residential Homes
West: Residential Homes

Adjacent Zoning: North: Traditional Neighborhood-1 (TN-1) District
East: Traditional Neighborhood-1 (TN-1) District
South: Traditional Neighborhood-1 (TN-1) District
West: Traditional Neighborhood-1 (TN-1) District

AERIAL MAP



FINDINGS OF FACT – PRELIMINARY PLAT

Pending approval of the preliminary plat, the applicant will request at a future meeting that all parcels are rezoned to Public Semi-Public District (PSP).

1. [Table 515-2-17.1. PSP Dimensional Standards](#) – Density, Lot Size, Coverage and Height Standards
 - a. Lot Size (minimum) – 1.0 Acre; or less if granted through CUP
 - i. *The St. Francis church/ school campus would be 4.14 acres consisting of three contiguous lots.*
 - b. Impervious Surface Coverage (maximum) – 90%
 - i. *The proposed preliminary plat would not exceed 90% impervious surface*

- c. Lot Frontage on All Roads (minimum) – 80'
 - i. *All proposed lots meet the minimum lot frontage standard.*

Purpose of Public Semi-Public Zoning District. The PSP Zoning District is intended to identify lands used for community gathering spaces for purposes of education, recreation, congregation, worship, health, or similar. Lands zoned PSP contain 1.0 acres of land or provide a mix of community uses from a single facility or campus.

If the property is rezoned, St. Francis would not be required to apply for a Conditional Use Permit for future expansions to the Church or School as these uses are permitted in the PSP District.

Restrictions on Demolition and Removal of Dwelling Units

St. Francis proposes to demolish three single-family homes on PID's (41241131, 41241132, and 41241133). Upon demolition, St. Francis will construct a large church rectory on PID (41241133).

As currently proposed, the rectory would consist of large, shared spaces including a dining room, great room, kitchen, chapel, laundry facilities, and bathrooms. Living quarters would consist of three standard bedrooms and four suites that have private sitting rooms, bedrooms, and bathrooms. The suites do not qualify as individual units because they do not have a separate kitchen. As proposed, St. Francis would demolish three dwelling units and replace them with one dwelling unit.

According to [Section 515-4-14](#) of the Zoning Code, no permit shall be issued to allow the demolition of a dwelling unit in the Traditional Neighborhood 1 (TN-1), Traditional Neighborhood 2 (TN-2), Contemporary Neighborhood 1 (CN-1), or Contemporary Neighborhood 2 (CN-2) Zoning Districts unless:

1. A building permit is also issued at the same time to authorize construction of a replacement dwelling unit; or
2. A commercial new construction or remodel permit is also issued at the same time to convert or replace a dwelling unit to a commercial unit in the TN-2 district; or
3. City Council approval has been granted through a conditional use permit or interim use permit for an alternative use of the property.

If St. Francis is approved for a rezoning to PSP District at a future meeting, they will not be required to apply for a CUP to demolish three dwelling units.

Preliminary plat approval shall be based on the following criteria:

1. That the proposed subdivision is consistent with adopted applicable general and specific comprehensive plans of the City.
 - a. The PSP Zoning District is intended to identify lands used for community gathering spaces for purposes of education, recreation, congregation, worship, health, or similar. Lands zoned PSP contain 1.0 acres of land or provide a mix of community uses from a single facility or campus

- i. *The purpose of this preliminary plat request is to consolidate 14 parcels into three lots: one each for the church, school, and rectory.*
 - ii. *The applicant is also proposing a street vacation of N 9th Street to create a contiguous campus between the school and church.*
 - iii. *The proposed demolition of the three-single family homes is for the construction of a rectory and a future church expansion.*
 - iv. *The purpose of the preliminary plat is consistent with the purpose and intent of the PSP District as St. Francis proposes to expand and enhance their church and school campus.*
- 2. The proposed subdivision is consistent with the Comprehensive Plan.
 - i. Community Character Goal 1: Preserve and repurpose historic assets.
 - 1. Policy 6: Strike a balance between preserving historic structures and building new within all land uses.
 - a. *St. Francis continues to reinvest in their Church and School through additions and remodel projects. The proposed subdivision encourages reinvestment in this historic area.*
 - ii. Land Use Goal 3: Support and invest in the incremental enhancements of quality of life.
 - 1. Policy 5: Take strides to become a pedestrian-friendly community.
 - a. *The proposed vacation of N 9th Street would make it more pedestrian-friendly between the church and school. However, it may negatively impact pedestrians in the neighborhood.*
 - b. *The City may consider requiring a sidewalk to run north/south to provide pedestrian passage where N 9th Street was once located.*
 - iii. Housing Goal 1: Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.
 - 1. Policy 3: Rehabilitate and/or replace substandard housing with units that are decent, safe, healthy, affordable, and of appropriate size to meet the city's current and future housing needs.
 - a. *The proposed rectory replaces older homes in need of repairs with a new dwelling that meets the needs of parish priests and visitors.*
 - 2. Policy 5: Ensure an adequate supply of quality and affordable housing units for current and future residents.
 - a. *The removal of three single-family homes negatively impacts Brainerd's housing stock at a time when there is a major need in the community to provide housing to residents.*
 - iv. Economic Development Goal 1: Support infill and redevelopment throughout Brainerd as a strategic component of growth.
 - 1. Policy 2: Invest in community improvements that will spur and support revitalization or redevelopment.
 - a. *Investment in neighborhood schools and churches is important for creating community connections, attracting families, and spurring revitalization of surrounding homes.*

3. That the physical characteristics of this site, including but not limited to topography, percolation rate, soil conditions, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention, are such that the site are suitable for the type of development, design, or use contemplated.
 - a. *The site does not have topographical challenges.*
4. That the site is physically suitable for the proposed density of development.
 - a. *The proposed subdivision will not exceed the 90% impervious surface requirement of the PSP District and has ample greenspace for future expansion. The demolition of the three single-family homes and the addition of the rectory will lessen and consolidate development on the property.*
5. That the design of the subdivision or the proposed improvements are not likely to cause environmental damage.
 - a. *Improvements will not cause environmental damage to the surrounding neighborhood. The development agreement would ensure that all stormwater is properly managed after N 9th Street is vacated.*
6. That the design of the subdivision or the type of improvements, are not likely to cause public health problems.
 - a. *The improvements will not cause any public health problems. The development agreement would ensure that N 9th Street remains open for emergency services until the three single-family homes are demolished.*
 - b. *The vacation of N 9th Street would make it safer for pedestrians and school children to walk between the church and school.*
7. That the design of the subdivision or the type of improvements will not conflict with easements of record or with easements established by judgment of a court.
 - a. *Utility easements will remain and are depicted on the preliminary plat.*
8. That the proposed subdivision, its site, or its design does not adversely affect the flood carrying capacity of the floodway increases flood stages and velocities or increases flood hazards within the floodway fringe or within other areas of the City.
 - a. *The proposed site will not increase flood hazards.*
9. The proposed subdivision is consistent with the policies and standards of the State defined shoreland, floodplain, and wetland regulations.
 - a. *The proposed plat is outside of the shoreland district and floodplain.*
10. The City Council deems the subdivision is not premature.
 - a. *The proposed subdivision is located in an established Brainerd neighborhood that has all required utility infrastructure.*
11. A subdivision shall be consistent with the following plans:
 - a. Brainerd Comprehensive Plan.
 - b. Brainerd Sanitary Sewer Plan/Engineering Specifications.
 - c. Brainerd Water Plan/Engineering Specifications.
 - d. Stormwater Management Plan.
 - e. Comprehensive Trail Plan.
 - f. Capital Improvement Plan.
 - i. *A full list of the requirements in the capital improvement plan can be found in [Section 500-2-5.11.f](#)*

- ii. The engineering department and community development department have no concerns with the above plans.*

As of this writing, the Community Development Department has received one email in favor of the request.

STAFF OPINION/ RECOMMENDATION

Staff have concerns about losing additional housing units in the City of Brainerd at a time when housing units are needed in the community. Housing is an important aspect of economic development as businesses need to attract employees and those employees need housing. New and expanding businesses research available housing within a community to ensure the community can support additional employees.

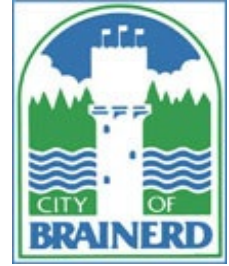
Staff also believe that this proposed subdivision will support additional redevelopment for St. Francis' school and church. As stated in the findings, investment in neighborhood schools and churches is important for creating community connections, attracting families, and spurring revitalization of surrounding homes.

The City may want to consider, as part of a development agreement, a sidewalk that runs north/south for pedestrian passage where N 9th Street was once located.

Staff recommend approval of the preliminary plat with the following conditions:

- 1) Approval of the vacation of N 9th Street between Ivy Street and Juniper Street.
- 2) Approval of the rezoning of all parcels to Public Semi-Public District.
- 3) Approval of the development agreement with the City of Brainerd.

MEMO



TO: BRAINERD CITY COUNCIL

FROM: CITY ENGINEER JESSIE DEHN

DATE: MARCH 3, 2025

SUBJECT: NORTH 9TH STREET VACATION IN RELATION TO PRELIMINARY PLAT

Staff has received a preliminary plat request for St. Francis Church. The preliminary plat shows a request for vacating the public right of way of North 9th Street between Juniper Street and Ivy Street. We have first reviewed the ownership status along the segment proposed for vacation. St. Francis Church and School owns all of the parcels adjacent to this block of street as part of this proposed vacation, thus a owns a majority of the parcels. Following this initial review, staff performed a review regarding the vacation itself and the effects regarding future use.

In review of the block of North 9th Street, staff first reviewed this block as a local route. This corridor is classified as a local route, and as such, its primary public purpose is to provide access to the adjacent properties and connect to other collector routes. As a local classified route providing access to the adjacent properties, this block does not serve a public purpose as the block of street is bounded by a single property owner. In this case, the same owner requesting the preliminary plat that is proposing the vacation.

In general, local routes do not serve a primary public purpose as a collector. Otherwise stated, collecting traffic from other local routes and distributing traffic to other areas and destinations. To further review the impact of potential vacation of North 9th Street between Juniper and Ivy, staff reviewed if there may be any impacts similar as a collector route. To the north, there is mainly residential neighborhood. With a collector route one block west on North 8th Street and another local route one block east on North 10th Street, both with existing sidewalks, vacating this block of North 9th Street would not prohibit or significantly hinder access to the neighborhood to the north. To the south, there are two main destinations in The Center and Zion Lutheran Church. As both destinations are accessed via Kingwood Street, both using either street or sidewalk, and can be accessed from the residential neighborhood via North 8th or North 10th Street to Kingwood. Although a local route and not purposed as a through route, North 9th Street between Juniper and Ivy does not serve a necessary public purpose from this perspective.

Vacation of North 9th Street between Juniper and Ivy, with assumed subsequent closure of this block of street, would result in the loss of available on-street parking. While the on-street parking on this block is mainly serving the purposes of the adjacent Church and School, the loss of the parking will likely result in patrons having to utilize on-street parking on other adjacent streets such as Juniper, Ivy, and 10th. The requestor can offset this loss of public on-street parking with redevelopment of the site to provide sufficient off-street parking for the facility. However, this timeline is not known or is not guaranteed to occur unless expressly required in a Developer's Agreement. The loss

of on-street parking would be one detriment to the vacation of this block of street until redevelopment can occur to offset the loss of parking.

In summary, staff would recommend that the Council approve the vacation of North 9th Street between Juniper and Ivy Streets. One consideration for the Council could consider to include as a contingency that redevelopment includes offset for the loss of on-street parking stalls, estimated approximately 20 stalls.



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307 building@ci.brainerd.mn.us

www.ci.brainerd.mn.us

PRELIMINARY PLAT/FINAL PLAT/P.U.D APPLICATION

- ☒ **PRELIMINARY PLAT** (\$500.00 + \$30.00/lot residential + \$1,000.00 escrow deposit)
(\$600.00 + \$50.00/lot commercial + \$1,000.00 escrow deposit)
- ☐ **FINAL PLAT** (fee included with Preliminary Plat)
- ☐ **PLANNED UNIT DEVELOPMENT** (\$1,000 + \$2,000 escrow deposit/residential)
(\$1,500 + \$2,000 escrow deposit/commercial)

PROPERTY ADDRESS: 411 N 10th St

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy) Part of Blocks, 98 and 100, TOWN OF BRAINERD

Property Owner Name: St. Francis Catholic Church

Street Address: 411 N 10th St **City:** Brainerd **State:** MN **Zip Code:** 56401

Phone Number: 218-822-4040 **Fax:** _____ **E-mail:** maureen.pickar@duluthcatholic.org

Applicant Name: (if different than Property Owner) _____

Street Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Fax:** _____ **E-Mail:** _____

Description of Request: _____

Requesting a preliminary plat for the consolidation of 11 parcels into three lots. One lot for the Church, one lot for the School and one lot for the Rectory.

Fr. Michael Garry

Property Owner Signature

Fr. Michael Garry

(Please print name)

1/20/2025

Date

Applicant Signature

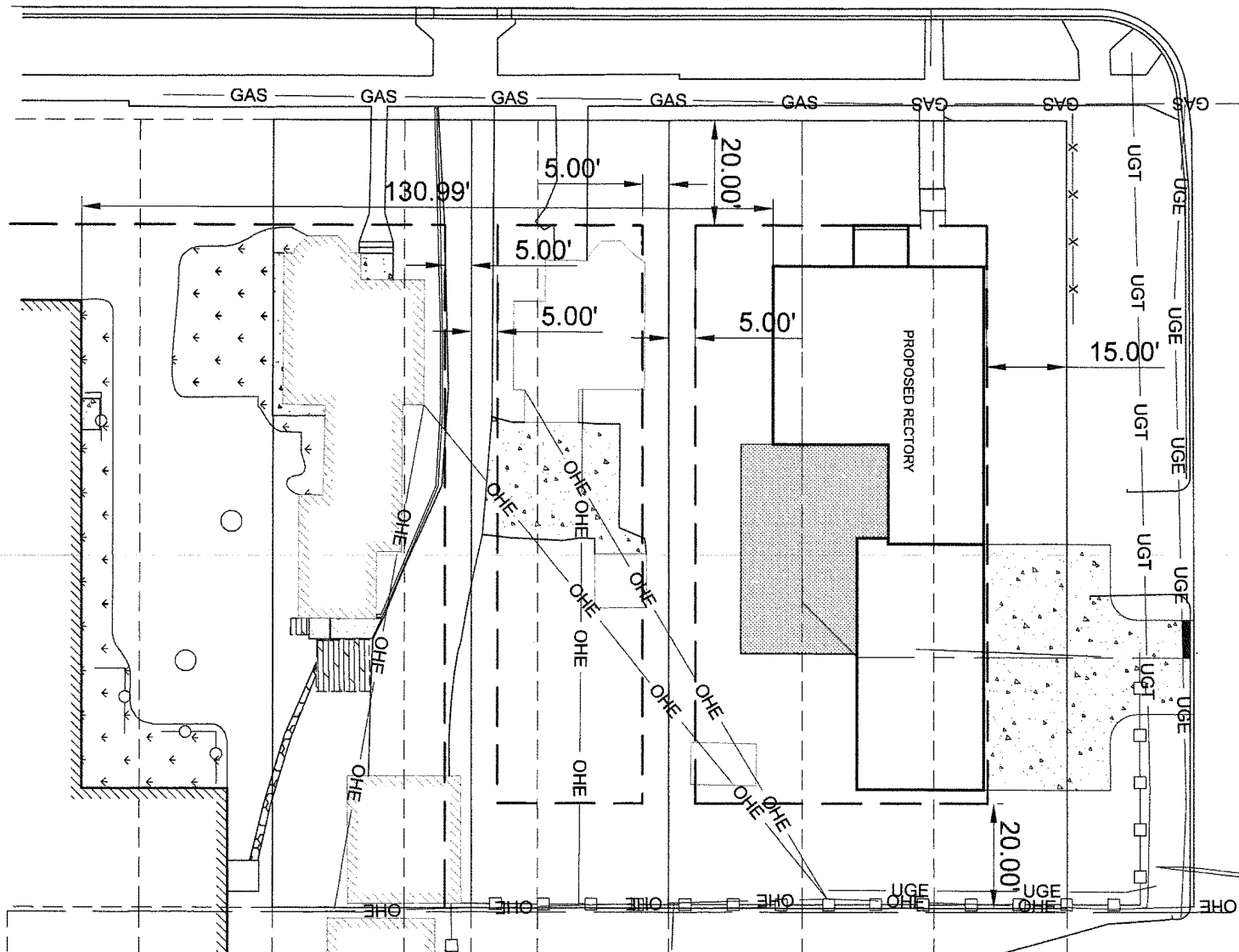
Date

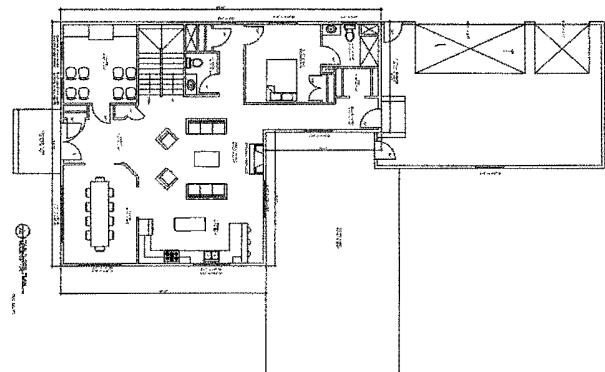
(Please print name)



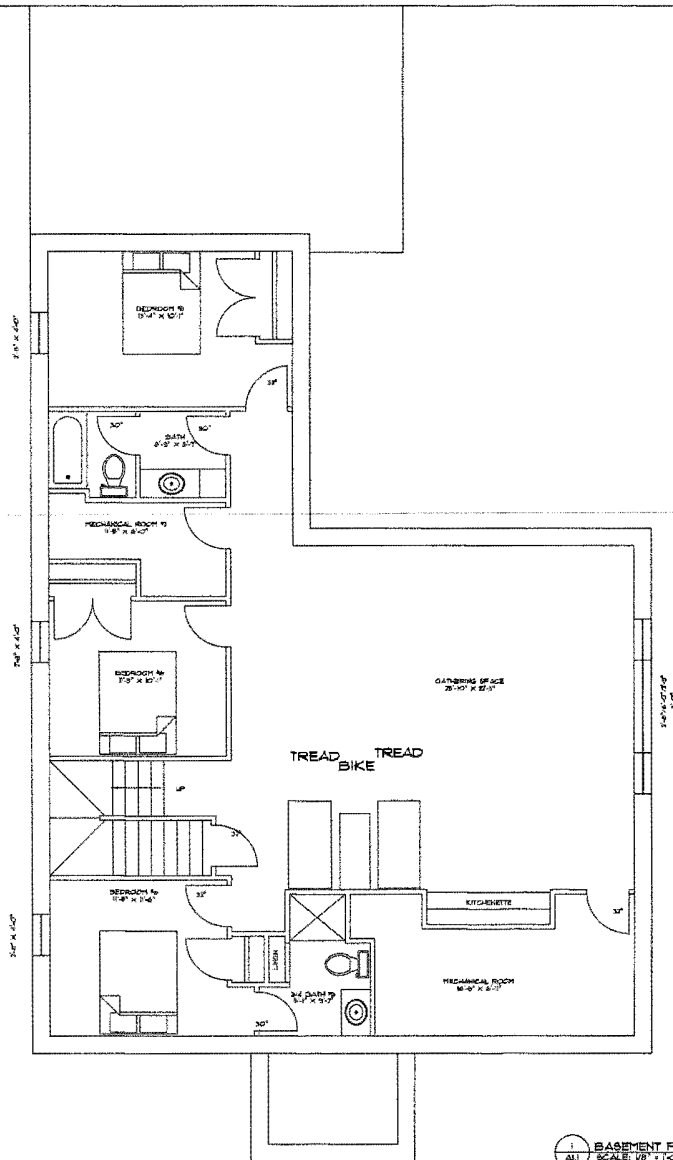
ST FRANCIS RECTORY
WEST RENDERING





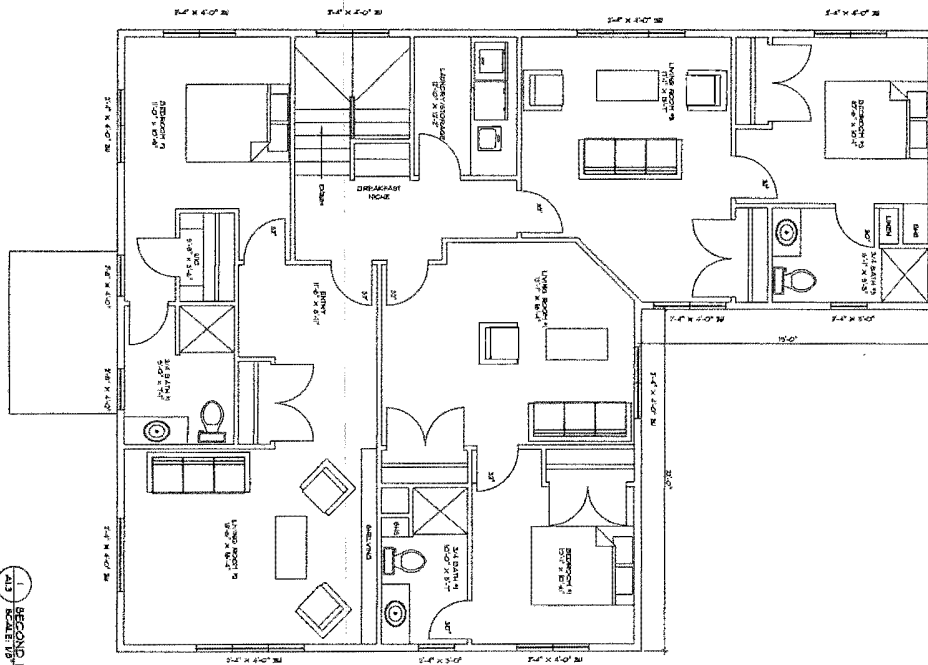


COPYRIGHT 2024	REVISION	
	DATE	



1 BASEMENT PLAN
SCALE: 1/8" = 1'-0"

1640 SQ. FT.

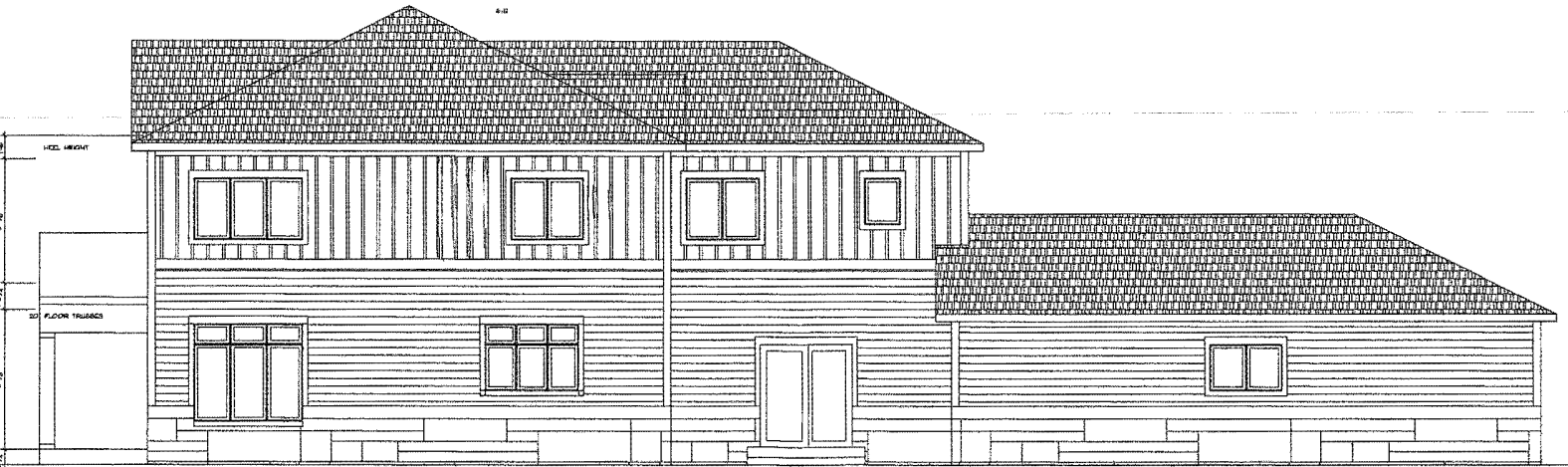


1 SECOND FLOOR PLAN
 1/8" = 1'-0"
 1/8" = 1'-0"

A1.3	DATE:	01-24-24	ST FRANCIS PARISH RECTORY 404 9TH STREET NORTH BRainerd, MINNESOTA	COPYRIGHT 2024	REVISION	DATE
	JOB NUMBER:	XXXX				
	DRAWN BY:	DPH				
	PROJECT MANAGER:	XXXX				
	LICENSE NUMBER:	XXXXXXXXXX				



1 FRONT ELEVATION
SCALE: 1/8" = 1'-0"



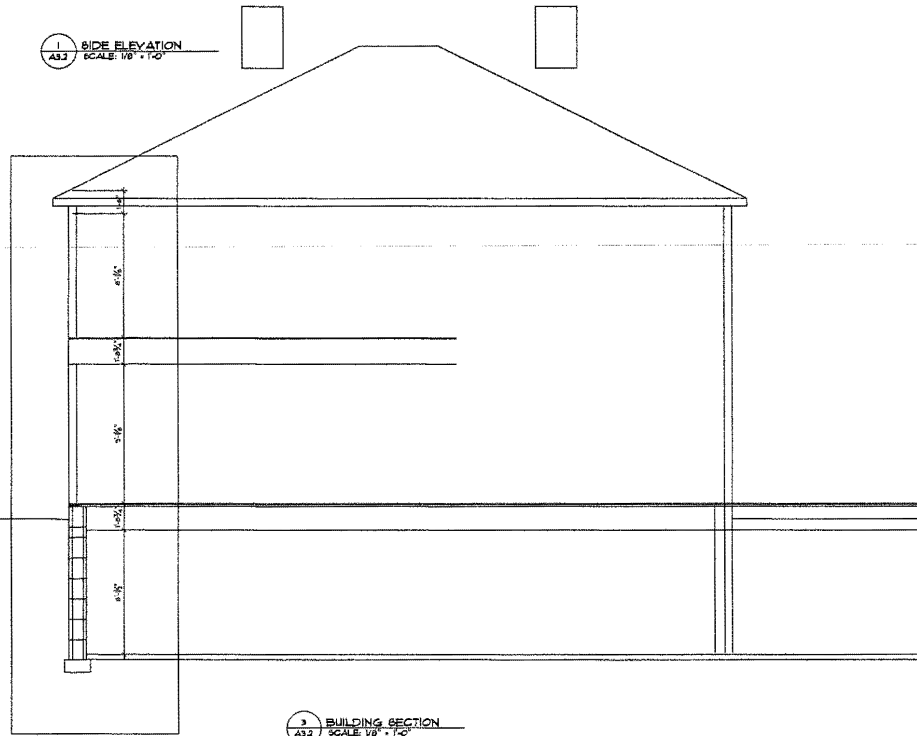
2 SIDE ELEVATION
SCALE: 1/8" = 1'-0"



1 SIDE ELEVATION
SCALE: 1/8" = 1'-0"



2 BACK ELEVATION
SCALE: 1/8" = 1'-0"



3 BUILDING SECTION
SCALE: 1/8" = 1'-0"

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that St. Francis Catholic Church, 411 N 10th St. has submitted a request for a preliminary plat. The purpose of this preliminary plat request is to consolidate 14 parcels into three lots; one each for the Church, School, and Rectory. The preliminary plat also proposes the street vacation of N 9th Street between Ivy Street and Juniper Street.

The parcel ID's are:

41241116, 41241117, 41241118, 41241120, 41241129, 41241130, 41241131, 41241132, 41241133, 41241137, 41241138, 41241139, 41241140, and 41241141.

And are legally described as (summarized):

TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD			
41241116	LOTS 19 THRU 24 INCLUSIVE BLOCK 100	41241132	N1/2 OF SOUTH1/2 OF NW1/4 BLOCK 98
41241117	LOTS 17 AND 18 INCLUSIVE BLOCK 100	41241133	LOTS 13 THRU 15 INCLUSIVE BLOCK 98
41241118	LOTS 15 AND 16 INCLUSIVE BLOCK 100	41241137	LOT 7 BLOCK 98 AND S1/2 OF LOT 8 BLOCK 98
41241120	LOTS 1 THRU 12 INCLUSIVE BLOCK 100 EXEMPT	41241138	N15 FT OF E 75FT OF LOT 4 BLOCK 98 75 FT OF LOTS 5 AND 6 BLK 98
41241129	LOTS 21 THRU 24 INCLUSIVE BLOCK 98	41241139	W .25FT OF LOTS 1 THRU 6 BLOCK 98
41241130	LOTS 19 AND 20 INCLUSIVE BLOCK 98	41241140	E.50 FT OF W 75 FT OF LOTS 1 THRU 6 BLOCK 98
41241131	S1/2 OF LOT 17 AND ALL LOT 18 INCLUSIVE BLOCK 98	41241141	E.75 FT OF LOTS 1 THRU 3 BLOCK 98 & E75FT OF LOT 4

The properties are zoned TN-1 (Traditional Neighborhood) District. A copy of the preliminary plat is on file for review with the Community Development Department.

A Public Hearing to consider this preliminary plat will be conducted by the Brainerd Planning Commission at 6:00 p.m. on Wednesday, February 19th, 2025 in the City Council Chambers at 501 Laurel St., Brainerd, MN 56401.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 5th day of February, 2025

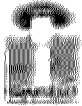


James L. Kramvik
Community Development Director

Publication Date: February 8, 2025

From: [James Kramvik](#)
To: [Stephanie Bestul](#)
Subject: FW: Letter of Support
Date: Tuesday, February 18, 2025 11:09:36 AM
Attachments: [image001.png](#)

Regards,
James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: April Denny
Sent: Friday, February 14, 2025 6:11 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: Letter of Support



Dear James Kramvik,

I am writing to express my strong support in favor of the proposed preliminary plat request by St. Francis Catholic Church. As a supporter of St. Francis of the Lakes Catholic School, the safety of our children is of the utmost importance and should be for any governing body representing our city. The street vacation is not only necessary for the students traveling across the street for daily mass as part of the curriculum, the street closure will also bring with it beautiful landscape improvements to the neighborhood. Increasing the available green space over a seldomly used street in which no one lives on (all homes are owned by the church) is a logical proposal.

The excitement in the community is palpable with positive feedback being shared over and over again from neighborhood groups, committees, parishioners, and school representation: parents, children and staff alike.

Furthermore, the church has done marvelous work in communicating their plans publicly and broadly, most recently through hosting a Brainerd Chamber Business After Hours Event. St. Francis Catholic Church has been a long standing (150+ years) respected and key contributor to the overall health and vibrancy of our community. We should be so thankful when our local churches, businesses (Widseth), and non-profits are seeking to do such incredible and positive projects within our area.

Given the history in the community, positive impact, and on-going efforts to communicate this project, I invite you to please join us in being a catalyst to positivity within the city. In a world that might be as divided as ever, one thing we can all agree on are projects that are well thought through, smartly designed, work with our local businesses and logical with children's safety as a priority.

Please feel free to reach out for further comments.

Most sincerely,

April Denny

From: [James Kramvik](#)
To: [Stephanie Bestul](#)
Subject: FW: Planning Commission - Support of St Francis Plat Request
Date: Tuesday, February 18, 2025 11:27:54 AM
Attachments: [image001.png](#)

Regards,
James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Tad Johnson
Sent: Sunday, February 16, 2025 12:26 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Cc: Tad Erickson <terickson@ci.brainerd.mn.us>
Subject: Planning Commission - Support of St Francis Plat Request

Director James, Commissioner and Alderman Tad, Brainerd Planning Commission, and Brainerd City Council:

I am writing in support of St. Francis preliminary plat including the vacation of a section of N 9th Street. I agree with City Staff opinions on the benefits of supporting economic development for our church and expansion of safe school areas for our city's children and families. This development is a welcome improvement to our city's historic North Brainerd neighborhood.

Another added benefit not mentioned in the staff report: this furthers the safe route to schools initiative the city has been involved in recently. The students cross that street multiple times a week to attend mass, and that area has significant cross traffic in the morning for school dropoff and in the afternoon for pickup. This street vacation reduces the opportunities for accidents surrounding the school.

This St Francis campus will continue to be a great asset to the future of the City of Brainerd, as the Church continues to invest substantial resources to develop and maintain their properties resulting in more desirable neighborhoods for our residents, and a more desirable city overall.

I ask you to support this plan.

Thank you

Tad Johnson

Resident of Brainerd, parishioner of St Francis, father of St Francis student (3rd generation), local business owner

From: [James Kramvik](#)
To: [Melissa Poster](#)
Cc: [Stephanie Bestul](#)
Subject: RE: St. Francis Catholic Church's Submission
Date: Tuesday, February 18, 2025 11:31:07 AM
Attachments: [image001.png](#)

Hi Melissa,

Thank you for your comments. I will send this out to the Planning Commission members and City Council. This will be included in the City Council packet at the March 3rd meeting.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Melissa Poster
Sent: Sunday, February 16, 2025 3:29 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St. Francis Catholic Church's Submission

Dear Mr. Kramvik,

I am writing to express my strong support for St. Francis Catholic Church's submission for a preliminary plat proposal, which includes the proposed street vacation, parcel consolidation, and re-zoning efforts. As a resident of the neighborhood, I am particularly enthusiastic about this project and the positive impact it will have on our community. St. Francis is a very popular church, and many families in both the neighborhood and the town are parishioners, with children who attend school there. This initiative represents a significant step forward in ensuring the safety, unity, and well-being of our area, particularly for the students who cross daily for Mass.

As you are aware, the current layout presents a safety concern, with students and parishioners having to navigate across a public street on a regular basis. By vacating this street and consolidating the parcels, we create a safer and more cohesive campus environment. This change would allow for more secure pedestrian pathways, reducing the risk of accidents and giving parents and educators greater peace of mind.

Beyond safety, the proposal would also support the Church's mission of fostering a strong, faith-centered community. The ability to optimize the property through rezoning and consolidation allows for better use of resources, more efficient campus operations, and the potential for future improvements that will benefit not only the parish but the broader neighborhood as well.

I believe this proposal reflects thoughtful planning and genuine care for the community—

enhancing both the spiritual and physical environment of St. Francis Catholic Church. I respectfully ask for your support in moving this project forward and approving the preliminary plat proposal.

Thank you for your time and consideration.

Sincerely,

Melissa Poster

Brainerd, Minnesota

From: [James Kramvik](#)
To: [Jackie Gruber](#)
Cc: [Stephanie Bestul](#)
Subject: RE: Street Vacation St. Francis
Date: Tuesday, February 18, 2025 11:32:48 AM
Attachments: [image001.png](#)

Hi Jackie,

Thank you for your comments. I will send this out to the Planning Commission members and City Council. This will be included in the City Council packet at the March 3rd meeting.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Jackie Gruber
Sent: Monday, February 17, 2025 4:39 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: Street Vacation St. Francis

Dear Mr. Kramvik,

My name is Jackie Gruber. I am a St. Francis Alumni (years 1990-1997). I am writing to express my strong support for the proposed closure of the road between St. Francis of the Lakes School and St. Francis Catholic Church. I think this change is essential for improving safety for students, teachers, staff, and community members who frequently travel between these two important buildings amongst other opportunities it brings.

Closing this road will create a safer and more unified campus, reducing the risks that come with pedestrian traffic and vehicles between these two buildings. More importantly, it will provide much-needed space for future expansion, allowing St. Francis of the Lakes to enhance its facilities, develop new educational programs, and better serve the growing needs of our students and families. I know there are more plans the church has for the future and why they wish to close the road. To be honest I don't know the specifics to add to this letter of support.

Thank you for your time and consideration.

Sincerely,
Jackie Gruber

From: [James Kramvik](#)
To: [Val Knudsen](#)
Cc: [Stephanie Bestul](#)
Subject: RE: Support for St. Francis Catholic Church Rectory Project
Date: Tuesday, February 18, 2025 11:29:45 AM
Attachments: [image001.png](#)

Hi Val,

Thank you for your comments. I will send this out to the Planning Commission members and City Council. This will be included in the City Council packet at the March 3rd meeting.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Val Knudsen
Sent: Sunday, February 16, 2025 1:27 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Cc: Val Knudsen
Subject: Support for St. Francis Catholic Church Rectory Project



Hello Jim,

I am writing to you to express my support for the St. Francis Catholic Church Rectory Project, and the proposed platting. I have heard that there is a Brainerd Planning Commission meeting this coming week to consider the project proposal and platting. St. Francis Church and the School have continued to expand over the years, and I think they have done that in a responsible way that keeps the neighborhood beautiful and minimizes any disruptions to those living nearby. The expansion that is being proposed with a new rectory is important to the stability of the church. The St. Francis parish is the largest parish in the Duluth Diocese, and we want to see that growth continued and supported with facility expansion and a combined School and Church grounds that can be beautifully maintained.

Please consider approving the Project as proposed.

Best Regards,

Val Knudsen

Kevin Donnay

5856 Wedgewood Road

Baxter, MN 56425

kevin.donnay33@gmail.com

February 17, 2025

Mr. James Kramvik

Community Development Director

501 Laurel Street

Brainerd, MN 56401

Dear Mr. Kramvik,

I am submitting this letter in support of the proposed improvements for St. Francis Church and School. I see that it is on the Planning Commission agenda for the February meeting on Wednesday of this week. Unfortunately, I am unable to attend but with this letter I wanted to express my support for the proposed project and plat changes.

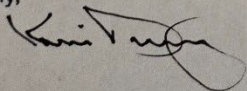
Changes proposed to the St. Francis campus, instigated by the rectory construction, is a strong testament to the long-standing tradition and commitment by our Catholic community within the City. Another blessing to our community is the success of the Catholic school. Its steady growth will present additional challenges to not only the school and immediate grounds but the Church grounds as well. I believe this to be all good and necessary in a thriving community!

I have been associated with St. Francis Church for nearly 40 years. My wife and I served on the St. Francis of the Lakes School Board for several years, in addition to our three children attending the school. I am well aware of the essential connection between the school and church, for students and staff, physically and historically, while developing their strong faith foundation. It is through knowledge of Catholic tradition and the actual physical ability to attend Mass regularly that builds the school's continued success.

Please consider the growth we are experiencing in our Catholic Community within the City while considering the proposal to vacate North 9th Street. As we continue to grow in enthusiastic membership, of course it puts pressure on facilities. This is an amazing opportunity to envision an overall campus for the Church and School to accommodate our continued growth well into the future. My background as a long-time local architect helps me to visualize the unique opportunity presented to the Church, and the City, by allowing the street vacation to be part of St. Francis campus. It would be the basis for a cohesive campus plan, providing safe access, space for school and church social space, additional pervious surface, enhanced landscaping, perhaps some additional parking – the options will be plentiful as we grow into the future! Further, additional green space in this part of the City, over time, would be an extension neighboring Gregory Park and the historic Franklin School site.

Best of luck in your considerations and please feel free to reach out to me if you have any questions.

Sincerely,



4/12

From: [James Norwood](#)
To: [Stephanie Bestul](#); [James Kramvik](#)
Cc: [Nick Broyles](#)
Subject: Re: Planning Commission Packet February 19 2025
Date: Wednesday, February 19, 2025 1:17:38 PM
Attachments: [image001.png](#)
[image002.png](#)
[02_19_2025 Planning Commission Meeting.pdf](#)

Planning Commission members:

I will be absent from tonight's meeting due to a previously scheduled trip where I will be out of state. I wanted to express some of my opinion for record and the commission's consideration for some of the items scheduled for tonight.

6.A. - A little while ago, I had the opportunity to listen to the Superintendent of St Francis School, who is also the Parish Priest, as he presented to some of the neighborhood members the vision and plan the Parish and School Board have for their properties, at the Senior Center. The event was published over social media and I was notified because I follow the Northside Neighborhood Association Facebook group. In the meeting there were a number of individuals that reside in the neighborhood, and some that were from the Parish Capital / Finance Board. The presentation was brief and concise but did include renderings that had some architectural differences from what is in the packet as to exterior sections siding details. The renderings that were in the meeting had shown details that were more consistent with siding details that already exist with the larger PSP structures of the Institutional Campuses. I am in favor of the staff recommended support for approval Preliminary Plat, with the listed conditions from staff, but would also consider further conditions of public sidewalk from north to south where the vacation of 9th street is and design elements to be consistent with what has been used at public space at Gregory Park, east to west where Ivy Street is interrupted by the public green space. I also highlighted the previous siding elements as the development of an institutional campus such as a church and school, there should be cohesive design to give public cue that individual structures of the institution are all part of the institution; where as it currently exists that the Parish does have each of the parcels but there is not architectural cohesiveness to the structures. There is considerable housing stock loss with the proposed development of St Francis, but it does not appear to be the intent of the Parish to remove housing stock for the sake of vehicle parking, as other institutions have proceeded with in Brainerd. It should be well encouraged for the Parish, to understand heavy developmental needs of the city for focused investment for Housing Stock, Economic Community Development, and the adverse position of the city to creating off street parking in middle of residential city development zones such as TN1, TN2, CN1, and CN2.

6.B. - I am in opposition of the approval of the Conditional Use Permit, at this time, as there has been a pattern of disregard for City Ordinance over a period of time. The request comes only after city staff notified Parcel Ownership violations issues, rather than seeking City Staff guidance and direction for changes in business practices that impact land use applications. If approval is granted, it is my opinion that staff recommended conditions are strictly followed and enforced. There is a lack of parcel ownership complete understanding of surrounding community assets as they have mislabeled Cuyuna Lakes trail as Paul Bunyan. Consistent dialogue with city officials would help parcel

ownership in recognizing all agencies and assets affected, as so to best help business succeed before violating any statutes or ordinances.

6.C. - I agree with the staff recommendation for the reasons they have stated in the report. I agree with the approval for the CUP and requested Variances..

6.D. - I agree with staff recommendation for the primary and final plat of the applicant. I agree with the noted attached condition.

7.A. - This item is one that I would propose some changes to what is proposed that may be opinions that I solely possess.

It is my opinion that if a 3rd party engineering firm has signed legal liability to the production of noise from the use at the facility, city code should not necessitate stricter oversight with follow up inspections, (Striking specifically B.3. as it is missing defining metrics of "operation" and much of city code use violation is more steered towards complaint activation for city investigation for those violations (which I don't agree with as a process but the city should be consistent in process of administration of ordinance.)) and then change language to reflect B.4. that after city staff has investigated and deemed necessary for additional sound study reports from a third party engineer, who would again be assuming liability for future compliance, and recognizing the fault and failure of previous mitigation.

In item C of the proposed ordinance, IF there is state statute that addresses this specifically as it pertains to commercial electronic waste generated by these types of operators, than there should be no need for it being cited in ordinance and thus being redundant.

For item D, it would also be redundant IF there is already state statute or Federal Law that explicitly addresses this from this use by these general type operators, and applicant should have submitted site documents that engineering have prepared for city staff review in these respective departments citing the need for the review again in this ordinance.

For item F; lastly, it is my understanding that this has been mandated by statute and federal law and would not need further review for city staff to attempt to enforce while exposing city to potential liability for unjust or unequal governance; or discourage future development of commercial data infrastructure.

These are only my current opinions and are absent of discussion, debate and findings that may come from the meeting tonight. This meeting will have some of the greater discussion of the planning commission for the items that what may have happened previously, but I am confident that the commission and city council will guide its constituency well.

James Norwood
(218) 330-3974 cell

719 N 7th Street
Brainerd, MN 56401

From: Stephanie Bestul <sbestul@ci.brainerd.mn.us>

Sent: Friday, February 14, 2025 3:52 PM

To: Dave Peterson <dpeterson6@live.com>; Don Gorham <dgorham5@yahoo.com>; James Kramvik <jkramvik@ci.brainerd.mn.us>; James Norwood <jnorwood@brainerdairport.com>; Justin Grecula <justin.grecula@gmail.com>; Mike Duval <sorensonlk@yahoo.com>; Tad Erickson <terickson@ci.brainerd.mn.us>

Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>; City Council <CityCouncil@ci.brainerd.mn.us>; David (Buddy) Brown <BuddyBrown64@yahoo.com>; maureen.pickar@duluthcatholic.org <maureen.pickar@duluthcatholic.org>; al74cuda@gmail.com <al74cuda@gmail.com>

Subject: Planning Commission Packet February 19 2025

Have a great weekend!

Thank you,
Stephanie



Stephanie Bestul | Zoning Specialist/Permit Tech
City of Brainerd | 501 Laurel Street Brainerd, MN 56401
(218) 454-3406 | sbestul@ci.brainerd.mn.us

Email correspondence to and from the City of Brainerd government offices is subject to the Minnesota Government Data Practices Act and may be disclosed to third parties.

From: [James Kramvik](#)
To: jeff@lakehome.com
Cc: [Stephanie Bestul](#)
Subject: RE: St. Francis Church and St. Francis of the Lakes Catholic School
Date: Wednesday, February 19, 2025 12:14:04 PM
Attachments: [image001.png](#)

Thank you for the comments, Jeff. I will send this to the planning commission and city council.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Jeff Torfin
Sent: Wednesday, February 19, 2025 7:33 AM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St. Francis Church and St. Francis of the Lakes Catholic School



James -

I am a resident of the city of Brainerd and also a Member of St Francis Church - My son goes to St Francis School - and we are involved in both as a family.

I am in support of the St Francis Church/School project. I feel this will be good for both the community and for the Church/School - I see it as Positive Growth for the North Side of Brainerd. I feel it will enhance the neighborhood and keep investment into that area.

I believe that this project will be a great example once completed as healthy growth for our area for our community members (members of the Church and Non-members) - and help North Brainerd keep its great North Brainerd feel.

Feel free to reach out to me with any questions, Thank you.

--

--

Jeff Torfin

Nelson Torfin Real Estate Group
15244 State HWY 371 N
Baxter, MN 56425
C: 218-232-0399
Jeff@lakehome.com
www.Lakehome.com
Positive Realty

[Nelson Torfin Real Estate Group](#)

Item/Section Name	Date	Time	Note
Consider Preliminary Plat Request for St. Francis Church - 411 N 10th St	02/17/2025	5:45 PM	• <u>CLARIFICATION, Similarity of Language - development plan:</u> You are asking us to approve the preliminary plat in staff recommendation 3 and not asking that we approve a subdivision development contact under Subd Ord 500-5-1 D, correct?!? • <u>PRELIMINARY PLAT:</u> ◦ Is there a landscape plan and a stormwater plan that simply wasn't included in our packet? Sounds like staff have made determinations on aspects of this already... ◦ Approval of plat conditional on Council approval to vacate street • <u>Vacating N 9th St:</u> ◦ <u>AUTHORITY:</u> ▪ is PC the right body to hear and "approve" a road vacation request or is that strictly a City Council procedure??? ▪ or are we just compiling the findings of fact for Council to conduct their process? ▪ what did we do with My Neighbor To Love plat? ▪ recollection is that the vacating process preceded the platting ◦ <u>NEED:</u> ▪ we handled YMCA daycare center in the former Halverson Funeral Home without needing to vacate Oak St so kids could cross the street ▪ N 9th is a far less busy street ▪ road crossing concerns could be managed with simple traffic controls like crossing signals combined with unobstructed views and/or installing an

Item/Section Name	Date	Time	Note
			additional stop sign on north end of the block to interrupt through-traffic flow ▪ is the vacated street to be used for stormwater ponding and infiltration? what does "proposed 80 ft wide drainage and utility easement" mean? ▪ can that be managed in some other way or directed to some of the undeveloped parcels in the plat? ▪ I see no other structures or infrastructure overlaying the proposed vacated street corridor suggesting this is not a requirement for the overall success of the proposed development/redevelopment ◦ IMPACT: ▪ loss of on-street parking to tune of 20+ vehicle spaces (~600 lf) ▪ street parking was nearly at full capacity on drive-by field inspection Saturday morning ▪ south bound traffic seeking access to Washington are likely and preferrably accessing from controlled intersection at 8th ▪ does the proposed HW210 reconstruction project make any changes to access onto or off of the State Hwy at 8th and 9th intersections???? ▪ bet you can't enter EB 210 from 9th but can you exit EB 210 onto 9th? ▪ could the street become a pedestrian mall? <i>DON'T LIKE THIS IDEA AS STARTER</i> ◦ CONDITION: Submit a landscaping plan to staff with particular interest

Item/Section Name	Date	Time	Note
			in treatment of the vacated street if that's approved by Council • <u>Demolishing buildings:</u> ◦ what was testimony from St Francis during the ordinance development hearings? what was PC discussion related to those concerns? and Council discussion?!?!? ▪ first place one goes with an expansion project like this is to crush all the old houses and ship them to the landfill ▪ these are NOT blighted properties and, in fact, are quit nice homes ▪ Shawn, can we see street views? ▪ couple very attractive architectural styles ▪ "substandard housing" is a relative term that can be remedied by remodeling/rehabilitation ▪ homes appear to be in good condition and good candidates for remodeling and modernization of utilities and energy efficiency ▪ what repairs are staff aware of that are called out in the findings of fact? ◦ CONDITION: ▪ offer and advertise homes targeted for removal at minimal to no cost to prospective individuals and entities interested in relocating ▪ several house moving companies in the Lakes Area ▪ examples of house salvages I'm aware of include one from early-

Item/Section Name	Date	Time	Note
			2000s hospital parking lot expansion moved to Lake Hubert area and one from 2020 Lowell School parking lot expansion moved to NE Brainerd ▪ can represent a feasible and affordable option for adventurous buyers and real estate investors ▪ absent any interest responses to move any of these houses, offer Habitat for Humanity the opportunity to salvage materials and fixtures before demolition ▪ provide a reasonable window early in the overall development timeline to a
Consider Rezoning and Zoning Text Amendment for Paradigm Auto - 310 W Laurel St	02/14/2025	7:48 PM	OK
Review Planning Commission Yearly Itinerary	02/14/2025	7:52 PM	Will funds allocated for Comp Plan update roll into 2026 if we put that as No. 5 priority?
Consider Conditional Use Permit and Variance for Suite Properties LLC - 324 5th St S	02/15/2025	3:10 AM	Okay to both
Consider Preliminary and Final Plat for Three Pete LLC - 15770 Dellwood Dr	02/15/2025	4:28 AM	• City services for water and sewer are routinely tested and maintained ◦ because there is no public service infrastructure to the site, how do you ensure that the on-site services are performing properly and compliant with health standards? ▪ solids clogging drain field ▪ coliform bacteria in well water • are there septic and well maintenance conditions or schedules in the CIC covenants? ◦ not evident in Section 9, pg 13

Item/Section Name	Date	Time	Note
			▪ Optional maintenance to these within Units (see Sec 9.2, pgs 13-14) ◦ Section 9.1 calls out lawn mowing and snow removal, sidewalks, exterior features (i.e., these are aesthetic considerations) • who is responsible for septic pumping and drinking water quality testing? ◦ the Association (see Section 3.1.3, pg 6) ▪ these are Common Elements defined under 2.13 and 2.14, pg 5 ◦ best practices approach or specific schedule ▪ inspect septic every 3 years ▪ test well "frequently" for coliform and nitrate
Discuss Data Center Ordinance	02/15/2025	4:35 AM	• at January meeting, we discussed tying energy standards to BPU renewable/carbon-free plan ◦ offset percentage would come from BPU goal for year-X •





From: [James Kramvik](#)
To: [Stephanie Bestul](#)
Subject: FW: Rezoning project by St. Francis Church.
Date: Wednesday, February 26, 2025 12:25:46 PM
Attachments: [image001.png](#)

Regards,
James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Mike Gangl
Sent: Wednesday, February 26, 2025 11:57 AM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: Rezoning project by St. Francis Church.

I support the street vacation and rezoning project by St. Francis School and Church and ask for your vote to pass said plan.

From: [James Kramvik](#)
To: [Stephanie Bestul](#)
Subject: FW: St Francis Campus
Date: Monday, February 24, 2025 3:44:29 PM

Regards,

James Kramvik

James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

-----Original Message-----

From: Rita James
Sent: Monday, February 24, 2025 3:30 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St Francis Campus

Hello Mr. Kramvik,

I am a parishioner at St. Francis of Assisi Catholic Church on 9th Street. I am writing to let you know I am in favor of the plans to connect the church and the school sites by vacating the portion of 9th Street that currently runs the length of the block from Juniper to Ivy Streets.

I hope the City planners will find the plan advantageous in enhancing public safety as well as beautifying to the neighborhood.

As a member of the church and a volunteer and supporter of the school who visits that area at least five times every week, I have personal insight into the project.

Foremost in my opinion is the added element of safety for the students who at least three times every week during the school year, make their way to and from the church for worship. Secondly, the added green space would provide a pleasing, natural setting for outdoor events that the church holds to promote community among the parishioners and neighbors of all faiths living in the area. Third, the plan for a new living quarters for our clergy is much needed and long over due considering the repairs and upgrades needed to the aged current residence.

Any building project will have temporary inconveniences to the neighboring residents, but I believe the leaders of this project will do everything possible to lessen any negative impact on the neighbors during the construction. The end product will likely add to property values in the area and may be considered worthy of any minor adjustments to habits and schedules. I also am confident that our parish community is able to make a financial commitment to see this project through to completion.

I ask that you approve the street vacating plan.

Respectfully,
Rita James
Brainerd MN 15 year resident

From: [James Kramvik](#)
To: [Stephanie Bestul](#)
Subject: FW: St. Francis Church/School Project
Date: Wednesday, February 26, 2025 12:27:03 PM
Attachments: [image001.png](#)

Regards,
James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Carla Coonan
Sent: Wednesday, February 26, 2025 12:13 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St. Francis Church/School Project



Mr. Kramvik,

This email is to show my support for the St. Francis Church/School Project.

Thank you for all you do for our community.

Carla Coonan

Director of Advancement and Admissions
St. Francis of the Lakes Catholic School

P: (218) 829-2344
E: carla.coonan@sf-school.org

The content of this email is confidential and intended for the recipient specified in message only.
It is strictly forbidden to share any part of this message with any third party, without a written
consent of the sender.

From: [James Kramvik](#)
To: [Stephanie Bestul](#)
Subject: FW: St. Francis Parish rezoning and street vacation project
Date: Wednesday, February 26, 2025 12:24:34 PM

Regards,

James Kramvik

James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

-----Original Message-----

From: MARGARET SCHAEFER
Sent: Wednesday, February 26, 2025 11:29 AM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St. Francis Parish rezoning and street vacation project

Hello James,

I am a parish member of St. Francis and I am writing to tell you of my strong support for the project we as a parish are undertaking. For the safety of all the current school children. Also the future of our community and children that may have a chance to attend a Catholic High School in the future. Thank you for your time in consideration this proposal.

Margaret Schaefer

Brainerd, Mn 56401

Sent from my iPhone

From: [James Kramvik](#)
To: [Stephanie Bestul](#)
Subject: FW: St. Francis re-zoning and street vacation
Date: Wednesday, February 26, 2025 12:29:55 PM
Attachments: [image001.png](#)

Regards,
James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Natalie Schiferl
Sent: Wednesday, February 26, 2025 12:29 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St. Francis re-zoning and street vacation



Good afternoon Mr. Kramvik,

I am writing to you as a resident of North Brainerd and in support of the re-zoning and street vacation proposal for St. Francis on Monday. I think this proposal will greatly help our neighborhood as well as our greater Brainerd community. St. Francis is still a growing parish and active community and the project will improve safety for not only the children who attend the school but all of us who attend St. Francis for Mass, faith groups, and recreation. It will also let us continue to explore the opportunity to expand educational opportunities for Brainerd.

Sincerely,

Natalie Schiferl

From: [James Kramvik](#)
To: [Stephanie Bestul](#)
Subject: FW: St. Francis
Date: Monday, February 24, 2025 8:09:00 AM
Attachments: [image001.png](#)

Regards,
James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Angela Lust
Sent: Sunday, February 23, 2025 10:55 AM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St. Francis



Dear Mr. Kramvik,

I am writing to share that I am in favor of the re-zoning of the area around St. Francis Catholic church and school. My family and I have been members of St. Francis since 2007 when we moved to the area. Raising our daughters within this catholic church has been life changing. St. Francis, as well as the entire Brainerd Catholic community is a huge part of our current lives and our future. Please consider passing the ordinance that the church is requesting. Good things will come from it.

Thank you, Angela

From: [James Kramvik](#)
To: [Jared Bartel](#)
Cc: [Stephanie Bestul](#)
Subject: RE: North 9th Street Vacation/Rezone
Date: Wednesday, February 26, 2025 1:42:15 PM
Attachments: [image001.png](#)

Thank you for your comments, this will be included in the Council packet.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Jared Bartel
Sent: Wednesday, February 26, 2025 12:59 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: North 9th Street Vacation/Rezone



Afternoon James,

I'm writing to throw my support behind the N 9th Street vacation as well as the re-zoning request.

I live just outside city limits (Riverside Drive), but travel into Brainerd multiple times per day because 3 of my children (soon to be 4) attend St Francis School.

The school is by far the biggest draw into the city of Brainerd my family has. The frequency of trips to the school is the major reason I spend so much time in city limits. We are members of the YMCA due to its proximity to Saint Francis School. Kelly's Service is our mechanic because I can have our vehicles serviced and walk to the School/Church. I use Allegra for my business printing because it is on my way to school. Because of the location of SF school, I do much more business, recreation and dining to the east (Brainerd) than to the west (Baxter). I know I'm not the only St Francis Family with this situation.

The school currently has numerous families from the Nisswa, Crosby, and Pine River communities. If this street vacation/re-zoning passes, the school is in a better position to expand and draw even more families into Brainerd city limits.

I love Brainerd, especially the downtown district. Drawing more people into the community is a net positive for the city.

Much appreciation,

Jared Bartel

From: [James Kramvik](#)
To: [David Boran](#)
Cc: [Stephanie Bestul](#)
Subject: RE: St Francis Proposal
Date: Wednesday, February 26, 2025 1:41:06 PM
Attachments: [image001.png](#)

Thank you for your comments, this will be included in the Council packet.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: David Boran
Sent: Wednesday, February 26, 2025 12:56 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St Francis Proposal



Greetings Mr Kramvik,

As a resident of Ward 2 I am writing today in favor of the proposal of St Francis Catholic Church to vacate the street between St Francis School and the Church. It will lead to safer street crossing for students attending Mass 3 days a week and other activities at the church.

Thank you
David Boran

From: [James Kramvik](#)
To: [Jennifer Ranweiler](#)
Cc: [Stephanie Bestul](#)
Subject: RE: St. Francis Church rezoning and street vocation proposal
Date: Wednesday, February 26, 2025 1:40:43 PM
Attachments: [image001.png](#)

Thank you for your comments, this will be included in the Council packet.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Jennifer Ranweiler
Sent: Wednesday, February 26, 2025 12:49 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St. Francis Church rezoning and street vocation proposal



Good afternoon,

I am writing to express my full support for the St. Francis Church Project and the associated rezoning and street vacation proposal that will be voted on at the upcoming city council meeting. I wholeheartedly agree that this project is a tremendous step forward in enhancing our community. The improvements will not only address safety concerns for the children walking to daily mass but will also provide the necessary flexibility for the future growth of our church and school.

I believe that this project will positively impact not just the church and school, but the entire neighborhood as well. It represents a thoughtful investment in our city's future and will also contribute to the overall well-being of our community.

I strongly encourage the City Council to approve this proposal. Thank you for your efforts in advancing this important initiative.

Jenn Ranweiler

From: [James Kramvik](#)
To: [Angie Gadacz](#)
Cc: [Stephanie Bestul](#)
Subject: RE: St. Francis Proposal support
Date: Wednesday, February 26, 2025 1:43:45 PM
Attachments: [image001.png](#)

Thank you for your comments, this will be included in the Council packet.

Regards,
James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Angie Gadacz
Sent: Wednesday, February 26, 2025 1:24 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St. Francis Proposal support



Hi James,

We just wanted to let you know of our support for the St. Francis vacation of N 9th Street at the Juniper/Ivy block. Keith and I are residents of Ward 2 and live at (SE corner of N 9th Street and Fir.) As I stated at the planning commission meeting last week, we would love to see the street closed off and the thru traffic redirected to 8th street. We are at the only other regulated intersection north of the school. We have several windows in various rooms of the house and watch all day long and see people treat the stop sign as a yield suggestion. The vast majority of the traffic past our home on 9th street heads to NE Brainerd, and the speed is faster than it should be.

This year, there are 3 or 4 bus stops on either end of our block, and it would be safer both for the St. Francis students crossing the street, as well as for students at the bus stops on our end of the street to redirect this traffic to 8th street. There is a lot of foot traffic on our 9th Street sidewalk year-round, as it is one of the few streets that has good sidewalks consistently from one end to the other.

We are parishioners of St. Francis and are well aware of the needs to have more space available in the school for a long-term plan. The large rectory being considered is a very much needed for the health and wellbeing of our priests and would allow some potential additional meeting spaces

for some events.

I, Angie, am also a member of the Crow Wing County Master Gardeners. I and a couple of other parishioners are currently taking care of a garden by the current rectory. I would likely be part of the planning for some of the planning of the greenspace to ensure that it would add to the beauty of the neighborhood. I think it has a potential to be a beautiful campus that would allow for more outside events to be hosted by either the church or the school.

Thank you for your service in your role. We would appreciate a Yes vote on this proposal.

Please feel free to call me if you have any additional questions.

Sincerely,

Angie and Keith Gadacz

Brainerd, MN 56401

From: [James Kramvik](#)
To: [Ryan Frank](#)
Cc: [Stephanie Bestul](#)
Subject: RE: Suport St. Francis Proposal
Date: Wednesday, February 26, 2025 1:42:43 PM

Thank you for your comments, this will be included in the Council packet.

Regards,

James Kramvik

James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

-----Original Message-----

From: Ryan Frank
Sent: Wednesday, February 26, 2025 1:22 PM
Subject: Suport St. Francis Proposal

Good afternoon,

I am reaching out in regards to the St. Francis proposal in Brainerd. I am in huge favor of this proposal, as it will continue to enhance, revive and further the community access and outreach in the Brainerd area and Ward 2. As a resident and user of the Ward 2 area I am thrilled that this could be the future of the Brainerd area.

Thank you,
Ryan Frank

From: [James Kramvik](#)
To: [Mike Seitzer](#)
Cc: [Stephanie Bestul](#)
Subject: RE: Vacating North 9th St Brainerd
Date: Wednesday, February 26, 2025 1:44:37 PM

Thank you for your comments, this will be included in the Council packet.

Regards,

James Kramvik

James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

-----Original Message-----

From: Mike Seitzer
Sent: Wednesday, February 26, 2025 1:38 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: Vacating North 9th St Brainerd

Good afternoon Mr Kramvik. I am writing the letter to show support for the vacation of N 9th St between Juniper and Ivy and support for the vision that St Francis has in improving the area and providing the needed safety changes for kids and adults that go to school or attend the church. I feel that this will have minimal impact on the neighborhood that already manages to drive around another much larger area of Gregory Park. Allowing this change would ensure the safety of kids crossing the current road to attend mass and other functions that St Francis Catholic School uses the church for. This will also help the school with increasing the green space of north Brainerd and providing the students with a larger playground.

Thank you for your time and God bless.

Mike Seitzer

From: [James Kramvik](#)
To: [greg.hegi](#)
Cc: [Stephanie Bestul](#)
Subject: RE: St. Francis Church and School
Date: Wednesday, February 26, 2025 3:15:03 PM
Attachments: [image001.png](#)

Thank you for your comments, this will be included in the council packet

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: greg hegi
Sent: Wednesday, February 26, 2025 2:59 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St. Francis Church and School



I live in North Brainerd and am 100% in favor of the Church's proposals. I really like the idea of closing the street between the Church and the School. It is just common sense as it fits into the plans of the Church's new rectory plus the safety of the many people and children crossing the road from school and church.

Greg Hegi

From: [James Kramvik](#)
To: [James Ramponi](#)
Cc: [Stephanie Bestul](#)
Subject: RE: North Brainerd 9th Street improvement
Date: Wednesday, February 26, 2025 8:39:19 PM
Attachments: [image001.png](#)

Thank you for your comments, they will be included in the Council packet

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: James Ramponi
Sent: Wednesday, February 26, 2025 6:55 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: North Brainerd 9th Street improvement

||
Hello James,

I am writing in support of the 9th Street Rezoning and vacation project. I live in Baxter but my children attend St. Francis School. I am excited about this opportunity to enhance and beautify the area. Even though I live in Baxter, the school creates a major draw for me and my family into Brainerd. My children have to cross 9th street when they move between the school and church so the elimination of that section of the street will also increase safety. Although I am not a member at St. Francis Church I am glad that they are choosing to develop the campus where they are located and not moving away from the center of town as is happening at St. Joseph's in Crosby. Churches and schools add significant beauty and character to a neighborhood and that part of north Brainerd will significantly benefit from the Saint Francis community continuing to grow and develop in the area.

Thank you,

James Ramponi

Baxter, MN 56425

From: [James Kramvik](#)
To: [Ellen Cherne](#)
Cc: [Stephanie Bestul](#)
Subject: RE: St. Francis Campus
Date: Wednesday, February 26, 2025 8:40:07 PM
Attachments: [image001.png](#)

Thank you for your comments, they will be included in the Council packet

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Ellen Cherne
Sent: Wednesday, February 26, 2025 7:40 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St. Francis Campus

Dear James Kramvik and the Brainerd City Council,

I am requesting that you please vote yes on Monday, March 3rd, for the St. Francis Church Project regarding the re-zoning and street vacation proposal for the Church, School, and Rectory. The vacating of the street would improve the safety for our children walking across the street to attend daily mass. The Church could plan for a future high school and extend the school parking lot to the church making it safer and easier for parishioners to get to the church. More green space would be available for the school children and for the many church activities. Also, a suitable home for our priests is a necessity.

The street vacation and re-zoning are important steps in building out the future flexibility for the Church and School. I ask that you please vote yes!

Ellen Cherne

Brainerd, MN 56401

From: [James Kramvik](#)
To: [Andrew Ranweiler](#)
Cc: [Stephanie Bestul](#)
Subject: RE: Support for St. Francis Church Re-Zoning and Street Vacation Proposal
Date: Wednesday, February 26, 2025 8:38:26 PM
Attachments: [image001.png](#)

Thank you for your comments, they will be included in the Council packet

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Andrew Ranweiler
Sent: Wednesday, February 26, 2025 4:39 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: Support for St. Francis Church Re-Zoning and Street Vacation Proposal

Members of the Brainerd City Council,

I am writing to express my strong support for the St. Francis Church Project, including the proposed re-zoning and street vacation for the Church, School, and Rectory. I believe this project will significantly benefit our community by enhancing safety, improving infrastructure, and providing long-term opportunities for growth.

As outlined in the proposal, vacating the street is a necessary step to ensure the safety of our children as they cross to attend daily Mass and school activities. Additionally, the ability to develop this space in the future—including the potential for a High School—will serve as a lasting investment in our city's families and youth. Supporting this initiative is an opportunity to strengthen our neighborhood and foster continued development within Brainerd.

I appreciate the careful consideration given to this matter and encourage the Council to approve the proposal at the upcoming meeting on March 3rd. Thank you for your time and dedication to making Brainerd a thriving and safe community for all.

Sincerely,

--

Andrew Ranweiler
B-Dirt Construction
218-820-5736

From: [Stephanie Bestul](#)
To: [Toni Gage](#)
Subject: FW: St. Francis Church Project Support
Date: Friday, February 28, 2025 2:38:16 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Can you add this one too?

Thank you,
Steph



Stephanie Bestul | Zoning Specialist/Permit Tech
City of Brainerd | 501 Laurel Street Brainerd, MN 56401
(218) 454-3406 | sbestul@ci.brainerd.mn.us

Email correspondence to and from the City of Brainerd government offices is subject to the Minnesota Government Data Practices Act and may be disclosed to third parties.

From: James Kramvik <jkramvik@ci.brainerd.mn.us>
Sent: Friday, February 28, 2025 2:35 PM
To: Michael Bruesch
Cc: Stephanie Bestul <sbestul@ci.brainerd.mn.us>
Subject: RE: St. Francis Church Project Support

Thank you for your comments, this will be sent to Council Members prior to next Mondays meeting

Regards,
James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Michael Bruesch
Sent: Thursday, February 27, 2025 4:43 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Cc: Michael Bruesch ; [Connie Bruesch](#)
Subject: St. Francis Church Project Support

You don't often get email from msbruesch@gmail.com. [Learn why this is important](#)

Hi James,

We are writing to provide our support for the St. Francis Church rezoning and street vacating proposal. This will be a huge improvement for the community as well as the church parish and school. Thank you for your consideration in this matter.

May God bless you and His peace be with you,

Michael S. Bruesch | Executive Director of Operations

Connie M. Bruesch | Executive Director of Ministry

Transformed by Love Ministries

1001 Kingwood Street

Suite 223

Brainerd, MN 56401

W 218-454-4568 C 218-330-7691

www.transformedbyloveministries.com

michael@transformedbyloveministries.com

From: [James Kramvik](#)
Cc: [Charles Marohn](#); [Nick Broyles](#); [Toni Gage](#); [Stephanie Bestul](#); [Mike Habighorst](#); [Chris Evans BPU](#); [Tim Holmes](#); [Jessie Dehn](#); [Joe Langel \(jil@ratwiklaw.com\)](#)
Subject: St. Francis Preliminary Plat
Date: Friday, February 28, 2025 11:14:03 AM
Attachments: [image001.png](#)

Hi All,

I have bcc'd City Council as this is important for all members to review ahead of the preliminary plat consideration for St. Francis. I disagree with Chuck's assertion that the preliminary plat is inconsequential. The preliminary plat has criteria for council to consider and are listed in Section 2 of the Subdivision Ordinance. They are all included in the findings of fact. The following are a few important criteria for the council to consider:

1. That the proposed subdivision is consistent with adopted applicable general and specific comprehensive plans of the City.
 - a. *Staff presented cases for and against consistency with the comprehensive plan in the findings of fact.*
2. The City Council deems the subdivision is not premature.

In staff's opinion, the final plat is rather inconsequential as Section 5 of the Subdivision Ordinance states "Approval of a preliminary plat by the City Council is an acceptance of the general layout, as submitted, and indicates that the developer may proceed toward final plat approval in accordance with the City Council approval of the preliminary plat, including conditions and the City growth management standards. The final plat application shall have incorporated all the conditions of City Council approval of the preliminary plat."

The preliminary plat includes the street vacation of N 9th Street, and the street vacation must be considered by City Council when reviewing. The criteria for approving the preliminary plat allows City Council to make arguments for or against the street vacation based on Subdivision Section 2. The proposed preliminary plat also requires two interior homes to be demolished since the vacated street would not provide access to emergency services. The preliminary plat also allows the Council to provide feedback to the applicant. There is an entirely different process for the applicant if Council is in favor of the plat, but generally not in favor of the rezoning. The City Council is not considering the rezoning to PSP at the next meeting but can and should provide comments to the applicant. Staff discussed this process with the City Attorney. Contingencies are listed in the preliminary plat recommendation, so it does not bind the City Council to vacate the street or rezone at a future meeting.

Large projects, like the request before Council on Monday, are reviewed by all departments. Prior to drafting the findings of fact, Community Development requested a meeting that was attended by multiple parties from Public Utilities, Public Works, the Fire Department, and Community Development. Comments or concerns from all departments were included in the findings or discussed at the Planning Commission meeting. This is a difficult and complex issue before City Council, and I or any Department Head can certainly answer questions ahead of the meeting.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Charles Marohn <marohn@strongtowns.org>
Sent: Thursday, February 27, 2025 8:04 PM
To: Kelly Bevans <kbevans@ci.brainerd.mn.us>
Cc: Krista Soukup ; Kathleen Hermerding ; James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: Re: Ed Shaw

*** **Warning:** External sender, use extreme caution with attachments and links ***

Sorry - I have been traveling the past couple of weeks. Just put together a quick letter and sent it over. I plan to be at the meeting on Monday.

This preliminary plat is rather inconsequential — I don't know who gave them the advice to start with a preliminary plat, but it was bad advice. The conditions make it silly. As I wrote in the letter, it is like approving the roof contingent on latter approval of the first and second floor. What's the point?

Thanks, Kelly.

-Chuck

Charles L. Marohn, Jr.

Engineer, Planner, Founder and President of Strong Towns

Author of [Strong Towns: A Bottom-Up Revolution to Rebuild American Prosperity](#) and
[Confessions of a Recovering Engineer: A Strong Towns Approach to Transportation](#)

[Facebook](#) | [Twitter](#) | [LinkedIn](#) | 844.218.1681



From: [James Kramvik](#)
To: [Stephanie Bestul](#)
Subject: FW: Opposition to St. Francis Catholic Church Preliminary Plat Application
Date: Friday, February 28, 2025 1:50:50 PM
Attachments: [Letter to the City Council February 27, 2025.pdf](#)
[image001.png](#)

Regards,
James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Charles Marohn <marohn@strongtowns.org>
Sent: Thursday, February 27, 2025 8:02 PM
To: Dave Badeaux <dbadeaux@ci.brainerd.mn.us>; Tad Erickson <terickson@ci.brainerd.mn.us>; Kevin Stunek <kstunek@ci.brainerd.mn.us>; Kelly Bevans <kbevans@ci.brainerd.mn.us>; Kevin Yeager <kyeager@ci.brainerd.mn.us>; Jeff Czezczok <jczezczok@ci.brainerd.mn.us>; Mike ODay <moday@ci.brainerd.mn.us>; Gabe Johnson <gjohnson@ci.brainerd.mn.us>
Cc: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: Opposition to St. Francis Catholic Church Preliminary Plat Application

*** **Warning:** External sender, use extreme caution with attachments and links ***

Mayor and City Council

Subject: Opposition to St. Francis Catholic Church Preliminary Plat Application

Dear Members of the Brainerd City Council,

I am writing to express my opposition to the preliminary plat application submitted by St. Francis Catholic Church. As a lifelong member of the parish and a resident of Brainerd, I have a deep appreciation for the role the Church plays in our community. In fact, one of the reasons my family chose to live in this neighborhood was its connection to the Church.

However, while I fully support many of the Church's goals—such as a new rectory, a new school, and improved safety for students and parishioners—I do not support the design and approach outlined in this proposal.

The idea of transforming St. Francis into a “campus” is fundamentally incompatible with

Brainerd's oldest and most historic neighborhood. The campus concept is a suburban model, and we have already been through a similar situation with ISD 181's suburbanization of a number of our neighborhood schools. That process prompted ordinance changes and clarifications to prevent this type of development from recurring.

The city must be clear that this approach does not align with Brainerd's planning objectives, now or in the future.

Prematurity of the Preliminary Plat

This application is for a preliminary plat, yet Church officials have acknowledged that they are in the infancy phase of this process. The number of contingencies attached to this approval—vacation of a street, rezoning, and a development agreement—demonstrates how premature this request is. Approving a preliminary plat under these conditions is akin to approving a roof contingent on future approval of the first and second floors. In other words, approving this now accomplishes little.

That said, this should not prevent the council from giving the applicant clear and direct feedback. The campus concept contradicts both the city's codes and the guidance of many members of this council.

Removal of Housing

This proposal includes the removal of multiple residential structures, a clear violation of the city's ordinances. These structures are not being replaced, and while the Church has argued that there will be a net increase in bedrooms, this interpretation misaligns with both the spirit and intent of the ordinance. Allowing this interpretation would set a damaging precedent for future developments across the city.

Moreover, there is no justification for removing multiple homes to accommodate a new rectory. The Church has ample space within its existing property to achieve this goal, or it could build replacement units while addressing its own needs. There is no necessity for demolition on this scale.

Vacation of the Street

Brainerd's code does not establish specific standards for vacating a street, but it does reference Minnesota Statutes, which require that a street vacation be found to be "in the interest of the public." According to the League of Minnesota Cities, this means the public must benefit from the vacation.

In this case, there is no public benefit—only harm. Closing this street reduces public safety

response times, weakens street grid connectivity, and disrupts traffic flow. By statute, it is not enough to say that there are no public utilities under the street today. The key question is: What benefit does the public receive? In this case, none.

There are alternative ways to redesign this block to enhance pedestrian safety while preserving public safety response capacity. Street connectivity should be preserved, not sacrificed.

Expansion of Parking

The proposed street vacation appears to be driven largely by a desire to expand parking, reinforcing the suburban campus approach. This city has repeatedly affirmed that prioritizing parking over neighborhood character and prosperity is not a viable or responsible planning strategy.

The Church has not been a friendly neighbor in this regard, and this saddens me. Over time, we have seen multiple homes torn down to make way for expanded parking, isolating the Church from the neighborhood and devaluing the area. Our Church's lights already violate city code, shining directly into neighboring properties and forcing residents to shield themselves from the glare. There are more instances worth noting, things we seem oblivious to. Expanding parking will only deepen this divide.

A Better Path Forward

I support what the Church is trying to accomplish—creating a new rectory, improving the school, and making the area safer—but we can achieve these goals through a different, more neighborhood-friendly design.

The proposed design prioritizes transportation concerns—primarily parking and school-related traffic flow—above all else, forcing compromises in the design of other facilities. This approach might work for a suburban campus like Forestview in Baxter, but it is completely inappropriate for one of Brainerd's core neighborhoods.

Instead, we should take the opposite approach. We should begin with a beautiful, well-integrated Church facility—one that enhances the neighborhood and serves as a testament to our faith—and then fit the transportation needs within that framework, making necessary compromises to the latter, where necessary.

The council may approve this preliminary plat if it chooses, as the recommended conditions make its approval largely inconsequential. However, I urge you to be clear with the applicants that their plans raise serious concerns—particularly regarding housing removal, street vacation, parking expansion, and rezoning. Brainerd must uphold its vision for prosperity in its historic

neighborhoods.

Thank you for your time and for your commitment to thoughtful city planning.

Sincerely,

Charles Marohn

Parishioner of St. Francis

Resident at 616 N 4th Street

Charles L. Marohn, Jr.

Engineer, Planner, Founder and President of Strong Towns

Author of [*Strong Towns: A Bottom-Up Revolution to Rebuild American Prosperity*](#) and

[*Confessions of a Recovering Engineer: A Strong Towns Approach to Transportation*](#)

[Facebook](#) | [Twitter](#) | [LinkedIn](#) | 844.218.1681



From: [James Kramvik](#)
To: [Kohl Weir](#)
Cc: [Stephanie Bestul](#)
Subject: RE: St Francis Street Proposal
Date: Thursday, February 27, 2025 9:49:03 AM
Attachments: [image001.png](#)

Thank you for your comments, this will be sent to the council ahead of the March 3rd meeting.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Kohl Weir
Sent: Thursday, February 27, 2025 8:46 AM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St Francis Street Proposal

Hi James,

I live in ward 2 in Brainerd and I am writing this email to urge you to vote in favor of the proposal to vacate the street in front of St Francis Catholic Church. This will enable our parish community to accomplish some much needed projects as it expands the two properties to a proper campus which also has safety benefits for the kids crossing the street from the school to the church.

Thanks,

Kohl Weir

From: [James Kramvik](#)
To: [Jacob Frie](#)
Cc: [Stephanie Bestul](#)
Subject: RE: Comments on North 9th Street Vacation/Rezone
Date: Friday, February 28, 2025 1:52:36 PM
Attachments: [image001.png](#)

Thank you for your comments, this will be sent to Council Members prior to next Mondays meeting

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Jacob Frie
Sent: Thursday, February 27, 2025 10:24 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: Comments on North 9th Street Vacation/Rezone

Good morning James:

My name is Jake Frie. My address is Brainerd, MN. Although I am not a resident of the City of Brainerd (my home is in First Assessment / Unorganized - north of Brainerd), 3 of my 4 kids attend St. Francis Catholic School. I am also a parishioner at St. Francis Church.

I am writing in support of the re-zoning and street vacation request regarding North 9th Street - concerning the expansion of St. Francis of the Lakes Catholic Church for several reasons.

- First, St. Francis Church has shown the past ability to plan for and successfully complete complex and highly public facing expansions involving planning and zoning requests that meet City long-term planning and zoning goals. The School was remodeled/expanded in the mid-2000's. Then the church itself was added-onto during COVID times. Finally, a parking lot was added a couple of years ago. This was all completed with appropriate funding and early coordination with city and local officials that did not involve health and safety risks for the neighborhood or community.
- Second, St. Francis school enrollment is increasing year-over-year. For example, the kindergarten class will exceed capacity by 13% in the upcoming school year. Such growth

poses significant challenges. If St. Francis cannot expand, families may be forced to seek alternative educational options potentially outside of the City proper. This growth is a positive indicator not only for St. Francis, but for the entire Brainerd community and should be supported when reasonable requests are made. Families like mine, who live outside the city, contribute to Brainerd's economy by bringing children to school and spending work hours in local businesses, utilizing workplaces and patronizing restaurants in between kids' school events and activities.

- Third, Brainerd has demonstrated a willingness to support institutional growth in the recent past and for similar types/kinds of projects. For example, Harrison Elementary and Brainerd High School have both expanded by acquiring adjacent residential properties. This included the addition of parking and stormwater in some cases. Additionally, the Northern Pacific Railroad Center previously vacated a portion of a public street to facilitate economic development. The current request by St. Francis, where the land and existing houses are already under their ownership, aligns with these precedents.
- Lastly, as an aside, if there are any particular issues with this request that could prevent a "yes" vote, I would respectfully request that council members provide the applicant with specific additional pieces of information they would be looking for in order to see this request "through" to the finish line. This could be accomplished with a list of additional questions/requests and a tabling if absolutely necessary in order to provide the applicant time needed to gather the information so that the Council can make a fully informed decision if needed.

As a parent invested in the Brainerd community, I believe this initiative is essential for the City's continued prosperity. I know that both St. Francis School and Church planners will be open, transparent, and coordinate well with the City and its planners on these requests moving forward.

Sincerely,

~ Jake Frie

From: [James Kramvik](#)
To: [Stephanie Bestul](#)
Subject: Fw: St. Francis Campus
Date: Thursday, February 27, 2025 7:16:36 AM

Get [Outlook for iOS](#)

From: Ellen Cherne **Sent:** Wednesday, February 26, 2025 7:40:07 PM **To:** James Kramvik
<jkramvik@ci.brainerd.mn.us> **Subject:** St. Francis Campus

You don't often get email from [Learn why this is important](#)

Dear James Kramvik and the Brainerd City Council,

I am requesting that you please vote yes on Monday, March 3rd, for the St. Francis Church Project regarding the re-zoning and street vacation proposal for the Church, School, and Rectory. The vacating of the street would improve the safety for our children walking across the street to attend daily mass. The Church could plan for a future high school and extend the school parking lot to the church making it safer and easier for parishioners to get to the church. More green space would be available for the school children and for the many church activities. Also, a suitable home for our priests is a necessity.

The street vacation and re-zoning are important steps in building out the future flexibility for the Church and School. I ask that you please vote yes!

Ellen Cherne

Brainerd, MN 56401

From: [James Kramvik](#)
To: [Stephanie Bestul](#)
Subject: FW: St. francis church project. I am in favor of this project of eliminating the street in front of St. Francis church
Date: Thursday, February 27, 2025 9:55:24 AM
Attachments: [image001.png](#)

Regards,
James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: James Kramvik
Sent: Thursday, February 27, 2025 9:57 AM
To: 'Robyn Conkins'
Subject: RE: St. francis church project. I am in favor of this project of eliminating the street in front of St. Francis church

Thank you for your comments, this will be sent to the council ahead of the March 3rd meeting.

Regards,
James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Robyn Conkins
Sent: Thursday, February 27, 2025 9:29 AM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St. francis church project. I am in favor of this project of eliminating the street in front of St. Francis church

You don't often get email from [earn why this is important](#)

Bruce Conkins. Brainerd.

From: [Charles Marohn](#)
To: [James Kramvik](#)
Cc: [Nick Broyles](#); [Toni Gage](#); [Stephanie Bestul](#); [Mike Habighorst](#); [Chris Evans BPU](#); [Tim Holmes](#); [Jessie Dehn](#); [Joe Langel](#)
Subject: Re: St. Francis Preliminary Plat
Date: Friday, February 28, 2025 11:47:59 AM
Attachments: [image001.png](#)

You don't often get email from marohn@strongtowns.org. [Learn why this is important](#)

*** **Warning:** External sender, use extreme caution with attachments and links ***

Let me clarify my use of the term "inconsequential."

A preliminary plat does not obligate the city to approve a street vacation. A preliminary plat does not obligate the city to approve a rezoning. Those will be judged on their merits at a later date.

The preliminary plat requires a simple majority.

Street vacation requires a supermajority. Rezoning requires a supermajority.

Council Members that are against this project can easily approve the preliminary plat, with the staff's recommended conditions that the applicant get a rezoning and a street vacation, and then block it all from going forward at either the street vacation stage or the rezoning stage, both of which will need to happen at a future meeting (with proper notices, etc...).

That makes this vote on the preliminary plat inconsequential in relation to these two other votes on street vacation and rezoning, which are more consequential (as they require a supermajority and, failing one of those votes, will restart this whole platting process).

-Chuck

Charles L. Marohn, Jr.

Engineer, Planner, Founder and President of Strong Towns

Author of [Strong Towns: A Bottom-Up Revolution to Rebuild American Prosperity](#) and [Confessions of a Recovering Engineer: A Strong Towns Approach to Transportation](#)
[Facebook](#) | [Twitter](#) | [LinkedIn](#) | 844.218.1681



On Fri, Feb 28, 2025 at 11:13 AM, James Kramvik <jkramvik@ci.brainerd.mn.us> wrote:

Hi All,

I have bcc'd City Council as this is important for all members to review ahead of the preliminary plat consideration for St. Francis. I disagree with Chuck's assertion that the preliminary plat is inconsequential. The preliminary plat has criteria for council to consider and are listed in Section 2 of the Subdivision Ordinance. They are all included in the findings of fact. The following are a few important criteria for the council to consider:

1. That the proposed subdivision is consistent with adopted applicable general and specific comprehensive plans of the City.
 - a. *Staff presented cases for and against consistency with the comprehensive plan in the findings of fact.*
2. The City Council deems the subdivision is not premature.

In staff's opinion, the final plat is rather inconsequential as Section 5 of the Subdivision Ordinance states "Approval of a preliminary plat by the City Council is an acceptance of the general layout, as submitted, and indicates that the developer may proceed toward final plat approval in accordance with the City Council approval of the preliminary plat, including conditions and the City growth management standards. The final plat application shall have incorporated all the conditions of City Council approval of the preliminary plat."

The preliminary plat includes the street vacation of N 9th Street, and the street vacation must be considered by City Council when reviewing. The criteria for approving the preliminary plat allows City Council to make arguments for or against the street vacation based on Subdivision Section 2. The proposed preliminary plat also requires two interior homes to be demolished since the vacated street would not provide access to emergency services. The preliminary plat also allows the Council to provide feedback to the applicant. There is an entirely different process for the applicant if Council is in favor of the plat, but generally not in favor of the rezoning. The City Council is not considering the rezoning to PSP at the next meeting but can and should provide comments to the applicant. Staff discussed this process with the City Attorney. Contingencies are listed in the preliminary plat recommendation, so it does not bind the City Council to vacate the street or rezone at a future meeting.

Large projects, like the request before Council on Monday, are reviewed by all departments. Prior to drafting the findings of fact, Community Development requested a meeting that was attended by multiple parties from Public Utilities, Public Works, the Fire Department, and Community Development. Comments or concerns from all departments were included in the findings or discussed at the Planning Commission meeting. This is a difficult and complex issue before City Council, and I or any Department Head can certainly answer questions ahead of the meeting.

Regards,

James Kramvik



James Kramvik | Community Development Director

City of Brainerd | 501 Laurel Street Brainerd MN 56401

218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Charles Marohn <marohn@strongtowns.org>

Sent: Thursday, February 27, 2025 8:04 PM

To: Kelly Bevens <kbevans@ci.brainerd.mn.us>

Cc: Krista Soukup; Kathleen Hermerding ; James Kramvik <jkramvik@ci.brainerd.mn.us>

Subject: Re: Ed Shaw

*** **Warning:** External sender, use extreme caution with attachments and links ***

Sorry - I have been traveling the past couple of weeks. Just put together a quick letter and sent it over. I plan to be at the meeting on Monday.

This preliminary plat is rather inconsequential — I don't know who gave them the advice to start with a preliminary plat, but it was bad advice. The conditions make it silly. As I wrote in the letter, it is like approving the roof contingent on latter approval of the first and second floor. What's the point?

Thanks, Kelly.

-Chuck

Charles L. Marohn, Jr.

Engineer, Planner, Founder and President of Strong Towns

Author of [*Strong Towns: A Bottom-Up Revolution to Rebuild American Prosperity*](#) and [*Confessions of a Recovering Engineer: A Strong Towns Approach to Transportation*](#)

[Facebook](#) | [Twitter](#) | [LinkedIn](#) | 844.218.1681



From: [James Kramvik](#)
To: [Stephanie Bestul](#)
Subject: FW: Rezoning and street vacation
Date: Monday, March 3, 2025 10:17:13 AM
Attachments: [image001.png](#)

Regards,
James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Fr. Gabriel Waweru
Sent: Monday, March 3, 2025 8:52 AM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: Rezoning and street vacation

Dear James Kramvik,

I hope this letter finds you well. My name is Fr. Gabriel Waweru, Pastor of St. Andrew's and St. Mathias Catholic Churches in Brainerd and Ft. Ripley, respectively. I am also part of the leadership team at St. Francis of the Lakes Catholic School, which serves 45 students from our two parishes, and the Brainerd Catholic mission field of the Diocese of Duluth. It is my joy to serve in this community and exercise the mandate of our faith, that is making disciples for our Lord Jesus Christ.

I am writing to express my strong support for the rezoning and street vacation proposal put forth by St. Francis of the Lakes Catholic School and St. Francis Parish. I understand the importance of the decision before you and would like to highlight the key benefits of this plan:

1. **Enhanced Safety:** The proposed changes will significantly improve the safety of our students and community members during school hours and parish services.
2. **Support for Growth:** With the positive momentum of growth in our area, it is essential to provide housing for future priests and personnel. This plan addresses that need effectively.
3. **Attracting Families:** Our school draws families from a wide area. This proposal will make Brainerd an even more attractive place for families considering relocation.

I respectfully request your support in approving the rezoning and street vacation request. I am available for further discussion and look forward to your favorable response. May God bless you and the good work you do for our city.

Thank you for your consideration.

In Christ our hope

Fr. Gabriel Waweru

St. Andrew's and St. Mathias

From: [James Kramvik](#)
To: [Stephanie Bestul](#)
Subject: FW: St. Francis plat application
Date: Monday, March 3, 2025 10:18:35 AM
Attachments: [image001.png](#)

Regards,
James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From:
Sent: Sunday, March 2, 2025 7:09 PM
To: Kevin Yeager <kyeager@ci.brainerd.mn.us>; Kelly Bevans <kbevans@ci.brainerd.mn.us>; Kevin Stunek <kstunek@ci.brainerd.mn.us>; Gabe Johnson <gjohnson@ci.brainerd.mn.us>; Mike ODay <moday@ci.brainerd.mn.us>; Dave Badeaux <dbadeaux@ci.brainerd.mn.us>; Jeff Czczok <jzczczok@ci.brainerd.mn.us>; Tad Erickson <terickson@ci.brainerd.mn.us>
Cc: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St. Francis plat application

Dear Mayor and Council Members:

I am writing as a neighbor of St. Francis, and, the owner of several properties very close to the church. I am glad that the church has been a part of my neighborhood for a long time, and, that they are continuing to reinvest in our community.

I am concerned about certain aspects of the proposal.

The expansion of parking is troubling, I do not believe that it is needed, and, parking lots are a detriment to the neighborhood.

While vacating North 9th Street between Grove and Ivy would benefit my home in some ways by reducing traffic on my block, the

redirected traffic would go elsewhere, increasing the burden for others in my neighborhood. I understand the need to improve safety on North 9th, but, there are other ways to achieve that. I am surprised that there are not more stop signs on that street, especially at Ivy and 9th, putting one up there, and, at other intersections would greatly slow the traffic, an easy and quick way to improve safety. Bump outs and other traffic calming measures could also be looked into.

There is an issue all over North Brainerd with traffic often travelling at excessive speeds. I would urge the city to look at resolving the issue all over the neighborhood, and, not just on one street.

Tearing down houses that are in good condition is deeply concerning when the city is facing a chronic housing shortage. I have personally overseen the purchase and renovation of numerous homes that were in far worse condition than the three north of the church, a project I am currently working on in the 500 block of north 9th involves a home that started out in extremely poor condition. Rezoning to allow for demolition of liveable homes contradicts the considerable effort and money which the city has invested in seeking to increase the amount of housing in the city.

I would encourage the city to reject the application as written, and, to continue to work with the church on a design that does not involve street vacation, parking expansion, and, the destruction of homes.

I would like to briefly speak to the issue tomorrow night if the council will be allowing any public input.

Thank you for all of the work that you do on behalf of the city.

Ed Shaw

Edward R. Shaw
Edward R. Shaw P.A.
722 South 6th Street
Brainerd, MN 56401
(218) 825-7030
(218) 822-3144 (fax)
lawyer@EdShawLaw.com
www.edshawlaw.com



NOTICE: This electronic mail transmission may contain an attorney-client, work-product or trade-secret communication that is privileged at law. It is not intended for transmission to, or receipt by, any unauthorized persons. This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521. If you are not the intended recipient, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this electronic mail transmission in error, please delete it from your system without copying it, and notify the sender by reply e-mail or by calling 218/825-7030, so our address record can be corrected.

From: [James Kramvik](#)
To: [Stephanie Bestul](#)
Subject: FW: St. Francis Proposal
Date: Monday, March 3, 2025 10:15:45 AM
Attachments: [image001.png](#)

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Macy Dotty
Sent: Sunday, March 2, 2025 6:48 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St. Francis Proposal

Dear James,

I am a resident of Ward 2, and I want to express my strong support for St. Francis' proposal to vacate the street and build the rectory. I believe this plan will benefit our community, and I encourage you to vote in favor of it.

Thank you for your time and consideration.

Macy Dotty
Owner at Juniper Street

Get [Outlook for iOS](#)

From: [James Kramvik](#)
To: [Elizabeth Weir](#)
Cc: [Stephanie Bestul](#)
Subject: RE: St Francis Proposal Support
Date: Monday, March 3, 2025 10:16:19 AM

Hi Elizabeth,

Thank you for your comments, they will be provided to Council ahead of the meeting.

Regards,

James Kramvik

James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

-----Original Message-----

From: Elizabeth Weir
Sent: Monday, March 3, 2025 9:24 AM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St Francis Proposal Support

[You don't often get email from liz.weir0608@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Good morning,

My name is Elizabeth Weir, I live in Ward 2, and I am in favor of St. Francis' proposal.

Thank you,

Elizabeth

From: [James Kramvik](#)
To: [Scott and Jana Stroot](#)
Cc: [Stephanie Bestul](#)
Subject: RE: St. Francis Church Project - re-zoning
Date: Monday, March 3, 2025 10:14:04 AM
Attachments: [image001.png](#)

Hi Scott and Jana,

Thank you for your comments, they will be provided to Council ahead of the meeting.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Scott and Jana Stroot
Sent: Friday, February 28, 2025 4:23 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St. Francis Church Project - re-zoning

Attn. James Kramvik, I am writing in support of the St. Francis Church re-zoning topic. There are a number of reasons my wife and I support this project:

1. for the kids safety when transporting between the church and school when they have weekly mass.
2. the school and Christian community has experienced substantial growth over the past several years and by approving this project can provide support towards a very good cause. This will offer room for growth on the same grounds of the elementary and church grounds.
3. Kids with a Christian based education have been proven to be more productive within the community as well as helping to create a better morale and stable environment.

Their decisions are based on the solid foundation versus making decisions based on worldly views.

We ask that the City Council strongly consider approving the recommendation from the city planners so the project can proceed so many more families can benefit from a solid faith based environment.

Thank you for any consideration, and hopefully approval, of this proposal.

Scott and Jana Stroot

From: [James Kramvik](#)
To: [Andrew Schindler](#)
Cc: [Stephanie Bestul](#)
Subject: RE: St. Francis Street Vacate
Date: Monday, March 3, 2025 10:13:12 AM
Attachments: [image001.png](#)

Hi Andrew,

Thank you for your comments, they will be provided to Council ahead of the meeting.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Andrew Schindler
Sent: Friday, February 28, 2025 3:55 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Cc: Kelly Bevans <kbevans@ci.brainerd.mn.us>
Subject: St. Francis Street Vacate

Dear James,

I am a Gregory Park resident at Bluff ave and just wanted to voice my support for the St. Francis street vacate and rectory proposal. St. Francis is a great place for the community to gather, and the proposed plan will allow the community to grow while keeping the students safe as they constantly walk back and forth between the church and school. St. Francis is actually the reason my wife and I moved up to Brainerd with our young family and decided to call this neighborhood home, and I feel the good that this will do to benefit the community as a whole is worth more than any of the arguments against.

I am happy to speak further about this if you would find it helpful. I already had a conversation with Kelly on the council and hope for a favorable outcome on Monday. This will allow this important part of our community to continue to flourish, all while keeping our children safe.

Have a wonderful weekend!

Take good care,
Andrew Schindler



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: First Reading- Proposed Ordinance 1581- Consider Rezoning and Zoning Text Amendment for Paradigm Auto - 310 W Laurel St

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE:

Al Schmidt, owner of Tri Axis Enterprises (Paradigm Auto), has submitted a request to rezone the property at 310 W Laurel Street to ME (Makers and Employment) Zoning District and for a Zoning Text Amendment to allow for the operation of U-Haul/vehicle rental businesses in the ME (Makers and Employment) Zoning District.

The property is currently in violation as U-Haul trucks are illegally parked/stored on an unimproved surface. In addition, there are too many U-Haul rental units at the property pursuant to Section 515-3-29 Outdoor Service, Sale, and Rental.

Staff has been addiment that properties in this area must be paved. The applicant has proposed paving a large portion of the new and existing parking lot with asphalt. According to the proposed ordinance, the U-hauls must be parked on either concrete or asphalt and must comply with any requirements of the City Engineer.

Staff's option regarding the proposed rezoning from Town Center to Makers and Employment Zoning District:

1. The proposed rezoning and use are compatible with other surrounding uses as it abuts railroad property and the business is currently operating as an auto repair shop with an accessory U-Haul rental business.
2. The property does not directly abut other ME Zoning Districts. However, the primary ME Zoning District in Brainerd is in the general area of the proposed parcel and is located between Charles Street and railroad property.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Planning Commission Motion: Moved and seconded by Commissioners Petersen and Grecula, duly

carried, to recommend approval of the rezoning and zoning text amendment from Town Center to Makers and Employment Zoning District with the condition that a possible extension of the date to pave the lot may be requested and to remove item #A.c. regarding lighting from the ordinance.

RECOMMENDED ACTION/MOTION:

Conduct the first reading of Proposed Ordinance 1581 and dispense with the actual reading.

Note: A vote to dispense with the actual reading of the ordinance must be unanimous.

Note: A recommendation for a final pavement improvement date will be included with the final reading.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: February 19th, 2025

RE: Consider Rezoning and Zoning Text Amendment Permit for Paradigm Auto at 310 W Laurel Street

REQUEST

PUBLIC HEARING. **Rezoning** from TC (Town Center) Zoning District to ME (Makers and Employment) Zoning District

Zoning Text Amendment to allow for the operation of U-Haul/vehicle rental businesses in the ME (Makers and Employment) Zoning District

Al Schmidt, owner of Tri Axis Enterprises (Paradigm Auto), has submitted a request to rezone the property at 310 W Laurel Street to ME (Makers and Employment) Zoning District and for a Zoning Text Amendment to allow for the operation of U-Haul/vehicle rental businesses in the ME (Makers and Employment) Zoning District.

The property is currently in violation as U-Haul trucks are illegally parked/stored on an unimproved surface. In addition, there are too many U-Haul rental units at the property pursuant to [Section 515-3-29 Outdoor Service, Sale, and Rental.](#)

CONTEXT

Parcel Number: 41040742 and 41040743

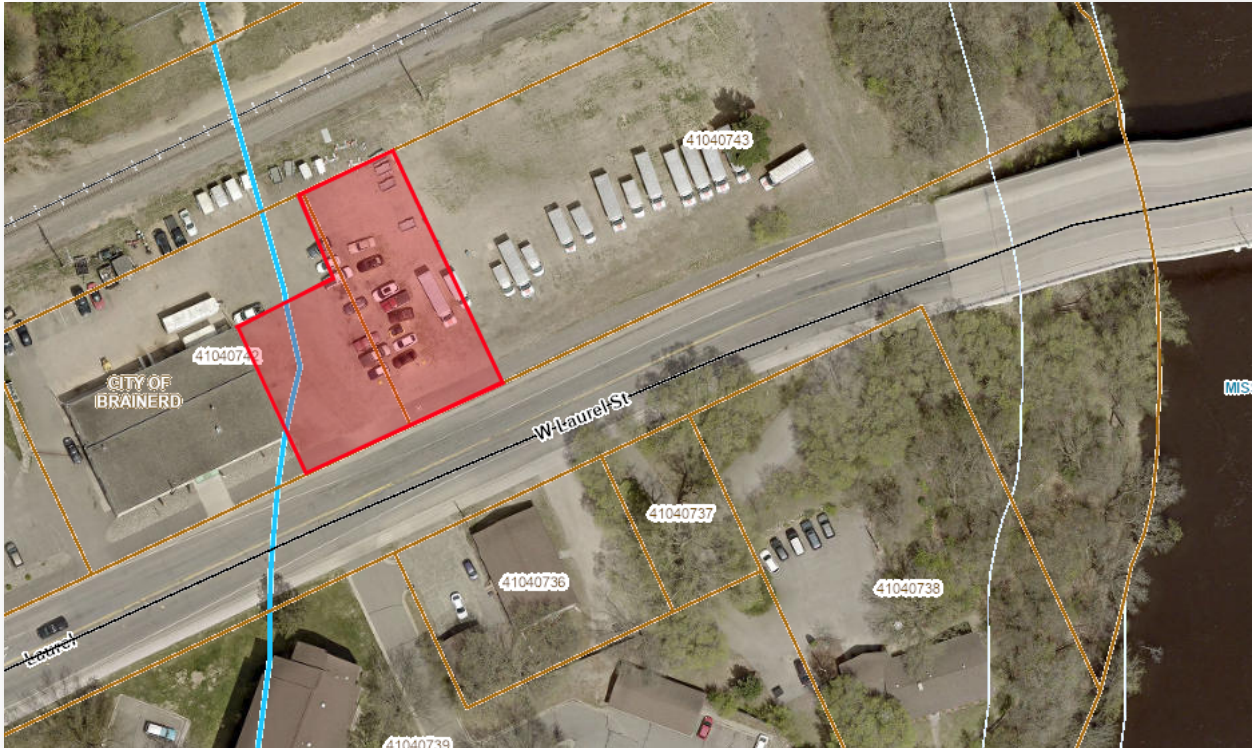
Zoning District: Town Center (TC) District

Property Area: Approximately 100,487 SQFT

Adjacent Uses: North: Riverside Elementary School
 East: Mississippi River/Police Dept
 South: Apartment Building
 West: Office Building

Adjacent Zoning: North: PSP (Public/Semi-Public) District
 East: TC (Town Center) District
 South: TC (Town Center) District
 West: TC (Town Center) District

AERIAL MAP



FINDINGS OF FACT – REZONING/ZONING TEXT AMENDMENT PERMIT

1. The property was re-zoned in 2016 to accommodate outside services, sales, and equipment rental accessory to the principal use and limited in area to fifteen (15) percent of the gross floor area of the principal building. The building is about 7,600 sq. ft., which would allow 1,140 sqft (15%) of outside area to be devoted to the U-Haul business. The allowed outside area equates to 7 parking spaces that can be used for the U-Haul business.
2. The property at 310 W Laurel St Brainerd, MN 56401 is in the TC (Town Center) District as a result of the Zoning Code update in 2022. Zoning Ordinance [515-3 Allowed Uses. Appendix A: Table of Uses](#) also allows for fifteen (15) percent of the gross floor area of the principal building to be use for outdoor rental.
 - a. *The applicant is requesting a rezoning from TC (Town Center) to ME (Makers and Employment) District and a zoning text amendment to allow for additional outdoor rental space for the sole purpose of vehicle and trailer rentals.*

- b. *U-Haul and vehicle rentals currently fall under [Section 515-3-29 Outdoor Service, Sale, and Rental](#).*
 - c. *Staff recommend that vehicle rentals should have a separate use category similar to Auto Dealerships. Equipment rental should continue to be regulated by Section 515-3-29 of the Zoning Code.*
- 3. [Table 515-2-15.1. ME Dimensional Standards – Density, Lot Size, Coverage and Height Standards](#)
 - a. Lot Size (minimum) – 12,000 SQFT
 - b. Lot Width (Frontage on public roads)(minimum) – 80'
 - c. Front Yard Setback – 0' – 20'
 - d. Side Yard Setback – 0' – 10'
 - e. Setback from adjacent residential district (minimum) – 20'
 - f. Rear Yard Setback (minimum) – 10'
 - i. *The current building meets all setback requirements.*
 - g. Impervious Surface – 100%
 - i. *The property is partially located in the Shoreland District with is governed by [Section 530 – Shoreland Management Regulations](#) of the City Code. Section 530 allows for a maximum of 25% impervious surface in the Shoreland District. Additionally, development must be planned and conducted in a manner that will minimize the extent of disturbed areas, runoff velocities, erosion potential, and reduce and delay runoff volumes. Disturbed areas must be stabilized and protected as soon as possible and facilities or methods used to retain sediment on the site.*
 - 1. *The DNR stated that “As to the specific use of the business itself, so long as 1.) all setbacks are adhered to – including bluffs, OHW, and side yards, and 2.) all impervious (25%) and vegetation removal standards meet minimum shoreland rules, and 3.) the use is not an industrial use as defined by your ordinance, the MN DNR has no comment. Our understanding is that stormwater features are / will be incorporated into this use as well.”*
 - ii. *Staff calculate that there will be 15,651 square feet of impervious surface in the shoreland district which equates to a 20.7 impervious surface percentage.*
 - iii. *Before construction, the City Engineer will ensure that the construction and final design will meet all storm water requirements pursuant to City Code.*
- 4. The City Council and the Planning Commission shall consider possible adverse effects of the proposed amendment. Their judgment shall be based upon (but not limited to) the following factors:
 - a. The proposed action's consistency with the specific policies and provisions of the official City Comprehensive Plan.
 - i. Land Use GOAL 3: Support and invest in incremental enhancements of quality of life.
 - 1. *Encourage and attract stores and services for the daily needs of our community.*

- a. *U-Haul trucks and trailers located in a central location are beneficial to new residents moving to the community.*
- b. The proposed uses are to be compatible with present and future land uses of the area.
 - i. *The proposed rezoning and use are compatible with other surrounding uses as it abuts railroad property.*
 - ii. *The property does not directly abut other ME Zoning Districts. However, the primary ME Zoning District in Brainerd is in the general area of the proposed parcel and is located between Charles Street and railroad property.*
 - iii. *The purpose and intent of the ME Zoning District is to provide for the establishment of small start-ups, incubator and craft/maker businesses that may be appropriate in smaller buildings or on smaller parcels. This District may also incorporate light industrial, general office and commercial uses.*
 - 1. *The property is currently operating as an auto repair shop with an accessory U-Haul rental business.*
 - 2. *Auto repair and dealerships are commercial uses in Appendix A: Table of Uses. Staff propose to include vehicle rentals in the commercial use section.*
 - 3. *Rezoning to ME District and approving the proposed text amendment would allow the applicant to legally expand the U-Haul business.*
- c. The proposed use's effect upon the area in which it is proposed.
 - i. *The proposed use will not have an adverse effect on the area as vehicle repair services have been operating for a number of years in the current location.*
 - ii. *Requiring the applicant to pave the parking area will enhance the neighborhood.*
- d. Traffic generation of the proposed use in relation to capabilities of streets serving the property.
 - i. *The current business and proposed U-Haul expansion will not impact traffic on Laurel Street.*
- e. The proposed use's impact upon existing public services and facilities including parks, schools, streets, and utilities, and its potential to overburden the City's service capacity.
 - i. *The proposed use will not have an impact on existing public services and facilities including parks, schools, streets, and utilities, and its potential to overburden the City's service capacity.*

As of this writing, no one has contacted the Community Development Department for more information on the rezoning and the zoning text amendment at 310 W Laurel St.

STAFF RECOMMENDATIONS

The Community Development Department recommends approval of the rezoning and zoning text amendment for 310 W Laurel St., Brainerd with the following conditions:

- 1) The paving project must be completed by July 31st, 2025.

**ORDINANCE
NO. 1581**

**AN ORDINANCE AMENDING THE ZONING MAP OF
THE CITY OF BRAINERD AND SECTION 515-3 OF THE ZONING CODE**

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code, on February 19th, 2025

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

SECTION ONE: The Zoning Map of the City of Brainerd is hereby amended by changing the zoning designation of the property below from a Town Center (TC) District to a Makers & Employment District (ME) District:

PIN 41040742 & 41040743

THE S'LY 150 FT OF BNSF RAILWAY COMPANY'S (FORMERLY NORTHERN PACIFIC RAILWAY COMPANY) 400 FT WIDE CHARTER RIGHT OF WAY BEING 200 FT WIDE ON EACH SIDE OF SD RAILWAY COMPANY'S MAIN TRACK C/L AS ORIGINALLY LOCATED & CONST UPON, OVER & ACROSS GL 7 OF SEC 4 & GL 1 OF SEC 9 ALL IN TWP 133 N RGE 28 W OF THE 5TH P/M LYING BETWEEN TWO LINES DRAWN PARA/W & DIST RESPECTIVELY 50 FT & 200 FT S'LY AS MEAS AT RIGHT ANGLES FROM SD MAIN TRACK C/L BOUNDED ON THE E BY THE W BANK OF THE MISSISSIPPI RIVER & BOUNDED ON THE W BY THE E'LY ROW LINE OF SW 4TH ST AS DEDICATED ON THE REC PLAT OF WEST BRAINERD EX THAT PT THEREOF THAT LIES NE'LY OF THE NE'LY LINE OF THIRD ST AS DEDICATED ON THE REC PLAT OF WEST BRAINERD & THE S'LY EXTENSION THEREOF. THE ABOVE DESC PARCEL INCLUDES PORTIONS OF BLK 3 THIRD ST & FLORENCE ST ALL ACCORDING TO THE REC PLAT OF WEST BRAINERD. ALSO EX THAT PT THEREOF THAT LIES SW'LY OF THE SW'LY LINE OF LOT 5 BLK 3 WEST BRAINERD & THE SE'LY EXTENSION THEREOF. THE ABOVE DESC PARCELS INCLUDE PORTIONS OF BLK 3 OF THE REC PLAT OF WEST BRAINERD.

SECTION TWO: Section 515-3 is hereby amended with the following new language underlined and shall be added to Section 515-3 in alphabetical order with all other required numerical sections to change in descending order:

Section 515-3-XX Vehicle and Trailer Rental

- A. Any Vehicle or Trailer Rental business must comply with the following minimum standards:
- a. Parking area shall be physically defined on the site by surfacing, curbing, landscaping, or a fence barrier.
 - b. Parking area shall be set at least three (3) feet back from all property lines.
 - c. ~~All lighting shall be hooded and downcast so that the light source is not visible from the public right-of-way or from an abutting residence.~~
 - c. All display/sales/storage areas must be paved with asphalt or concrete and must comply with any requirements of the City Engineer.

SECTION THREE: Section 515-3 Appendix A Table of Uses (Commercial/ General Business Uses) is hereby amended with the following new underlined language added to the table:

ZONING DISTRICT	Section Reference	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
<u>Vehicle and Trailer Rental</u>	<u>515-3-XX</u>									<u>P</u>	<u>C</u>			<u>P</u>	<u>P</u>		

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

Adopted this _____ day of _____, 2025

MIKE O'DAY
President of the Council

Approved this _____ day of _____, 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published: One Time – _____



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ (\$350.00)	☐ (\$500.00 + \$500.00 escrow deposit)
REZONING	☐ (\$350.00)	☒ (\$500.00)
VARIANCE	☐ (\$350.00)	☐ (\$500.00 + \$500.00 escrow deposit)
ZONING TEXT AMENDMENT	☐ (\$250.00)	☒ (\$400.00)

PROPERTY ADDRESS: 310 W Laurel ST

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy)

Property Owner Name: Al Schmidt TriAxis LLC

Street Address: 310 W Laurel ST City: Brainerd State: MN Zip Code: 56401

Phone Number: 218-838-4109 Fax: _____ E-mail: AL74Cuda@gmail.com

Applicant Name: (If different than Property Owner) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: Rezone to M+E + Zoning Text Amendment for
U Haul Purposes

Al Schmidt
Property Owner Signature

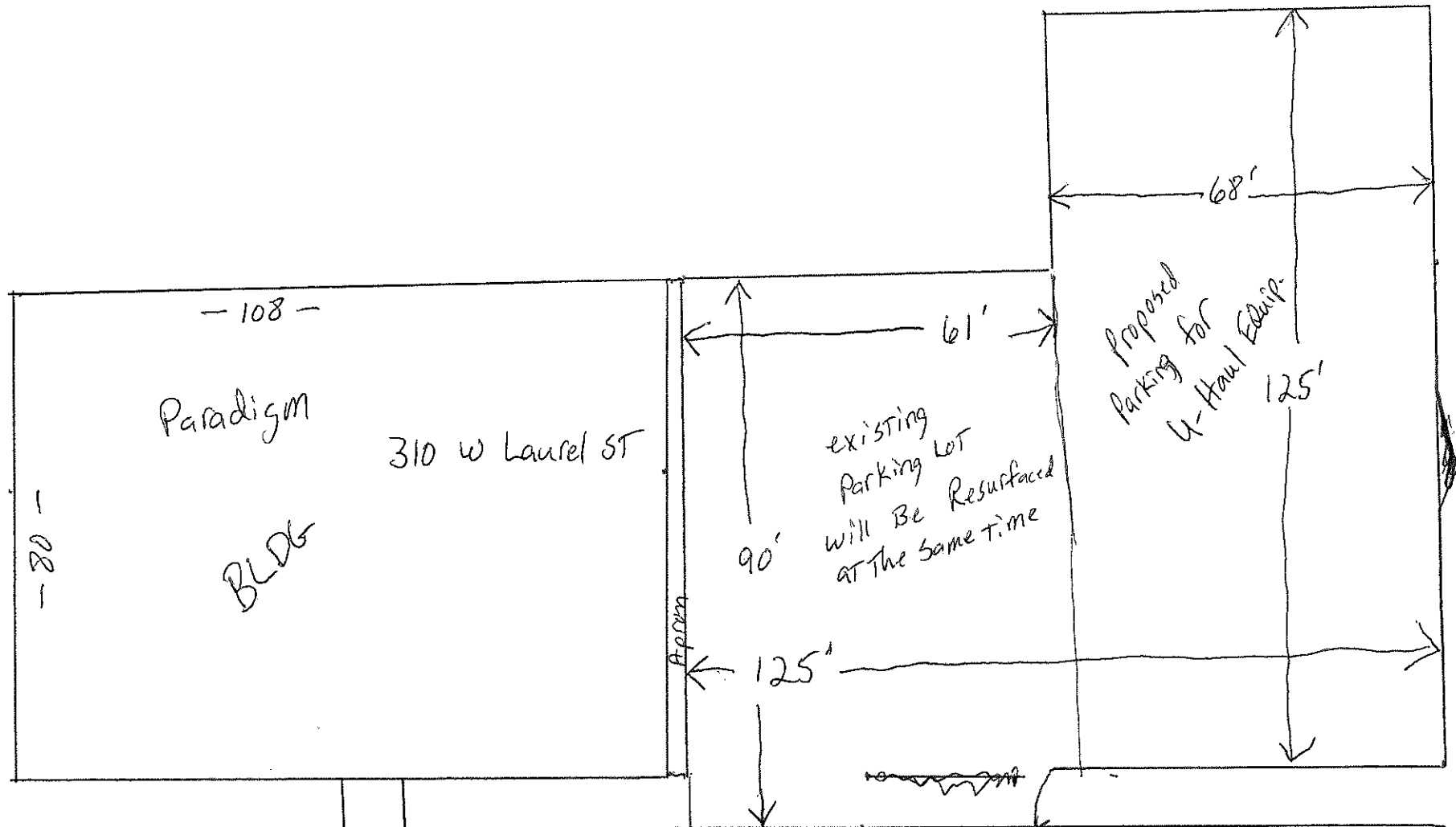
1-9-2025
Date

Al Schmidt
(Please print name)

Applicant Signature

Date

(Please print name)



Paul Bunyan Trail -

Laurel ST

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Tri Axis Enterprises (Paradigm Auto), 310 W Laurel St. has submitted requests for a rezoning from Town Center (TC) Zoning District to Makers and Employment (ME) Zoning District and for a zoning text amendment to allow for the operation of a U-Haul/vehicle rental businesses in the ME Zoning District. The property is legally described as:

THE S'LY 150 FE OF BNSF RAILWAY COMPANY'S (FORMERLY NORTHERN PACIFIC RAILWAY COMPANY) 400 FT WIDE CHARTER RIGHT OF WAY BEING 200 FT

THE S'LY 150 FT OF BNSF RAILWAY COMPANY'S 400 FT WIDE CHARTER ROW, BEING 200 FT WIDE ON EACH SIDE OF SAID RAILWAY COMPANY'S MAIN P.I.N. 41040742 & 41040743

Section 04, Township 133, Range 028

The application for the proposed rezoning and text amendment are on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, February 19th, 2025 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the rezoning and text amendment this property.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 5th day of February, 2025



James Kramvik,
Community Development Director

Publication Date: February 8th, 2025

From: [James Norwood](#)
To: [Stephanie Bestul](#); [James Kramvik](#)
Cc: [Nick Broyles](#)
Subject: Re: Planning Commission Packet February 19 2025
Date: Wednesday, February 19, 2025 1:17:38 PM
Attachments: [image001.png](#)
[image002.png](#)
[02_19_2025 Planning Commission Meeting.pdf](#)

Planning Commission members:

I will be absent from tonight's meeting due to a previously scheduled trip where I will be out of state. I wanted to express some of my opinion for record and the commission's consideration for some of the items scheduled for tonight.

6.A. - A little while ago, I had the opportunity to listen to the Superintendent of St Francis School, who is also the Parish Priest, as he presented to some of the neighborhood members the vision and plan the Parish and School Board have for their properties, at the Senior Center. The event was published over social media and I was notified because I follow the Northside Neighborhood Association Facebook group. In the meeting there were a number of individuals that reside in the neighborhood, and some that were from the Parish Capital / Finance Board. The presentation was brief and concise but did include renderings that had some architectural differences from what is in the packet as to exterior sections siding details. The renderings that were in the meeting had shown details that were more consistent with siding details that already exist with the larger PSP structures of the Institutional Campuses. I am in favor of the staff recommended support for approval Preliminary Plat, with the listed conditions from staff, but would also consider further conditions of public sidewalk from north to south where the vacation of 9th street is and design elements to be consistent with what has been used at public space at Gregory Park, east to west where Ivy Street is interrupted by the public green space. I also highlighted the previous siding elements as the development of an institutional campus such as a church and school, there should be cohesive design to give public cue that individual structures of the institution are all part of the institution; where as it currently exists that the Parish does have each of the parcels but there is not architectural cohesiveness to the structures. There is considerable housing stock loss with the proposed development of St Francis, but it does not appear to be the intent of the Parish to remove housing stock for the sake of vehicle parking, as other institutions have proceeded with in Brainerd. It should be well encouraged for the Parish, to understand heavy developmental needs of the city for focused investment for Housing Stock, Economic Community Development, and the adverse position of the city to creating off street parking in middle of residential city development zones such as TN1, TN2, CN1, and CN2.

6.B. - I am in opposition of the approval of the Conditional Use Permit, at this time, as there has been a pattern of disregard for City Ordinance over a period of time. The request comes only after city staff notified Parcel Ownership violations issues, rather than seeking City Staff guidance and direction for changes in business practices that impact land use applications. If approval is granted, it is my opinion that staff recommended conditions are strictly followed and enforced. There is a lack of parcel ownership complete understanding of surrounding community assets as they have mislabeled Cuyuna Lakes trail as Paul Bunyan. Consistent dialogue with city officials would help parcel

ownership in recognizing all agencies and assets affected, as so to best help business succeed before violating any statutes or ordinances.

6.C. - I agree with the staff recommendation for the reasons they have stated in the report. I agree with the approval for the CUP and requested Variances..

6.D. - I agree with staff recommendation for the primary and final plat of the applicant. I agree with the noted attached condition.

7.A. - This item is one that I would propose some changes to what is proposed that may be opinions that I solely possess.

It is my opinion that if a 3rd party engineering firm has signed legal liability to the production of noise from the use at the facility, city code should not necessitate stricter oversight with follow up inspections, (Striking specifically B.3. as it is missing defining metrics of "operation" and much of city code use violation is more steered towards complaint activation for city investigation for those violations (which I don't agree with as a process but the city should be consistent in process of administration of ordinance.)) and then change language to reflect B.4. that after city staff has investigated and deemed necessary for additional sound study reports from a third party engineer, who would again be assuming liability for future compliance, and recognizing the fault and failure of previous mitigation.

In item C of the proposed ordinance, IF there is state statute that addresses this specifically as it pertains to commercial electronic waste generated by these types of operators, than there should be no need for it being cited in ordinance and thus being redundant.

For item D, it would also be redundant IF there is already state statute or Federal Law that explicitly addresses this from this use by these general type operators, and applicant should have submitted site documents that engineering have prepared for city staff review in these respective departments citing the need for the review again in this ordinance.

For item F; lastly, it is my understanding that this has been mandated by statute and federal law and would not need further review for city staff to attempt to enforce while exposing city to potential liability for unjust or unequal governance; or discourage future development of commercial data infrastructure.

These are only my current opinions and are absent of discussion, debate and findings that may come from the meeting tonight. This meeting will have some of the greater discussion of the planning commission for the items that what may have happened previously, but I am confident that the commission and city council will guide its constituency well.

James Norwood
(218) 330-3974 cell

719 N 7th Street
Brainerd, MN 56401

From: Stephanie Bestul <sbestul@ci.brainerd.mn.us>

Sent: Friday, February 14, 2025 3:52 PM

To: Dave Peterson <dpeterson6@live.com>; Don Gorham <dgorham5@yahoo.com>; James Kramvik <jkramvik@ci.brainerd.mn.us>; James Norwood <jnorwood@brainerdairport.com>; Justin Grecula <justin.grecula@gmail.com>; Mike Duval <sorensonlk@yahoo.com>; Tad Erickson <terickson@ci.brainerd.mn.us>

Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>; City Council <CityCouncil@ci.brainerd.mn.us>; David (Buddy) Brown <BuddyBrown64@yahoo.com>; maureen.pickar@duluthcatholic.org <maureen.pickar@duluthcatholic.org>; al74cuda@gmail.com <al74cuda@gmail.com>

Subject: Planning Commission Packet February 19 2025

Have a great weekend!

Thank you,
Stephanie



Stephanie Bestul | Zoning Specialist/Permit Tech
City of Brainerd | 501 Laurel Street Brainerd, MN 56401
(218) 454-3406 | sbestul@ci.brainerd.mn.us

Email correspondence to and from the City of Brainerd government offices is subject to the Minnesota Government Data Practices Act and may be disclosed to third parties.

Item/Section Name	Date	Time	Note
Consider Preliminary Plat Request for St. Francis Church - 411 N 10th St	02/17/2025	5:45 PM	• <u>CLARIFICATION, Similarity of Language - development plan:</u> You are asking us to approve the preliminary plat in staff recommendation 3 and not asking that we approve a subdivision development contact under Subd Ord 500-5-1 D, correct?!? • <u>PRELIMINARY PLAT:</u> ◦ Is there a landscape plan and a stormwater plan that simply wasn't included in our packet? Sounds like staff have made determinations on aspects of this already... ◦ Approval of plat conditional on Council approval to vacate street • <u>Vacating N 9th St:</u> ◦ <u>AUTHORITY:</u> ▪ is PC the right body to hear and "approve" a road vacation request or is that strictly a City Council procedure??? ▪ or are we just compiling the findings of fact for Council to conduct their process? ▪ what did we do with My Neighbor To Love plat? ▪ recollection is that the vacating process preceded the platting ◦ <u>NEED:</u> ▪ we handled YMCA daycare center in the former Halverson Funeral Home without needing to vacate Oak St so kids could cross the street ▪ N 9th is a far less busy street ▪ road crossing concerns could be managed with simple traffic controls like crossing signals combined with unobstructed views and/or installing an

Item/Section Name	Date	Time	Note
			additional stop sign on north end of the block to interrupt through-traffic flow ▪ is the vacated street to be used for stormwater ponding and infiltration? what does "proposed 80 ft wide drainage and utility easement" mean? ▪ can that be managed in some other way or directed to some of the undeveloped parcels in the plat? ▪ I see no other structures or infrastructure overlaying the proposed vacated street corridor suggesting this is not a requirement for the overall success of the proposed development/redevelopment ◦ IMPACT: ▪ loss of on-street parking to tune of 20+ vehicle spaces (~600 lf) ▪ street parking was nearly at full capacity on drive-by field inspection Saturday morning ▪ south bound traffic seeking access to Washington are likely and preferrably accessing from controlled intersection at 8th ▪ does the proposed HW210 reconstruction project make any changes to access onto or off of the State Hwy at 8th and 9th intersections???? ▪ bet you can't enter EB 210 from 9th but can you exit EB 210 onto 9th? ▪ could the street become a pedestrian mall? <i>DON'T LIKE THIS IDEA AS STARTER</i> ◦ CONDITION: Submit a landscaping plan to staff with particular interest

Item/Section Name	Date	Time	Note
			in treatment of the vacated street if that's approved by Council • <u>Demolishing buildings:</u> ◦ what was testimony from St Francis during the ordinance development hearings? what was PC discussion related to those concerns? and Council discussion?!?!? ▪ first place one goes with an expansion project like this is to crush all the old houses and ship them to the landfill ▪ these are NOT blighted properties and, in fact, are quit nice homes ▪ Shawn, can we see street views? ▪ couple very attractive architectural styles ▪ "substandard housing" is a relative term that can be remedied by remodeling/rehabilitation ▪ homes appear to be in good condition and good candidates for remodeling and modernization of utilities and energy efficiency ▪ what repairs are staff aware of that are called out in the findings of fact? ◦ CONDITION: ▪ offer and advertise homes targeted for removal at minimal to no cost to prospective individuals and entities interested in relocating ▪ several house moving companies in the Lakes Area ▪ examples of house salvages I'm aware of include one from early-

Item/Section Name	Date	Time	Note
			2000s hospital parking lot expansion moved to Lake Hubert area and one from 2020 Lowell School parking lot expansion moved to NE Brainerd ▪ can represent a feasible and affordable option for adventurous buyers and real estate investors ▪ absent any interest responses to move any of these houses, offer Habitat for Humanity the opportunity to salvage materials and fixtures before demolition ▪ provide a reasonable window early in the overall development timeline to a
Consider Rezoning and Zoning Text Amendment for Paradigm Auto - 310 W Laurel St	02/14/2025	7:48 PM	OK
Review Planning Commission Yearly Itinerary	02/14/2025	7:52 PM	Will funds allocated for Comp Plan update roll into 2026 if we put that as No. 5 priority?
Consider Conditional Use Permit and Variance for Suite Properties LLC - 324 5th St S	02/15/2025	3:10 AM	Okay to both
Consider Preliminary and Final Plat for Three Pete LLC - 15770 Dellwood Dr	02/15/2025	4:28 AM	• City services for water and sewer are routinely tested and maintained ◦ because there is no public service infrastructure to the site, how do you ensure that the on-site services are performing properly and compliant with health standards? ▪ solids clogging drain field ▪ coliform bacteria in well water • are there septic and well maintenance conditions or schedules in the CIC covenants? ◦ not evident in Section 9, pg 13

Item/Section Name	Date	Time	Note
			▪ Optional maintenance to these within Units (see Sec 9.2, pgs 13-14) ◦ Section 9.1 calls out lawn mowing and snow removal, sidewalks, exterior features (i.e., these are aesthetic considerations) • who is responsible for septic pumping and drinking water quality testing? ◦ the Association (see Section 3.1.3, pg 6) ▪ these are Common Elements defined under 2.13 and 2.14, pg 5 ◦ best practices approach or specific schedule ▪ inspect septic every 3 years ▪ test well "frequently" for coliform and nitrate
Discuss Data Center Ordinance	02/15/2025	4:35 AM	• at January meeting, we discussed tying energy standards to BPU renewable/carbon-free plan ◦ offset percentage would come from BPU goal for year-X •

From: [James Kramvik](#)
To: [Kelly Bevens](#)
Subject: RE: U Haul
Date: Tuesday, January 28, 2025 3:44:00 PM
Attachments: [image001.png](#)
[image002.png](#)

They have not been disrespectful since the item went to City Council, so that has been a good change. They conceded to asphalt parking so that really opened up the conversation to at least get them to the application process. As a staff member I would have never recommended Class 5 parking in the Makers and Employment District or in that area of town and I made that clear to them, thanks!

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Kelly Bevens <kbevans@ci.brainerd.mn.us>
Sent: Tuesday, January 28, 2025 1:35 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: Re: U Haul

They weren't disrespectful to you?

From: James Kramvik <jkramvik@ci.brainerd.mn.us>
Sent: Tuesday, January 28, 2025 12:38 PM
To: Kelly Bevens <kbevans@ci.brainerd.mn.us>
Subject: RE: U Haul

Hi Kelly,

It would not allow for parking on an unimproved surface. They would be required to pave the U-Haul parking area, and they have been agreeable to that since the Council meeting.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Kelly Bevens <kbevans@ci.brainerd.mn.us>
Sent: Tuesday, January 28, 2025 9:16 AM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: Re: U Haul

James

Thanks for the update. The Makers and Employment Zone allows parking on a large unimproved surface?

Thank You

Kelly

From: James Kramvik <jkramvik@ci.brainerd.mn.us>
Sent: Monday, January 27, 2025 1:36 PM
To: Kelly Bevens <kbevans@ci.brainerd.mn.us>
Cc: Mike ODay <moday@ci.brainerd.mn.us>
Subject: RE: U Haul

Hi Kelly,

We started talking about the issue in October, but council action on the item was November 4th. If they miss the application deadline for February's Planning Commission meeting, they will be out of compliance of Council's direction. When the new zoning code was being considered, they wanted to be zoned General Commercial because it was closest their previous zoning district. Staff did not recommend it at the time because it would be considered a "spot zone" and it also did not have any advantages over the Town Center District. They are considering a request to be rezoned to Makers and Employment which is directly across the railroad tracks. Makers and Employment may work for the property as it is abutting a rail line, I will need to complete my full review before making a recommendation in the event they submit an application. I also included their original rezone to B-4 in this email.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Kelly Bevans <kbevans@ci.brainerd.mn.us>
Sent: Monday, January 27, 2025 1:18 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Cc: Mike ODay <moday@ci.brainerd.mn.us>
Subject: Re: U Haul

Excellent, although it seems 90 days has well past since the Council last addressed the issue.

However, I believe we've voted on/against a zoning change request already. Can you find the history? It would've been about 3 yrs ago, when we were changing our zoning classifications. I'd sure believe that all current Council members would appreciate this. I can help if needed.

Kelly

From: James Kramvik <jkramvik@ci.brainerd.mn.us>
Sent: Monday, January 27, 2025 12:45 PM
To: Kelly Bevans <kbevans@ci.brainerd.mn.us>
Cc: Mike ODay <moday@ci.brainerd.mn.us>; Nick Broyles <nbroyles@ci.brainerd.mn.us>
Subject: RE: U Haul

Hi Kelly,

I can give an update during my staff report at the next council meeting. We gave them 90 days to decide on their options. I met with Al Schmidt two weeks ago and went over the zoning options and they should be applying by the end of the week. They will have some zoning requests, but also have a paving plan, thanks!

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Kelly Bevans <kbevans@ci.brainerd.mn.us>
Sent: Monday, January 27, 2025 11:52 AM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Cc: Mike ODay <moday@ci.brainerd.mn.us>
Subject: U Haul

James

Can the Council get a update at the next meeting on the U Hauls parked on the dirt at Paradigm Motors on Laurel. I know we gave direction to staff last year, but, I see they're still there, parked on the dirt.

Thank You

Kelly

December 9th, 2024

Tri Axis Enterprises LLC
310 W Laurel St.
Brainerd, MN 56401



RE: 310 W Laurel St, Brainerd, MN 56401
PID Number: 41040742 & 41040743

Dear Mr. Schmidt,

At our last meeting on November 8th, we discussed possible options to bring your property into compliance. The property is currently zoned (TC) Town Center.

As stated in a previous letter, the building is about 7,600 sqft which would allow 1,140 (15%) sqft of outside area to be devoted to the U-Haul business. The allowed outside area equates to 7 parking spaces that can be used for the U-Haul business. In addition, the area must be hard surfaced to control dust and drainage and must be screened.

The best option discussed at the November 8th meeting would be to request a new allowed use in the Zoning Code to allow for vehicle/trailer rentals that would require asphalt or concrete but would not require screening. In addition, the new use would require a conditional use permit and may require the property to be rezoned to (ME) Makers & Employment District.

OPTION 1

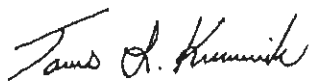
Request a Zoning Code text amendment that would add vehicle/ trailer rentals to Section 515-3 Allowed Uses.

- 1) The vehicle/trailer rentals parking lot would need to be paved with concrete or asphalt but would not require screening.
- 2) The new use would be a conditional use in the TC District.
- 3) The Mississippi Shoreland District extends 500 ft from the ordinary high-water level. If the proposed impervious surface exceeds 25% in the shoreland area it will also require a variance. Staff would determine this once plans have been submitted.

OPTION 2

Submit all land use applications required in option 1 and request the property be rezoned to Makers & Employment (ME) District.

Respectfully,



James L. Kramvik
Community Development Director

September 3, 2024

Tri Axis Enterprises LLC
310 W Laurel St.
Brainerd, MN 56401

RE: 310 W Laurel St, Brainerd, MN 56401
PID Number: 41040742 & 41040743

Dear Mr. Smith,

After our meeting on June 11th, staff was able to fully review your proposal for U-Haul rentals. Currently, U-Haul trucks are illegally parked/stored on an unimproved surface and there are too many U-Haul rentals at the property. You proposed to cover the area with compacted Class-5, and I indicated that I would review potential zoning options for your current business.

The property was re-zoned in 2016 to accommodate outside services, sales, and equipment rental accessory to the principal use and limited in area to fifteen (15) percent of the gross floor area of the principal building. The building is about 7,600 sq. ft. which would allow 1,140 (15%) sq. ft. of outside area to be devoted to the U-Haul business. The allowed outside area equates to 7 parking spaces can be used for the U-Haul business.

The following list are options provided by staff and may need City Council approval. Please respond and submit applicable applications by September 30th.

Option 1 - No longer use the grass area for storage of U-hauls and limit the number of U-Hauls at the property to no more than (7) trailers or vehicles in the existing parking area.

Option 2 – Request a zoning map change to the Makers & Employment (ME) District and request that the (ME) District be allowed outside sales & rental at a 1:1 ratio of the gross floor area of the principal use. This would allow for 7,600 sq. ft. of storage area. The following conditions would also apply:

1. Outside sales areas are fenced and screened from view of neighboring properties and any public rights-of-way
2. All lighting shall be hooded and downcast so that the light source shall not be visible from the public right-of-way or neighboring properties.
3. Any dedicated sales area shall be hard surfaced to control dust and drainage.
4. Apply for a Conditional Use Permit.

Option 3 – Cease U-Haul rental operations.

Please contact the Community Development Department at 218-828-2307 if you have any further questions.

Respectfully,



James L. Kramvik
Community Development Director

May 8, 2024



www.ci.brainerd.mn.us

Tri Axis Enterprises LLC
310 W Laurel St.
Brainerd, MN 56401

RE: 310 W Laurel St, Brainerd, MN 56401
PID Number: 41040742 & 41040743

To whom it may concern,

The Community Development Department recently received a complaint regarding the parking of vehicles on PID 41040743, the parcel adjacent to the Mississippi River. Staff researched the history of the property and discovered correspondence regarding this issue. Mr. Ostgarden, the Brainerd City Planner in 2018, indicated that U-hauls and vehicles waiting repair can no longer be parked on the grass and must be parked on a hard surface. Staff has also included historical aerial photographs of the property with this letter.

Parking on the grass is a violation of Section 515-4-12.G.5.b of the Zoning Code: **Multiple family and non-residential parking surface requirements**. All areas intended to be utilized for parking space and driveways shall be surfaced with concrete, bituminous, and pavers/brick.

The Community Development Department would certainly like to work with you and will give you an extended amount of time to remedy the parking issue. The added parking area must be paved, or the U-hauls will need to be removed by **August 1st, 2024**. Failure to comply may result in citations according to Section 320 of the City Code.

The entire parcel with PID 41040743 is in the shoreland district which allows for 25% impervious surface without approval of a variance. Additional impervious surface area will require a stormwater management plan approved by the City Engineer.

Please contact the Community Development Department at 218-828-2307 if you have any further questions.

Respectfully,

James L. Kramvik
Community Development Director

Stephanie Bestul

From: Mark Ostgarden
Sent: Tuesday, October 16, 2018 9:17 AM
To: Stephanie Bestul
Subject: FW: {external} Re: Paradigm Performance Parking

If not already put in address file for 310 W Laurel.

From: Rod Converse <rodconverse605@gmail.com>
Sent: Wednesday, April 18, 2018 5:31 PM
To: Mark Ostgarden <mostgarden@ci.brainerd.mn.us>
Cc: Dawn Graff <dawn@closeconverse.com>
Subject: {external} Re: Paradigm Performance Parking

Mark

I will be in Brainerd on Monday and will address this in person. Al is trying to obtain a loan to purchase the entire property and he mows he needs to include surfacing all vehicle storage areas. We were hoping that summer would arrive before next winter. It looks like we made the right choice to move to Florida. 82-92 and 😊

Thanks for all you do in making Brainerd great again.

Rod

On Wed, Apr 18, 2018 at 4:57 PM Mark Ostgarden <mostgarden@ci.brainerd.mn.us> wrote:

Hi Rod, with spring approaching, it is becoming apparent that Paradigm Performance has been parking vehicles and trailers on grass and it appears that will continue. Please advise your tenant that we can no longer overlook the grass parking. Therefore , U-Hauls, vehicles waiting repair, employee and visitor parking must be on a hard surface.

Thank you.

Mark Ostgarden AICP

Mark Ostgarden

City Planner

501 Laurel Street

Brainerd, MN 56401

(218) 828-2309

August 17, 2016



www.ci.brainerd.mn.us

KRRC, LLP
521 Charles Street Suite 201
Brainerd, MN 56401

Dear Mr. Schmidt:

At its August 15, 2016 meeting, the Brainerd City Council approved the rezoning of your property at 310 West Laurel Street from B-2 (Neighborhood Business) District to B-4 (General Commercial) District.

A copy of the approved rezoning ordinance is enclosed.

When I spoke to Al Schmidt about the needed zoning change, I explained that rezoning was the 1st step and if approved the 2nd step was the need for a Conditional Use Permit (CUP) for the outdoor sales/storage U-Haul business. After further review of the Zoning Ordinance a CUP is not needed. The B-4 district permits the following as a permitted accessory use:

Outside services, sales, and equipment rental accessory to the principal use and limited in area to fifteen (15) percent of the gross floor area of the principal building or fifteen (15) percent of the tenant bay if it is a multiple tenant building. Outside service, sales and rental area must be located on private property and shall not intrude on the public sidewalk or boulevard.

The building is about 7,600 sq. ft. which would allow 1,140 (15%) sq. ft. of outside area to be devoted to the U-Haul business. The allowed outside area equates to 7 parking spaces can be used for the U-Haul business.

Cordially,

Mark Ostgarden AICP
City Planner

Cc: Al Schmidt, Paradigm Performance Automotive, 310 Laurel Street

Enclosure

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that KRRC LLP 521 Charles Street, Ste. 210, Brainerd, MN 56401 has submitted a request to rezone the property at 310 W Laurel Street, Brainerd, MN 56401 from a B-2 (Neighborhood Business) District to B-4 (General Commercial) District.

The area considered for rezoning are lands described as:

Blocks 1 and 3 of the West Brainerd Plat including the adjacent portion of vacated 3rd Street. The PIDs are 09198003001A009 and 09198001001A009. The area proposed for rezoning is shown on the map below.

A Public Hearing will be conducted by Brainerd Planning Commission at 6:00 p.m. Wednesday, July 20, 2016 in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider rezoning the property.

Any individual needing special accommodations please call (218) 828-2309.

Dated this 6th day of July, 2016


Mark Ostgarden AICP
City Planner

Publication Date: July 8, 2016

AREA PROPOSED FOR REZONING FROM A B-2 (NEIGHBORHOOD BUSINESS) DISTRICT TO B-4 (GENERAL COMMERCIAL) DISTRICT



Legal Description

Legal Descriptions: (Entire Property - Subject to Revisions)

WEST PROPERTY

The Southerly 150.0 feet of The Burlington Northern and Santa Fe Railway Company's (formerly Northern Pacific Railway Company) 400.0 foot wide Charter Right of Way, being 200.0 foot wide on each side of said Railway Company's Main Tract centerline, as originally located and constructed upon, over and across Government Lot 7 of Section 4, and Government Lot 1 of Section 9, all in Township 133 North, Range 28 West, of the 5th P.M., Crow Wing County, Minnesota, lying between two lines drawn parallel with and distant, respectively, 50.0 feet and 200.0 feet Southerly, as measured at right angles from said Main Tract centerline, bounded on the East by the West bank of the Mississippi River, and bounded on the West by the Easterly Right of Way line of SW 4th Street as dedicated on the recorded plat of WEST BRAINERD.

EXCEPT that part thereof that lies Northeasterly of the Northeasterly line of Third Street as dedicated on the recorded plat of WEST BRAINERD and the Southerly extension thereof.

The above described parcel includes portions of Block 3, Third Street, and Florence Street, all according to the recorded plat of WEST BRAINERD.

EAST PROPERTY

The Southerly 150.0 feet of The Burlington Northern and Santa Fe Railway Company's (formerly Northern Pacific Railway Company) 400.0 foot wide Charter Right of Way, being 200.0 foot wide on each side of said Railway Company's Main Tract centerline, as originally located and constructed upon, over and across Government Lot 7 of Section 4, and Government Lot 1 of Section 9, all in Township 133 North, Range 28 West, of the 5th P.M., Crow Wing County, Minnesota, lying between two lines drawn parallel with and distant, respectively, 50.0 feet and 200.0 feet Southerly, as measured at right angles from said Main Tract centerline, bounded on the East by the West bank of the Mississippi River, and bounded on the West by the Easterly Right of Way line of SW 4th Street as dedicated on the recorded plat of WEST BRAINERD.

EXCEPT that part thereof that lies Southwesterly of the Northeasterly line of Third Street as dedicated on the recorded plat of WEST BRAINERD and the Southerly extension thereof.

The above described parcel includes portions of Block 1, and Florence Street, all according to the recorded plat of WEST BRAINERD.

**City Planning Department**

City Hall – 501 Laurel Street
 Brainerd, MN 56401
 218-828-2309/Fax 218-828-2316
 www.ci.brainerd.mn.us

Receipt # 2016-00041
 Check # 10600
 Date Paid: 6-24-16

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

CONDITIONAL USE PERMIT
 REZONING
 VARIANCE

RESIDENTIAL

☐ (\$250.00)
☐ (\$300.00)
☐ (\$250.00)

COMMERCIAL

☐ (\$400.00 + \$500.00 escrow deposit)
☒ (\$500.00)
☐ (\$400.00 + \$500.00 escrow deposit)

PROPERTY ADDRESS: 310 W Laurel St Brainerd MN 56401

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
 (attach description if lengthy) See attached for description of lots located on W. Laurel St.

Property Owner Name: KRRC, LLP

Street Address: 521 Charles St Ste 201 City: Brainerd State: MN Zip Code: 56401

Phone Number: 218-828-3334 Fax: _____ E-mail: _____

Applicant Name: (If different than Property Owner) Paradigm Automotive + Performance Al Schmid

Street Address: 310 W Laurel St City: Brainerd State: MN Zip Code: 56401

Phone Number: 218-855-1111 Fax: 218-454-8834 E-mail: Sales@paradigmauto.com

Description of Request:

Rezone PID's 09/198001001A009 AND 09/198003001A009
to B4.

[Signature] Partner
 Property Owner Signature

 Date

KRRC, LLP/Kevin L. Close
 (Please print name)

[Signature]
 Applicant Signature

 Date

Al Schmidt
 (Please print name)

(OVER)

Lori Turkowski

From: Mark Ostgarden
Sent: Tuesday, January 15, 2013 4:36 PM
To: Lori Turkowski
Subject: Note to File

Please put this in the Paradigm performance address file:

Note to File. Paradigm Performance 310 W. Laurel Street – 1/15/13

Paradigm Performance has expanded to use all of the building. It took over space that was used by the Sheriff's determine to store vehicles and equipment. Paradigm plans to use the space for storage which does not change the use of the space. The small retail area was not expanded. I did not think the insignificant change warrants revising the CUP.

Mark Ostgarden

Lori Turkowski

From: Mark Ostgarden
Sent: Friday, August 16, 2013 8:55 AM
To: Lori Turkowski
Subject: FW: Paradigm Performance 310 W. Laurel Street

Is this in the property file?

From: Kevin Close [mailto:kevin@closeconverse.com]
Sent: Tuesday, August 13, 2013 3:50 PM
To: Mark Ostgarden
Cc: al74cuda@gmail.com; Rod Converse; Chris Close
Subject: RE: Paradigm Performance 310 W. Laurel Street

Mark,

We have received your email regarding your concerns at Paradigm Performance.

I have visited with Al and Joell and we will call soon and set an appointment to discuss this with you.

The purpose of the meeting would be to review the approval process again with you and go through your requests as outlined in your email.

I know that Al and Joell are working hard to run a good successful business and they want to make sure they are good neighbors.

Have you had any verbal or written complaints from anyone in the neighborhood?

We appreciate the job you do as our city planner. While I do not know the normal protocol you follow on a complaint or a concern, we wish we could have addressed this first with you to see if we could have satisfied those concerns before involving the entire Council, Mayor, and the City Attorney.

We look forward to working with you to get this resolved.

Thank you,

Kevin

Kevin L. Close

Close~Converse

COMMERCIAL & PREFERRED PROPERTIES

521 Charles Street ~ P.O. Box 327 ~ Brainerd, MN 56401

Phone: (218) 828-3334 ~ Fax: (218) 828-4330

Cell: (218) 831-3077

4. Verification that the space taken over by Paradigm earlier this year is being used only for storage.

Thank you. If you have any questions let me know.

Mark

Cc: Mayor and City Council

City Hall
501 Laurel Street
Brainerd, Minnesota 56401



www.ci.brainerd.mn.us

Mayor

(218) 828-2308
Fax (218) 828-2316

City Administrator

(218) 828-2307
Fax (218) 828-2316
admin@ci.brainerd.mn.us

Civil Attorney

411 Front Street
P.O. Box 367
(218) 828-2775
Fax (218) 829-9768

Criminal Attorney

510 Norwood Street
(218) 828-2311
Fax (218) 825-8922

City Engineer

(218) 828-2309
Fax (218) 828-2316
engineer@ci.brainerd.mn.us

Chief of Police

225 East River Road
(218) 829-2805
Fax (218) 825-3489

Fire Chief

23 Laurel Street
(218) 828-2312
Fax (218) 828-2331
fire@ci.brainerd.mn.us

City Planner

(218) 828-2310
Fax (218) 828-2316
planning@ci.brainerd.mn.us

Director of Parks & Recreation

1619 Washington Street N.E.
(218) 828-2320
Fax (218) 828-2791
parks@ci.brainerd.mn.us

Public Utilities

P.O. Box 373
Business
(218) 829-8726 • fax (218) 829-4703
Service
(218) 829-2193 • fax (218) 829-2308
email@bpu.org

Equal Opportunity Employer



Printed on Recycled Paper

Paper and Printing Produced Locally

December 5, 2012

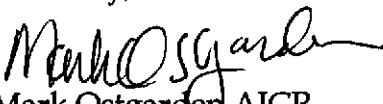
Mr. Chris Close
Close Converse
521 Charles Street, Suite 201
Brainerd, MN 56401

Dear Chris:

On October 12, 2012 I sent you an e-mail about the Paradigm Performance expansion at 310 West Laurel Street. In the e-mail I explained that the expansion required an amendment to Conditional Use Permit (CUP) #273 and inquired how you would like to proceed. I am following up as I have not heard back from you.

Please contact me so we can discuss the process to initiate a CUP amendment.

Cordially,


Mark Ostgarden AICP
City Planner

Cc: Mayor and City Council
Theresa Goble, Interim City Administrator
Paradigm Performance

May 22, 2012

Alan and Joelle Schmidt
11573 River Vista Drive
Baxter, MN 56425

RE: Noise Complaint at 310 Laurel Street/Paradigm Performance, LLC

Dear Mr. and Mrs. Schmidt:

I have received complaints about noise emanating from your property on Monday, May 21, 2012. The complaint was about the revving of automobile engines which according to the complaints sounded like BIR was next door.

In February 2008 a Conditional Use Permit (copy enclosed) was issued to operate an automotive performance shop at the above location. Noise from vehicle engines was a concern during the Permit review process and a condition was included in the approval to address this issue. Since the date of the Permit approval and prior to the recent complaint we have not received any complaints about your operation.

Perhaps what occurred on the 21st was merely a onetime event and will not occur again. Because we received the complaint it is my obligation to notify you we have been contacted. I would like to mention that I travel by your business at least four (4) times a day and I have been impressed its operation.

The 2nd condition of the Conditional Use Permit approval limited the area your business can occupy at this location to one thousand seven hundred sixty four (1,764) sq. ft. I presume that your business is still operating within this square footage parameter.

Thank you.

Cordially,

Mark Ostgarden AICP
City Planner

Enclosure

Cc: Mayor and City Council
Dan Vogt, City Administrator
Close-Converse

4600
cty
WR

CERTIFICATION OF CONDITIONAL USE PERMIT

STATE OF MINNESOTA)
COUNTY OF CROW WING) ss.
CITY OF BRAINERD)

A Regular Meeting of the City Council of the City of Brainerd, Minnesota, was duly held at the Brainerd City Hall Chambers on the 19th day of February, 2008 7:30 P.M.

Upon roll call, the following members were noted present: Aldermen Bevans, Cumberland, Fisher, Goedker, Nesheim, O'Day and Olson. Mayor Wallin was noted absent.

Conditional Use Permit No. 273 – Paradigm Performance – 310 Laurel Street – Approved.

Alan and Joelle Schmidt owners of Paradigm Performance propose to operate an automotive performance shop with parts retail, light repair and vehicle fabrication and restoration.

The property is located at 310 Laurel Street and is legally described as follows:

a The Southerly 150.0 feet of the Burlington Northern and Santa Fe Railway Company's (formerly Northern Pacific Railway Company) 400.0 foot wide Charter Right of Way, being 200.0 foot wide on each side of said Railway Company's Main Tract centerline, as originally located and constructed upon, over and across Government Lot 7 of Section 4, and Government Lot 1 of Section 9, all in Township 133 North, Range 28 West, of the 5th P.M., Crow Wing County, Minnesota, lying between two lines drawn parallel with and distant, respectively, 50.0 feet and 200.0 feet Southerly, as measured at right angles from said Main Tract centerline, bounded on the East by the West bank of the Mississippi River, and bounded on the West by the Easterly Right-of-Way line of SW 4th Street as dedicated on the recorded plat of West Brainerd. Except that part thereof that lies Northeasterly of the Northeasterly line of Third Street as dedicated on the recorded plat of West Brainerd and the Southerly extension thereof. The above described parcel includes portions of Block 3, Third Street and Florence Street, all according to the recorded plat of West Brainerd.

PIN #B.N. Lease

Legal Description: Burlington Northern, Inc. Leases

Committee Chair stated that the Planning Commission and the S&PW Committee unanimously recommended approval of the Conditional Use Permit No. 273 to operate an automotive performance shop with parts retail, light repair and vehicle fabrication and restoration with the following 13 Findings-of-Fact and 2 Conditions:

Findings-of-Fact as follows:

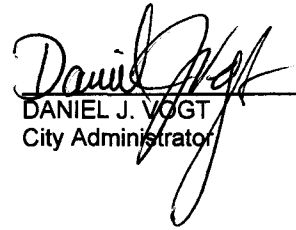
1. The property is zoned B-2.
2. The site is a former City garage now privately owned and a portion of the building is leased to CWC Sheriff's Department.
3. Property across Laurel Street is multi-family residential and the other lands around the site are vacant.
4. The proposed retail activity is a permitted use and the assembly and light manufacturing are conditional uses in a B-2 zone.
5. The leased area is 1,764 sf in a 7,560 sf building.
6. The Zoning Ordinance definition of Light Manufacturing requires all material and products associated with the process to be stored inside a building.
7. Comprehensive Plan Goals and Strategies support the application.
8. Retail hours are Monday-Friday 10:00 a.m. to 7:00 p.m., Saturday 9:00 a.m. to 4:00 p.m.
9. Garbage will be stored inside and dumpster will not be required.
10. Applicant spoke to Commission in favor of the request and no one spoke in opposition.
11. Minimal fabricating and painting will be done on site.
12. All vehicles will be stored inside after hours.
13. There are presently 9 parking spots to the west and no additional parking spaces are planned.

Conditions were set as follows:

1. CUP will be granted for specific area of 1,764 sf of space as designated on the drawing included in the February 13, 2008 Staff Report (includes retail space).
2. Hours of operation: 1. Retail as stated in the Findings-of-Fact; 2. Shop mechanical area involving un-muffled race engines is restricted to weekdays 9:00 a.m. to 7:00 p.m.; Saturday 9:00 a.m. to 5:00 p.m.; Sundays, doors will be closed and no starting of un-muffled race engines.

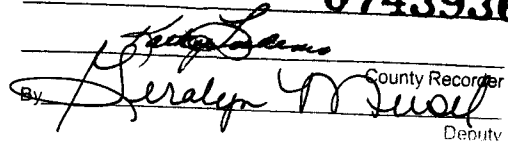
MOVED AND SECONDED BY ALDERMEN NESHEIM AND OLSON, DULY CARRIED, TO APPROVE THE
CONDITIONAL USE PERMIT FOR 310 LAUREL STREET, PARADIGM PERFORMANCE, BASED ON THE 13
FINDINGS-OF-FACT AND 2 CONDITIONS AS STATED.

(SEAL)


DANIEL J. VOGT
City Administrator

Office of County Recorder }
County of Crow Wing, MN }

I hereby certify that the within instrument was filed
in this office for record on the 22 day of Feb
A.D. 2008 at 2:45 o'clock P M.
and was duly recorded as Doc. No. **0743936**


County Recorder
Deputy



<  **Greg Schmidt** is with Mike Goose Stunek and 7 others. ...
16m · 🌐

Last night we had to go state our case in front of the City of Brainerd planning and zoning committee. Although the outcome wasn't what we wanted, we'll continue to fight this.

However, we were Graced by the presence of another City Coucil Alderman who apparently was there to work on his napping skills... 😊😊😊





City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Consider Conditional Use Permit and Variance for Suite Properties LLC - 324 5th St S

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Sharon Watland, 18506 State Hwy 371, Brainerd, owner of Suite Properties LLC has submitted a request for a Conditional Use Permit to add two (2) additional residential apartment units on the second floor and a variance request from the landscape requirements in the TC (Town Center) District for trees and shrubs.

The property at 324 S. 5th Street Brainerd, MN 56401 is in the TC (Town Center) District. Zoning Ordinance 515-3 Allowed Uses. Appendix A: Table of Uses allows for multi-family attached dwelling units as a Conditional Use in the TC District.

Section 515-4-10.2.a General Landscaping Improvement Standards states that four (4) shrubs shall be planted per dwelling unit. Two (2) perennials can be substituted for (1) shrub. Shrubs used as required screening as identified in (b) shall not be counted in meeting these requirements.

1. The applicant does not have green space to plant shrubbery, as the building is built to the property extent.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered this at their February 19th meeting and unanimously recommended approval. No one from the public spoke during the public hearing.

Planning Commission motion: Moved and seconded by Commissioners Grecula and Petersen, duly carried, to recommend approval of the conditional use permit and variance request for 324 5th St S as presented.

RECOMMENDED ACTION/MOTION:

Recommend approval of the conditional use permit and variance request for 324 5th St S as presented.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: February 19th, 2025

RE: Consider Conditional Use Permit and Variance Request for Multi-Family Apartment Units at 324 S. 5th Street

REQUEST

PUBLIC HEARING. Conditional Use Permit to add two (2) additional residential apartment units on the second floor for a total of three (3) units while maintaining the existing commercial space on the first floor.

Variance request from the landscape requirements in the TC (Town Center) District for trees and shrubs.

Sharon Watland, 18506 State Hwy 371, Brainerd, owner of Suite Properties LLC has submitted a request for a Conditional Use Permit to add two (2) additional residential apartment units on the second floor.

CONTEXT

Parcel Number: 41241337 and 41241055 (parking lot)

Zoning District: Town Center (TC) District

Property Area: Approximately 3,767 SQFT

Adjacent Uses: North: Postal Building
East: Office Building
South: Public Library
West: County Office Building

Adjacent Zoning: North: TC (Town Center) District
East: MS (Main Street) District
South: TC (Town Center) District
West: TC (Town Center) District

AERIAL MAP



FINDINGS OF FACT – CONDITIONAL USE PERMIT

1. The property at 324 S. 5th Street Brainerd, MN 56401 is in the TC (Town Center) District. Zoning Ordinance [515-3 Allowed Uses. Appendix A: Table of Uses](#) allows for multi-family attached dwelling units as a Conditional Use in the TC District.

2. According to [Section 515-6-2.B.39 Definitions of Use, Standards and Terms](#) the definition of a multi-family dwelling is a building designed for multiple dwelling units for occupancy by families living independently of each other.
 - a. According to [Section 515-4-2.B1 Multi-Family Dwelling](#)
 - i. Efficiency Units 400 square feet
 - ii. Two Bedroom Units 700 square feet
 - iii. More than Two Bedroom Units (An additional 100 square feet per bedroom)
 1. *The applicant is proposing the addition of one (1) 1,275 SQFT two-bedroom and one (1) 1,575 SQFT three-bedroom units. Both units meet the size requirements of the zoning code.*
3. [Table 515-2-11.1. TC Dimensional Standards – Density, Lot Size, Coverage and Height Standards](#)
 - a. Lot Size - none
 - b. Density (minimum) - 20+ DU/Acre
 - c. Front Yard Setback – 0’
 - d. Side Yard Setback – 0’
 - e. Rear Yard Setback – 0’
 - i. *The proposed project meets all dimensional standards of the TC District.*
 - ii. *There are no other residential properties on this block, the block will not exceed 20+ DU/Acre*
4. [Table 515-4-12.4 Parking Space Minimum](#)
 - a. Single-Family, Attached Single-Family, Multi-Family Dwellings, and Commercial Uses one (1) parking space per dwelling unit in the TC District.
 - b. The applicant is required to provide four (4) parking spaces for the proposed project.
 - i. *The applicant has fourteen (14) spaces along the building and another ten (10) in the Maple lot.*
5. [Criteria for Granting Conditional Use Permits.](#) In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants or surrounding lands. Among other things, the City Council shall make the following findings where applicable.
 - a. The proposed use conforms to the Zoning District and is a permitted Conditional Use identified on Appendix A: Table of Uses.
 - i. *Multi-family apartments are a conditional use in the TC District. The TC Zoning District is meant to encourage the continuation of a viable, traditional downtown area by allowing retail, service, office and entertainment facilities and public and semi-public uses as well as multi-family dwelling units.*
 - ii. *The proposed residential addition adds housing and is within walking distance of downtown.*
 - b. The proposed use meets the regulations and standards established in this Ordinance.
 - i. *There are no special standards associated with this use.*
 - c. The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.

- i. *The structure will not be dangerous, injurious, or noxious to the surrounding properties.*
 - d. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - 1. *The applicant has applied for a variance from the required landscaping requirements.*
 - 2. *The building is existing, and the applicant does not propose any exterior improvements. The existing building is orientated towards South 5th Street which is consistent with surrounding properties.*
 - e. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - i. *The proposed use is consistent with the environment and the neighborhood as there are other multi-family residential structures in the neighborhood.*
 - ii. As required by [Section 515-4-2.C.2](#) Exterior Building Materials. Multi-family dwelling units shall be designed to create visual interest through a variety of materials, colors, textures, installation direction, structural elements such as balconies, porches, and wall patterns, or other characteristics that create articulation either between units or floors.
 - 1. *The existing building has an alternate siding pattern between windows and the stucco has recently been painted. However, the building may not meet the “visual interest” standard. The Commission could recommend exterior improvements.*
 - 2. *Staff recommends no conditions should added since it is an existing building that is maintained well and has an alternative siding type.*
 - f. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
 - i. *As indicated in the parking calculation section, this site will have the necessary parking spaces and there should not be an increase in traffic congestion.*
 - g. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.
 - i. **Economic Development Goal 1:** Support infill and redevelopment throughout Brainerd as a strategic component of growth.
 - 1. **Policy 1:** Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exists.
 - ii. **Housing Goal 1:** Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.
 - 1. Expand home ownership and rental opportunities through rehabilitation and new construction.
 - a. *The expansion of residential units in the proposed building adds additional rental units to Brainerd.*
6. Conditions. In reviewing applications for conditional use permits, the City may attach whatever reasonable conditions are deemed necessary to mitigate anticipated adverse

impacts associated with the proposed use, to protect the value of property within the Zoning District, and to achieve the goals of the City's Comprehensive Plan. In determining such conditions, special consideration shall be given to protecting nearby properties from objectionable views, noise, traffic, and other characteristics associated with such uses.

FINDINGS OF FACT – VARIANCE REQUEST

7. The applicant has submitted a variance request from the shrub requirements for TC multi-family properties.
 1. [Section 515-4-10.2.a General Landscaping Improvement Standards](#) states that four (4) shrubs shall be planted per dwelling unit. Two (2) perennials can be substituted for (1) shrub. Shrubs used as required screening as identified in (b) shall not be counted in meeting these requirements.
 - a. *The applicant does not greenspace to plant shrubbery as the building is built to the property extents.*
 2. [Section 515-5-4.B.3](#), General Provisions and Evaluation Criteria. – Variances shall only be permitted:
 - a. When they are in harmony with the general purposes and intent of the ordinance and:
 - i. The TC Zoning District is to encourage the continuation of a viable, traditional downtown area by allowing retail, service, office and entertainment facilities and public and semi-public uses as well as multi-family dwelling units.
 1. *This property is proposed to be used as a 3-unit multi-family building which is a conditional use in the TC District.*
 - b. When the variances are consistent with the Comprehensive Plan.
 - i. **Economic Development: Goal 1:** “Support infill and redevelopment throughout Brainerd as a strategic component of growth.” Policy 1: “Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exists.”
 1. *Commercial properties continue to convert unused spaces to residential units as the demand for housing increases.*
 - c. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.
 3. [Section 515-5-4.B.4](#), Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.;
 - a. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
 - i. *The building has existed on the property for a number of years and the zero-foot setback is not conducive to landscaping enhancements.*
 - b. The variance, if granted, will not alter the essential character of the locality.
 - i. *This variance, if granted, will not substantially alter the character of the locality as the building is existing.*

- c. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.
 - i. *In this case, the practical difficulties are not an economic consideration.*
- 4. [Section 515-5-4. B.5](#), The Commission may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.
 - a. *Staff recommends no additional conditions.*

As of this writing, no one has contacted the Community Development Department for more information on the Conditional Use Permit and Variance application for the proposed addition of two (2) apartment units.

STAFF RECOMMENDATIONS

The Community Development Department recommends approval of the Conditional Use Permit and Variance requests for 324 S. 5th Street Brainerd



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

RESIDENTIAL

COMMERCIAL

CONDITIONAL USE PERMIT

☐

(\$350.00)

☒

(\$500.00 + \$500.00 escrow deposit)

REZONING

☐

(\$350.00)

☐

(\$500.00)

VARIANCE

☐

(\$350.00)

☒

(\$500.00 + \$500.00 escrow deposit)

ZONING TEXT AMENDMENT

☐

(\$250.00)

☐

(\$400.00)

PROPERTY ADDRESS: 324 S. 5th St., Brainerd, MN 56401

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy)

PID: ~~412 413 37 Commercial building & 412 410 55 Lot~~

Property Owner Name: SUITE PROPERTIES - Sharon (Sherry) Watland

Street Address: Mailing address: 18506 State Hwy 371 City: Brainerd State: MN Zip Code 56401

Phone Number: 218.330.6502 Fax: _____ E-mail: SuitePropertiesMN@gmail.com

Applicant Name: (If different than Property Owner) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: We would like to convert a portion of our commercial office building second floor to

2 - 2 bedroom apartments

Property Owner Signature

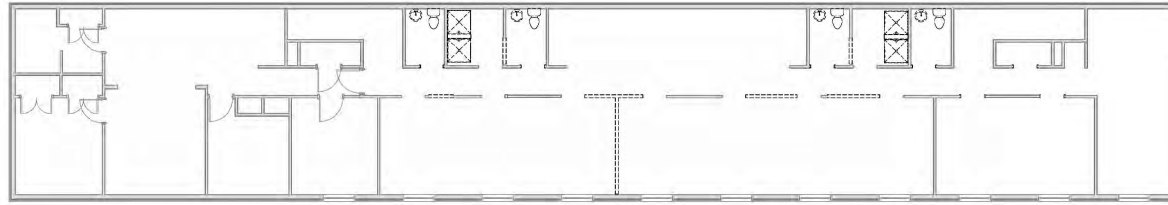
2/3/25 Date

Sharon Watland
(Please print name)

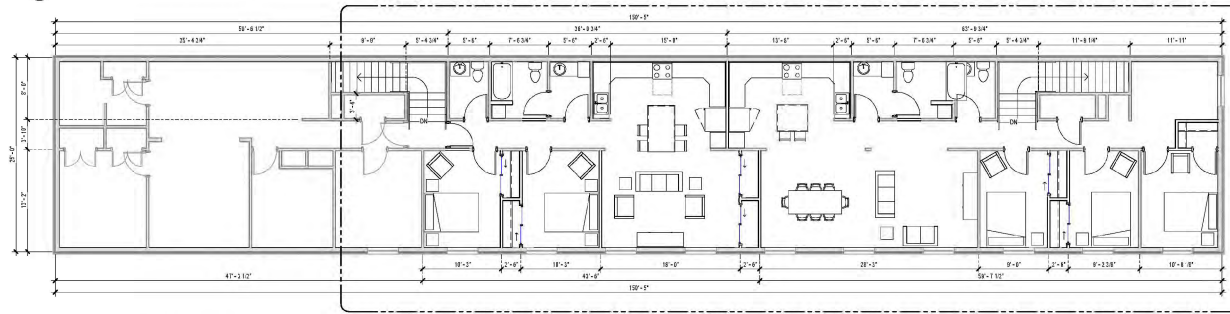
Applicant Signature

Date

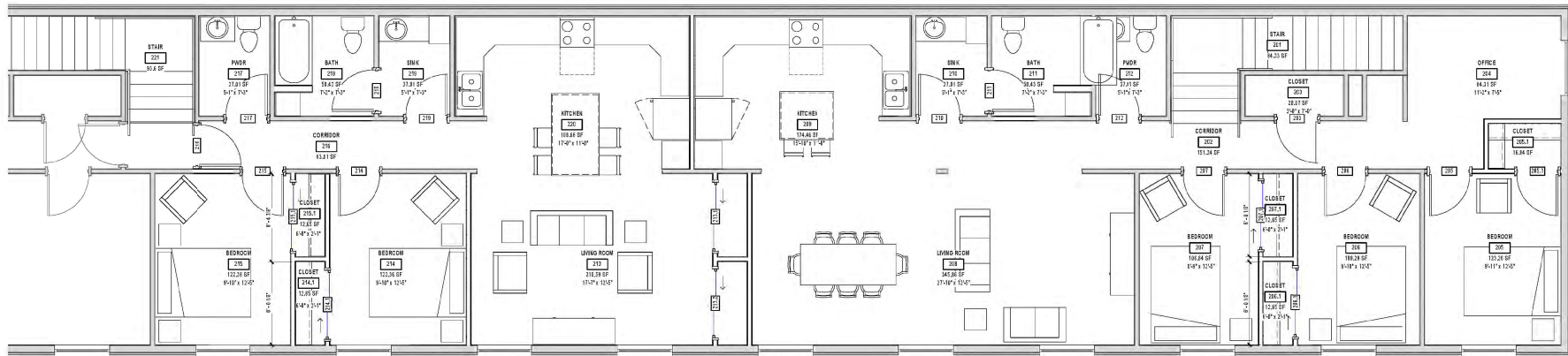
(Please print name)



2 SECOND LEVEL DEMOLITION PLAN
1/8" = 1'-0"



1 SECOND LEVEL FLOOR PLAN
1/8" = 1'-0"



3 ENLARGED SECOND LEVEL FLOOR PLAN
1/8" = 1'-0"

- GENERAL FLOOR PLAN NOTES:**
- ALL INTERIOR PARTITION WALLS ARE METAL STUD @ 16" O.C. WITH 5/8" GIBB EACH SIDE (U.A.D.).
 - SUSCEPTIBLE SHALL BE BROUGHT TO THE ARCHITECT'S ATTENTION IMMEDIATELY.
 - ALL PENDING CONDUITS AND RELATED MECHANICAL AND ELECTRICAL ITEMS SHALL BE CONCEALED WITHIN EXISTING FINISHING AS REQUIRED IN FINISHED AREAS (SEE SPECIFICATIONS ON DRAWINGS OF NOT A.S.).
 - PROVIDE METAL PLATE BACKING AND/OR TREATED WOOD BLOCKING IN WALLS WHERE VALL-MOUNTED EQUIPMENT IS SHOWN ON PLANS OR ELEVATIONS. VERIFY HEIGHT AND LENGTH WITH ACTUAL EQUIPMENT.
 - ALL MECHANICAL EQUIPMENT SHALL BE 4" HIGH U.A.D. LENGTH AND WIDTH OF PADS TO BE VERIFIED BY CONTRACTOR.
 - ALL OPENINGS ARE CLEAR FROM THE CENTER OF WALL PARTITION TO CENTER OF WALL PARTITION. SEE PARTITION TYPES FOR ACTUAL THICKNESS OF PARTITION. MASONRY WALLS ARE DEMONSTRATED TO THE MINIMUM FACE.
 - ALL EXTERIOR DIMENSIONS ARE TO THE FACE OF STUD. ALL INTERIOR DIMENSIONS ARE TO THE CENTER OF THE WALL (U.A.D.).
 - PATCH ALL HOLES IN SURFACES WHERE EQUIPMENT HAS BEEN REMOVED OR DEMOLITION HAS OCCURRED. PREPARED SURFACES ARE REQUIRED FOR NEW FINISHES. PATCH TO MATCH ADJACENT SURFACES IF NOT SCHEDULED.
 - ALL FLOOR OPENINGS AND DEPRESSIONS IN THE WORK SHALL BE FILLED OR CLOSED U.A.D. WITH WATERFALLS TO MATCH ADJACENT SURFACES. FINISHES ARE TO BE NOTED.



NOT FOR CONSTRUCTION

COPPER CIRCLE CONCEPTS
1000 WATLAND
BRANDED, MN
SECOND LEVEL FLOOR PLAN

SHEET NO. A1.20

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Sharon Watland, owner of Suite Properties LLC, 18506 State Hwy 371, Brainerd has submitted a request for a Conditional Use Permit and Variance at 324 S 5th St, Brainerd. The CUP request is for the construction of two (2) additional residential apartment units on the second floor for a total of three (3) units while maintaining the existing commercial space on the first floor. The variance request is from the landscaping requirements for trees and shrubs in the TC (Town Center) Zoning District. The applicant is proposing no additional trees and shrubs as part of the project. The property included in this application is described as:

*Town of Brainerd & First Addition to Brainerd
Lot 001 Block 65
Parcel#: 41241337*

*Town of Brainerd & First Addition to Brainerd
Lots 11 and 12 Block 125
Parcel#: 41241055*

Section 24, Township 045, Range 031

The property is located in the TC District (Town Center) and Zoning Ordinance Section 513-3 Appendix A Table of Uses allows for a mixed-use building, including residential uses not on main floor as a Conditional Use.

A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, February 19th, 2025 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit and Variance request.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 5th day of February, 2025



James L. Kramvik
Community Development Director

Publication Date: February 8th, 2025



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Consider Preliminary and Final Plat for Three Pete LLC - 15770 Dellwood Dr

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

The applicant has submitted a Preliminary and Final Plat to create a Common Interest Community (CIC) for twelve (12) individually-owned commercial or private storage units at 15770 Dellwood Drive.

The purpose of this request is to create a Common Interest Community. A Conditional Use Permit to construct a mini-self-storage facility was issued on 2/21/23, the applicant began site work in 2023, and the building permit was issued 07/03/24. Building #1, located on the north end, is in the process of construction. The applicant was required to update the structural plans to include fire walls between units to allow for additional uses other than mini storage. The CIC plat will allow each unit to be sold to individual property owners.

Staff believe this proposal encompasses the Comprehensive Plans Economic Development Goal 3: Policy 3: Encourage entrepreneurs to start their own businesses.

1. The proposed project allows new businesses and entrepreneurs to start small in their privately owned space. Small businesses in this Common Interest Development are far better for the City's tax base and economic interests compared to storage units.

Staff had recommended that a provision should be added to the Declaration of Covenants, Conditions, Restrictions, and Easements to restrict parking on Dellwood Drive.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered this request at their February 19th meeting and unanimously recommended approval.

Commissioner Erickson commented: He thinks this is a great proposal. It's kind of like a mixed use for mini-storage that can provide unique opportunities.

Planning Commission motion: Moved and seconded by Commissioners Grecula and Powell to

recommend approval of the preliminary and final plat for 15770 Dellwood Dr and to remove the parking condition shown. Members Grecula, Powell, Higgins, and Erickson voted "aye". No member voted "nay". Commissioner Petersen recused himself from this topic. The Chair declared the motion carried.

RECOMMENDED ACTION/MOTION:

Approval of the preliminary and final plat for 15770 Dellwood Dr as presented.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: February 19th, 2025

RE: Consider Three Pete LLC Preliminary and Final Common Interest Community (CIC)
Plat for 15770 Dellwood Drive

REQUEST

Preliminary and Final Plat to create a Common Interest Community (CIC) for twelve (12) individually owned commercial or private storage units at 15770 Dellwood Drive

PUBLIC HEARING. Preliminary & Final Plat

APPLICANT: David Peterson, owner of Three Pete LLC

The purpose of this request is to create a Common Interest Community. A Conditional Use Permit to construct a mini self-storage facility was issued on 2/21/23, the applicant began site work in 2023, and the building permit was issued 7/3/24. Building #1 located on the north end is in the process of construction. The applicant was required to update the structural plans to include fire walls between units to allow for additional uses other than mini storage. The CIC plat will allow each unit to be sold to individual property owners.

CONTEXT

Parcel Number: 41320505

Zoning District: General Industrial (GI) Zoning District

Property Area: 2.53 Acres

Adjacent Uses: North: Residential Home
East: Residential Homes
South: Residential Home
West: Residential Home

Adjacent Zoning: North: Rural Living 2 (RL-2) District
 East: Rural Living 2 (RL-2) District
 South: C2 (Regional Commercial) District (Baxter)
 West: R-S (Residential Staging) District (Baxter)

AERIAL MAP



FINDINGS OF FACT – COMMON INTEREST COMMUNITY PLAT

1. Table 515-2-16.1. GI Dimensional Standards – Density, Lot Size, Coverage and Height Standards
 - a. Lot Size (minimum) – 24,000 SQFT
 - i. *Proposed lot meets the minimum lot size requirement.*
 - b. Lot Width (minimum) – 100'
 - i. *Proposed lot meets the minimum lot width requirement.*
 - c. Lot Setback from abutting residential uses – 100'
 - i. *Proposed project meets the setback standard.*

The Plat shall be approved based on the following criteria:

1. That the proposed subdivision is consistent with adopted applicable general and specific comprehensive plans of the City.

- a. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.
 - i. Economic Development Goal 3: Help local businesses grow and attract new businesses in our neighborhoods, along our main corridors, and in our downtown.
 1. Policy 2: Attract new businesses best suited for the community's assets, increasing local employment options and building the city's tax base.
 2. Policy 3: Encourage entrepreneurs to start their own businesses.
 - a. *The proposed project allows new businesses and entrepreneurs to start small in their privately owned space. Small businesses in this Common Interest Development are far better for the City's tax base and economic interests compared to storage units.*
2. That the physical characteristics of this site, including but not limited to topography, percolation rate, soil conditions, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention, are such that the site are suitable for the type of development, design, or use contemplated.
 - a. *The site is suitable for the type of development proposed.*
3. That the site is physically suitable for the proposed density of development.
 - a. *The site and stormwater plans were designed by Widseth. The site, stormwater, and erosion control plans meet the requirements of the City Code and was approved by the City Engineer.*
 - b. *The development does not have a significant amount of off-street parking spaces other than what is in front of each unit. Staff recommend that the Common Interest agreement includes a provision that prohibits parking on Dellwood Drive.*
4. That the design of the subdivision or the proposed improvements are not likely to cause environmental damage.
 - a. *Stormwater will be contained on site. All future uses will be reviewed by City Staff to ensure the property meets all environmental standards.*
 - b. *The well and septic system was approved by Crow Wing County.*
5. That the design of the subdivision or the type of improvements, are not likely to cause public health problems.
 - a. *The improvements will not cause any public health problems.*
 - b. *The Building Official and Fire Marshal have no concerns at this time.*
 - c. *The building is being constructed with fire walls as required by staff.*
 - d. *As stated in the agreement under uses, no changes in the use of the Property shall be made without prior receipt of all appropriate governmental approvals and shall be consistent with the zoning restrictions on the Property.*
6. That the design of the subdivision or the type of improvements will not conflict with easements of record or with easements established by judgment of a court.
 - a. *There are currently no easements on the property.*
7. That the proposed subdivision, its site, or its design does not adversely affect the flood carrying capacity of the floodway increases flood stages and velocities or increases flood hazards within the floodway fringe or within other areas of the City.

- a. The proposed subdivision will not increase flood hazards. Stormwater controls were reviewed and approved by the City Engineer.*
- 8. The proposed subdivision is consistent with the policies and standards of the State defined shoreland, floodplain, and wetland regulations.
 - a. The proposed subdivision is outside of the shoreland district and floodplain.*
- 9. The City Council deems the subdivision is not premature.
 - a. This is an existing property within the City*
- 10. A subdivision shall be consistent with the following plans:
 - a. Brainerd Comprehensive Plan.
 - b. Brainerd Sanitary Sewer Plan/Engineering Specifications.
 - c. Brainerd Water Plan/Engineering Specifications.
 - d. Stormwater Management Plan.
 - e. Comprehensive Trail Plan.
 - f. Capital Improvement Plan.
 - i. A full list of the requirements in the capital improvement plan can be found in [Section 500-2-5.11.f](#)*
 - ii. The engineering department and community development department have no concerns with the above plans.*

As of this writing, the Community Development Department has not received any questions or concerns about this request.

STAFF OPINION/ RECOMMENDATION

Staff recommend approval of the preliminary and final plat with the following conditions:

- 1) A provision is added to the Declaration of Covenants, Conditions, Restrictions, and Easements to restrict parking on Dellwood Drive.



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307 building@ci.brainerd.mn.us

www.ci.brainerd.mn.us

PRELIMINARY PLAT/FINAL PLAT/P.U.D APPLICATION

☒ **PRELIMINARY PLAT** (\$500.00 + \$30.00/lot residential + \$1,000.00 escrow deposit)
(\$600.00 + \$50.00/lot commercial + \$1,000.00 escrow deposit)

☒ **FINAL PLAT** (fee included with Preliminary Plat)

☐ **PLANNED UNIT DEVELOPMENT** (\$1,000 + \$2,000 escrow deposit/residential)
(\$1,500 + \$2,000 escrow deposit/commercial)

PROPERTY ADDRESS: 15770 1550 Dellwood Drive

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy) PID 41320505

Property Owner Name: Three Pete LLC

Street Address: 1107 South 6th St City: Brainerd State: MN Zip Code: 56401

Phone Number: 218-820-7841 Fax: _____ E-mail: dpeterson6@live.com

Applicant Name: (if different than Property Owner) Three Pete LLC

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-Mail: _____

Description of Request: _____

Plot for property
CIC

[Signature]

Property Owner Signature

David K. Peterson

(Please print name)

1-15-2027

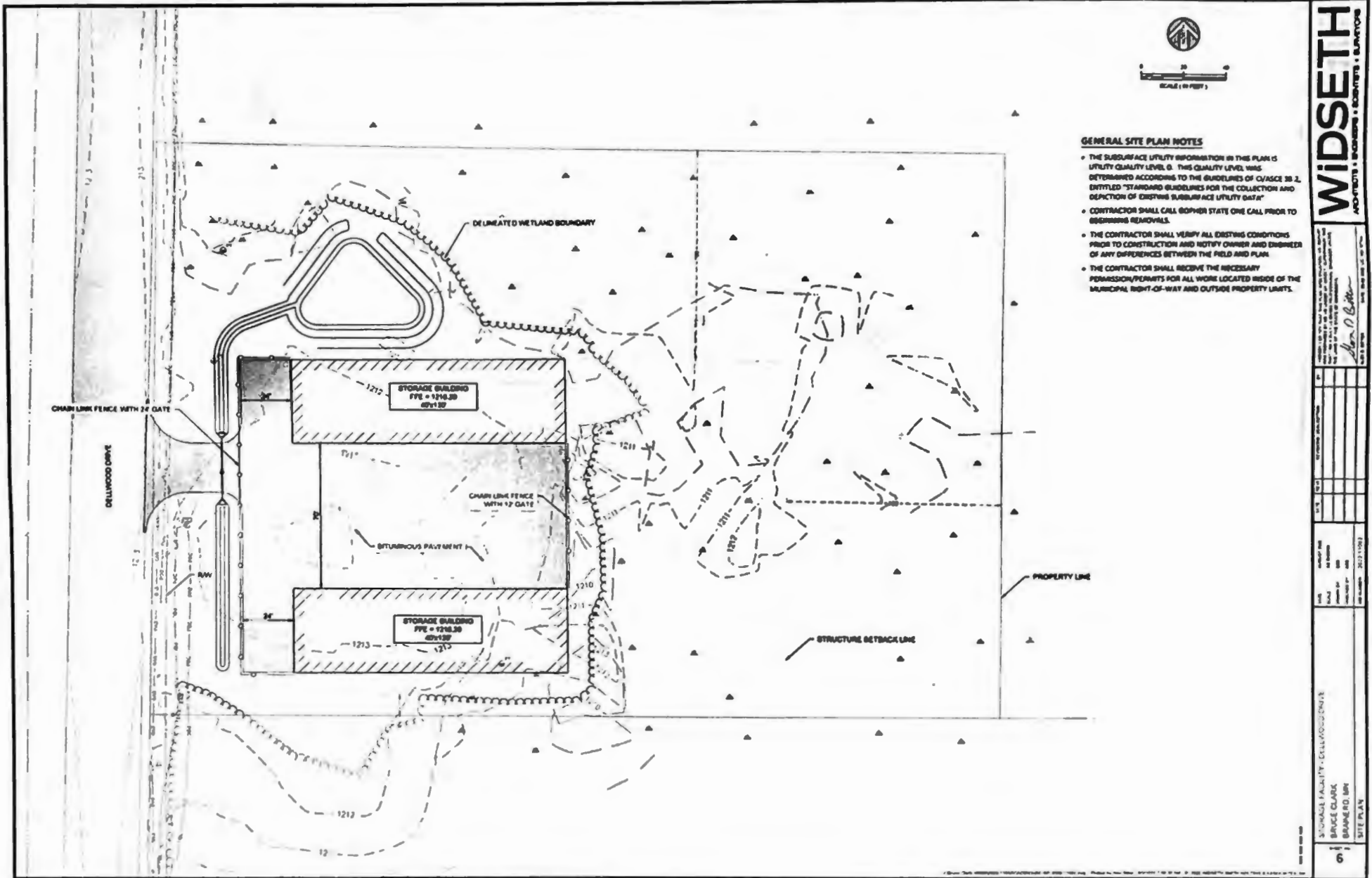
Date

Applicant Signature

Date

(Please print name)

41320505



THREE PETE LLC STORAGE FACILITY BRainerd, MN

3-22-24

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

LIC. # 45723

DATE: 3-22-24

TRAVIS MILLER

CODE DATA:

APPLICABLE CODES:

2018 INTERNATIONAL BUILDING CODE
2020 MN BUILDING CODE
2010 MN ACCESSIBILITY CODE
2020 MN STATE FIRE CODE
2024 MN ENERGY CODE

BUILDING AREA:

BUILDING = 5,120 S.F.
TOTAL = 5,120 S.F.

OCCUPANCY CLASSIFICATION:

S-1 STORAGE-MODERATE HAZARD (MISC. STORAGE)

OCCUPANCY SEPARATION:

NOT REQUIRED

HORIZONTAL ASSEMBLIES AT FLOORS:

NOT APPLICABLE

SHAFT ENCLOSURES:

NOT APPLICABLE

EXIT DOOR WALLS:

3'-0" MIN.
X=30 (TABLE 504.2.1)

DRAFTSTOPPING:

REQUIRED AT ATTIC

FIRE WALLS:

NOT APPLICABLE

FIRE PARTITIONS (CORRIDORS):

NOT APPLICABLE

FIRE BLOCKING:

REQUIRED IN WALL CAVITIES > 10"
(HEATED STORAGE)

ALLOWABLE AREA:

PER TABLE 504.2
CONSTRUCTION TYPE: VB-NON-SPRINKLERED
GROUP S-1 = 3,000 S.F. PER STORY
SPRINKLER INCREASE = NOT APPLICABLE
FRONTAGE INCREASE = (750) 5,750 S.F.
TOTAL AREA = 15,750 S.F. > 5,120 S.F. (OK)

FIRE SPRINKLERS:

GROUP S-1
FIRE AREA = 1,120 x 12,000 S.F. OK
FIRE SPRINKLERS, NOT REQUIRED

ALLOWABLE HEIGHT:

TABLE 504.4
GROUP S-1
ALLOWABLE HEIGHT = 1 STORY (10 EA)
SPRINKLER INCREASE = NA
ACTUAL = 1 STORY (19'4") (OK)

OCCUPANT LOAD:

S-1 OCCUPANCY

ROOM NAME	OCCUPANT LOAD	SUBTOTAL
SHOP	5,120/500	22.0
TOTAL		19.0

TOTAL OCCUPANT LOAD = 19

EXIT NOTES:

- PER TABLE 1006.3.3 (S-1) 110 OCCUPANTS = 1 EXIT REQUIRED PER LEASE SPACE; (6) PROVIDED
- EXIT WIDTH:
2 X 10' = 4 INCHES REQUIRED; PROVIDED = 33/32"
- MAX TRAVEL DISTANCE TO EXIT:
PER TABLE 1017.2 = 200 FEET
ACTUAL MAXIMUM: 42-0"
- MIN DISTANCE BETWEEN EXITS:
NA; (1) EXIT REQUIRED

MISC. CODE NOTES:

- DOOR HARDWARE TO BE ADA COMPLIANT LEVER STYLE LATCHES
- PROVIDE A MINIMUM OF (6) FIRE EXTINGUISHERS. SEE PLAN FOR LOCATION
- SEE ELECTRICAL DRAWINGS FOR EMERGENCY EXITING & LIGHTING
- ALL INTERIOR ROOM SIGNAGE SHALL BE ADA COMPLIANT, SEE 2/11
- G.C. TO PROVIDE BUILDING OFFICIAL UNALIGNED DATA OF ALL WINDOWS & DOORS
- G.C. TO PROVIDE BUILDING OFFICIAL ENGINEERED DRAWINGS OF ALL PRE-ENGINEERED ROOF TRUSSES
- ARCHITECTURAL PLAN REVIEW REQUIRED FOR ALL FUTURE TENANT BUILD-OUTS
- FUTURE B, F-1, V, S-1 OCCUPANCIES ALLOWED WITH NO SEPARATION REQUIRED
- ANY WORKOVERS (F-1) OCCUPANCY TO BE UNDER 1,500 S.F.
- ANY COMMERCIAL VEHICLE REPAIR/RESTORATION (S-1) OCCUPANCY TO BE UNDER 5,000 S.F.

TOILET ROOM REVIEW:

PER TABLE 2802.1 (EXCEPTION)

WHEN APPROVED BY BUILDING OFFICIAL, BUILDINGS OR STRUCTURES THAT ARE NORMALLY UNOCCUPIED SUCH AS PICNIC SHELTERS, AMPHITHEATERS, SMALL TRANSIT STOP STATIONS, COLD STORAGE BUILDINGS, UTILITY SHEDS, WAREHOUSES, MOBILE HOMES, CONCESSIONS STANDS & SIMILAR STRUCTURES NEED NOT BE PROVIDED WITH RESTROOM FACILITIES.

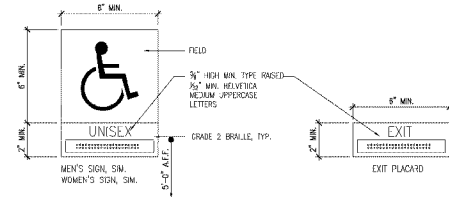
THE STORAGE BUILDING WILL PRIMARILY BE UNOCCUPIED; TOILET FACILITIES MAY BE AT TIME OF TENANT BUILD-OUT

ENERGY CODE:

PER TABLE 5.5.7 - 5" STANDARD 90.1 + 2022 (CLIMATE ZONE 7)

ROOF	(ATTIC)	REQUIRED: R-6	PROVIDED: R-6
WALLS ABOVE GRADE	(WALL-FRAME/OTHER):	REQUIRED: R-13 (+7.5)	PROVIDED: R-20
FLOOR	(UNHEATED SLAB):	REQUIRED: R-5 (MIN. 2-4")	PROVIDED: R-20 (4-4")
DOOR	(ENTRANCE DOOR):	REQUIRED: U-0.35	PROVIDED: U-0.28
WINDOW	(FIXED WINDOW/MTL.):	REQUIRED: U-0.33	PROVIDED: U-0.25
WINDOW	(OPERABLE WINDOW/MTL.):	REQUIRED: U-0.40	PROVIDED: U-0.25
SHGC	(DOORS & WINDOWS):	REQUIRED: .45	PROVIDED: .22

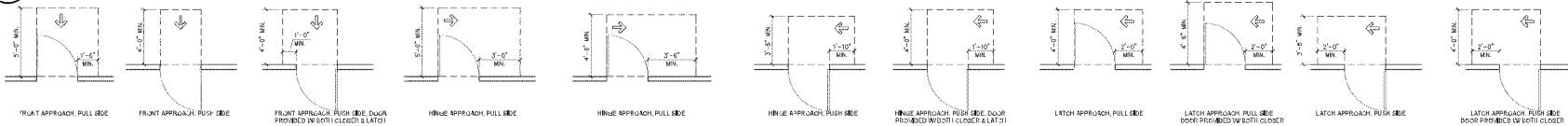
NOTE:
BUILDING IS TO BE UNHEATED AND NOT INSULATED.



NOTE:
1. COLOR & CONTRAST SHALL BE DISTINCTLY DIFFERENT FROM THE COLOR & CONTRAST OF THE DOOR. VERIFY WITH ARCH. PRIOR TO FABRICATION
2. LETTERS AND NUMBERS ON SIGNS SHALL BE RAISED, CONTRASTING IN COLOR, AND HAVE A MINIMUM HEIGHT RATIO OF BETWEEN 1:5 AND 1:10, AND RAISED 1/32\"/>

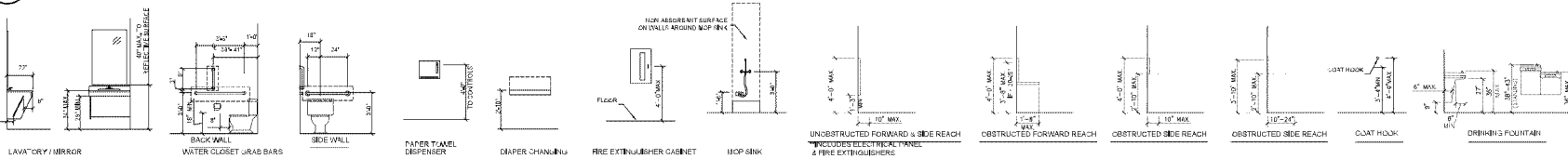
2 ADA SIGNAGE

1 CODE REVIEW



3 REQUIRED CLEARANCES AT DOORS

1/4\"/>



GENERAL NOTE:
CRITICAL NECESSARY BLOCKING AS REQUIRED FOR TOILET ROOM ACCESSIBILITY

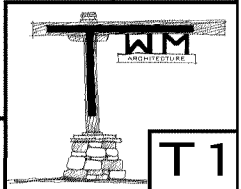
4 STANDARD ADA MOUNTING HEIGHTS

1/4\"/>

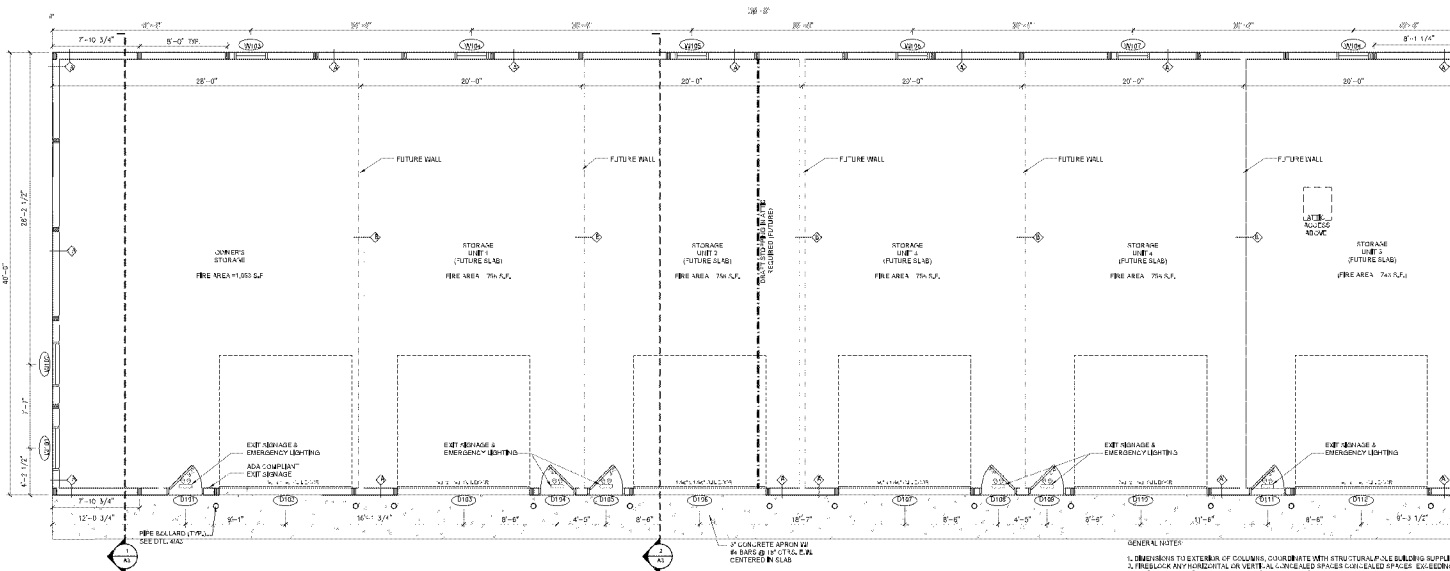
DRAWING INDEX

- T1 - TITLE SHEET & CODE INFORMATION
- A1 - FLOOR PLAN, SCHEDULES & WALL TYPES
- A2 - EXTERIOR ELEVATIONS
- A3 - SECTIONS, ROOF PLAN, INTERIOR ELEVATIONS

THREE PETE LLC
STORAGE FACILITY
BRainerd, MN



© TMM ARCHITECTURE COPY RIGHT 2024

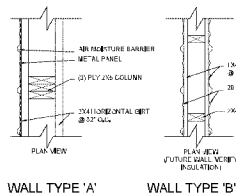


GENERAL NOTES:

1. UNDERSTAND TO EXTENSION OF COLUMNS, COORDINATE WITH STRUCTURAL/PILE BUILDING SUPPLIER.
2. PROVIDE ANY HORIZONTAL OR VERTICAL UNGLAZED SPACER CARTRIDGES SPACER EXCEEDING 10\"/>

1 FLOOR PLAN (NORTH BUILDING)

3/16" = 1'-0" ON 24 X 36 PAPER



2 WALL TYPES

1" = 1'-0" ON 24 X 36 PAPER

DOOR NO.	LOCATION	COMPANY OR DOOR TYPE	FRAME TYPE	ROUGH OPENING W x H	HEADER HEIGHT	HEADER MTL.	WET RATING	FINISHWARE SET	COMMENTS
D101	STORAGE UNIT 1	BAVERBILT	1054164010	34 1/2" X 64 1/2"	64 1/2"	BY SUPPLIER	-	-	ADA THRESHOLD
D102	STORAGE UNIT 2	CLIPPER	3731	100" X 150 3/4"	150 3/4"	BY SUPPLIER	-	-	OVERHEAD SWING DOOR; POLYURETHANE CORE; SILENT
D103	STORAGE UNIT 3	BAVERBILT	1054164010	34 1/2" X 64 1/2"	64 1/2"	BY SUPPLIER	-	-	ADA THRESHOLD
D104	STORAGE UNIT 4	CLIPPER	3731	100" X 150 3/4"	150 3/4"	BY SUPPLIER	-	-	OVERHEAD SWING DOOR; POLYURETHANE CORE; SILENT
D105	STORAGE UNIT 5	BAVERBILT	1054164010	34 1/2" X 64 1/2"	64 1/2"	BY SUPPLIER	-	-	ADA THRESHOLD
D106	STORAGE UNIT 6	CLIPPER	3731	100" X 150 3/4"	150 3/4"	BY SUPPLIER	-	-	OVERHEAD SWING DOOR; POLYURETHANE CORE; SILENT
D107	STORAGE UNIT 7	BAVERBILT	1054164010	34 1/2" X 64 1/2"	64 1/2"	BY SUPPLIER	-	-	ADA THRESHOLD
D108	STORAGE UNIT 8	CLIPPER	3731	100" X 150 3/4"	150 3/4"	BY SUPPLIER	-	-	OVERHEAD SWING DOOR; POLYURETHANE CORE; SILENT
D109	STORAGE UNIT 9	BAVERBILT	1054164010	34 1/2" X 64 1/2"	64 1/2"	BY SUPPLIER	-	-	ADA THRESHOLD
D110	STORAGE UNIT 10	CLIPPER	3731	100" X 150 3/4"	150 3/4"	BY SUPPLIER	-	-	OVERHEAD SWING DOOR; POLYURETHANE CORE; SILENT
D111	STORAGE UNIT 11	BAVERBILT	1054164010	34 1/2" X 64 1/2"	64 1/2"	BY SUPPLIER	-	-	ADA THRESHOLD
D112	STORAGE UNIT 12	CLIPPER	3731	100" X 150 3/4"	150 3/4"	BY SUPPLIER	-	-	OVERHEAD SWING DOOR; POLYURETHANE CORE; SILENT

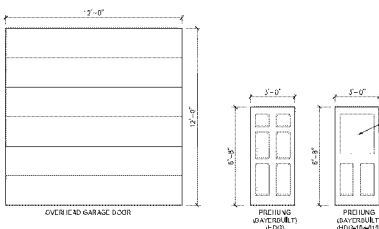
NOTES:

1. VERIFY ALL FINISHWARE CONDITIONS.
2. VERIFY ALL DOOR AND WINDOW LEAKAGE SUPPLIER.
3. SET PLAN FOR DOOR, REAR, FINISH, & FUNCTION.
4. DOOR FINISHWARE TO BE AS SUPPLIER LEVEL STYLE.
5. INSULATED & THERMOGLASS GLASS AT ALL DOORS.
6. GLASS FINISHWARE SERIES WHITE GLASS, USED AS BASIS OF DESIGN FOR ENERGY CODE COMPLIANCE, SUBSTITUTIONS PERMITTED BY WRITTEN APPROVAL.
7. BAYERBILT DOORS USED AS BASIS OF DESIGN FOR FUTURE ENERGY CODE COMPLIANCE, SUBSTITUTIONS PERMITTED BY WRITTEN APPROVAL.

WINDOW NO.	LOCATION	WINDOW #	ROUGH OPENING W x H	HEADER HEIGHT	HEADER MTL.	COMMENTS
W101	STORAGE UNIT 1	TYPE 1	24 1/2" X 34 1/2"	34 1/2"	BY SUPPLIER	FREE WINDOW
W102	STORAGE UNIT 2	TYPE 1	24 1/2" X 34 1/2"	34 1/2"	BY SUPPLIER	FREE WINDOW
W103	STORAGE UNIT 3	TYPE 1	24 1/2" X 34 1/2"	34 1/2"	BY SUPPLIER	FREE WINDOW
W104	STORAGE UNIT 4	TYPE 2	24 1/2" X 34 1/2"	34 1/2"	BY SUPPLIER	FREE WINDOW
W105	STORAGE UNIT 5	TYPE 2	24 1/2" X 34 1/2"	34 1/2"	BY SUPPLIER	FREE WINDOW
W106	STORAGE UNIT 6	TYPE 2	24 1/2" X 34 1/2"	34 1/2"	BY SUPPLIER	FREE WINDOW
W107	STORAGE UNIT 7	TYPE 2	24 1/2" X 34 1/2"	34 1/2"	BY SUPPLIER	FREE WINDOW
W108	STORAGE UNIT 8	TYPE 2	24 1/2" X 34 1/2"	34 1/2"	BY SUPPLIER	FREE WINDOW
W109	STORAGE UNIT 9	TYPE 2	24 1/2" X 34 1/2"	34 1/2"	BY SUPPLIER	FREE WINDOW
W110	STORAGE UNIT 10	TYPE 2	24 1/2" X 34 1/2"	34 1/2"	BY SUPPLIER	FREE WINDOW

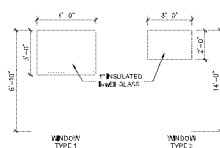
NOTES:

1. VERIFY WITH LEAD EXPANSION OFFICER AROUND ALL WINDOW OPENINGS.
2. SET PLAN FOR DOOR, REAR, FINISH, & FUNCTION.
3. EXTENSION JAMBS TO BE PL. VINO. FINISHED.
4. ALL WINDOWS TO BE FINISHED WITH WHITE GLASS.
5. VERIFY ALL WINDOW GLASS FINISHWARE SUPPLIER OR FINISHWARE WINDOW FINISHWARE TO FINISHWARE.
6. ALL GLASS TO BE THERMOGLASS FILLED FOR ENERGY CODE REQUIREMENTS.



3 DOOR ELEVATIONS

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



4 WINDOW ELEVATIONS

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

3-22-24

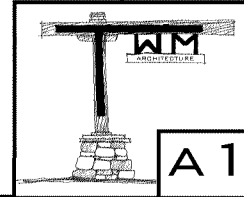
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

LIC. # 45723

DATE: 3-22-24

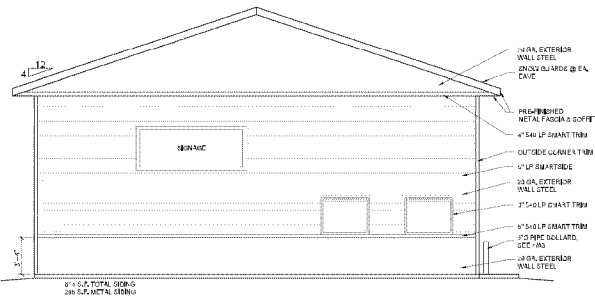
TRAVIS MILLER

THREE PETE LLC
STORAGE FACILITY
BRAND, MN

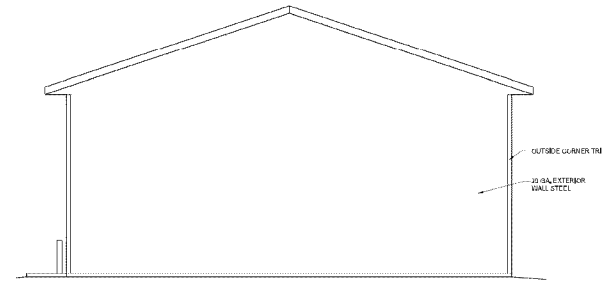


A1

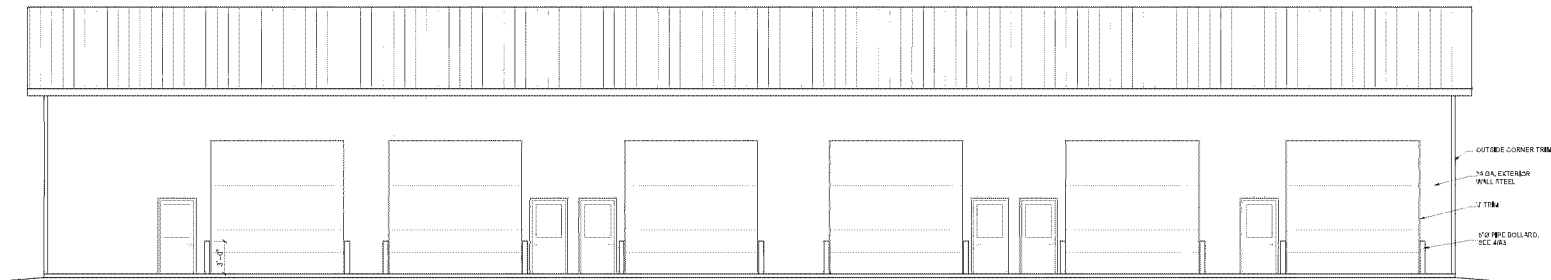
(9) TMM ARCHITECTURE COPYRIGHT 2024



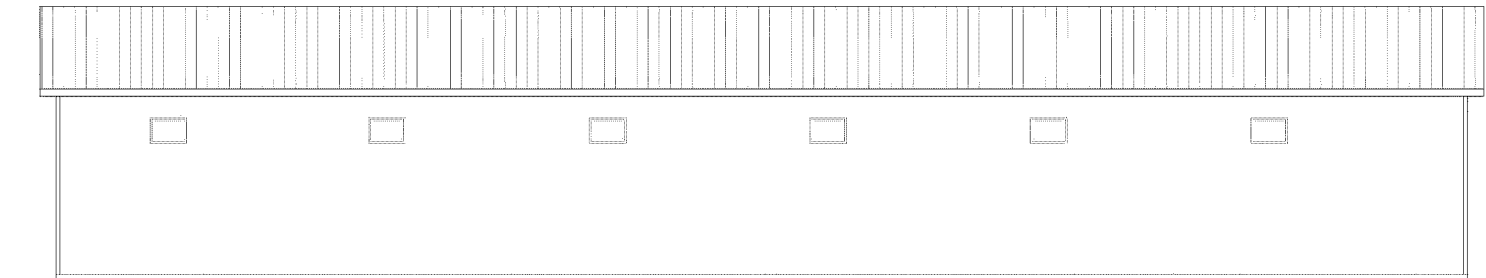
1 WEST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



2 EAST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



3 SOUTH ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



4 NORTH ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER

3-22-24

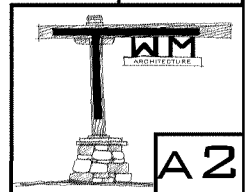
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

LIC. # 45743

DATE: 3-22-24

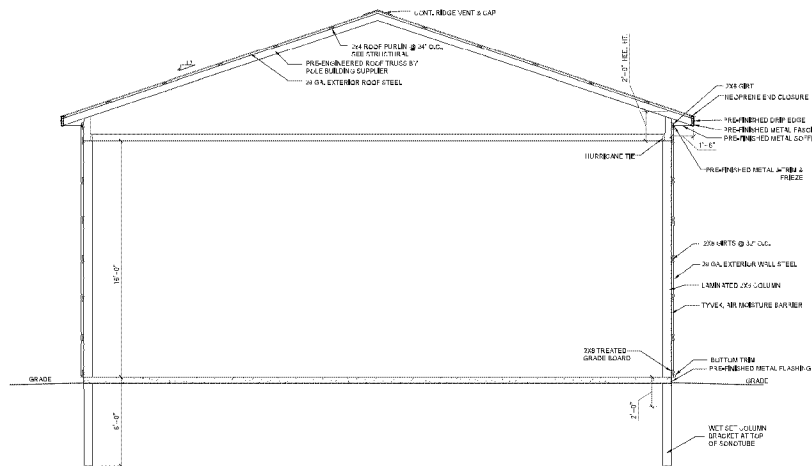
TRAVIS MILLER

THREE PETE LLC
STORAGE FACILITY
BRainerd, MN

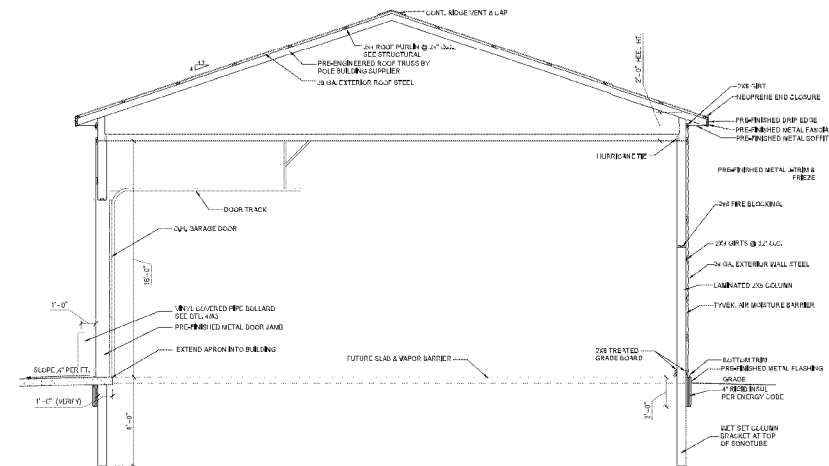


A2

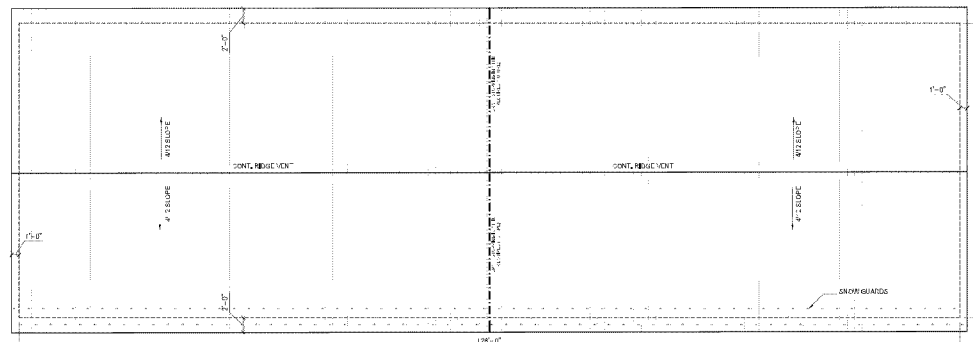
© 2024 WM ARCHITECTURE. ALL RIGHTS RESERVED.



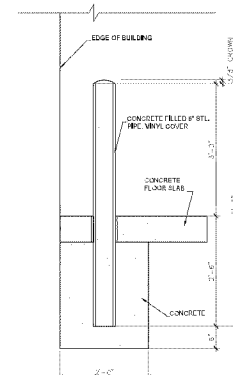
1 BUILDING SECTION
1/4" = 1'-0" ON 24 X 36 PAPER



2 BUILDING SECTION
1/4" = 1'-0" ON 24 X 36 PAPER



3 ROOF PLAN
1/8" = 1'-0" ON 24 X 36 PAPER



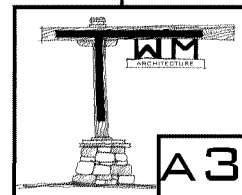
4 BOLLARD DETAIL
3/4" = 1'-0" ON 24 X 36 PAPER

3-22-24

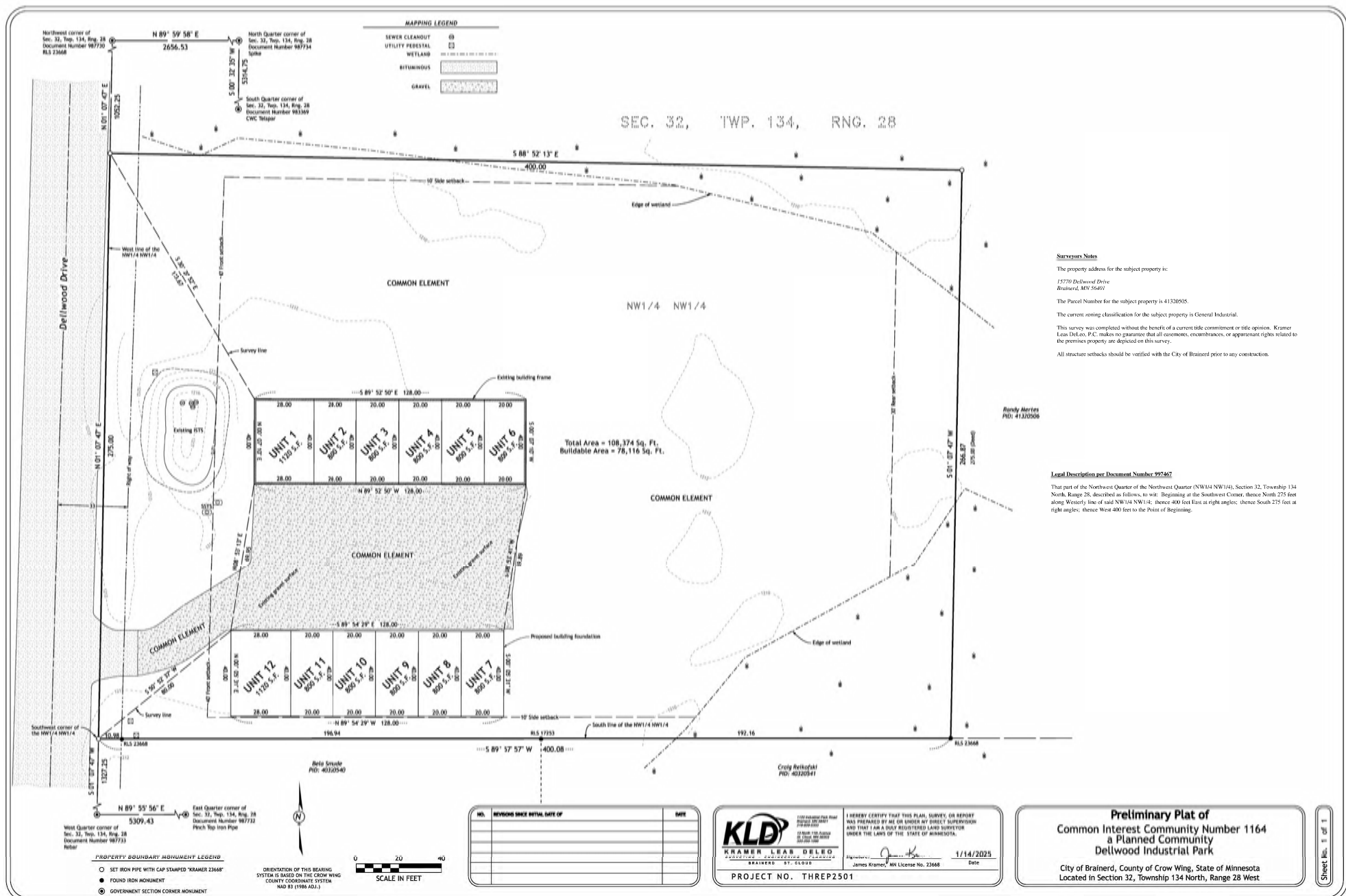
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

TRAVIS MILLER DATE: 3-22-24 LIC. # 45723

**THREE PETE LLC
STORAGE FACILITY
BRainerd, MN**



A3



County Auditor / Treasurer, Crow Wing County, Minnesota

KLD
1100 Industrial Park Road
Waukegan, IL 60087
708-866-8333

18 North 17th Avenue
St. Cloud, MN 56302
507-326-1200

KRAMER LEAB DELO
SURVEYING • ENGINEERING • PLANNING
BRAINEER • ST. CLOUD

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that David Peterson of Three Pete LLC, 1107 S 6th St., Brainerd has submitted a request for a preliminary and final CIC plat for 15770 Dellwood Drive. The purpose of this request is to create a Common Interest Community, Dellwood Industrial Park for twelve (12) individually owned commercial or private units.

The properties are legally described as:

THAT PART OF THE NW1/4 OF THE NW1/4, S32, T134, R28 DESCRIBED AS FOLLOWS: TO WIT: BEGINNING AT THE SOUTHWEST CORNER, THENCE NORTH 275 FEET ALONG WESTERLY LINE OF SAID NW1/4 OF THE NW1/4; THENCE 400 FEET EAST AT RIGHT ANGLES; THENCE SOUTH 275 FEET AT RIGHT ANGLES; THENCE WEST 400 FEET TO THE POINT OF BEGINNING.

P.I.N. 41320505

Section 32, Township 134, Range 028

The property is in the GI (General Industrial) Zoning District. A copy of the preliminary and final plat is on file for review with the Community Development Department.

A Public Hearing to consider this plat will be conducted by the Brainerd Planning Commission at 6:00 p.m. on Wednesday, February 19, 2025 in the City Council Chambers at 501 Laurel St., Brainerd, MN 56401.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 5th day of February, 2025



James L. Kramvik
Community Development Director

Publication Date: February 8, 2025

From: [James Norwood](#)
To: [Stephanie Bestul](#); [James Kramvik](#)
Cc: [Nick Broyles](#)
Subject: Re: Planning Commission Packet February 19 2025
Date: Wednesday, February 19, 2025 1:17:38 PM
Attachments: [image001.png](#)
[image002.png](#)
[02_19_2025 Planning Commission Meeting.pdf](#)

Planning Commission members:

I will be absent from tonight's meeting due to a previously scheduled trip where I will be out of state. I wanted to express some of my opinion for record and the commission's consideration for some of the items scheduled for tonight.

6.A. - A little while ago, I had the opportunity to listen to the Superintendent of St Francis School, who is also the Parish Priest, as he presented to some of the neighborhood members the vision and plan the Parish and School Board have for their properties, at the Senior Center. The event was published over social media and I was notified because I follow the Northside Neighborhood Association Facebook group. In the meeting there were a number of individuals that reside in the neighborhood, and some that were from the Parish Capital / Finance Board. The presentation was brief and concise but did include renderings that had some architectural differences from what is in the packet as to exterior sections siding details. The renderings that were in the meeting had shown details that were more consistent with siding details that already exist with the larger PSP structures of the Institutional Campuses. I am in favor of the staff recommended support for approval Preliminary Plat, with the listed conditions from staff, but would also consider further conditions of public sidewalk from north to south where the vacation of 9th street is and design elements to be consistent with what has been used at public space at Gregory Park, east to west where Ivy Street is interrupted by the public green space. I also highlighted the previous siding elements as the development of an institutional campus such as a church and school, there should be cohesive design to give public cue that individual structures of the institution are all part of the institution; where as it currently exists that the Parish does have each of the parcels but there is not architectural cohesiveness to the structures. There is considerable housing stock loss with the proposed development of St Francis, but it does not appear to be the intent of the Parish to remove housing stock for the sake of vehicle parking, as other institutions have proceeded with in Brainerd. It should be well encouraged for the Parish, to understand heavy developmental needs of the city for focused investment for Housing Stock, Economic Community Development, and the adverse position of the city to creating off street parking in middle of residential city development zones such as TN1, TN2, CN1, and CN2.

6.B. - I am in opposition of the approval of the Conditional Use Permit, at this time, as there has been a pattern of disregard for City Ordinance over a period of time. The request comes only after city staff notified Parcel Ownership violations issues, rather than seeking City Staff guidance and direction for changes in business practices that impact land use applications. If approval is granted, it is my opinion that staff recommended conditions are strictly followed and enforced. There is a lack of parcel ownership complete understanding of surrounding community assets as they have mislabeled Cuyuna Lakes trail as Paul Bunyan. Consistent dialogue with city officials would help parcel

ownership in recognizing all agencies and assets affected, as so to best help business succeed before violating any statutes or ordinances.

6.C. - I agree with the staff recommendation for the reasons they have stated in the report. I agree with the approval for the CUP and requested Variances..

6.D. - I agree with staff recommendation for the primary and final plat of the applicant. I agree with the noted attached condition.

7.A. - This item is one that I would propose some changes to what is proposed that may be opinions that I solely possess.

It is my opinion that if a 3rd party engineering firm has signed legal liability to the production of noise from the use at the facility, city code should not necessitate stricter oversight with follow up inspections, (Striking specifically B.3. as it is missing defining metrics of "operation" and much of city code use violation is more steered towards complaint activation for city investigation for those violations (which I don't agree with as a process but the city should be consistent in process of administration of ordinance.)) and then change language to reflect B.4. that after city staff has investigated and deemed necessary for additional sound study reports from a third party engineer, who would again be assuming liability for future compliance, and recognizing the fault and failure of previous mitigation.

In item C of the proposed ordinance, IF there is state statute that addresses this specifically as it pertains to commercial electronic waste generated by these types of operators, than there should be no need for it being cited in ordinance and thus being redundant.

For item D, it would also be redundant IF there is already state statute or Federal Law that explicitly addresses this from this use by these general type operators, and applicant should have submitted site documents that engineering have prepared for city staff review in these respective departments citing the need for the review again in this ordinance.

For item F; lastly, it is my understanding that this has been mandated by statute and federal law and would not need further review for city staff to attempt to enforce while exposing city to potential liability for unjust or unequal governance; or discourage future development of commercial data infrastructure.

These are only my current opinions and are absent of discussion, debate and findings that may come from the meeting tonight. This meeting will have some of the greater discussion of the planning commission for the items that what may have happened previously, but I am confident that the commission and city council will guide its constituency well.

James Norwood
(218) 330-3974 cell

719 N 7th Street
Brainerd, MN 56401

From: Stephanie Bestul <sbestul@ci.brainerd.mn.us>

Sent: Friday, February 14, 2025 3:52 PM

To: Dave Peterson <dpeterson6@live.com>; Don Gorham <dgorham5@yahoo.com>; James Kramvik <jkramvik@ci.brainerd.mn.us>; James Norwood <jnorwood@brainerdairport.com>; Justin Grecula <justin.grecula@gmail.com>; Mike Duval <sorensonlk@yahoo.com>; Tad Erickson <terickson@ci.brainerd.mn.us>

Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>; City Council <CityCouncil@ci.brainerd.mn.us>; David (Buddy) Brown <BuddyBrown64@yahoo.com>; maureen.pickar@duluthcatholic.org <maureen.pickar@duluthcatholic.org>; al74cuda@gmail.com <al74cuda@gmail.com>

Subject: Planning Commission Packet February 19 2025

Have a great weekend!

Thank you,
Stephanie



Stephanie Bestul | Zoning Specialist/Permit Tech
City of Brainerd | 501 Laurel Street Brainerd, MN 56401
(218) 454-3406 | sbestul@ci.brainerd.mn.us

Email correspondence to and from the City of Brainerd government offices is subject to the Minnesota Government Data Practices Act and may be disclosed to third parties.

Item/Section Name	Date	Time	Note
Consider Preliminary Plat Request for St. Francis Church - 411 N 10th St	02/17/2025	5:45 PM	• <u>CLARIFICATION, Similarity of Language - development plan:</u> You are asking us to approve the preliminary plat in staff recommendation 3 and not asking that we approve a subdivision development contact under Subd Ord 500-5-1 D, correct?!? • <u>PRELIMINARY PLAT:</u> ◦ Is there a landscape plan and a stormwater plan that simply wasn't included in our packet? Sounds like staff have made determinations on aspects of this already... ◦ Approval of plat conditional on Council approval to vacate street • <u>Vacating N 9th St:</u> ◦ <u>AUTHORITY:</u> ▪ is PC the right body to hear and "approve" a road vacation request or is that strictly a City Council procedure??? ▪ or are we just compiling the findings of fact for Council to conduct their process? ▪ what did we do with My Neighbor To Love plat? ▪ recollection is that the vacating process preceded the platting ◦ <u>NEED:</u> ▪ we handled YMCA daycare center in the former Halverson Funeral Home without needing to vacate Oak St so kids could cross the street ▪ N 9th is a far less busy street ▪ road crossing concerns could be managed with simple traffic controls like crossing signals combined with unobstructed views and/or installing an

Item/Section Name	Date	Time	Note
			additional stop sign on north end of the block to interrupt through-traffic flow ▪ is the vacated street to be used for stormwater ponding and infiltration? what does "proposed 80 ft wide drainage and utility easement" mean? ▪ can that be managed in some other way or directed to some of the undeveloped parcels in the plat? ▪ I see no other structures or infrastructure overlaying the proposed vacated street corridor suggesting this is not a requirement for the overall success of the proposed development/redevelopment ◦ IMPACT: ▪ loss of on-street parking to tune of 20+ vehicle spaces (~600 lf) ▪ street parking was nearly at full capacity on drive-by field inspection Saturday morning ▪ south bound traffic seeking access to Washington are likely and preferrably accessing from controlled intersection at 8th ▪ does the proposed HW210 reconstruction project make any changes to access onto or off of the State Hwy at 8th and 9th intersections???? ▪ bet you can't enter EB 210 from 9th but can you exit EB 210 onto 9th? ▪ could the street become a pedestrian mall? <i>DON'T LIKE THIS IDEA AS STARTER</i> ◦ CONDITION: Submit a landscaping plan to staff with particular interest

Item/Section Name	Date	Time	Note
			in treatment of the vacated street if that's approved by Council • <u>Demolishing buildings:</u> ◦ what was testimony from St Francis during the ordinance development hearings? what was PC discussion related to those concerns? and Council discussion?!?!? ▪ first place one goes with an expansion project like this is to crush all the old houses and ship them to the landfill ▪ these are NOT blighted properties and, in fact, are quit nice homes ▪ Shawn, can we see street views? ▪ couple very attractive architectural styles ▪ "substandard housing" is a relative term that can be remedied by remodeling/rehabilitation ▪ homes appear to be in good condition and good candidates for remodeling and modernization of utilities and energy efficiency ▪ what repairs are staff aware of that are called out in the findings of fact? ◦ CONDITION: ▪ offer and advertise homes targeted for removal at minimal to no cost to prospective individuals and entities interested in relocating ▪ several house moving companies in the Lakes Area ▪ examples of house salvages I'm aware of include one from early-

Item/Section Name	Date	Time	Note
			2000s hospital parking lot expansion moved to Lake Hubert area and one from 2020 Lowell School parking lot expansion moved to NE Brainerd ▪ can represent a feasible and affordable option for adventurous buyers and real estate investors ▪ absent any interest responses to move any of these houses, offer Habitat for Humanity the opportunity to salvage materials and fixtures before demolition ▪ provide a reasonable window early in the overall development timeline to a
Consider Rezoning and Zoning Text Amendment for Paradigm Auto - 310 W Laurel St	02/14/2025	7:48 PM	OK
Review Planning Commission Yearly Itinerary	02/14/2025	7:52 PM	Will funds allocated for Comp Plan update roll into 2026 if we put that as No. 5 priority?
Consider Conditional Use Permit and Variance for Suite Properties LLC - 324 5th St S	02/15/2025	3:10 AM	Okay to both
Consider Preliminary and Final Plat for Three Pete LLC - 15770 Dellwood Dr	02/15/2025	4:28 AM	• City services for water and sewer are routinely tested and maintained ◦ because there is no public service infrastructure to the site, how do you ensure that the on-site services are performing properly and compliant with health standards? ▪ solids clogging drain field ▪ coliform bacteria in well water • are there septic and well maintenance conditions or schedules in the CIC covenants? ◦ not evident in Section 9, pg 13

Item/Section Name	Date	Time	Note
			▪ Optional maintenance to these within Units (see Sec 9.2, pgs 13-14) ◦ Section 9.1 calls out lawn mowing and snow removal, sidewalks, exterior features (i.e., these are aesthetic considerations) • who is responsible for septic pumping and drinking water quality testing? ◦ the Association (see Section 3.1.3, pg 6) ▪ these are Common Elements defined under 2.13 and 2.14, pg 5 ◦ best practices approach or specific schedule ▪ inspect septic every 3 years ▪ test well "frequently" for coliform and nitrate
Discuss Data Center Ordinance	02/15/2025	4:35 AM	• at January meeting, we discussed tying energy standards to BPU renewable/carbon-free plan ◦ offset percentage would come from BPU goal for year-X •



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Adopt Resolution - Approve Plans and Authorize Bidding - Improvement 17-12 - Wright/10th Reconstruction Project

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Jessie Dehn, City Engineer, Mike Habighorst, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this request is a resolution that approves the plans and specifications and authorizes advertisement for bids for Improvement 17-12 - Wright/10th Reconstruction Project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Improvement 17-12 is the Wright/10th Reconstruction Project which includes reconstruction of Wright Street and Southeast 10th Street in the industrial park in South Brainerd. Attached to this item is the Engineer's Estimate and cover sheet for the plans. The current estimate, including engineering costs and a 5% contingency, is a total of \$4,280,464.86.

Staff will be available to answer any questions or concerns the Council may have about the project at the meeting.

RECOMMENDED ACTION/MOTION: Staff recommends adopting the attached resolution approving plans and specifications, and ordering advertisement for bids for Improvement 17-12.

FINANCIAL IMPACT: N/A

RESOLUTION
NO. _____

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS,
AND AUTHORIZING ADVERTISEMENT FOR BIDS
IMPROVEMENT 17-12 – WRIGHT/10TH RECONSTRUCTION PROJECT**

WHEREAS, pursuant to a resolution passed by the City Council on February 18th, 2025, the City Engineer has prepared plans and specifications for Improvement 17-12 – Wright/10th Reconstruction Project, the improvements on:

Wright Street – South 6th Street to 13th Street SE
South 10th Street – Industrial Park Road to Wright Street

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, BRAINERD, MINNESOTA:

1. Such plans and specifications, a copy of which is on file at the offices of the City Administrator and the City Engineer, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted at least three weeks in the official City newspaper and in relevant industry publications an advertisement for bids for the making of said improvements under said approved plans and specifications. Bids will be publicly opened for consideration by the City Administrator, not less than three weeks after the first publication of the advertisement. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a bid bond payable to the City for five (5) percent of the amount of the bid.

Adopted this 3rd day of March 2025

MIKE O'DAY
President of the Council

Adopted this 4th day of March 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Line	Item	Project Quantity	Estimated Price	Estimated amount
1	2021.501/00010 (LS) MOBILIZATION	1	\$150,000.00	\$150,000.00
2	2101.505/00020 (ACRE) CLEARING	0.11	\$5,000.00	\$550.00
3	2101.505/00030 (ACRE) GRUBBING	0.11	\$2,500.00	\$275.00
4	2101.502 (EACH) CLEARING	2	\$1,000.00	\$2,000.00
5	2101.502 (EACH) GRUBBING	2	\$150.00	\$300.00
6	2104.502/00130 (EACH) REMOVE PIPE APRON	6	\$150.00	\$900.00
7	2104.502/0001111 (EACH) REMOVE SHRUB	1	\$100.00	\$100.00
8	2104.502/00770 (EACH) REMOVE MANHOLE OR CATCH BASIN	24	\$300.00	\$7,200.00
9	2104.502/00820 (EACH) REMOVE CASTING	43	\$80.00	\$3,440.00
10	2104.502/02090 (EACH) SALVAGE HYDRANT	1	\$300.00	\$300.00
11	2104.502/00850 (EACH) REMOVE GATE VALVE & BOX	15	\$250.00	\$3,750.00
12	2104.502 (EACH) REMOVE WATER SERVICE	20	\$200.00	\$4,000.00
13	2104.502/00880 (EACH) REMOVE HYDRANT	11	\$275.00	\$3,025.00
14	2104.502/02020 (EACH) SALVAGE GATE VALVE	5	\$600.00	\$3,000.00
15	2104.502/02380 (EACH) SALVAGE BOULDER	3	\$30.00	\$90.00
16	2104.503/01610 (L F) SALVAGE LANDSCAPE EDGER	650	\$3.50	\$2,275.00
17	2104.503/00195 (L F) SAWING CONCRETE PAVEMENT (FULL DEPTH)	277	\$5.00	\$1,385.00
18	2104.503/00210 (L F) SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	1,336	\$2.50	\$3,340.00
19	2104.503/00270 (L F) REMOVE WATER MAIN	5,286	\$2.00	\$10,572.00
20	2104.503/00290 (L F) REMOVE SEWER PIPE (SANITARY)	19	\$2.00	\$38.00
21	2104.503/00285 (L F) REMOVE SEWER PIPE (STORM)	880	\$12.50	\$11,000.00
22	2104.503/00315 (L F) REMOVE CURB & GUTTER	9,832	\$3.50	\$34,412.00
23	2104.504/00080 (S Y) REMOVE CONCRETE DRIVEWAY PAVEMENT	557	\$5.00	\$2,785.00
24	2104.504/00110 (S Y) REMOVE BITUMINOUS DRIVEWAY PAVEMENT	1,528	\$3.50	\$5,348.00
25	2104.504/00120 (S Y) REMOVE BITUMINOUS PAVEMENT	23,092	\$3.00	\$69,276.00
26	2104.518/00329 (S F) REMOVE LANDSCAPE MULCH	830	\$1.50	\$1,245.00
27	2104.518/00330 (S F) REMOVE LANDSCAPE ROCK	21	\$1.50	\$31.50
28	2104.518/00130 (S F) REMOVE CONCRETE SIDEWALK	62	\$1.50	\$93.00
29	2108.504/00040 (S Y) GEOTEXTILE FABRIC TYPE 10	30,504	\$4.00	\$122,016.00
30	2105.607 (C Y) COMMON EXCAVATION	10,055	\$12.50	\$125,687.50
31	2105.607 (C Y) STABILIZING AGGREGATE	650	\$6.50	\$4,225.00
32	2108.504 (S Y) GEOTEXTILE FABRIC TYPE 5	93	\$7.50	\$697.50
33	2130.523/00010 (MGAL) WATER	130	\$75.00	\$9,750.00
34	2211.509/00070 (TON) AGGREGATE BASE CLASS 5	13,034	\$24.00	\$312,816.00
35	2360.509 (TON) TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	5,664	\$85.00	\$481,440.00
36	2411.603 (L F) INSTALL LANDSCAPE EDGER	650	\$6.50	\$4,225.00
37	2451.507/00260 (C Y) COARSE AGGREGATE BEDDING (LV)	1,721	\$75.00	\$129,075.00
38	2501.502/05015 (EACH) 15" RC PIPE APRON	1	\$1,250.00	\$1,250.00
39	2501.502/05018 (EACH) 18" RC PIPE APRON	2	\$1,750.00	\$3,500.00
40	2502.503/08040 (L F) 4" PERF TP PIPE DRAIN	7,734	\$13.00	\$100,542.00
41	2503.503 (L F) 12" RC PIPE SEWER DESIGN 3006 CLASS III	578	\$60.00	\$34,680.00
42	2503.503 (L F) 15" RC PIPE SEWER DESIGN 3006 CLASS III	24	\$70.00	\$1,680.00
43	2503.503 (L F) 18" RC PIPE SEWER DESIGN 3006 CLASS III	178	\$75.00	\$13,350.00
44	2503.503 (L F) 30" RC PIPE SEWER DESIGN 3006 CLASS III	47	\$100.00	\$4,700.00
45	2503.503/13060 (L F) 6" PVC PIPE SEWER	19	\$45.00	\$855.00
46	2503.503/13100 (L F) 10" PVC PIPE SEWER	10	\$100.00	\$1,000.00
47	2503.503/13120 (L F) 12" PVC PIPE SEWER	20	\$100.00	\$2,000.00
48	2503.503/13150 (L F) 15" PVC PIPE SEWER	10	\$115.00	\$1,150.00
49	2105.601/00015 (LS) DEWATERING	1	\$20,000.00	\$20,000.00
50	2503.602/00140 (EACH) SANITARY SEWER SERVICE	1	\$750.00	\$750.00
51	2503.604/00004 (S Y) 4" INSULATION	148	\$70.00	\$10,360.00
52	2504.601/00040 (LS) TEMPORARY WATER SERVICE	1	\$100,000.00	\$100,000.00
53	2504.602 (EACH) WATER SERVICE TAP AND HOOKUP (1")	3	\$1,300.00	\$3,900.00
54	2504.602 (EACH) WATER SERVICE TAP AND HOOKUP (2")	17	\$1,750.00	\$29,750.00
55	2504.602 (EACH) WATER SERVICE TAP & HOOKUP SPECIAL	4	\$1,750.00	\$7,000.00
56	2504.602/00010 (EACH) CONNECT TO EXISTING WATER MAIN	14	\$1,800.00	\$25,200.00
57	2504.602/00020 (EACH) HYDRANT	12	\$8,500.00	\$102,000.00
58	2504.602/00035 (EACH) ADJUST VALVE BOX-WATER	1	\$500.00	\$500.00
59	2504.602 (EACH) 6" GATE VALVE AND BOX	18	\$3,000.00	\$54,000.00
60	2504.602 (EACH) 8" GATE VALVE AND BOX	1	\$4,000.00	\$4,000.00
61	2504.602 (EACH) 12" GATE VALVE AND BOX	9	\$6,000.00	\$54,000.00
62	2504.602/00816 (EACH) 16" GATE VALVE & BOX	11	\$7,000.00	\$77,000.00

63	2504.603/00710 (L F) 1" TYPE K COPPER PIPE	160	\$55.00	\$8,800.00
64	2504.603/00720 (L F) 2" TYPE K COPPER PIPE	649	\$55.00	\$35,695.00
65	2504.603/02006 (L F) 6" PVC WATERMAIN	400	\$65.00	\$26,000.00
66	2504.603/02008 (L F) 8" PVC WATERMAIN	22	\$80.00	\$1,760.00
67	2504.603/02012 (L F) 12" PVC WATERMAIN	1,994	\$110.00	\$219,340.00
68	2504.603/02016 (L F) 16" PVC WATERMAIN	2,982	\$125.00	\$372,750.00
69	2504.608/00020 (LB) DUCTILE IRON FITTINGS	11,029	\$15.00	\$165,435.00
70	2506.502/06000 (EACH) CASTING ASSEMBLY	73	\$1,300.00	\$94,900.00
71	2506.503/08000 (L F) RECONSTRUCT DRAINAGE STRUCTURE	13.04	\$1,000.00	\$13,040.00
72	2506.602/06200 (EACH) CONNECT INTO EXISTING DRAINAGE STRUCTURE	22	\$750.00	\$16,500.00
73	2506.602/06210 (EACH) CONNECT INTO EXISTING STORM SEWER	6	\$800.00	\$4,800.00
74	2506.502 (EACH) CONSTRUCT DRAINAGE STRUCTURE DESIGN G OR H	6	\$3,500.00	\$21,000.00
75	2506.502 (EACH) CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	24	\$3,600.00	\$86,400.00
76	2506.602/06420 (EACH) SEAL DRAINAGE STRUCTURE	40	\$250.00	\$10,000.00
77	2506.602/06470 (EACH) CONCRETE COLLAR	2	\$750.00	\$1,500.00
78	2506.603 (EACH) SUPPORT DRAINAGE PIPE (SANITARY)	6	\$150.00	\$900.00
79	2506.603/31060 (L F) CONSTRUCT 6" INSIDE DROP	9.85	\$1,000.00	\$9,850.00
80	2511.504/00017 (S Y) GEOTEXTILE FILTER TYPE 7	72	\$10.00	\$720.00
81	2511.507/00014 (C Y) RANDOM RIPRAP CLASS III	16	\$150.00	\$2,400.00
82	2511.602/00101 (EACH) PLACE BOULDER	3	\$175.00	\$525.00
83	2521.518/00060 (S F) 6" CONCRETE WALK	346	\$17.50	\$6,055.00
84	2531.503 (L F) CONCRETE CURB AND GUTTER DESIGN B624	10,081	\$25.00	\$252,025.00
85	2531.504/00070 (S Y) 7" CONCRETE DRIVEWAY PAVEMENT	559	\$85.00	\$47,515.00
86	2531.604/00208 (S Y) 8" CONCRETE VALLEY GUTTER	22	\$175.00	\$3,850.00
87	2531.618/00010 (S F) TRUNCATED DOMES	60	\$65.00	\$3,900.00
88	2540.602 (EACH) SALVAGE & REINSTALL MAILBOX	16	\$250.00	\$4,000.00
89	2540.602 (EACH) TEMPORARY MAILBOX SUPPORT	23	\$50.00	\$1,150.00
90	2550.602/03620 (EACH) CORE DRILLED HOLE	1	\$500.00	\$500.00
91	2563.601/00010 (LS) TRAFFIC CONTROL	1	\$30,000.00	\$30,000.00
92	2563.602/00002 (EACH) RAISED PAVEMENT MARKER TEMPORARY	126	\$2.00	\$252.00
93	2571.502 (EACH) DECIDUOUS TREE 2" CAL B&B	1	\$1,750.00	\$1,750.00
94	2571.502/40040 (EACH) DECIDUOUS SHRUB 4' HT B&B	1	\$200.00	\$200.00
95	2572.602/00015 (EACH) TREE PRUNING	2	\$500.00	\$1,000.00
96	2573.501/00025 (LS) STABILIZED CONSTRUCTION EXIT	1	\$17,500.00	\$17,500.00
97	2573.501/00030 (LS) EROSION CONTROL SUPERVISOR	1	\$2,000.00	\$2,000.00
98	2573.502/00110 (EACH) STORM DRAIN INLET PROTECTION	67	\$175.00	\$11,725.00
99	2573.503/00023 (L F) SILT FENCE, TYPE MS	1,348	\$2.25	\$3,033.00
100	2573.503/00060 (L F) SEDIMENT CONTROL LOG TYPE STRAW	350	\$5.50	\$1,925.00
101	2574.507 (C Y) COMMON TOPSOIL BORROW (CV)	1,934	\$40.00	\$77,360.00
102	2575.501/00020 (LS) TURF ESTABLISHMENT	1	\$50,000.00	\$50,000.00
103	2575.523/00020 (MGAL) RAPID STABILIZATION METHOD 3	15	\$60.00	\$900.00
104	2575.604/00170 (S Y) MULCH MATERIAL TYPE SPECIAL	92	\$12.50	\$1,150.00
105	2575.607/00120 (C Y) LANDSCAPE ROCK	0.25	\$200.00	\$50.00
106	2582.503/30204 (L F) 4" BROKEN LINE MULTI COMP	1,150	\$1.25	\$1,437.50
107	2582.518/06000 (S F) CROSSWALK MULTI COMP	126	\$100.00	\$12,600.00
			Total =	\$3,788,022.00
			5% Contingency =	\$189,401.10
			Engineering =	\$303,041.76
			Total Estimate =	\$4,280,464.86

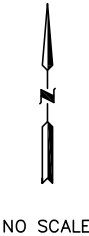
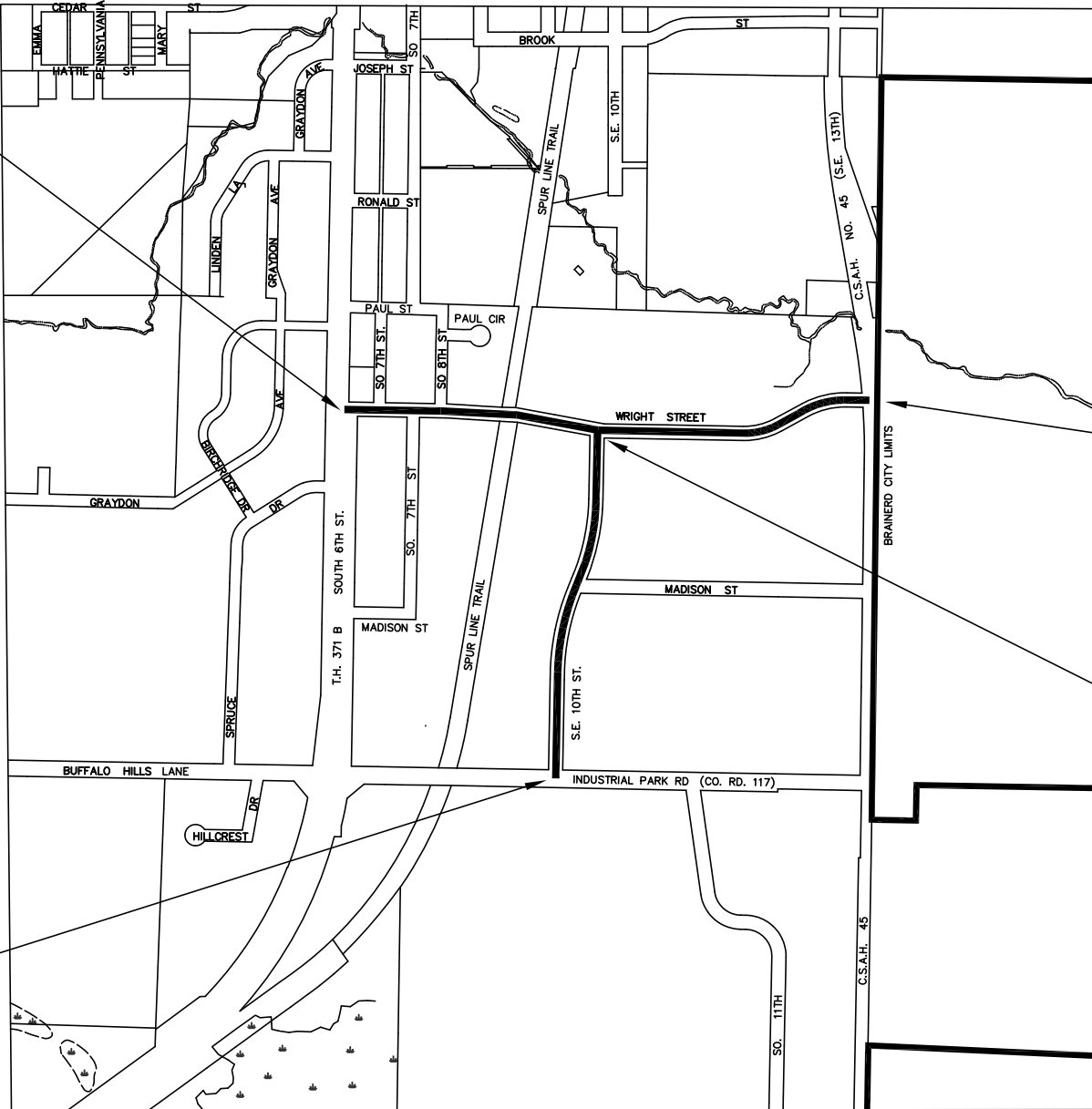
MINNESOTA DEPARTMENT OF TRANSPORTATION
CITY OF BRAINERD, MINNESOTA

CONSTRUCTION PLAN FOR: GRADING, AGGREGATE BASE, BITUMINOUS SURFACING, STORM SEWER, WATER MAIN AND
..... CONCRETE CURB & GUTTER

LOCATED ON WRIGHT STREET BETWEEN SOUTH 6TH STREET AND S.E. 13TH STREET
LOCATED ON S.E. 10TH STREET BETWEEN INDUSTRIAL PARK ROAD AND WRIGHT STREET

S.A.P. 108-131-002 WRIGHT ST. STREET RECONSTRUCTION	S.A.P. 108-132-003 10TH ST. STREET RECONSTRUCTION
6TH ST. TO 13TH ST.	INDUSTRIAL PARK ROAD TO WRIGHT ST.
GROSS LENGTH 3055.89 FEET 0.578 MILES	GROSS LENGTH 2002.65 FEET 0.379 MILES
BRIDGES - LENGTH FEET MILES	BRIDGES - LENGTH FEET MILES
EXCEPTIONS - LENGTH FEET MILES	EXCEPTIONS - LENGTH FEET MILES
NET LENGTH 3055.89 FEET 0.578 MILES	NET LENGTH 2002.65 FEET 0.379 MILES

BEGIN S.A.P. 108-131-002
STATION 10+00.00



END S.A.P. 108-131-002
STATION 40+55.89

END S.A.P. 108-132-003
STATION 30+02.65

BEGIN S.A.P. 108-132-003
STATION 10+00.00

SEC. 36, T. 45 N. — R. 31 W.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS
UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS
DETERMINED ACCORDING TO THE GUIDELINES OF
CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR
THE COLLECTION AND DEPICTION OF EXISTING
SUBSURFACE UTILITY DATA.

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
"STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE 2023 EDITION OF
THE CITY ENGINEERS ASSOCIATION OF MINNESOTA "STANDARD UTILITIES
SPECIFICATIONS" SHALL GOVERN.

ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDINANCES WILL BE
COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

INDEX

SHEET NO. 1	TITLE SHEET
SHEET NO. 2-3	ESTIMATED QUANTITIES
SHEET NO. 4-5	TYPICAL SECTIONS
SHEET NO. 6-11	PEDESTRIAN CURB RAMP DETAILS
SHEET NO. 12-15	DRIVEWAY AND SIDEWALK DETAILS
SHEET NO. 16-17	STANDARD DETAILS
SHEET NO. 18-19	TEMPORARY SEDIMENT CONTROL DETAILS
SHEET NO. 20-22	SWPPP
SHEET NO. 23-29	EROSION CONTROL
SHEET NO. 30-31	TRAFFIC CONTROL
SHEET NO. 32-38	PLAN & REMOVAL
SHEET NO. 39-45	PLAN PROFILE
SHEET NO. 46-52	WATERMAIN
SHEET NO. 53-59	STORM SEWER
SHEET NO. 60-62	STORM SEWER SCHEDULE
SHEET NO. 63-69	PAVEMENT MARKINGS AND STRIPING
THIS PLAN CONTAINS 69 SHEETS.	

DESIGN	WRIGHT STREET
DESIGNATION	S. 6TH ST. TO S.E. 13TH ST. STA. 10+00.00 TO STA. 40+55.89
R-VALUE	70
ADT (CURRENT YEAR)	2025 = 1880
ADT (FUTURE YEAR)	2045 = 2068
PROJECTED HCADT	2045 =
SOIL FACTOR	10 TON DESIGN
FUNCTIONAL CLASSIFICATION	MINOR COLLECTOR
NO. OF TRAFFIC LANES	2-12.0'
NO. OF PARKING LANES	2-10.0'
DESIGN SPEED	30 MPH
BASED ON STOPPING SIGHT DISTANCE:	
HEIGHT OF EYE	3.5'
HEIGHT OF OBJECT	2.0'
DESIGN SPEED NOT ACHIEVED AT:	
TOTAL G.E. REQUIRED	= 10.8'
1.5" 2360 WEARING COURSE	= 3.4'
2.0" 2360 WEARING COURSE	= 4.5'
8" 2211 CLASS 5 AGGREGATE BASE	= 8.0'
TOTAL G.E. ACHIEVED	= 15.9'

DESIGN	S.E. 10TH STREET
DESIGNATION	INDUSTRIAL PARK RD. TO WRIGHT ST. STA. 10+00.00 TO STA. 30+02.65
R-VALUE	70
ADT (CURRENT YEAR)	2025 = 720
ADT (FUTURE YEAR)	2045 = 792
PROJECTED HCADT	2045 =
SOIL FACTOR	10 TON DESIGN
FUNCTIONAL CLASSIFICATION	LOCAL
NO. OF TRAFFIC LANES	2-12.0'
NO. OF PARKING LANES	2-10.0'
DESIGN SPEED	30 MPH
BASED ON STOPPING SIGHT DISTANCE:	
HEIGHT OF EYE	3.5'
HEIGHT OF OBJECT	2.0'
DESIGN SPEED NOT ACHIEVED AT:	
TOTAL G.E. REQUIRED	= 10.0'
1.5" 2360 WEARING COURSE	= 3.4'
2.0" 2360 WEARING COURSE	= 4.5'
8" 2211 CLASS 5 AGGREGATE BASE	= 8.0'
TOTAL G.E. ACHIEVED	= 15.9'

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

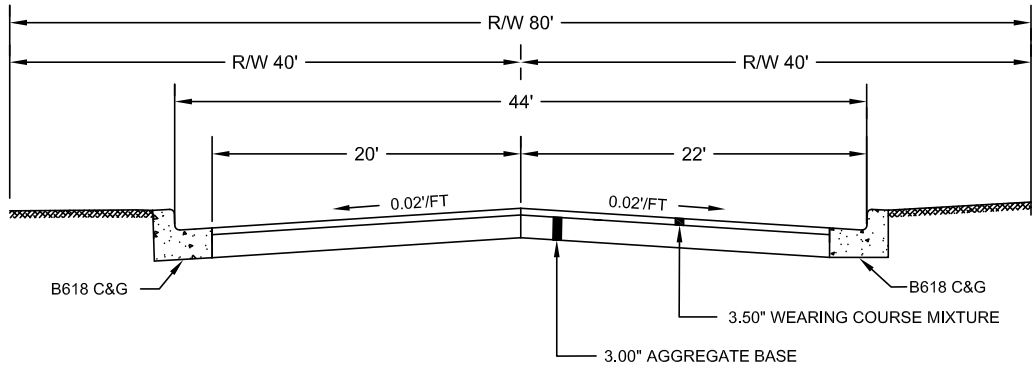
APPROVED: LIC. NO. 57747 DATE 02/10/25
JESSIE DEHN, P.E. CITY ENGINEER

REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY:
DISTRICT STATE AID ENGINEER

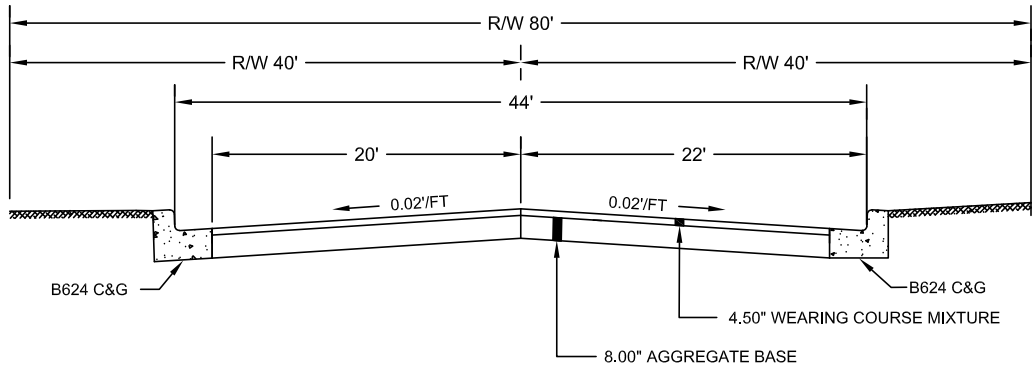
APPROVED FOR STATE AID FUNDING:
FOR STATE AID ENGINEER

STATE AID PROJECT NO. S.A.P. 108-131-002, S.A.P. 108-132-003
CITY IMPROVEMENT NO. 17-12, 20-04 SHEET NO. 01 OF 69 SHEETS

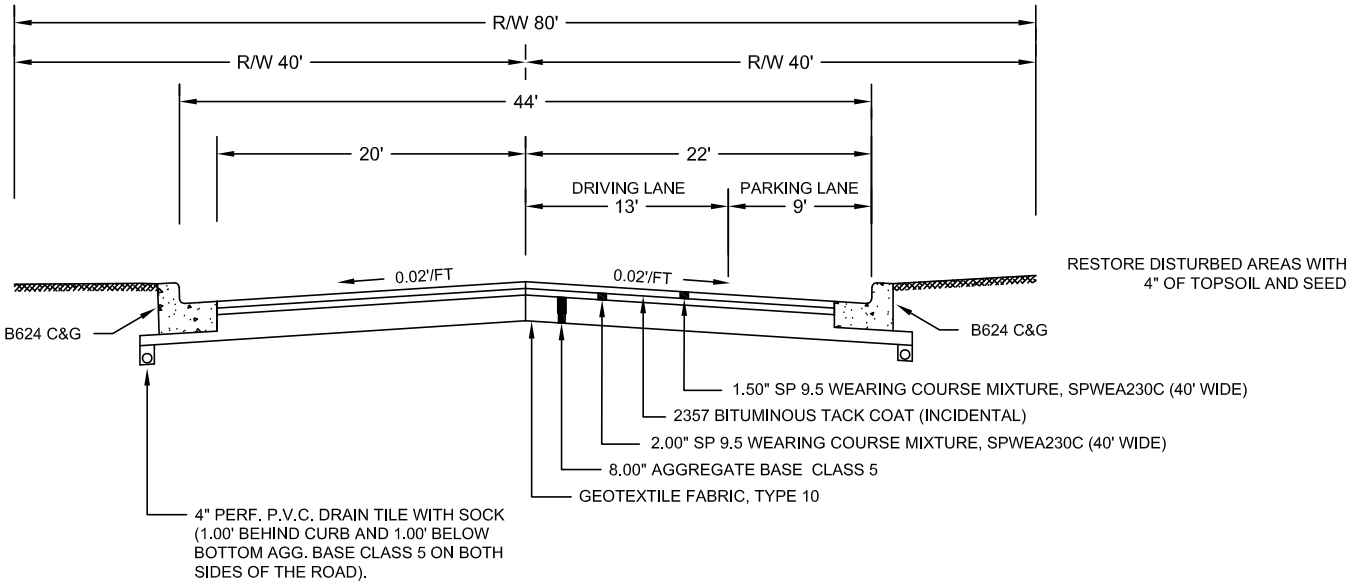
EXISTING TYPICAL SECTION
 WRIGHT ST. 6TH ST. TO TRAIL
 S.A.P. 108-131-002/CITY IMP. NO. 17-12
 STA. 10+27 TO 19+52



EXISTING TYPICAL SECTION
 WRIGHT ST. TRAIL TO 13TH ST.
 S.A.P. 108-131-002/CITY IMP. NO. 17-12
 STA. 19+52 TO 40+37



PROPOSED TYPICAL SECTION
 WRIGHT ST. 6TH ST. TO 13TH ST.
 S.A.P. 108-131-002/CITY IMP. NO. 17-12
 STA. 10+27 TO 40+37



REV. #	DATE	REVISION
1	XX/XX/XX	BID ISSUE

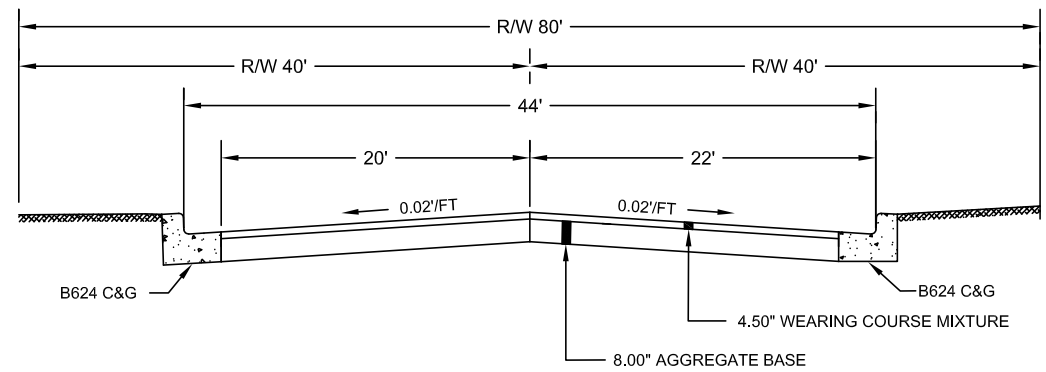


CITY OF BRAINERD
 ENGINEERING DEPARTMENT
 501 LAUREL STREET
 BRAINERD, MN 56401

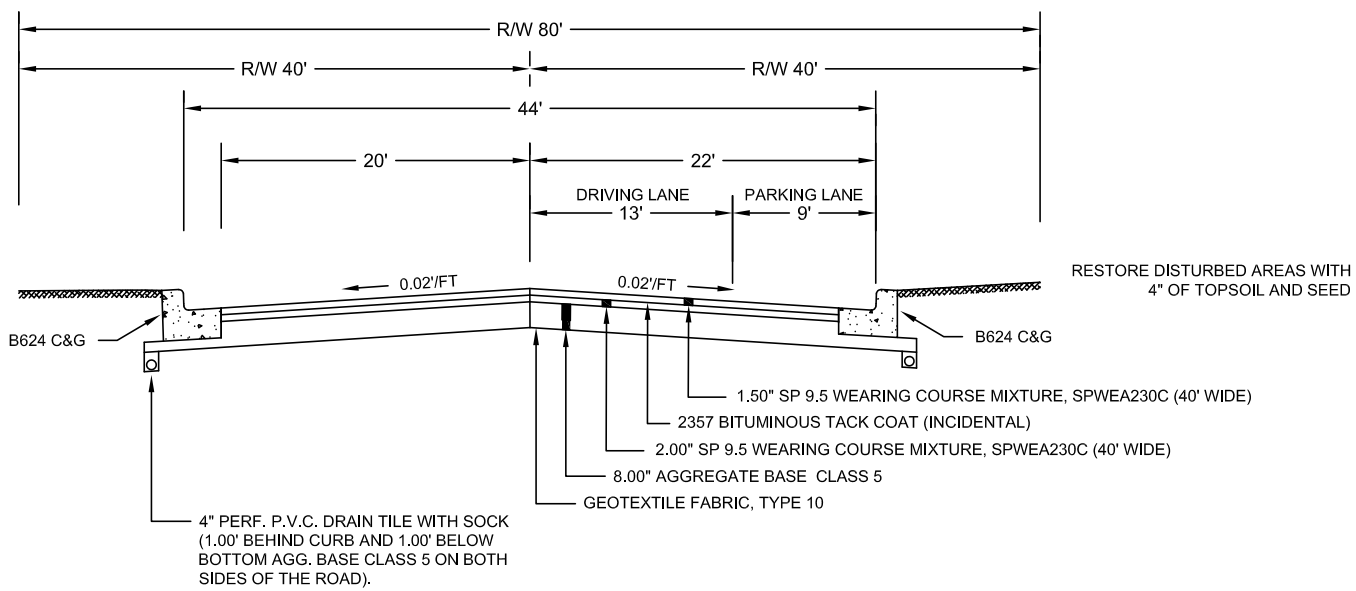
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.
Jessie Dehn
 JESSIE DEHN, P.E. Date 02/10/25
 License No. 57747

WRIGHT ST. AND S.E. 10TH ST. RECONSTRUCTION
 S.A.P. 108-131-002 AND S.A.P. 108-132-003
 TYPICAL SECTIONS
 SHEET 04 OF 69

EXISTING TYPICAL SECTION
10TH ST. INDUSTRIAL PARK RD. TO WRIGHT ST.
S.A.P. 108-132-003/CITY IMP. NO. 20-04
STA. 10+21 TO 30+02



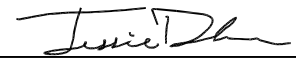
PROPOSED TYPICAL SECTION
10TH ST. INDUSTRIAL PARK RD. TO WRIGHT ST.
S.A.P. 108-132-003/CITY IMP. NO. 20-04
STA. 10+21 TO 30+02



REV. #	DATE	REVISION
1	XX/XX/XX	BID ISSUE



CITY OF BRAINERD
ENGINEERING DEPARTMENT
501 LAUREL STREET
BRAINERD, MN 56401

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.

JESSIE DEHN, P.E. Date 02/10/25 License No. 57747

WRIGHT ST. AND S.E. 10TH ST. RECONSTRUCTION
S.A.P. 108-131-002 AND S.A.P. 108-132-003
TYPICAL SECTIONS
SHEET 05 OF 69



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Priorities for Federal House Appropriations - Fiscal Year 2026

AGENDA: Main

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Administration

PRESENTER: Nick Broyles, City Administrator, Mike O'Day, Councilmember

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Congressman Stauber is seeking local community projects for FY26. The tentative deadline is set for March 14. Attached to this agenda item are the rules for funding requests for FY25. The rules for FY26 have not been released yet but are anticipated to be quite similar. President O'Day met with Congressman Stauber last week and is suggesting three priorities for this funding request.

1. \$5M for our water treatment project
2. \$9.9M for replacement of 6 turbines at the hydroelectric facility
3. \$6M for pedestrian bridge crossing at Lum Park/210 and Cuyuna Lakes Trail

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Regarding item number (1), we are looking to rebid sometime this year as the \$5M will remain available as long as we have an executed contract by December 31, 2027. For item (2), the upgrade to the hydroelectric facility was introduced in the House by Representative Heintzman. There was a quorum boycott, so the session is almost a month behind as bills were not allowed for introduction during that time in January and early February. The bill is [HF-1366 as introduced](#).

Finally, for item (3), the numbers that were indicated in the Bonding Bill request in 2024 were as follows: (A) Pedestrian Bridge - \$6.345M for construction costs, (now having received \$1.33M for carbon reduction grant funding); (B) Cuyuna Lakes Trail Extension - \$4M for construction costs, \$1.1M from MNDNR funding, and \$3.5M for assumed cost removing engineering.

- Overall Construction Cost: \$9.845M
- Received Outside Funding: \$2.43M
- Remaining Construction Costs: \$7.415M

Staff recommends the additional \$6M for item (3), which would be just over 80%. Federal dollars are almost always limited to an 80/20 share (with very few exceptions) and typically do not cover engineering. While the \$6M is just over 80%, this would ensure that we are covered in the event that the estimates are slightly higher than in 2024. We have inquired of Congressman Stauber's office for

confirmation that this is an 80/20 split, but have not received a response at the time of the publishing of this agenda.

RECOMMENDED ACTION/MOTION: Motion to direct staff to respond to Congressman Stauber's request for projects by the March 14 deadline with the following three projects in prioritized order.

1. \$5M for our water treatment project
2. \$9.9M for replacement of 6 turbines at the hydroelectric facility
3. \$6M for pedestrian bridge crossing at Lum Park/210 and Cuyuna Lakes Trail

FINANCIAL IMPACT:

House Appropriations Committee

Fiscal Year 2025 Guidance for Community Project Funding

- Cap on Overall Funding: The total amount for Community Project Funding in House appropriations bills will not exceed one half of one percent of discretionary spending.
- Cap on Member Requests: Members may submit a maximum of 15 requests across bills.
- Federal Nexus Requirement: In order to ensure a federal nexus exists for each funded project, the Committee will only fund projects that are tied to a federal authorization law. Members must include a written statement describing the federal nexus for each Community Project Funding request. Subcommittee guidance will include example language Members can use to make the required statement.
- No Memorials, Museums, or Commemoratives: Memorials, museums, and commemoratives (i.e., projects named for an individual or entity) are not eligible for Community Project Funding. Many are eligible for competitive grants, and Members can request higher program funding levels.
- Stewardship Requirements: Funded projects will follow applicable requirements in the authorized programs that support good stewardship of taxpayer dollars. For example, programs may require a non-federal cost-share and participation in program audits.
- Careful Vetting of Projects: Subcommittee chairs are expected to establish additional project criteria to ensure only high quality projects are requested and funded. They are encouraged to reject any project that does not merit federal taxpayer funding. Funding decisions will depend on the availability of funds, demand for projects, and merit of individual projects.
- Ban on For-Profit Recipients: Project funding may not be directed to for-profit recipients. Members may request funding for State, local, or tribal governmental grantees and certain eligible non-profits, as allowed under federal law and subcommittee guidance.
 - HUD Economic Development Initiative (“EDI”): In FY 2025, only governmental entities and public institutions of higher education will be eligible for EDI projects.
- Request in Writing: Any Member requesting project funding must do so in writing by the deadlines established in subcommittees’ guidance, using the electronic portal at: <https://AppropriationsSubmissions.house.gov>. Requests must include the Member’s name, name and location of the intended recipient, purpose of the requested funding, statement of federal nexus, and certification of no financial interest.
- No Financial Interest: Members must publicly certify that they and their immediate family have no financial interest in the projects they request. “Immediate family” for this purpose includes a father, mother, son, daughter, brother, sister, husband, wife, father-in-law, or

mother-in-law. *Please contact the House Committee on Ethics with questions on what constitutes a “financial interest.”*

- Demonstrations of Project Merit and Support: Members must provide evidence of the project’s merit and community support.
- All Requests Online: Members are required to post every project funding request online, in a searchable format, with their final submission to the Committee. The final submission date occurs after a 2-week technical assistance period, and the date will be clearly noticed in each subcommittee’s guidance. In addition, the Committee will establish an online “one-stop” site with links to all House Members’ project requests.
- Audits and Oversight: The Government Accountability Office (GAO) will conduct an independent audit of a sample of enacted projects and report its findings to Congress.
- Early Public Disclosure: House rules require disclosure of Community Project Funding before the bill is on the floor, but the House Appropriations Committee will publish online a list of projects earlier – on the same day as the bill’s initial markup.
- Committee Reports: When reporting bills containing Community Project Funding, the Committee will identify each item, including the name of each requesting Member, in the corresponding committee report or joint explanatory statement and make it available online in a searchable format.

From: [Nick Broyles](#)
To: [Toni Gage](#)
Subject: FW: FY26 Community Project Funding Requests
Date: Wednesday, February 26, 2025 9:21:37 AM
Attachments: [fy25-community-project-funding-request-guidance.pdf](#)
[image001.png](#)

Toni,

Can you create an agenda item under New Business to include the email below and the attachment. Once that is done, I will take care of all the language in the agenda item.

Thanks!

Nick



Nick Broyles, MPA | City Administrator
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218.828.2307 | nbroyles@ci.brainerd.mn.us

From: Bradley Chapulis <BChapulis@baxtermn.gov>
Sent: Thursday, February 13, 2025 12:17 PM
To: Nick Broyles <nbroyles@ci.brainerd.mn.us>; Jessie Dehn <jdehn@ci.brainerd.mn.us>
Subject: Fw: FY26 Community Project Funding Requests

*** **Warning:** External sender, use extreme caution with attachments and links ***

Get [Outlook for iOS](#)

From: StauberProjects <StauberProjects@mail.house.gov>
Sent: Wednesday, February 12, 2025 1:51 PM
To: StauberProjects <StauberProjects@mail.house.gov>
Subject: FY26 Community Project Funding Requests

Some people who received this message don't often get email from stauberprojects@mail.house.gov. [Learn why this is important](#)

Greetings!

Congressman Stauber is seeking local community projects for Fiscal Year 2026 (FY26). If you would like your project considered, please complete the [FY26 Community Project Funding Requests Form](#) on our [website](#). Our tentative deadline is set for March 14. This is subject to change, but we encourage you

to submit your projects sooner rather than later.

Projects should be considered shovel-ready and have broad community support.

For Fiscal Year 2025, of the 15 projects selected by our office, 14 were successfully submitted to and approved by the House Appropriations Committee. That said, we are still operating under a Continuing Resolution until March 2025. This means final FY25 funding decisions are still being worked through. Please review the projects that were selected by our office [here](#).

Attached, you will find the rules for funding requests for FY25. Although House rules for funding requests for FY26 have not been released yet, we believe they will be similar. Please review this document. Additionally, please review the [Appropriations Committee Website -FY25 Community Member Request Guidance page](#) for additional guidance from various subcommittees.

If you have any questions, please reply to this email.

Thank you!



City Council Agenda Request

MEETING DATE: March 3, 2025

TITLE OF ITEM: Authorize Council Member Bevans to Attend Crow Wing County Commission Meeting to Discuss the Arb

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Administration

PRESENTER: Nick Broyles, City Administrator, Kelly Bevans, Councilmember
ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: The Arb Executive Director, Trevor Pumnea, has asked representatives from both Brainerd and Baxter to attend the CWC Commission Meeting on March 11 to support the Northland Arboretum seeking GMRPTC regional designation. Council member Bevans is our liaison to the Arb and wishes to attend.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to authorize Council member Bevans to attend the CWC Commission meeting on March 11 to support the Arb seeking GMRPTC regional designation.

FINANCIAL IMPACT: N/A