



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, June 2, 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: 2498 669 5629

Personnel and Finance Committee held: 2nd Floor Conference Room at 7:00 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**

___J. Czczok ___G. Johnson ___K. Stunek ___ K. Yeager ___T. Erickson___K. Bevans
___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. **Approval of Licenses**

E. **Approve New Wine/Beer License Submitted by Burritos California Mexican Grill LLC
Effective July 1, 2025- Contingent upon Inspections/ Approvals**

F. **Approve MN Lawful Gambling Application for Exempt Permit Submitted by Ducks Unlimited
Paul Bunyan Chapter for an Event to be held on June 12, 2025 at 708 Front St**

G. **Approve Event/ Street Closure Application- First Lutheran Church Picnic**

H. **Approve Event Application- Corpus Christi Processional**

- I. **Approve Event/Street Closure Application- Brainerd Independence Day**
- J. **Cuyuna Range Mutual Aid Agreement Update**
- K. **Ratify Hiring 2025 Summer Temporary Employees**
- 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. **Personnel & Finance Committee**
 - 1. Discussion on Riverside Drive Utility Connection Charges
 - 2. Retirement of Firefighter LaWayne Mann
 - 3. Retirement of Firefighter Cory Zeien
 - 4. Retirement of Firefighter Dennis Howard
 - 5. Paid On-call Firefighter Hiring 2025
 - 6. Ratify the Hiring of Connor Plagge as GIS Specialist
 - 7. Ratify the Hiring of Jacob Walz as Network Administrator
 - 8. Approve Promotion of Steven Dryburgh to Meter Serviceworker
 - 9. Consider Public Utilities Commission's Recommendation to Forego Hiring an Interim Public Utilities Director and to Start the Public Utilities Director Hiring Process
 - 10. Consider Request from Brainerd Community Action for 4th of July Fireworks
 - B. **Safety & Public Works Committee**
 - 1. Approval of The Local 218 Liquor License
 - 2. Consider an Ordinance Prohibiting the Feeding of Stray and Wild Animals
 - 3. Adopt Resolution Authorizing Transit Operations in 2026
 - 4. Approve Bolton & Menk Proposal - New Bridge Inspection and Rating
 - 5. Approve Final Pay Estimate - Imp 23-11 - O Street Outfall Repair Project
- 8. **Unfinished Business**
 - A. **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)
 Public Utilities Commission—**1 term** (Expire 2028)
 Transportation Advisory Committee- **2 terms** (Expire 2025) **1 term** (Expire 2026)
Council President Recommended: (terms expire on 12/31 of said year)
 Water Tower Committee—**2 terms**

B. **Final Reading - Proposed Ordinance 1582 (as amended) - An ordinance Amending Section 1110 of the Brainerd City Code Pertaining to Cannabis, Hemp, and Related Businesses**

C. **Final Reading - Proposed Ordinance 1583 - Ending Future Rural Service District Properties**

9. **New Business**

A. **Adopt Resolution - Petition Sufficiency and Set Public Hearing - William Street Right of Way Vacation**

B. **Adopt Resolution - Petition Sufficiency and Set Public Hearing - Alley Vacation - Block 164, Town of Brainerd**

C. **Call for a Public Hearing for the Annexation of Dunmire's (PID 81160517)**

D. **Consider Variance for an Accessory Structure at Teen Challenge - 2517 Greenwood St**

E. **First Reading - Proposed Ordinance 1584 - Rezoning St. Francis School and Church - 411 10th St N.**

F. **First Reading - Proposed Ordinance 1585 - Auto Dealerships, Outdoor Service, Sale and Rental, and Definition of Abutting**

G. **First Reading - Proposed Ordinance 1586 - Code Enforcement**

H. **First Reading - Proposed Ordinance 1587 - Off-Street Parking Surfaces**

I. **Authorize Greater Minnesota Housing Grant Application- Outlot F**

10. **Staff Reports**

(Verbal: Any Updates since Packet)

11. **Mayor's Report**

12. **Council Member Reports**

13. **Adjourn**

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"

05/29/2025 02:02 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/02/2025 - 06/02/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 0011 - ACE HARDWARE:							
332433/1							
88166	ACE HARDWARE	05/15/2025	06/04/2025	1.10	1.10	Open	N
	SIGN HARDWARE	pziemer					06/04/2025
235-3170-42210	OPERATING SUPPLIES			1.10			
332458/1							
88173	ACE HARDWARE	05/16/2025	06/04/2025	7.20	7.20	Open	N
	BLACK VEHICLE NUMBERS	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			7.20			
332491/1							
88184	ACE HARDWARE	05/19/2025	06/04/2025	12.58	12.58	Open	N
	CONSTRUCTION MARKING SUPPLIES	pziemer					06/04/2025
401-9030-42210	OPERATING SUPPLIES			12.58			
332473/1							
88220	ACE HARDWARE	05/19/2025	06/04/2025	55.72	55.72	Open	N
	FASTENERS	pziemer					06/04/2025
230-5200-42220	REPAIR & MAINT			55.72			
332548/1							
88224	ACE HARDWARE	05/21/2025	06/04/2025	21.98	21.98	Open	N
	SPLASH PAD: BATTERIES, UTILITY KNIFE	pziemer					06/04/2025
230-5200-42220	REPAIR & MAINT			21.98			
332557/1							
88234	ACE HARDWARE	05/22/2025	06/04/2025	56.67	56.67	Open	N
	SIDEWALK REPAIR SUPPLIES	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			56.67			
332565/1							
88235	ACE HARDWARE	05/22/2025	06/04/2025	65.88	65.88	Open	N
	HAMMER, KEYS X10	pziemer					06/04/2025
230-5200-42220	REPAIR & MAINT			65.88			
332575/1							
88241	ACE HARDWARE	05/22/2025	06/04/2025	29.39	29.39	Open	N
	VEHICLE NUMBERS AND BENCH LIGHT	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			29.39			
332664/1							
88347	ACE HARDWARE	05/27/2025	06/04/2025	17.91	17.91	Open	N
	WOODEN STAKES	pziemer					06/04/2025
225-2120-42240	SMALL TOOLS			17.91			
332711/1							
88361	ACE HARDWARE	05/29/2025	06/04/2025	35.99	35.99	Open	N
	TANK SPRAYER	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			35.99			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
332683/1							
88362	ACE HARDWARE	05/28/2025	06/04/2025	38.18	38.18	Open	N
	GLOVES FOR WEED REMOVAL	pziemer					06/04/2025
235-3100-43430	MISCELLANEOUS			38.18			
332709/1							
88363	ACE HARDWARE	05/29/2025	06/04/2025	32.38	32.38	Open	N
	GLOVES FOR ROUNDABOUT WEED REMOVAL	pziemer					06/04/2025
235-3100-43430	MISCELLANEOUS			32.38			
Total for vendor 0011 - ACE HARDWARE:				374.98	374.98		

Vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:

6574513584117							
88170	ADVANCE AUTO PARTS - FINANCIAL SVCS	05/15/2025	06/04/2025	52.99	52.99	Open	N
	ENG COMPASS BUILDOUT	pziemer					06/04/2025
400-1700-45500	ENGINEERING CAPITAL OUTLAY			52.99			
6574513684150							
88171	ADVANCE AUTO PARTS - FINANCIAL SVCS	05/16/2025	06/04/2025	9.64	9.64	Open	N
	IN LINE FUSE FOR EXTERIOR FUEL TANK	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			9.64			
6574514184258							
88226	ADVANCE AUTO PARTS - FINANCIAL SVCS	05/21/2025	06/04/2025	150.34	150.34	Open	N
	BUS 141 - BATTERY	pziemer					06/04/2025
203-9000-42220	REPAIR & MAINT			150.34			
6574514184269							
88244	ADVANCE AUTO PARTS - FINANCIAL SVCS	05/21/2025	06/04/2025	124.20	124.20	Open	N
	TRUCK 105 FUEL FILTERS	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			124.20			
6574514084206							
88245	ADVANCE AUTO PARTS - FINANCIAL SVCS	05/20/2025	06/04/2025	178.40	178.40	Open	N
	TRUCK 105 OIL FILTERS	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			178.40			
Total for vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:				515.57	515.57		

Vendor 2846 - AMERICAN WELDING-GAS INC:

0010864155							
88183	AMERICAN WELDING-GAS INC	05/19/2025	06/04/2025	70.95	70.95	Open	N
	02 - STREETS	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			70.95			
Total for vendor 2846 - AMERICAN WELDING-GAS INC:				70.95	70.95		

Vendor 3343 - ARROW MANAGEMENT:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
34476							
88258	ARROW MANAGEMENT	05/21/2025	06/04/2025	1,950.00	1,950.00	Open	N
	ABATEMENT CLEANUP 907 FIR STREET	pziemer					06/04/2025
	101-2400-43405 NUISANCES			1,950.00			
	Total for vendor 3343 - ARROW MANAGEMENT:			1,950.00	1,950.00		

Vendor 3201 - BAYCOM INC:

EQUIPMINV_055615

88176	BAYCOM INC	05/16/2025	06/04/2025	8,985.00	8,985.00	Open	N
	416,417,418 - NEW SQUAD BUILDS	pziemer					06/04/2025
	400-2120-45500 POLICE CAPITAL OUTLAY			8,985.00			
	Total for vendor 3201 - BAYCOM INC:			8,985.00	8,985.00		

Vendor 3966 - BLUE SKY TRANSIT:

43025

88248*	BLUE SKY TRANSIT	05/01/2025	06/04/2025	74,615.00	74,615.00	Open	N
	APRIL 2025 3RD PARTY SERVICES	pziemer					06/04/2025
	203-9000-43401 VEHICLE REPAIRS			7,196.44			
	203-9000-43440 TRANSIT SERVICE CONTRACT PY			92,879.08			
	203-9000-43440 TRANSIT SERVICE CONTRACT PY			(25,460.52)			
	Total for vendor 3966 - BLUE SKY TRANSIT:			74,615.00	74,615.00		

Vendor 0206 - BRAINERD HOUSING AUTHORITY:

5/19/25

88178	BRAINERD HOUSING AUTHORITY	05/19/2025	06/04/2025	5.36	5.36	Open	N
	REMIT MAY 25 COBRA	pziemer					06/04/2025
	101-0000-20850 DUE TO COMPONENT UNIT			5.36			
SCDP 3RD QTR 24							
88355	BRAINERD HOUSING AUTHORITY	05/01/2025	06/04/2025	3,750.34	3,750.34	Open	N
	SE BRD 24 ADMIN - 3RD QTR 24	pziemer					12/31/2024
	202-6323-43300 ADMINISTRATIVE EXPENSE			3,750.34			
SCDP 4TH QTR 25							
88357	BRAINERD HOUSING AUTHORITY	05/01/2025	06/04/2025	6,610.34	6,610.34	Open	N
	SE BRD 24 ADMIN - 4TH QTR 24	pziemer					12/31/2024
	202-6323-43300 SE BRD - ADMINISTRATIVE EXPENSE			6,610.34			
SCDP 1ST QTR 25							
88379	BRAINERD HOUSING AUTHORITY	05/29/2025	06/04/2025	7,563.47	7,563.47	Open	N
	SE BRD 24 ADMIN - 1ST QTR 25	pziemer					06/04/2025
	202-6323-43300 SE BRD - ADMINISTRATIVE EXPENSE			7,563.47			
	Total for vendor 0206 - BRAINERD HOUSING AUTHORITY:			17,929.51	17,929.51		

Vendor 0078 - BRAINERD LAKES AREA DEV C:

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution GRANT						
MAY 2025							
88227	BRAINERD LAKES AREA DEV C	05/22/2025	06/04/2025	3,084.00	3,084.00	Open	N
	2025 EDA CONSULTING SERVICES	pziemer					06/04/2025
	295-6510-43300	PROFESSIONAL SERVICES		3,084.00			
	Total for vendor 0078 - BRAINERD LAKES AREA DEV C:			3,084.00	3,084.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
5/19/25							
88179	BRAINERD PUBLIC UTILITIES	05/19/2025	06/04/2025	80.08	80.08	Open	N
	REMIT MAY 25 COBRA	pziemer					06/04/2025
	101-0000-20850	DUE TO COMPONENT UNIT		80.08			
INV22564							
88254	BRAINERD PUBLIC UTILITIES	05/22/2025	06/04/2025	50.00	50.00	Open	N
	PRE-EMPTY BACKGROUND CHECK MMUA	pziemer					06/04/2025
	235-3100-43300	PROFESSIONAL SERVICES		50.00			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			130.08	130.08		
Vendor 0102 - CANON FINANCIAL SERVICE:							
40983794							
88259	CANON FINANCIAL SERVICE	05/23/2025	06/04/2025	80.69	80.69	Open	N
	6/1/25-6/30/25 FIRE DEPT COPIER	pziemer					06/04/2025
	225-2220-43331	LEASED PAYMENTS		80.69			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			80.69	80.69		
Vendor 0447 - CDW GOVERNMENT, INC:							
AE1T15K							
88285	CDW GOVERNMENT, INC	05/12/2025	06/04/2025	308.32	308.32	Open	N
	TONER - TRANSIT	pziemer					06/04/2025
	203-9000-42200	OFFICE SUPPLIES		308.32			
AE2DK3P							
88286	CDW GOVERNMENT, INC	05/15/2025	06/04/2025	66.00	66.00	Open	N
	QTY 3 ACROBAT STANDARD	pziemer					06/04/2025
	101-1800-43309	COMPUTER SUPPORT		66.00			
	Total for vendor 0447 - CDW GOVERNMENT, INC:			374.32	374.32		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
266							
88243	CENTRAL LAKES FERTILIZING	05/22/2025	06/04/2025	4,195.00	4,195.00	Open	N
	SPRING WEED & FEED BHP, JCP, LMP	pziemer					06/04/2025
	400-5200-45500	PARKS CAPITAL OUTLAY		4,195.00			
291							
88255	CENTRAL LAKES FERTILIZING	05/24/2025	06/04/2025	5,100.00	5,100.00	Open	N
	SPRING WEED & FEED: BANE, MILLS	pziemer					06/04/2025

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
400-5200-45500	PARKS CAPITAL OUTLAY			5,100.00			
	Total for vendor 4301 - CENTRAL LAKES FERTILIZING:			9,295.00	9,295.00		
Vendor 0119 - CLAREY'S SAFETY EQUIPMENT:							
217194							
88239	CLAREY'S SAFETY EQUIPMENT	05/16/2025	06/04/2025	554.35	554.35	Open	N
	CALIBRATION GAS	pziemer					06/04/2025
225-2220-42210	OPERATING SUPPLIES			554.35			
217238							
88350	CLAREY'S SAFETY EQUIPMENT	05/20/2025	06/04/2025	1,125.00	1,125.00	Open	N
	AIR COMPRESSOR SERVICE	pziemer					06/04/2025
225-2220-43300	PROFESSIONAL SERVICES			1,125.00			
	Total for vendor 0119 - CLAREY'S SAFETY EQUIPMENT:			1,679.35	1,679.35		
Vendor 4269 - COLUMN SOFTWARE:							
425BB603-0115							
88256	COLUMN SOFTWARE	05/09/2025	06/04/2025	266.64	266.64	Open	N
	RFB: IMP 21-13 BEECH STREET 5-14&21-2	pziemer					06/04/2025
401-9030-43350-21:13	LEGAL PUBLICATIONS			266.64			
425BB603-0116							
88257	COLUMN SOFTWARE	05/12/2025	06/04/2025	71.14	71.14	Open	N
	PROP ORD - RURAL SERVICE DISTRICTS	pziemer					06/04/2025
101-9200-43350	LEGAL PUBLICATIONS			71.14			
	Total for vendor 4269 - COLUMN SOFTWARE:			337.78	337.78		
Vendor 0133 - CWC RECORDER:							
25-4350							
88201	CWC RECORDER	05/13/2025	06/04/2025	46.00	46.00	Open	N
	CUP - 1919 S 6TH STREET	pziemer					06/04/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			46.00			
25-4775							
88351	CWC RECORDER	05/23/2025	06/04/2025	46.00	46.00	Open	N
	CUP - NORTHERN PACIFIC CENTER	pziemer					06/04/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			46.00			
	Total for vendor 0133 - CWC RECORDER:			92.00	92.00		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2469443							
88251	DAHLHEIMER BEVERAGE	05/21/2025	06/04/2025	81.80	81.80	Open	N
	CLEANING SUPPLIES	pziemer					06/04/2025
211-5500-42220	REPAIR & MAINT			81.80			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			81.80	81.80		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 3954 - DALLMAN SIGNS & GRAPHICS:							
981							
88299	DALLMAN SIGNS & GRAPHICS	05/16/2025	06/04/2025	2,495.46	2,495.46	Open	N
	417 & 418 NEW SQUAD BUILD	pziemer					06/04/2025
400-2120-45500	POLICE CAPITAL OUTLAY			2,495.46			
	Total for vendor 3954 - DALLMAN SIGNS & GRAPHICS:			2,495.46	2,495.46		

Vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:

MAY 2025

88228	DESTINATION DOWNTOWN BRAINERD COALI	05/22/2025	06/04/2025	833.34	833.34	Open	N
	2025 EDA CONSULTING SERVICES	pziemer					06/04/2025
295-6510-43300	PROFESSIONAL SERVICES			833.34			
	Total for vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:			833.34	833.34		

Vendor 4297 - DIAMOND MAPS:

9810							
88169	DIAMOND MAPS	05/01/2025	06/04/2025	1,404.00	1,404.00	Open	N
	SANITARY/STORM SEWER MAPPING 5/25/25-	pziemer					06/04/2025
237-3190-43300	PROFESSIONAL SERVICES			409.50			
237-0000-15510	PREPAID OTHER			292.50			
238-3160-43300	PROFESSIONAL SERVICES			409.50			
238-0000-15510	PREPAID OTHER			292.50			
	Total for vendor 4297 - DIAMOND MAPS:			1,404.00	1,404.00		

Vendor 0162 - DIAMOND VOGEL PAINT:

813171323							
88249	DIAMOND VOGEL PAINT	05/01/2025	06/04/2025	1,063.58	1,063.58	Open	N
	BRD BLUE PAINT	pziemer					06/04/2025
235-3170-42210	OPERATING SUPPLIES			1,063.58			
813171430							
88250	DIAMOND VOGEL PAINT	05/01/2025	06/04/2025	2,127.16	2,127.16	Open	N
	WHITE STREET PAINT	pziemer					06/04/2025
235-3170-42210	OPERATING SUPPLIES			2,127.16			
	Total for vendor 0162 - DIAMOND VOGEL PAINT:			3,190.74	3,190.74		

Vendor 4375 - DSC COMMUNICATIONS:

2505345							
88358	DSC COMMUNICATIONS	05/20/2025	06/04/2025	150.00	150.00	Open	N
	417, 418, & 446 NEW SQUAD BUILD	pziemer					06/04/2025
400-2120-45500	POLICE CAPITAL OUTLAY			150.00			
	Total for vendor 4375 - DSC COMMUNICATIONS:			150.00	150.00		

Vendor 3353 - DTM FLEET SERVICE:

05/29/2025 02:02 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/02/2025 - 06/02/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 7/35

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution GRANT						
2448							
88174	DTM FLEET SERVICE	05/01/2025	06/04/2025	1,639.25	1,639.25	Open	N
	SQD 446 - NEW SQD BUILD	pziemer					06/04/2025
	400-2120-45500			1,639.25			
	POLICE CAPITAL OUTLAY						
2456							
88175	DTM FLEET SERVICE	05/01/2025	06/04/2025	337.90	337.90	Open	N
	SQD 446 - NEW SQD BUILD	pziemer					06/04/2025
	400-2120-45500			337.90			
	POLICE CAPITAL OUTLAY						
2454							
88359	DTM FLEET SERVICE	05/01/2025	06/04/2025	1,500.37	1,500.37	Open	N
	416 NEW SQUAD BUILD	pziemer					06/04/2025
	400-2120-45500			1,500.37			
	POLICE CAPITAL OUTLAY						
2455							
88360	DTM FLEET SERVICE	05/01/2025	06/04/2025	11,812.08	11,812.08	Open	N
	418 NEW SQUAD BUILD	pziemer					06/04/2025
	400-2120-45500			11,812.08			
	POLICE CAPITAL OUTLAY						
	Total for vendor 3353 - DTM FLEET SERVICE:			15,289.60	15,289.60		

Vendor 1286 - EAST SIDE OIL COMPANY:

R117605							
88181	EAST SIDE OIL COMPANY	05/16/2025	06/04/2025	105.00	105.00	Open	N
	FILTERS, ANTIFREEZE	pziemer					06/04/2025
	227-3230-43428			105.00			
	USED OIL RECYCLING EXPENSE						
	Total for vendor 1286 - EAST SIDE OIL COMPANY:			105.00	105.00		

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

7509							
88217	F.I.R.E. CROSSLAKE	05/22/2025	06/04/2025	1,150.00	1,150.00	Open	N
	NFPA 1021 - OFFICER CLASS: D.BEESON {pziemer						06/04/2025
	225-2220-43330			1,150.00			
	PROFESSIONAL DEVELOPMENT						
	Total for vendor 1815 - F.I.R.E. CROSSLAKE:			1,150.00	1,150.00		

Vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:

2109-015225							
88344	FIRST CHOICE FOOD & BEVERAGE	05/19/2025	06/04/2025	229.92	229.92	Open	N
	CONCESSIONS - BEVERAGES	pziemer					06/04/2025
	230-5204-42210			229.92			
	OPERATING SUPPLIES						
	Total for vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:			229.92	229.92		

Vendor 3402 - FLEETPRIDE:

125847567							
88206	FLEETPRIDE	05/19/2025	06/04/2025	122.88	122.88	Open	N
	TRUCK 109 U BOLT AND PINS	pziemer					06/04/2025

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
235-3100-42220	REPAIR & MAINT			122.88			
125914954							
88223	FLEETPRIDE	05/21/2025	06/04/2025	200.52	200.52	Open	N
	TRUCK 109 BUSHING AND PIN	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			200.52			
	Total for vendor 3402 - FLEETPRIDE:			323.40	323.40		

Vendor 1967 - FRONTIER PRECISION INC:

INV325990							
88207	FRONTIER PRECISION INC	05/19/2025	06/04/2025	3,100.50	3,100.50	Open	N
	TRIMBLE TARGET	pziemer					06/04/2025
401-9030-42210	OPERATING SUPPLIES			3,100.50			
	Total for vendor 1967 - FRONTIER PRECISION INC:			3,100.50	3,100.50		

Vendor 0193 - GOODIN COMPANY :

6681335-00							
88202	GOODIN COMPANY	05/09/2025	06/04/2025	26.85	26.85	Open	N
	PIPE	pziemer					06/04/2025
237-3190-42220	REPAIR & MAINT			26.85			
6681528-01							
88203	GOODIN COMPANY	05/09/2025	06/04/2025	45.77	45.77	Open	N
	PVC CAPS	pziemer					06/04/2025
237-3190-42220	REPAIR & MAINT			45.77			
	Total for vendor 0193 - GOODIN COMPANY :			72.62	72.62		

Vendor 4374 - HOLMES, JACKSON:

5/22/25							
88288	HOLMES, JACKSON	05/22/2025	06/04/2025	208.00	208.00	Open	N
	REMIB NREMT TESTING X2 ATTEMPTS	pziemer					06/04/2025
225-2220-43330	PROFESSIONAL DEVELOPMENT			208.00			
	Total for vendor 4374 - HOLMES, JACKSON:			208.00	208.00		

Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:

IN4841483							
88177	INNOVATIVE OFFICE SOLUTIONS LLC	05/19/2025	06/04/2025	94.65	94.65	Open	N
	POR OFFICE TONER	pziemer					06/04/2025
225-2120-42200	OFFICE SUPPLIES			94.65			
	Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:			94.65	94.65		

Vendor 0221 - KITCHIGAMI REG LIBRARY:

BR2025-1							
88238	KITCHIGAMI REG LIBRARY	05/01/2025	06/04/2025	45,204.00	45,204.00	Open	N
	1ST HALF LEVY AND AUTOMATION REPAIR/	pziemer					06/04/2025

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
211-5500-43450	KITCHIGAMI REGIONAL LIBR PYMT			40,545.00			
211-5502-43430	TECHNOLOGY FUND EXPENDITURES			4,659.00			
Total for vendor 0221 - KITCHIGAMI REG LIBRARY:				45,204.00	45,204.00		
Vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:							
5/21/25							
88354	KITCHIGAMI REGIONAL LIBRARY - CC	05/21/2025	06/04/2025	534.10	534.10	Open	N
	REMIT LIB CC CHARGES THRU 5/21/25	pziemer					06/04/2025
211-0000-20800	DUE TO OTHER GOVT UNITS			534.10			
Total for vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:				534.10	534.10		
Vendor 4421 - KUTAK ROCK LLP:							
3556306							
88378	KUTAK ROCK LLP	05/01/2025	06/04/2025	456.00	456.00	Open	N
	LEGAL SVCS RENDERED - BLOCKMETRIX DE	pziemer					06/04/2025
295-0000-20600	DEPOSITS PAYABLE			456.00			
Total for vendor 4421 - KUTAK ROCK LLP:				456.00	456.00		
Vendor 0223 - L & M STEEL:							
042621							
88167	L & M STEEL	05/15/2025	06/04/2025	185.07	185.07	Open	N
	STEEL FOR TRUCK FUEL TANK	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			185.07			
Total for vendor 0223 - L & M STEEL:				185.07	185.07		
Vendor 3627 - LAKES AREA WILDLIFE CONTROL:							
MAY 2025							
88231	LAKES AREA WILDLIFE CONTROL	05/21/2025	06/04/2025	3,263.00	3,263.00	Open	N
	MAY 25 ANIMAL CONTROL CONTRACT	pziemer					06/04/2025
225-2700-43300	PROFESSIONAL SERVICES			3,263.00			
Total for vendor 3627 - LAKES AREA WILDLIFE CONTROL:				3,263.00	3,263.00		
Vendor 3469 - LAMS INC:							
39335							
88187	LAMS INC	05/20/2025	06/04/2025	58.88	58.88	Open	N
	POLICE DEPT FLOOR MATS	pziemer					06/04/2025
225-2120-43300	PROFESSIONAL SERVICES			58.88			
39232							
88188	LAMS INC	05/20/2025	06/04/2025	48.64	48.64	Open	N
	CITY HALL FLOOR MATS	pziemer					06/04/2025
101-1940-43410	RENTAL EXPENSE			48.64			
Total for vendor 3469 - LAMS INC:				107.52	107.52		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 3430 - LARSON ELEVATOR COMPANY:							
LE18448001							
88210	LARSON ELEVATOR COMPANY	05/21/2025	06/04/2025	2,945.00	2,945.00	Open	N
	CAR LIGHTING - POWER SUPPLY	pziemer					06/04/2025
101-1940-42220	REPAIR & MAINT			2,945.00			
LE18449001							
88222	LARSON ELEVATOR COMPANY	05/21/2025	06/04/2025	2,572.84	2,572.84	Open	N
	ANNEX ELEVATOR REPAIRS - LESS DEPOSIT	pziemer					06/04/2025
101-1940-42220	REPAIR & MAINT			2,572.84			
Total for vendor 3430 - LARSON ELEVATOR COMPANY:				5,517.84	5,517.84		

Vendor 0607 - LEGIONVILLE SCHOOL SAFETY PATROL CA:

2025 - 10 CAMPERS

88373	LEGIONVILLE SCHOOL SAFETY PATROL CA	05/24/2025	06/04/2025	5,000.00	5,000.00	Open	N
	2025 SCHOOL SAFETY PATROL CAMPERS XI	pziemer					06/04/2025
226-2160-43430	MISCELLANEOUS			5,000.00			
Total for vendor 0607 - LEGIONVILLE SCHOOL SAFETY PATROL CA:				5,000.00	5,000.00		

Vendor 0237 - LOCATORS - SUPPLIES INC:

0320814-IN

88205	LOCATORS - SUPPLIES INC	05/20/2025	06/04/2025	356.22	356.22	Open	N
	MARKING PAINT AND FLAGS	pziemer					06/04/2025
237-3190-42220	REPAIR & MAINT			356.22			
Total for vendor 0237 - LOCATORS - SUPPLIES INC:				356.22	356.22		

Vendor 1753 - MARCO - NW 7128:

INV13765485

88077	MARCO - NW 7128	04/17/2025	06/04/2025	6,624.00	6,624.00	Open	N
	CISCO DUO 9/25/25-9/26/26	pziemer					06/04/2025

INV3885936

88186	MARCO - NW 7128	05/19/2025	06/04/2025	1,315.82	1,315.82	Open	N
	UNIFY IT 5/19/25-6/18/25	pziemer					06/04/2025
101-1800-43309	COMPUTER SUPPORT			1,200.68			
260-9020-43309	COMPUTER SUPPORT			115.14			

INV13918493

88356	MARCO - NW 7128	05/28/2025	06/04/2025	2,671.50	2,671.50	Open	N
	MICROSOFT 365 4/16/25-5/15/25	pziemer					06/04/2025
101-1800-43309	COMPUTER SUPPORT			2,671.50			
Total for vendor 1753 - MARCO - NW 7128:				10,611.32	10,611.32		

Vendor 2392 - MENARDS:

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User: pziemer

DB: Brainerd

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
45508							
88246	MENARDS	05/20/2025	06/04/2025	47.96	47.96	Open	N
	FORMS/STAKES - SIDEWALK REPAIR	pziemer					06/04/2025
	235-3100-42220 REPAIR & MAINT			47.96			
45874							
88298	MENARDS	05/27/2025	06/04/2025	36.17	36.17	Open	N
	CONCRETE TOOLS AND HARDWARE	pziemer					06/04/2025
	235-3100-42220 REPAIR & MAINT			36.17			
	Total for vendor 2392 - MENARDS:			84.13	84.13		

Vendor 0889 - MENARDS - BAXTER :

45054							
88195	MENARDS - BAXTER	05/16/2025	06/04/2025	213.47	213.47	Open	N
	SHOP REPAIRS-COPPER PIPING AND FITTING	pziemer					06/04/2025
	230-5200-42220 REPAIR & MAINT			213.47			
44689							
88196	MENARDS - BAXTER	05/12/2025	06/04/2025	199.00	199.00	Open	N
	GRASS MAINTENANCE JCP & BHP QTY 100	pziemer					06/04/2025
	230-5200-42220 REPAIR & MAINT			199.00			
	Total for vendor 0889 - MENARDS - BAXTER :			412.47	412.47		

Vendor 0669 - MICKEY'S PIZZA - J&T FOOD SERVICE:

828299							
88237	MICKEY'S PIZZA - J&T FOOD SERVICE	05/22/2025	06/04/2025	284.43	284.43	Open	N
	MAY 25 LNL - BOX LUNCHES	pziemer					06/04/2025
	278-6515-43430 MISCELLANEOUS			284.43			
	Total for vendor 0669 - MICKEY'S PIZZA - J&T FOOD SERVICE:			284.43	284.43		

Vendor 3365 - MIDC:

I0052389							
88200	MIDC	05/13/2025	06/04/2025	1,252.10	1,252.10	Open	N
	SPRINKLER HEADS	pziemer					06/04/2025
	230-5200-42220 REPAIR & MAINT			1,252.10			
	Total for vendor 3365 - MIDC:			1,252.10	1,252.10		

Vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:

2025180							
88233	MINNESOTA/WISCONSIN PLAYGROUND	05/21/2025	06/04/2025	1,237.67	1,237.67	Open	N
	MEMORIAL BENCH - MEMORY OF KIRSTEN OIP	pziemer					06/04/2025
	230-5225-42220 REPAIR & MAINT			1,237.67			
	Total for vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:			1,237.67	1,237.67		

Vendor 3168 - MOTORS-N-MORE:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
31123							
88189	MOTORS-N-MORE	05/20/2025	06/04/2025	212.00	212.00	Open	N
	SQD 412 BRAKE REPAIR	pziemer					06/04/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			212.00			
31135							
88348	MOTORS-N-MORE	05/28/2025	06/04/2025	50.00	50.00	Open	N
	SQD 413 OIL CHANGE	pziemer					06/04/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			50.00			
31136							
88349	MOTORS-N-MORE	05/28/2025	06/04/2025	50.00	50.00	Open	N
	SQD 403 OIL CHANGE/TIRES ROTATE	pziemer					06/04/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			50.00			
	Total for vendor 3168 - MOTORS-N-MORE:			312.00	312.00		

Vendor 1449 - M-R SIGN CO., INC.:

227704							
88190	M-R SIGN CO., INC.	05/08/2025	06/04/2025	394.91	394.91	Open	N
	PARK SIGNS	pziemer					06/04/2025
230-5280-42210	OPERATING SUPPLIES			133.90			
230-5200-42210	OPERATING SUPPLIES			261.01			
227834							
88191	M-R SIGN CO., INC.	05/16/2025	06/04/2025	46.61	46.61	Open	N
	CAMPGROUND SPEED LIMIT SIGN	pziemer					06/04/2025
230-5280-42210	OPERATING SUPPLIES			46.61			
227002							
88192	M-R SIGN CO., INC.	05/01/2025	06/04/2025	506.44	506.44	Open	N
	QTY 29 LOGO SIGNS - CAMPGROUND	pziemer					06/04/2025
230-5280-42210	OPERATING SUPPLIES			506.44			
227821							
88242	M-R SIGN CO., INC.	05/14/2025	06/04/2025	167.80	167.80	Open	N
	STREET SIGNS	pziemer					06/04/2025
235-3170-42210	OPERATING SUPPLIES			167.80			
	Total for vendor 1449 - M-R SIGN CO., INC.:			1,115.76	1,115.76		

Vendor 0273 - NAPA AUTO PARTS:

806359							
88172	NAPA AUTO PARTS	05/16/2025	06/04/2025	8.49	8.49	Open	N
	SEAFOAM	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			8.49			
806418							
88208	NAPA AUTO PARTS	05/16/2025	06/04/2025	1,421.97	1,421.97	Open	N
	BATTERY REPLACEMENT AND TRADE IN	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			1,421.97			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
807250							
88209	NAPA AUTO PARTS	05/20/2025	06/04/2025	78.58	78.58	Open	N
	GRINDER WHEELS	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			78.58			
807680							
88225	NAPA AUTO PARTS	05/21/2025	06/04/2025	42.59	42.59	Open	N
	AIR GAUGE AND SAWZALL BLADE	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			42.59			
Total for vendor 0273 - NAPA AUTO PARTS:				1,551.63	1,551.63		

Vendor 0736 - NORTHLAND FIRE PROTECTION:

63181							
88193	NORTHLAND FIRE PROTECTION	05/20/2025	06/04/2025	62.70	62.70	Open	N
	RECHARGE FIRE EXTINGUISHERS	pziemer					06/04/2025
225-2120-43300	PROFESSIONAL SERVICES			62.70			
63182							
88194	NORTHLAND FIRE PROTECTION	05/20/2025	06/04/2025	99.20	99.20	Open	N
	RECHARGE FIRE EXTINGUISHERS	pziemer					06/04/2025
225-2120-43300	PROFESSIONAL SERVICES			99.20			
63298							
88345	NORTHLAND FIRE PROTECTION	05/23/2025	06/04/2025	223.20	223.20	Open	N
	SERVICE, RECERT CITY HALL FIRE EXTIN(pziemer						06/04/2025
101-1940-42220	REPAIR & MAINT			223.20			
Total for vendor 0736 - NORTHLAND FIRE PROTECTION:				385.10	385.10		

Vendor 0284 - OFFICE SHOP:

1155136-0							
88198	OFFICE SHOP	05/19/2025	06/04/2025	98.14	98.14	Open	N
	ENVELOPES	pziemer					06/04/2025
101-1940-42200	OFFICE SUPPLIES			98.14			
1155148-0							
88253	OFFICE SHOP	05/23/2025	06/04/2025	70.74	70.74	Open	N
	FIRST AID KIT - CH	pziemer					06/04/2025
101-1940-42200	OFFICE SUPPLIES			70.74			
Total for vendor 0284 - OFFICE SHOP:				168.88	168.88		

Vendor 4169 - PERFECTION DOCK AND LIFT:

852							
88284	PERFECTION DOCK AND LIFT	05/01/2025	06/04/2025	575.00	575.00	Open	N
	2024 FALL DOCK REMOVAL	pziemer					06/04/2025
230-5200-43300	PROFESSIONAL SERVICES			575.00			
Total for vendor 4169 - PERFECTION DOCK AND LIFT:				575.00	575.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 3260 - PERSONIUS, JAY:							
5/27/25							
88300	PERSONIUS, JAY	05/27/2025	06/04/2025	109.97	109.97	Open	N
	REMIB: INVESTIGATOR WARE	pziemer					06/04/2025
225-2120-41113	UNIFORM ALLOWANCE			109.97			
	Total for vendor 3260 - PERSONIUS, JAY:			109.97	109.97		
Vendor 3322 - PICTURE PERFECT FRAMING STUDIO:							
186							
88218	PICTURE PERFECT FRAMING STUDIO	05/21/2025	06/04/2025	253.66	253.66	Open	N
	OFFICER OF THE YEAR - FRAMING - LESS	pziemer					06/04/2025
225-2120-43300	PROFESSIONAL SERVICES			253.66			
	Total for vendor 3322 - PICTURE PERFECT FRAMING STUDIO:			253.66	253.66		
Vendor 0291 - PIKE PLUMBING AND HEATING:							
90477							
88380	PIKE PLUMBING AND HEATING	05/22/2025	06/04/2025	120.00	120.00	Open	N
	LUM PARK ANNUAL BACKFLOW PREVENTER	pziemer					06/04/2025
230-5200-42220	REPAIR & MAINT			120.00			
	Total for vendor 0291 - PIKE PLUMBING AND HEATING:			120.00	120.00		
Vendor 0360 - PREFERRED PUMP:							
55054424-00							
88199	PREFERRED PUMP	05/13/2025	06/04/2025	57.24	57.24	Open	N
	COUPLERS	pziemer					06/04/2025
237-3190-42220	REPAIR & MAINT			57.24			
	Total for vendor 0360 - PREFERRED PUMP:			57.24	57.24		
Vendor 3640 - PULSEPOINT FOUNDATION:							
12906							
88185	PULSEPOINT FOUNDATION	05/01/2025	06/04/2025	8,000.00	8,000.00	Open	N
	4/14/25-4/13/26 PULSEPOINT	pziemer					06/04/2025
404-9055-43430	MISCELLANEOUS			8,000.00			
	Total for vendor 3640 - PULSEPOINT FOUNDATION:			8,000.00	8,000.00		
Vendor 3413 - RATWIK, ROSZAK AND MALONEY:							
79686							
88376	RATWIK, ROSZAK AND MALONEY	05/01/2025	06/04/2025	16,596.98	16,596.98	Open	N
	APRIL 2025 RETAINER/SPECIAL SERVICES	pziemer					06/04/2025
101-1610-43301	CITY ATTORNEY			4,176.66			
101-0000-14100	DUE FROM COMPONENT UNIT			688.50			
203-9000-43300	PROFESSIONAL SERVICES			144.00			
260-9020-43304	LEGAL PROFESSIONAL SERVICES			108.00			
101-1610-43301	CITY ATTORNEY			4,676.34			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
101-0000-14100	DUE FROM COMPONENT UNIT			2,588.76			
401-9030-43300-23:13	PROFESSIONAL SERVICES			3,818.72			
260-9020-43304	LEGAL PROFESSIONAL SERVICES			396.00			
Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:				16,596.98	16,596.98		

Vendor 2916 - RUNDE, ANTHONY:

5/23/25							
88301	RUNDE, ANTHONY	05/27/2025	06/04/2025	996.49	996.49	Open	N
	REIMB: FBI LEEDA CLT TRAINING	pziemer					06/04/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT			996.49			
Total for vendor 2916 - RUNDE, ANTHONY:				996.49	996.49		

Vendor 3768 - SADUSKY RENOVATIONS:

68							
88197	SADUSKY RENOVATIONS	05/20/2025	06/04/2025	1,921.72	1,921.72	Open	N
	PLAN REVIEW MAY 2025	pziemer					06/04/2025
101-2400-43300	PROFESSIONAL SERVICES			1,921.72			
Total for vendor 3768 - SADUSKY RENOVATIONS:				1,921.72	1,921.72		

Vendor 3612 - SEVERSON PORTER LAW:

MAY 2025							
88232	SEVERSON PORTER LAW	05/21/2025	06/04/2025	19,430.95	19,430.95	Open	N
	MAY 25 PROSECUTION AGREEMENT	pziemer					06/04/2025
225-2127-43310	MISDEMEANOR PROSECUTOR			19,430.95			
Total for vendor 3612 - SEVERSON PORTER LAW:				19,430.95	19,430.95		

Vendor 3138 - ST. LOUIS MRO INC.:

64991							
88287	ST. LOUIS MRO INC.	05/01/2025	06/04/2025	49.00	49.00	Open	N
	QTY 2 BACKGROUND - T.HINES & C.PLAGGE	pziemer					06/04/2025
101-1800-43300	PROFESSIONAL SERVICES			49.00			
Total for vendor 3138 - ST. LOUIS MRO INC.:				49.00	49.00		

Vendor 0322 - STREICHERS PROF EQUIP:

I1762622							
88240	STREICHERS PROF EQUIP	05/19/2025	06/04/2025	171.99	171.99	Open	N
	722 BOOTS	pziemer					06/04/2025
225-2120-41113	UNIFORM ALLOWANCE			171.99			
Total for vendor 0322 - STREICHERS PROF EQUIP:				171.99	171.99		

Vendor MISC - STRIDE BANK ATTN LEGAL COMPLIANCE:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
ICR 24016346							
88236	STRIDE BANK ATTN LEGAL COMPLIANCE	05/01/2025	06/04/2025	20.00	20.00	Open	N
	ADMIN SUBPOENA ICR 24016346	pziemer					06/04/2025
225-2120-42210	OPERATING SUPPLIES			20.00			
	Total for vendor MISC - STRIDE BANK ATTN LEGAL COMPLIANCE:			20.00	20.00		

Vendor 3838 - SWANSON HASKAMP CONSULTING:

MAY 2025

88229	SWANSON HASKAMP CONSULTING	05/22/2025	06/04/2025	2,916.67	2,916.67	Open	N
	2025 EDA CONSULTING SERVICES	pziemer					06/04/2025
295-6510-43300	PROFESSIONAL SERVICES			2,916.67			
	Total for vendor 3838 - SWANSON HASKAMP CONSULTING:			2,916.67	2,916.67		

Vendor 0039 - VESTIS:

2530404248							
88168	VESTIS	05/15/2025	06/04/2025	65.85	65.85	Open	N
	RUGS AND OVERALLS	pziemer					06/04/2025
235-3100-43430	MISCELLANEOUS			65.85			
2530406867							
88247	VESTIS	05/22/2025	06/04/2025	92.58	92.58	Open	N
	RUGS AND OVERALLS	pziemer					06/04/2025
235-3100-43430	MISCELLANEOUS			92.58			
	Total for vendor 0039 - VESTIS:			158.43	158.43		

Vendor 0087 - VISIT BRAINERD:

MAY 2025

88230	VISIT BRAINERD	05/22/2025	06/04/2025	5,258.33	5,258.33	Open	N
	2025 EDA CONSULTING SERVICES	pziemer					06/04/2025
295-6510-43300	PROFESSIONAL SERVICES			5,258.33			
MAR 25 LODGING							
88346	VISIT BRAINERD	05/28/2025	06/04/2025	1,369.89	1,369.89	Open	N
	REMIT MARCH 2025 LODGING	pziemer					06/04/2025
101-9200-43340	LODGING TAX REMIT/PR			1,369.89			
	Total for vendor 0087 - VISIT BRAINERD:			6,628.22	6,628.22		

Vendor 0349 - W.W. THOMPSON CONCRETE:

2505767478							
88252	W.W. THOMPSON CONCRETE	05/23/2025	06/04/2025	220.00	220.00	Open	N
	SIDEWALK REPAIR - CONCRETE MIX	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			220.00			
2505-767818							
88283	W.W. THOMPSON CONCRETE	05/27/2025	06/04/2025	250.00	250.00	Open	N
	PREMIX CONCRETE FOR SIDEWALK REPAIR	pziemer					06/04/2025

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
235-3100-42220	REPAIR & MAINT			250.00			
	Total for vendor 0349 - W.W. THOMPSON CONCRETE:			470.00	470.00		
Vendor 4418 - WATERFRONT RESTORATION LLC:							
25004							
88180	WATERFRONT RESTORATION LLC	05/15/2025	06/04/2025	1,250.00	1,250.00	Open	N
	LUM PARK BEACH CLEANUP	pziemer					06/04/2025
230-5200-42220	REPAIR & MAINT			1,250.00			
	Total for vendor 4418 - WATERFRONT RESTORATION LLC:			1,250.00	1,250.00		
Vendor 3914 - WATSON COMPANY:							
149665							
88221	WATSON COMPANY	05/20/2025	06/04/2025	292.86	292.86	Open	N
	CONCESSIONS - CANDY/CHEESE/FROZEN	pziemer					06/04/2025
230-5204-42210	OPERATING SUPPLIES			292.86			
	Total for vendor 3914 - WATSON COMPANY:			292.86	292.86		
Vendor 1159 - WINNERS TROPHY:							
13840							
88204	WINNERS TROPHY	05/18/2025	06/04/2025	300.00	300.00	Open	N
	ADDTL 2025 DOG TAGS	pziemer					06/04/2025
101-1400-42210	OPERATING SUPPLIES			300.00			
	Total for vendor 1159 - WINNERS TROPHY:			300.00	300.00		
Vendor 1712 - WSB & ASSOCIATES:							
R-026252-000-10							
88165	WSB & ASSOCIATES	05/15/2025	06/04/2025	1,126.50	1,126.50	Open	N
	24:07 LOWELL SRTS MAR 2025	pziemer					06/04/2025
401-9030-43300-24:07	PROFESSIONAL SERVICES			1,126.50			
R-025844-000-6							
88377	WSB & ASSOCIATES	05/28/2025	06/04/2025	731.50	731.50	Open	N
	ARPA PROJECTS APRIL 2025	pziemer					06/04/2025
400-9050-43300	PROFESSIONAL SERVICES			731.50			
	Total for vendor 1712 - WSB & ASSOCIATES:			1,858.00	1,858.00		
Vendor 0354 - ZIEGLER, INC:							
IN001921876							
88182	ZIEGLER, INC	05/16/2025	06/04/2025	109.64	109.64	Open	N
	PARKS SKID STEER ADAPTORS FOR IMPLEMENT	pziemer					06/04/2025
400-3100-45500	STREET CAPITAL OUTLAY			54.82			
400-5200-45500	PARKS CAPITAL OUTLAY			54.82			

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Inv Ref#	Description	Entered By					
	GL Distribution GRANT						
IN001933924							
88343	ZIEGLER, INC	05/28/2025	06/04/2025	22.65	22.65	Open	N
	TOOL FOR FITTING NEW HARLEY RAKE ON	pziemer					06/04/2025
230-5200-42220	REPAIR & MAINT			22.65			
	Total for vendor 0354 - ZIEGLER, INC:			132.29	132.29		

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Vendor 3766 - A SMART SIGN STORE:

5/14/25							
88269	A SMART SIGN STORE	05/14/2025	06/04/2025	234.50	234.50	Open	N
	ASSET TAGS - BPU	pziemer					06/04/2025
101-0000-14100	DUE FROM COMPONENT UNIT			234.50			
	Total for vendor 3766 - A SMART SIGN STORE:			234.50	234.50		

Vendor 3698 - AMAZON:

5/2/25							
88268	AMAZON	05/01/2025	06/04/2025	384.10	384.10	Open	N
	AWS APRIL 2025	pziemer					06/04/2025
101-1800-43309	COMPUTER SUPPORT			384.10			
5/22/25							
88273	AMAZON	05/22/2025	06/04/2025	19.98	19.98	Open	N
	BINDER CLIPS	pziemer					06/04/2025
230-5280-42220	REPAIR & MAINT			19.98			
5/22/25 - 2							
88274	AMAZON	05/22/2025	06/04/2025	24.28	24.28	Open	N
	SOFTBALL BUCKET	pziemer					06/04/2025
230-5215-42210	OPERATING SUPPLIES			24.28			
5/22/25 - 3							
88275	AMAZON	05/22/2025	06/04/2025	31.08	31.08	Open	N
	COMMAND CLIPS	pziemer					06/04/2025
230-5200-42200	OFFICE SUPPLIES			31.08			
5/6/25							
88276	AMAZON	05/06/2025	06/04/2025	33.49	33.49	Open	N
	WRISTBANDS/BAGS	pziemer					06/04/2025
230-5211-42210	OPERATING SUPPLIES			33.49			
5/22/25 - 4							
88277	AMAZON	05/22/2025	06/04/2025	57.98	57.98	Open	N
	PICKLEBALLS	pziemer					06/04/2025
230-5231-42210	OPERATING SUPPLIES			57.98			
5/8/25							
88278	AMAZON	05/08/2025	06/04/2025	88.07	88.07	Open	N
	PHONE CASE/SCREEN PROTECTORS	pziemer					06/04/2025
101-1800-43309	COMPUTER SUPPORT			88.07			

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4/28/25							
88279	AMAZON	05/01/2025	06/04/2025	207.50	207.50	Open	N
	DESK DRAWERS X5	pziemer					06/04/2025
101-1800-43309	COMPUTER SUPPORT			207.50			
4/25/25							
88280	AMAZON	05/01/2025	06/04/2025	223.59	223.59	Open	N
	PRIVACY WINDOW CLING/OFFICE SUPPLIES	pziemer					06/04/2025
400-1800-45500-00001	IT/GIS CAPITAL OUTLAY			223.59			
5/23/25							
88282	AMAZON	05/23/2025	06/04/2025	16.98	16.98	Open	N
	SCREEN PROTECTOR - ERT IPAD	pziemer					06/04/2025
238-3160-43430	MISCELLANEOUS			8.49			
238-0000-13200	DUE FROM OTHER GOVTS			8.49			
	Total for vendor 3698 - AMAZON:			1,087.05	1,087.05		

Vendor 3706 - BEST BUY:

5/2/25							
88272	BEST BUY	05/02/2025	06/04/2025	439.97	439.97	Open	N
	IT OFFICE - REMODEL	pziemer					06/04/2025
400-1800-45500-00001	IT/GIS CAPITAL OUTLAY			439.97			
	Total for vendor 3706 - BEST BUY:			439.97	439.97		

Vendor 0133 - CWC RECORDER:

4/30/25							
88265	CWC RECORDER	05/01/2025	06/04/2025	10.00	10.00	Open	N
	PROPERTY LEGAL DESC. LOOKUP	pziemer					06/04/2025
101-2400-43433	DUES & SUBSCRIPTIONS			10.00			
5/1/25							
88266	CWC RECORDER	05/01/2025	06/04/2025	10.00	10.00	Open	N
	1 DAY WEB ACCESS PROPERTY LOOKUP	pziemer					06/04/2025
101-2400-43433	DUES & SUBSCRIPTIONS			10.00			
5/16/25							
88267	CWC RECORDER	05/16/2025	06/04/2025	10.00	10.00	Open	N
	1 DAY WEB ACCESS PROPERTY LOOKUP	pziemer					06/04/2025
101-2400-43433	DUES & SUBSCRIPTIONS			10.00			
	Total for vendor 0133 - CWC RECORDER:			30.00	30.00		

Vendor 3988 - PROTECTSTAR:

5/13/25							
88281	PROTECTSTAR	05/13/2025	06/04/2025	29.90	29.90	Open	N
	PROTECTSTAR IOS SHREDDER	pziemer					06/04/2025
101-1800-43309	COMPUTER SUPPORT			29.90			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

Total for vendor 3988 - PROTECTSTAR:	29.90	29.90
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Vendor MISC - SEAGREN'S HOME HARDWARE OUTDOORS:

5/14/25

88289	SEAGREN'S HOME HARDWARE OUTDOORS	05/14/2025	06/04/2025	22.20	22.20	Open	N
	ENGINE 23 - TEMP LEAK REPAIRS	pziemer					06/04/2025
225-2220-42220	REPAIR & MAINT			22.20			
	Total for vendor MISC - SEAGREN'S HOME HARDWARE OUTDOORS:			22.20	22.20		

Vendor 3697 - USPS:

5/20/25

88270	USPS	05/20/2025	06/04/2025	32.70	32.70	Open	N
	MAILING FOR COUNTRY MANOR BONDING	pziemer					06/04/2025
295-0000-20600	DEPOSITS PAYABLE			32.70			

5/7/25

88271	USPS	05/07/2025	06/04/2025	23.21	23.21	Open	N
	POSTAGE - TRANSIT TICKETS	pziemer					06/04/2025
203-9000-43322	POSTAGE			23.21			
	Total for vendor 3697 - USPS:			55.91	55.91		

Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:

5/18/25

88264	ZOOM VIDEO COMMUNICATIONS	05/18/2025	06/04/2025	31.98	31.98	Open	N
	ZOOM 5/18/25-6/17/25	pziemer					06/04/2025
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

1,931.51	1,931.51
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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						

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

Vendor 3698 - AMAZON:

5/21/25

88307	AMAZON	05/21/2025	06/04/2025	197.76	197.76	Open	N
	TV & CAR WASH BRUSH X3	pziemer					06/04/2025
225-2220-42210	OPERATING SUPPLIES			197.76			
	Total for vendor 3698 - AMAZON:			197.76	197.76		

Vendor 3925 - HAMPTON BY HILTON:

5/15/25

88303	HAMPTON BY HILTON	05/15/2025	06/04/2025	122.24	122.24	Open	N
	PARATECH UNIV. HOTEL - R.KALIS (ONE	pziemer					06/04/2025
225-2220-43330	PROFESSIONAL DEVELOPMENT			122.24			

5/15/25 - 2

88304	HAMPTON BY HILTON	05/15/2025	06/04/2025	244.48	244.48	Open	N
	PARATECH UNIV. HOTEL - D.COX	pziemer					06/04/2025
225-2220-43330	PROFESSIONAL DEVELOPMENT			244.48			

5/15/25 - 3

88305	HAMPTON BY HILTON	05/15/2025	06/04/2025	244.48	244.48	Open	N
	PARATECH UNIV. HOTEL - H.PRASKA	pziemer					06/04/2025
225-2220-43330	PROFESSIONAL DEVELOPMENT			244.48			

5/15/25 - 4

88306	HAMPTON BY HILTON	05/15/2025	06/04/2025	244.48	244.48	Open	N
	PARATECH UNIV. HOTEL - L.ANDERSON	pziemer					06/04/2025
225-2220-43330	PROFESSIONAL DEVELOPMENT			244.48			
	Total for vendor 3925 - HAMPTON BY HILTON:			855.68	855.68		

Vendor 2989 - HOME DEPOT:

4/29/25

88302	HOME DEPOT	05/01/2025	06/04/2025	199.70	199.70	Open	N
	QTY 10 - CO ALARMS	pziemer					06/04/2025
225-2220-42210	OPERATING SUPPLIES			199.70			
	Total for vendor 2989 - HOME DEPOT:			199.70	199.70		

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

1,253.14	1,253.14
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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						

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

Vendor 4054 - FACEBOOK:

5/16/25							
88291	FACEBOOK	05/16/2025	06/04/2025	18.94	18.94	Open	N
	EVENT PROMOTION AD	pziemer					06/04/2025
211-5501-43430	MISC - SPECIFIED DONATION USE			18.94			
	Total for vendor 4054 - FACEBOOK:			18.94	18.94		

Vendor MISC - MAILCHIMP:

5/4/25							
88290	MAILCHIMP	05/04/2025	06/04/2025	45.00	45.00	Open	N
	EMAIL SUBSCRIPTION SERVICE	pziemer					06/04/2025
211-5503-43430	MISC - USE OF HOLDEN TRUST			45.00			
	Total for vendor MISC - MAILCHIMP:			45.00	45.00		

Vendor 0039 - VESTIS:

4/25/25							
88293	VESTIS	05/01/2025	06/04/2025	32.95	32.95	Open	N
	RUG SERVICE	pziemer					06/04/2025
211-5500-42220	REPAIR & MAINT			32.95			
5/1/25							
88294	VESTIS	05/01/2025	06/04/2025	32.95	32.95	Open	N
	RUG SERVICE	pziemer					06/04/2025
211-5500-42220	REPAIR & MAINT			32.95			
5/8/25							
88295	VESTIS	05/08/2025	06/04/2025	32.95	32.95	Open	N
	RUG SERVICE	pziemer					06/04/2025
211-5500-42220	REPAIR & MAINT			32.95			
5/23/25							
88296	VESTIS	05/23/2025	06/04/2025	32.95	32.95	Open	N
	RUG SERVICE	pziemer					06/04/2025
211-5500-42220	REPAIR & MAINT			32.95			
5/23/25 - 2							
88297	VESTIS	05/23/2025	06/04/2025	32.95	32.95	Open	N
	RUG SERVICE	pziemer					06/04/2025
211-5500-42220	REPAIR & MAINT			32.95			
	Total for vendor 0039 - VESTIS:			164.75	164.75		

Vendor MISC - WORDPRESS:

5/19/25							
88292	WORDPRESS	05/19/2025	06/04/2025	96.00	96.00	Open	N
	WEBSITE SUBSCRIPTION	pziemer					06/04/2025

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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			96.00			
	Total for vendor MISC - WORDPRESS:			96.00	96.00		
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				324.69	324.69		

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Inv Ref#	Description	Entered By					Post Date

GL Distribution GRANT

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

Vendor 4380 - BIGSPRINKLER.COM:

4/25/25

88364

BIGSPRINKLER.COM
COUPLERS/ADAPTORS

05/01/2025

pziemer

06/04/2025

137.70

137.70

Open

N

06/04/2025

230-5200-42210

OPERATING SUPPLIES

137.70

Total for vendor 4380 - BIGSPRINKLER.COM:

137.70

137.70

Vendor 3711 - COSTCO:

4/28/25

88352

COSTCO
CREDIT - RETURN CANDY

05/01/2025

pziemer

06/04/2025

(228.69)

(228.69)

Open

N

06/04/2025

230-5211-42210

OPERATING SUPPLIES

(228.69)

5/6/25

88365

COSTCO
CONCESSIONS - HOTDOGS, PLATES, TOWELS

05/06/2025

pziemer

06/04/2025

92.18

92.18

Open

N

06/04/2025

230-5204-42210

OPERATING SUPPLIES

92.18

Total for vendor 3711 - COSTCO:

(136.51)

(136.51)

Vendor 3879 - HARBOR FREIGHT TOOLS:

5/6/25

88366

HARBOR FREIGHT TOOLS
HOSE - JCP MAINT

05/06/2025

pziemer

06/04/2025

69.98

69.98

Open

N

06/04/2025

230-5200-42220

REPAIR & MAINT

69.98

Total for vendor 3879 - HARBOR FREIGHT TOOLS:

69.98

69.98

Vendor 1248 - HOLIDAY STATIONSTORE:

5/23/25

88367

HOLIDAY STATIONSTORE
FISHING CLINIC - ICE & BAIT

05/23/2025

pziemer

06/04/2025

44.92

44.92

Open

N

06/04/2025

230-5211-42210

OPERATING SUPPLIES

44.92

5/6/25

88368

HOLIDAY STATIONSTORE
ICE - SAFETY SUPPLIES

05/06/2025

pziemer

06/04/2025

7.50

7.50

Open

N

06/04/2025

230-5200-42209

SAFETY EQUIPMENT SUPPLIES

7.50

5/6/25 - 2

88371

HOLIDAY STATIONSTORE
ICE - SAFETY SUPPLIES

05/06/2025

pziemer

06/04/2025

5.00

5.00

Open

N

06/04/2025

230-5200-42209

SAFETY EQUIPMENT SUPPLIES

5.00

5/6/25 - 3

88372

HOLIDAY STATIONSTORE
CREDIT - ICE

05/06/2025

pziemer

06/04/2025

(5.00)

(5.00)

Open

N

06/04/2025

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

230-5215-42210	OPERATING SUPPLIES			(5.00)			
	Total for vendor 1248 - HOLIDAY STATIONSTORE:			52.42	52.42		

Vendor 4420 - NATIONAL RECREATION AND PARK ASSOC.:

5/2/25

88374	NATIONAL RECREATION AND PARK ASSOC.	05/02/2025	06/04/2025	700.00	700.00	Open	N
	MEMBERSHIP DUES	pziemer					06/04/2025
230-5200-43433	DUES & SUBSCRIPTIONS			700.00			
	Total for vendor 4420 - NATIONAL RECREATION AND PARK ASSOC.:			700.00	700.00		

Vendor MISC - S & W BAIT TACKLE & SPORTING:

5/23/25

88375	S & W BAIT TACKLE & SPORTING	05/23/2025	06/04/2025	39.95	39.95	Open	N
	ADD DESCRIPTION	pziemer					06/04/2025
230-5211-42210	OPERATING SUPPLIES			39.95			
	Total for vendor MISC - S & W BAIT TACKLE & SPORTING:			39.95	39.95		

Vendor 4417 - TEAM SIDELINE:

5/20/25

88353	TEAM SIDELINE	05/20/2025	06/04/2025	599.00	599.00	Open	N
	6/1/25-5/31/26 SCHEDULING SOFTWARE	pziemer					06/04/2025
230-5209-42210	OPERATING SUPPLIES			149.75			
230-5215-42210	OPERATING SUPPLIES			149.75			
230-5231-42210	OPERATING SUPPLIES			149.75			
230-5212-42210	OPERATING SUPPLIES			149.75			
	Total for vendor 4417 - TEAM SIDELINE:			599.00	599.00		

Vendor 0006 - WALMART COMMUNITY/GECRB:

5/14/25

88369	WALMART COMMUNITY/GECRB	05/14/2025	06/04/2025	8.17	8.17	Open	N
	FISHING CLINIC SUPPLIES	pziemer					06/04/2025
230-5211-42210	OPERATING SUPPLIES			8.17			

5/14/25 - 2

88370	WALMART COMMUNITY/GECRB	05/14/2025	06/04/2025	11.28	11.28	Open	N
	MAY LNL - WATER	pziemer					06/04/2025
278-6515-43430	MISCELLANEOUS			11.28			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			19.45	19.45		

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

1,481.99	1,481.99
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GL Distribution GRANT

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

Vendor 3698 - AMAZON:

4/23/25

88311	AMAZON	05/01/2025	06/04/2025	19.79	19.79	Open	N
	BECK'S NOTARY STAMP	pziemer					06/04/2025
225-2120-42210	OPERATING SUPPLIES			19.79			

5/6/25 - 2

88321	AMAZON	05/06/2025	06/04/2025	114.93	114.93	Open	N
	DISINFECTING WIPES/FLASH DRIVES	pziemer					06/04/2025
225-2120-42220	REPAIR & MAINT			13.52			
225-2120-42210	OPERATING SUPPLIES			101.41			

5/15/25

88330	AMAZON	05/15/2025	06/04/2025	22.99	22.99	Open	N
	RADIO REPLACEMENT KNOBS	pziemer					06/04/2025
225-2120-42210	OPERATING SUPPLIES			22.99			

5/15/25 - 2

88331	AMAZON	05/15/2025	06/04/2025	49.57	49.57	Open	N
	FLASH DRIVES, ID CLIPS	pziemer					06/04/2025
225-2120-42210	OPERATING SUPPLIES			49.57			

5/16/25

88333	AMAZON	05/16/2025	06/04/2025	28.26	28.26	Open	N
	CONFERENCE ROOM SIGN	pziemer					06/04/2025
225-2120-42200	OFFICE SUPPLIES			28.26			

5/21/25 - 2

88337	AMAZON	05/21/2025	06/04/2025	41.24	41.24	Open	N
	DISINFECTING WIPES/FLASH DRIVES	pziemer					06/04/2025
225-2120-42220	REPAIR & MAINT			13.53			
225-2120-42210	OPERATING SUPPLIES			27.71			

5/20/25

88338	AMAZON	05/20/2025	06/04/2025	89.97	89.97	Open	N
	TRT EAR PADS	pziemer					06/04/2025
225-2131-42210	OPERATING SUPPLIES			89.97			

5/21/25 - 3

88339	AMAZON	05/21/2025	06/04/2025	215.05	215.05	Open	N
	BATTERIES FOR TACTACAMS	pziemer					06/04/2025
225-2120-42210	OPERATING SUPPLIES			215.05			

5/23/25 - 2

88340	AMAZON	05/23/2025	06/04/2025	50.00	50.00	Open	N
	BATTERIES 123CR	pziemer					06/04/2025
225-2120-42210	OPERATING SUPPLIES			50.00			

Total for vendor 3698 - AMAZON:

631.80 631.80

Vendor 3420 - BCA :

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	GL Distribution GRANT						

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

5/7/25

88323

BCA

05/07/2025

06/04/2025

75.00

75.00

Open

N

A.BECK - TAC WORKSHOP

pziemer

06/04/2025

225-2120-43330

PROFESSIONAL DEVELOPMENT

75.00

Total for vendor 3420 - BCA :

75.00

75.00

Vendor 3156 - COUNTRY INN & SUITES:

4/30/25

88312

COUNTRY INN & SUITES

05/01/2025

06/04/2025

367.53

367.53

Open

N

714 MIDWEST COUNTER DRUG TRNG HOTEL pziemer

06/04/2025

225-2120-43330

PROFESSIONAL DEVELOPMENT

367.53

Total for vendor 3156 - COUNTRY INN & SUITES:

367.53

367.53

Vendor MISC - CYBERSOURCE:

5/19/25

88335

CYBERSOURCE

05/19/2025

06/04/2025

75.00

75.00

Open

N

BCA DMT RECERTIFICATION

pziemer

06/04/2025

225-2120-43330

PROFESSIONAL DEVELOPMENT

75.00

Total for vendor MISC - CYBERSOURCE:

75.00

75.00

Vendor 2511 - EASY RIDERS BICYCLE & SPORTSHOP:

5/15/25

88332

EASY RIDERS BICYCLE & SPORTSHOP

05/15/2025

06/04/2025

25.97

25.97

Open

N

POLICE BIKE REPAIR

pziemer

06/04/2025

225-2125-43430

MISC - BIKE PATROL

25.97

Total for vendor 2511 - EASY RIDERS BICYCLE & SPORTSHOP:

25.97

25.97

Vendor 4077 - ECKBERG LAMMERS, P.C.:

5/13/25

88327

ECKBERG LAMMERS, P.C.

05/13/2025

06/04/2025

99.00

99.00

Open

N

703 GUN LAW TRAINING

pziemer

06/04/2025

225-2120-43330

PROFESSIONAL DEVELOPMENT

99.00

Total for vendor 4077 - ECKBERG LAMMERS, P.C.:

99.00

99.00

Vendor 4054 - FACEBOOK:

5/14/25

88329

FACEBOOK

05/14/2025

06/04/2025

138.00

138.00

Open

N

POLICE OFFICER EMPLOYMENT AD

pziemer

06/04/2025

225-2120-43350

PRINTING/LEGAL PUBLICATION

138.00

Total for vendor 4054 - FACEBOOK:

138.00

138.00

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
PCard: 2257 U.S. BANK Card Holder: POLICE							
Vendor 3999 - GRANDSTAY HOTEL:							
4/30/25							
88308	GRANDSTAY HOTEL	05/01/2025	06/04/2025	(284.02)	(284.02)	Open	N
	CREDIT -TRT 715 SOTA CONF. HOTEL	pziemer					06/04/2025
225-2131-43330	PROFESSIONAL DEVELOPMENT			(284.02)			
4/30/25 - 2							
88309	GRANDSTAY HOTEL	05/01/2025	06/04/2025	(264.96)	(264.96)	Open	N
	CREDIT - TRT 729 SOTA CONF. - HOTEL	pziemer					06/04/2025
225-2131-43330	PROFESSIONAL DEVELOPMENT			(264.96)			
4/15/25							
88313	GRANDSTAY HOTEL	05/01/2025	06/04/2025	246.68	246.68	Open	N
	TRT 715 SOTA CONF. HOTEL - GOV RATE	pziemer					06/04/2025
225-2131-43330	PROFESSIONAL DEVELOPMENT			246.68			
4/15/25 - 2							
88314	GRANDSTAY HOTEL	05/01/2025	06/04/2025	246.68	246.68	Open	N
	TRT 729 SOTA CONF. HOTEL GOV. RATE	pziemer					06/04/2025
225-2131-43330	PROFESSIONAL DEVELOPMENT			246.68			
Total for vendor 3999 - GRANDSTAY HOTEL:				(55.62)	(55.62)		
Vendor 2989 - HOME DEPOT:							
5/2/25							
88316	HOME DEPOT	05/02/2025	06/04/2025	17.97	17.97	Open	N
	RUBBER Mallet	pziemer					06/04/2025
225-2120-42240	SMALL TOOLS			17.97			
Total for vendor 2989 - HOME DEPOT:				17.97	17.97		
Vendor 0719 - INT'L ASSOC OF CHIEF OF POLICE:							
5/12/25							
88328	INT'L ASSOC OF CHIEF OF POLICE	05/12/2025	06/04/2025	220.00	220.00	Open	N
	IACP MEMBERSHIP FEE	pziemer					06/04/2025
225-2120-43433	DUES & SUBSCRIPTIONS			220.00			
Total for vendor 0719 - INT'L ASSOC OF CHIEF OF POLICE:				220.00	220.00		
Vendor 1531 - MN DEPT PUBLIC SAFETY:							
5/5/25							
88319	MN DEPT PUBLIC SAFETY	05/05/2025	06/04/2025	90.00	90.00	Open	N
	701 PEACE OFFICER LICENSE RENEWAL	pziemer					06/04/2025
225-2120-43433	DUES & SUBSCRIPTIONS			90.00			
Total for vendor 1531 - MN DEPT PUBLIC SAFETY:				90.00	90.00		
Vendor 4306 - TACTACAM REVEAL:							

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

5/3/25							
88318	TACTACAM REVEAL	05/03/2025	06/04/2025	49.00	49.00	Open	N
	MAY CAMERA SUBSCRIPTION X4	pziemer					06/04/2025
	225-2120-43433 DUES & SUBSCRIPTIONS			49.00			
5/13/25							
88325	TACTACAM REVEAL	05/13/2025	06/04/2025	8.17	8.17	Open	N
	REACTIVE CAMERA 5 SUBSCRIPTION	pziemer					06/04/2025
	225-2120-43433 DUES & SUBSCRIPTIONS			8.17			
	Total for vendor 4306 - TACTACAM REVEAL:			57.17	57.17		

Vendor 3703 - TRANSUNION RISK:

5/6/25							
88322	TRANSUNION RISK	05/06/2025	06/04/2025	150.00	150.00	Open	N
	INVESTIGATIONS/PARKING TKT COLLECTION	pziemer					06/04/2025
	225-2120-42210 OPERATING SUPPLIES			150.00			
	Total for vendor 3703 - TRANSUNION RISK:			150.00	150.00		

Vendor 3697 - USPS:

4/25/25							
88310	USPS	05/01/2025	06/04/2025	1.77	1.77	Open	N
	POSTAGE	pziemer					06/04/2025
	225-2120-43322 POSTAGE			1.77			
4/29/25							
88315	USPS	05/01/2025	06/04/2025	1.77	1.77	Open	N
	POSTAGE	pziemer					06/04/2025
	225-2120-43322 POSTAGE			1.77			
5/2/25							
88317	USPS	05/02/2025	06/04/2025	9.60	9.60	Open	N
	POSTAGE	pziemer					06/04/2025
	225-2120-43322 POSTAGE			9.60			
5/5/25							
88320	USPS	05/05/2025	06/04/2025	1.50	1.50	Open	N
	POSTAGE	pziemer					06/04/2025
	225-2120-43322 POSTAGE			1.50			
5/8/25							
88324	USPS	05/08/2025	06/04/2025	1.77	1.77	Open	N
	POSTAGE	pziemer					06/04/2025
	225-2120-43322 POSTAGE			1.77			
5/12/25							
88326	USPS	05/12/2025	06/04/2025	13.50	13.50	Open	N
	POSTAGE	pziemer					06/04/2025
	225-2120-43322 POSTAGE			13.50			

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GL Distribution GRANT							
PCard: 2257 U.S. BANK Card Holder: POLICE							
5/16/25							
88334	USPS	05/16/2025	06/04/2025	5.35	5.35	Open	N
	POSTAGE	pziemer					06/04/2025
225-2120-43322	POSTAGE			5.35			
5/19/25							
88336	USPS	05/19/2025	06/04/2025	5.25	5.25	Open	N
	POSTAGE	pziemer					06/04/2025
225-2120-43322	POSTAGE			5.25			
5/22/25							
88341	USPS	05/22/2025	06/04/2025	5.35	5.35	Open	N
	POSTAGE	pziemer					06/04/2025
225-2120-43322	POSTAGE			5.35			
5/23/25							
88342	USPS	05/23/2025	06/04/2025	5.40	5.40	Open	N
	POSTAGE	pziemer					06/04/2025
225-2120-43322	POSTAGE			5.40			
Total for vendor 3697 - USPS:				51.26	51.26		
Total PCard: 2257 U.S. BANK Card Holder: POLICE				1,943.08	1,943.08		

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						

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

Vendor MISC - CARHARTT:

5/21/25							
88261	CARHARTT	05/21/2025	06/04/2025	420.48	420.48	Open	N
	WINTER GEAR - W.PRIBYL	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			420.48			
	Total for vendor MISC - CARHARTT:			420.48	420.48		

Vendor 3719 - FLEET FARM:

5/19/25							
88260	FLEET FARM	05/19/2025	06/04/2025	7.99	7.99	Open	N
	PAINT SPRAYER TIRE TUBE	pziemer					06/04/2025
235-3170-42210	OPERATING SUPPLIES			7.99			
5/8/25							
88262	FLEET FARM	05/08/2025	06/04/2025	69.25	69.25	Open	N
	PATCH TRAILER KEROSENE	pziemer					06/04/2025
235-3100-42220	REPAIR & MAINT			69.25			
5/20/25							
88263	FLEET FARM	05/20/2025	06/04/2025	281.23	281.23	Open	N
	RAIN GEAR W.PRIBYL	pziemer					06/04/2025
235-3170-42220	REPAIR & MAINT			281.23			
	Total for vendor 3719 - FLEET FARM:			358.47	358.47		

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

# of Invoices:	206	# Due:	206	Totals:	297,088.00	297,088.00
# of Credit Memos:	4	# Due:	4	Totals:	(782.67)	(782.67)
Net of Invoices and Credit Memos:					296,305.33	296,305.33

* 1 Net Invoices have Credits Totalling:	(25,460.52)
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--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	3,511.76
101-0000-20850	DUE TO COMPONENT UNIT	85.44
101-1400-42210	OPERATING SUPPLIES	300.00
101-1610-43301	CITY ATTORNEY	8,853.00
101-1800-43300	PROFESSIONAL SERVICES	49.00
101-1800-43309	COMPUTER SUPPORT	4,679.73
101-1940-42200	OFFICE SUPPLIES	168.88
101-1940-42220	REPAIR & MAINT	5,741.04
101-1940-43410	RENTAL EXPENSE	48.64
101-2400-43300	PROFESSIONAL SERVICES	1,921.72
101-2400-43350	PRINTING/LEGAL PUBLICATION	92.00
101-2400-43405	NUISANCES	1,950.00
101-2400-43433	DUES & SUBSCRIPTIONS	30.00

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GL Distribution	GRANT						
101-9200-43340	LODGING TAX REMIT/PR			1,369.89			
101-9200-43350	LEGAL PUBLICATIONS			71.14			
202-6323-43300	ADMINISTRATIVE EXPENSE			17,924.15			
203-9000-42200	OFFICE SUPPLIES			308.32			
203-9000-42220	REPAIR & MAINT			150.34			
203-9000-43300	PROFESSIONAL SERVICES			144.00			
203-9000-43322	POSTAGE			23.21			
203-9000-43401	VEHICLE REPAIRS			7,196.44			
203-9000-43440	TRANSIT SERVICE CONTRACT PY			67,418.56			
211-0000-20800	DUE TO OTHER GOVT UNITS			534.10			
211-5500-42220	REPAIR & MAINT			246.55			
211-5500-43450	KITCHIGAMI REGIONAL LIBR PYMT			40,545.00			
211-5501-43430	MISC - SPECIFIED DONATION USE			18.94			
211-5502-43430	TECHNOLOGY FUND EXPENDITURES			4,659.00			
211-5503-43430	MISC - USE OF HOLDEN TRUST			141.00			
225-2120-41113	UNIFORM ALLOWANCE			281.96			
225-2120-42200	OFFICE SUPPLIES			122.91			
225-2120-42210	OPERATING SUPPLIES			656.52			
225-2120-42220	REPAIR & MAINT			27.05			
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			312.00			
225-2120-42240	SMALL TOOLS			35.88			
225-2120-43300	PROFESSIONAL SERVICES			474.44			
225-2120-43322	POSTAGE			51.26			
225-2120-43330	PROFESSIONAL DEVELOPMENT			1,613.02			
225-2120-43350	PRINTING/LEGAL PUBLICATION			138.00			
225-2120-43433	DUES & SUBSCRIPTIONS			367.17			
225-2125-43430	MISC - BIKE PATROL			25.97			
225-2127-43310	MISDEMEANOR PROSECUTOR			19,430.95			
225-2131-42210	OPERATING SUPPLIES			89.97			
225-2131-43330	PROFESSIONAL DEVELOPMENT			(55.62)			
225-2220-42210	OPERATING SUPPLIES			951.81			
225-2220-42220	REPAIR & MAINT			22.20			
225-2220-43300	PROFESSIONAL SERVICES			1,125.00			
225-2220-43330	PROFESSIONAL DEVELOPMENT			2,213.68			
225-2220-43331	LEASED PAYMENTS			80.69			
225-2700-43300	PROFESSIONAL SERVICES			3,263.00			
226-2160-43430	MISCELLANEOUS			5,000.00			
227-3230-43428	USED OIL RECYCLING EXPENSE			105.00			
230-5200-42200	OFFICE SUPPLIES			31.08			
230-5200-42209	SAFETY EQUIPMENT SUPPLIES			12.50			
230-5200-42210	OPERATING SUPPLIES			398.71			
230-5200-42220	REPAIR & MAINT			3,270.78			
230-5200-43300	PROFESSIONAL SERVICES			575.00			
230-5200-43433	DUES & SUBSCRIPTIONS			700.00			
230-5204-42210	OPERATING SUPPLIES			614.96			
230-5209-42210	OPERATING SUPPLIES			149.75			
230-5211-42210	OPERATING SUPPLIES			(102.16)			
230-5212-42210	OPERATING SUPPLIES			149.75			
230-5215-42210	OPERATING SUPPLIES			169.03			
230-5225-42220	REPAIR & MAINT			1,237.67			
230-5231-42210	OPERATING SUPPLIES			207.73			
230-5280-42210	OPERATING SUPPLIES			686.95			
230-5280-42220	REPAIR & MAINT			19.98			
235-3100-42220	REPAIR & MAINT			3,616.40			
235-3100-43300	PROFESSIONAL SERVICES			50.00			
235-3100-43430	MISCELLANEOUS			228.99			
235-3170-42210	OPERATING SUPPLIES			3,367.63			

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GL Distribution	GRANT						
	235-3170-42220	REPAIR & MAINT		281.23			
	237-0000-15510	PREPAID OTHER		292.50			
	237-3190-42220	REPAIR & MAINT		486.08			
	237-3190-43300	PROFESSIONAL SERVICES		409.50			
	238-0000-13200	DUE FROM OTHER GOVTS		8.49			
	238-0000-15510	PREPAID OTHER		292.50			
	238-3160-43300	PROFESSIONAL SERVICES		409.50			
	238-3160-43430	MISCELLANEOUS		8.49			
	260-9020-43304	LEGAL PROFESSIONAL SERVICES		504.00			
	260-9020-43309	COMPUTER SUPPORT		115.14			
	278-6515-43430	MISCELLANEOUS		295.71			
	295-0000-20600	DEPOSITS PAYABLE		488.70			
	295-6510-43300	PROFESSIONAL SERVICES		12,092.34			
	400-1700-45500	ENGINEERING CAPITAL OUTLAY		52.99			
	400-1800-45500-00001	IT/GIS CAPITAL OUTLAY		663.56			
	400-2120-45500	POLICE CAPITAL OUTLAY		26,920.06			
	400-3100-45500	STREET CAPITAL OUTLAY		54.82			
	400-5200-45500	PARKS CAPITAL OUTLAY		9,349.82			
	400-9050-43300	PROFESSIONAL SERVICES		731.50			
	401-9030-42210	OPERATING SUPPLIES		3,113.08			
	401-9030-43300-23:13	PROFESSIONAL SERVICES		3,818.72			
	401-9030-43300-24:07	PROFESSIONAL SERVICES		1,126.50			
	401-9030-43350-21:13	LEGAL PUBLICATIONS		266.64			
	404-9055-43430	MISCELLANEOUS		8,000.00			

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			28,872.24	28,872.24		
	202 - SCDP GRANTS			17,924.15	17,924.15		
	203 - TRANSIT FUND			75,240.87	75,240.87		
	211 - LIBRARY FUND			46,144.59	46,144.59		
	225 - PUBLIC SAFETY FUND			31,227.86	31,227.86		
	226 - SCHOOL PATROL FUND			5,000.00	5,000.00		
	227 - RECYCLING FUND			105.00	105.00		
	230 - PARK & RECREATION FUND			8,121.73	8,121.73		
	235 - STREET & SEWER FUND			7,544.25	7,544.25		
	237 - SANITARY SEWER FUND			1,188.08	1,188.08		
	238 - STORM SEWER FUND			718.98	718.98		
	260 - AIRPORT FUND			619.14	619.14		
	278 - HEALTHY EMPLOYE INITIATIVE			295.71	295.71		
	295 - EDA FUND			12,581.04	12,581.04		
	400 - CAPITAL PROJECTS FUND			37,772.75	37,772.75		
	401 - CONSTRUCTION FUND			8,324.94	8,324.94		
	404 - FIRE DEPARTMENT CAPITAL			8,000.00	8,000.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			5,213.49	5,213.49		
	1400 - ADMINISTRATION			300.00	300.00		
	1610 - LEGAL-CIVIL ATTORNEY			8,853.00	8,853.00		
	1700 - ENGINEERING			52.99	52.99		
	1800 - IT/GIS			5,392.29	5,392.29		
	1940 - CITY HALL			5,958.56	5,958.56		
	2120 - POLICE DEPARTMENT			31,000.27	31,000.27		
	2125 - BIKE PATROL PROGRAM			25.97	25.97		
	2127 - MISDEMEANOR PROSECUTOR			19,430.95	19,430.95		
	2131 - TACTICAL TEAM			34.35	34.35		
	2160 - SCHOOL PATROL EXPENSE			5,000.00	5,000.00		
	2220 - FIRE DEPARTMENT			4,393.38	4,393.38		
	2400 - COMMUNITY DEVL/INSPECTION			3,993.72	3,993.72		
	2700 - ANIMAL CONTROL			3,263.00	3,263.00		
	3100 - S & S MAINTENANCE			3,950.21	3,950.21		
	3160 - STORM SEWER EXPENSE			417.99	417.99		
	3170 - TRAFFIC CONTROL			3,648.86	3,648.86		
	3190 - SANITARY SEWER EXPENSE			895.58	895.58		
	3230 - RECYCLING EXPENSE			105.00	105.00		
	5200 - PARK MAIN/ADMINISTRATION			14,337.89	14,337.89		
	5204 - CONCESSIONS			614.96	614.96		
	5209 - POND HOCKEY PROGRAM			149.75	149.75		
	5211 - SPECIAL EVENTS PROGRAM			(102.16)	(102.16)		

05/29/2025 02:02 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/02/2025 - 06/02/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 35/35

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
--- TOTALS BY DEPT/ACTIVITY ---							
	5212 - KICKBALL PROGRAM			149.75	149.75		
	5215 - ADULT SOFTBALL			169.03	169.03		
	5225 - MEMORIAL BENCHES & TREE PROGRAM			1,237.67	1,237.67		
	5231 - PICKLEBALL			207.73	207.73		
	5280 - CAMPGROUND			706.93	706.93		
	5500 - LIBRARY-BUDGETED			40,791.55	40,791.55		
	5501 - SPECIFIED DONATION USE			18.94	18.94		
	5502 - GENERAL DONATION USE			4,659.00	4,659.00		
	5503 - HOLDEN TRUST DONATION USE			141.00	141.00		
	6323 - SE BRAINERD SCDP GRANT			17,924.15	17,924.15		
	6510 - ECONOMIC DEVELOPMENT AUTH			12,092.34	12,092.34		
	6515 - HEALTHY EMPLOYEE INITIATIVE			295.71	295.71		
	9000 - TRANSIT FUND			75,240.87	75,240.87		
	9020 - AIRPORT M & O			619.14	619.14		
	9030 - CONSTRUCTION PROJ-MISC			8,324.94	8,324.94		
	9050 - CAPITAL PROJECTS-MISC			731.50	731.50		
	9055 - FIRE DEPARTMENT CAPITAL			8,000.00	8,000.00		
	9200 - CITY-WIDE			1,441.03	1,441.03		

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: Czeczok, Johnson, Stunek, Yeager, Erickson, Bevans, and O'Day. Mayor Badeaux was also noted as present.

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

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

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERICKSON TO APPROVE THE CONSENT CALENDAR.

- A. Approval of Bills
- B. Approval of Minutes
- C. Department Activity Reports
- D. Approve MN Lawful Gambling Exempt Permit Submitted by the Brainerd Junior Jaycees for an Event to be held on June 21, 2025, at 702 S 5th St
- E. Approve MN Lawful Gambling Premise Permit Submitted by Pohl Children's Scholarship Foundation for Premise at Yesterday's Gone, 219 S 9th St
- F. Approve Temporary On-Sale Liquor License Submitted by Jackpine Brewery for an Event to be held on June 5th, 2025, at Lyman P. White Park
- G. Approve Temporary On-Sale Liquor License Submitted by Jackpine Brewery for an Event to be held on July 10, 2025, at Lyman P. White Park
- H. Approve Temporary On-Sale Liquor License Submitted by the Brainerd Jaycees for an Event to be held on July 25 & 26 at the Mills Parking Lot Front Street
- I. Event Application Brainerd Community Action Concerts in the Park

Upon roll call, Council Members Czeczok, Johnson, Stunek, Yeager, Erickson, Bevans, 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.

The following people spoke in favor of a year-round warming shelter and asked the Council to reconsider their decision on the interim use permit:

Pam Beaulieu, 2540 130th St, Pillager
Randi Wickham, 710 S 8th St, Brainerd
Emma Needham, 1017 13th Ave NE, Brainerd
Bill Wear, 5283 Laverne Cir, Baxter
Matt Karlgaard, 16236 Birchwood Ln, Brainerd

The Chair closed the public forum at 7:40 p.m.

Council Committee Reports

Personnel and Finance Committee

Approve RFP for Custodial Services

Committee Chair Johnson stated that our current custodial services contract ends June 30th. The City would like to pursue another two-year contract beginning July 1st.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO DIRECT STAFF TO BEGIN THE RFP PROCESS FOR CUSTODIAL SERVICES.

Authorize Staff to Work with the Brainerd YMCA to Identify Grant Opportunities

Shane Riffle, Brainerd YMCA CEO, presented to the Council regarding the future facility of the YMCA and requested assistance to secure a qualified consultant in municipal project funding.

Member Yeager stated he would abstain from voting due to being on the governance board for the YMCA.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS TO AUTHORIZE CITY STAFF TO WORK IN PARTNERSHIP WITH YMCA LEADERSHIP AND EXISTING YMCA ADVISORS TO EXPLORE THE FEASIBILITY OF FUNDING A NEW CITY POOL FACILITY AS PART OF THE YMCA'S PROPOSED CAPITAL PROJECT AT 602 OAK STREET; FURTHER TO APPROVE AN ALLOCATION NOT TO EXCEED \$5,000 TO SUPPORT THE RFP DEVELOPMENT.

Council Members Czczok, Johnson, Stunek, Erickson, Bevans, and O'Day voted "aye". No Member voted "nay". Member Yeager abstained from voting. The Chair declared the motion carried.

Ratify the Hiring of Trevor Hines as Technology Specialist

Committee Chair Johnson stated that there were 24 applicants for the position.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO RATIFY THE HIRING OF TREVOR HINES FOR THE TECHNOLOGY SPECIALIST POSITION EFFECTIVE MAY 21, 2025; FURTHER, THAT HE BE PLACED ON STEP 1 OF THE TECHNOLOGY SPECIALIST WAGE GRID (\$30.07 PER HOUR).

Accept Resignation of Lineworker Dylan Ferrari

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO ACCEPT THE RESIGNATION OF DYLAN FERRARI; FURTHER, TO AUTHORIZE STAFF TO BEGAN THE HIRING PROCESS TO BACKFILL THE POSITION.

Safety and Public Works Committee

Review Proposed Code Enforcement Ordinance

Committee Chair Erickson stated that the current code enforcement is complaint based. This draft ordinance would allow for active code enforcement on thoroughfares, around City parks, and enroute to other non-complaint inspections.

Member Johnson asked about who on our staff would be doing this active code enforcement.

Community Development Director Kramvik stated that the Code Compliance Officer is Mr. Stockinger, and he has the capacity to do this work.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO BRING THE DRAFT ORDINANCE FORWARD AS A PROPOSED ORDINANCE AT THE NEXT MEETING.

Approve Agreement - Construction Surveying on As-Needed Basis

Committee Chair Erickson stated that there are eleven projects, two of the projects that are being done in house may require surveying support.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE AGREEMENTS WITH SEH TO PERFORM AS NEEDED CONSTRUCTION SURVEYING ON THE RECONSTRUCTION PROJECTS.

Approval of Front Street Flag Poles to be Modified

Committee Chair Erickson stated that in order to maintain the flag poles downtown more effectively, small fixes were required to be able to raise and lower the flags easily. The Public Utilities Department has offered to install the lights at no cost. He is happy to see the flags remain downtown.

Member Johnson asked which fund the money will come out of.

Public Works Director Habighorst stated that it will come out of the Streets operating fund. He will be working with Finance Director Hillman.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE FLAGPOLE IMPROVEMENTS TO LOWER/RAISE FLAGS AND FIVE HARD WIRED LIGHTING UNITS FOR A TOTAL COST OF \$825.

Discussion and Review of New City Ordinance of Street Performers/Buskers

Committee Chair Erickson stated that staff requested additional feedback from Council before bringing the ordinance for the first reading.

Member Johnson asked how busking will be differentiated from other activities such as someone flipping a sign for a pizzeria for example.

Member Czeczok requested that the sign size be eighteen by twelve inches as it is a sidewalk event, he doesn't want to see a sign used as advertisement. He asked about the significant amount of work for staff to regulate this ordinance.

Public Works Director Habighorst stated that there is a difference between public and private spaces. It also could be the difference between an advertisement or entertainment. He stated that the Police and Public Works Departments will have added duties.

Committee Chair Erickson is concerned about regulating the content of the signs, but the size may help alleviate advertising.

Chair O'Day asked whether this ordinance only pertains to people who are performing with a hat for tips or whether it also regulates people who want to play the guitar in the park. He doesn't want to discourage people from enjoying the parks.

Public Works Director Habighorst stated that the difference could also be whether it is for entertainment or self-reflection. The reason staff is requesting whether there should be allowable areas for busking is that there are businesses downtown that would like to have outdoor seating areas and the City wouldn't want to have a busker disrupting businesses.

Police Chief Davis stated that he would discourage the use of intent as it is very subjective. He would like to see activity instead of intent from the stance of enforcement.

Mayor Badeaux stated that the Park Board should be allowed to provide input if parks are going to be included as an area to allow busking.

Member Bevans stated he will vote against this motion, as it fixes something that is not broken. This ordinance will create more problems for law enforcement for something that only one person has requested.

Public Works Director Habighorst stated that if there isn't an ordinance, the City has no jurisdiction to regulate.

Attorney Langel asked whether there is an issue with buskers to regulate with the structure proposed.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK TO BRING THE DRAFT ORDINANCE FORWARD AS A PROPOSED ORDINANCE AT THE NEXT MEETING.

Upon roll call no Members voted "aye". Members Czeczok, Johnson, Stunek, Yeager, Erickson, Bevans, and O'Day voted "nay". The Chair declared the motion failed.

Unfinished Business

City Administrator Report

Administrator Broyles gave an overview of his report highlighting the suspense tracker. He asked where the Council would prefer this report to be placed on the agenda.

Member Bevans like the explanation of the report and suspense tracker. He stated that the report could go along with the other department reports in the consent calendar. The report can always be pulled from the consent calendar and discussed if Council had questions.

Member Johnson stated that the report could be included once a month, depending on the Administrator's preference on the consent calendar.

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)
Public Utilities Commission—**1 term** (Expire 2028)
Transportation Advisory Committee- **2 terms** (Expire 2025) **1 term** (Expire 2026)
Council President Recommended: (terms expire on 12/31 of said year)
Water Tower Committee—**2 terms**

New Business

Adopt Resolution - Petition Sufficiency and Set Public Hearing - N. 9th Street Vacation

Public Works Director Habighorst gave an overview of the petition. He requested that the Council set a public hearing for the second meeting in June so that proper notification of the hearing can be provided. The resolution only calls for a public hearing, the authorization to vacate the street would happen after the public hearing.

Member Johnson will vote yes, to set the public hearing. However, he has not seen enough information to support the vacation.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS TO ADOPT RESOLUTION WHICH DECLARES THE PETITION TO VACATE A PORTION OF NORTH 9TH STREET SUFFICIENT AND SETS THE PUBLIC HEARING FOR JUNE 16TH, 2025.

RESOLUTION 41:25

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

Consider Revising Corner Lot Fence Requirements

Community Development Director Kramvik gave an overview of the corner lot draft ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO BRING THE DRAFT ORDINANCE PLANNING COMMISSION FOR CONSIDERATION.

Discuss Brainerd Community Action Beautification Ideas

Dave Badeaux, Brainerd Community Action Executive Director, gave an overview of the beautification ideas that Brainerd Community Action is exploring. The banner program they are proposing is for the Laurel Street decorative lighting between South 5th Street and South 3rd Street. The other proposal is painting or wrapping electrical boxes downtown at the discretion of the Public Utilities department. Community Action's request includes Public Utilities hanging the banners and fitting the poles with the correct hardware and approving the electrical boxes that could be included. The ideas would come at no cost to the City.

Member Yeager stated that art is subjective, he is wondering about approving the artistic concepts. He stated that a wrap would lend better to approving the art prior to being done.

Chair O'Day stated that the banners are great. He asked about a theme to the electrical boxes.

Mr. Badeaux stated that he would like to see the artist group being small so that the concept planning could be easily managed.

Member Johnson supports both concept, it's a great vibe for downtown.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND YEAGER, DULY CARRIED, TO GIVE CONCEPTUAL APPROVAL TO APPROACH THE PUBLIC UTILITIES DEPARTMENT TO MOVE FORWARD WITH THESE PROJECTS.

Staff Reports

Technology Director Strong stated that CLC has hired a station manager who is job shadowing to take over running most meetings moving forward.

Public Works Director Habighorst highlighted his staff in each division for their hard work.

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

Administrator Broyles highlighted staff to assure the Council that they are focused on delivering services.

Mayor's Report

Mayor Badeaux stated that Park Board had its priority meeting that went very well. On June 5th there will be a Concert in the Park at Lyman P. White Park from 5:30 to 8:30.

Council Member Reports

Member Yeager stated that the Airport Director resigned on May 6th, the Commission will be advertising for an Interim Airport Director and has agreed to the separation agreement that was put forth to Mr. Wright. Mr. Yeager has been working closely with Airport staff in the absence of a Director. A hiring subcommittee was established, and the candidates will be considered on June 5th. He thanked Airport staff for their work while the Commission navigates the hiring.

Member Bevans participated in the audit fraud interviews.

Member Erickson stated that he will have Planning Commission and Region 5 meetings this week.

Chair O'Day recognized the Fire Department for sending four of our Firefighters to assist with the wildfires in northern Minnesota. He recognized the Public Works crews for all of their hard work this spring. He was invited to a leadership breakfast at Essentia Health.

Member Czczok wished everyone a Happy Memorial Day.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STUNEK, DULY CARRIED, TO ADJOURN.

The Chair adjourned the meeting at 8:56 p.m

Nicholas W. Broyles
City Administrator



Brainerd Fire Department Monthly Report

May 2025

It was another busy month for the Brainerd Fire Department with nearly 70 calls for service, a significant increase from May 2024 by over 20 calls, averaging over 2 calls per day.

We kicked off the month by enjoying some quality time with our fire families at a Glow-in-the-Dark Bingo family night.



May was also packed with community engagement. We participated in Firehouse Subs Touch a Truck for International Firefighter Day and participated in the 2nd Annual Women's Fire Service Expo. Our public education efforts included Forestview Health and Safety Days, where we focused on kitchen fire safety and fire extinguisher education.



A significant event this month involved one of our Engine crews answering a Statewide Mutual Aid request for the Brimson Complex wildfires in northern MN. Our crew worked night shifts, performing structure protection assessments and engaging in

some firefighting. It was a great experience and underscored the importance of helping other communities when we can.





Brainerd Fire Department Monthly Report

May 2025

Firefighter training remains a top priority. This month, our crew concentrated on EMS, equipment familiarization, and completing their annual physical fitness test. Our firefighters have also been busy with their Annual Wellness Visits.

Finally, our Fire Marshal has been very active, conducting a variety of inspections for daycares and city licenses throughout the month.

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	19
Rescue & Emergency Medical Service	10
Hazardous Condition	2
Service Calls	10
Good Intent Call	8
Alarm Activation	18
TOTAL	67
Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	1
Rescue & Emergency Medical Service	4
Hazardous Condition	1
Service Calls	5
Good Intent Call	5
Alarm Activation	16
TOTAL	32

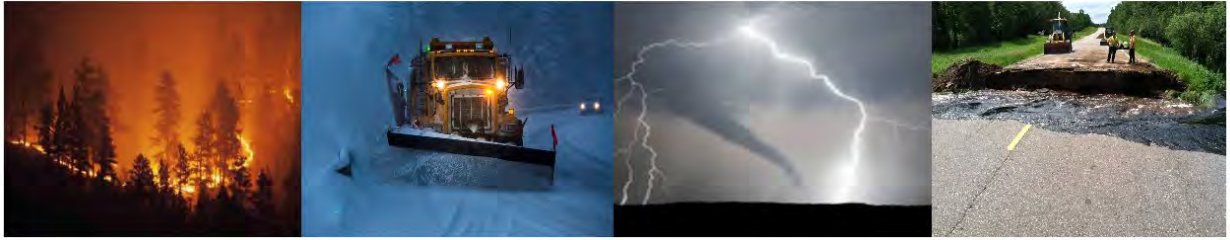
INSPECTIONS	
Fire Alarm	33
Fire Pump	5
Hood Suppression	24
Commercial Kitchen Exhaust	15
Special Suppression	3
5 Year Sprinkler	3
Sprinkler System	19



Brainerd Fire Department Monthly Report

May 2025

CROW WING COUNTY ALERT



Your safety is our top concern – that’s why the City of Brainerd has teamed up with Crow Wing County to make sure you know about emergencies and incidents as they happen.

The City of Brainerd uses Crow Wing County Alert powered by Everbridge to make sure you know about issues that may affect your safety. This system allows the City of Brainerd to contact thousands of residents in seconds, so you can find out about an emergency right away.

The success of this service relies on ***YOU. Having your latest contact information is the only way to ensure that we can contact you in an emergency.*** Please sign up at

<https://member.everbridge.net/index/892807736729514#/signup>

or scan the QR Code – it only takes about a minute to enroll!





HR DIRECTOR REPORT

In this report:

- Union Negotiations
- Wellness Committee
- Safety Manual
- MN Paid Family Leave RFP
- Personnel
- Airport Update

Union Negotiations

The City and Teamsters (Police Lieutenant & Sergeants) Union have certified the outstanding issues that will be decided by Interest Arbitration. An Arbitrator list has been provided by Bureau of Mediation Services and the City and Union's attorneys are working on selecting the Arbitrator.

On May 5th, the City Council approved the 2025-2027 contract terms and wage resolution with the United Steel Workers International, Local 9230 Unit 09 (Hydro) Union. The Council also approved a Memorandum of Understanding (MOU) allowing IBEW Union members to temporarily work at the Hydro Facility. This MOU was an extension of previous agreements and will expire on 12/31/27. The MOU is being negotiated with the IBEW Union.

Wellness Committee

The Wellness Committee held a walk in the park Lunch 'N Learn on May 22nd with a great turn out as well as beautiful weather!

During May, Brainerd employees are competing in a Walking Challenge against other entities in the Better Health Collective Health Insurance Pool. Good luck Brainerd team members!

Safety Manual

Staff included an update for our Safety Manual in the 2025 budget. The Ratwik Law firm has reviewed and recommended many changes. That version has been provided to our safety trainers for their review and feedback. We are hoping to complete the update process this fall. We have also asked that the Public Utilities Department Safety Trainer conduct the employee training after the document is finalized and approved by the City Council.

Paid Family Leave RFP

Requests for Proposals (RFP) for private administration of the new MN Paid Family and Medical Leave Program were due on May 22nd. Staff will be meeting with Integrity Benefits in June to review the RFPs to make a recommendation to Council.

Personnel

New Hires/Promotions for City/BPU/HRA:

Trevor Hines - Technology Specialist (05/21)

Connor Plagge - GIS Specialist (05/21)

Jacob Walz - Network Admin. (06/30)

Current Job Opportunities:

Interim Public Utilities Director - First round of applicant review began on April 29th. On May 27th, the Public Utilities Commission recommended to forego the Interim Director hiring process and to hire the actual Public Utilities Director instead. This recommendation is included on the June 2nd Council meeting.

Police Officer - Interviews will take place on June 12th.

Laborer - A job offer has been extended and the applicant is going through the pre-employment hiring process.

Electric Distribution Supervisor - One external applicant was interviewed. Staff decided to hold off hiring for this position at this time due to current workload.

Meter Serviceworker - Internal Applicants Only - Promotion recommendation included on the June 2nd Council agenda.

Parks Weekend Custodial Worker - Open until filled.

Utilities Water Distribution Intern - Open until filled.

Concession Stand Worker - Open until filled.

Umpire - Adult Softball - Open until filled.

Weekend Ball Field Maintenance - Open until filled.

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

Airport Update

The Airport Commission, on May 15th, approved a Separation Agreement for Airport Director Wright. The Commission will be meeting on June 5th to interview the Interim Director candidates.

The Airport Commission also requested that the Ratwik Law Firm review the Airport Commission's Employee Policy Manual. The HR Director has been reviewing the updated policy to verify it coincides with current practice.



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MAY 27, 2025; PW

RECREATION REPORT

- Fishing Clinic 5/24/25 at Lum Park
- Softball Leagues
- Concessions
- Pickleball

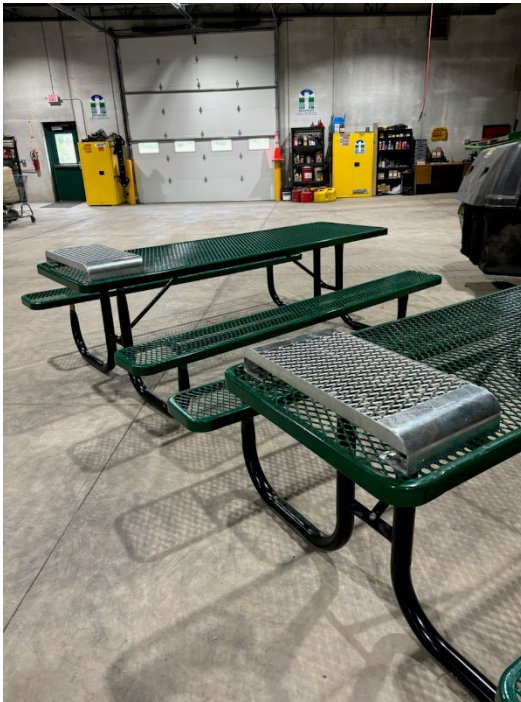
PARKS MAINTENANCE REPORT

- Gregory Park Playground Repair
- Water turned on in all park bathrooms and concession stands
- Landscape BHP
- Watering grass
- Docks/Piers are in
- JC Parking Lot
- Campground Driveway Repair
- Roped off JCP and BHP
- Cleaned Bap trail
- Repaired Memorial Water Heater
- Irrigation System Start Ups
- Daily Garbage/Restrooms
- Convert Tractor from Winter to Summer
- Construct Tree Farm Base
- Mayors Garden Start-Up
- Dog Park Water On
- Ground Stumps JCP/Dirt Work
- Replaced Bulbs Gregory/BHP/LMP
- Repaired water at Lum Memorial Flower Bed



PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MAY 27, 2025; PW

- Firepits Out
- Watering Trees
- Replaced all Backflow Preventer
- Removed Homeless Camp at Rotary
- Cleaning Up Sod Piles
- Plumbed water line for shop
- Cleaning downtown islands and beds and miscellaneous garbage
- Prepping things for fishing clinic
- Installing memorial benches, assembling
- Installing heat shields on campground picnic
- Put out all fire pits
- Flags up downtown for Memorial Day
- Opened Splash Pad



Picnic heat shields for picnic tables



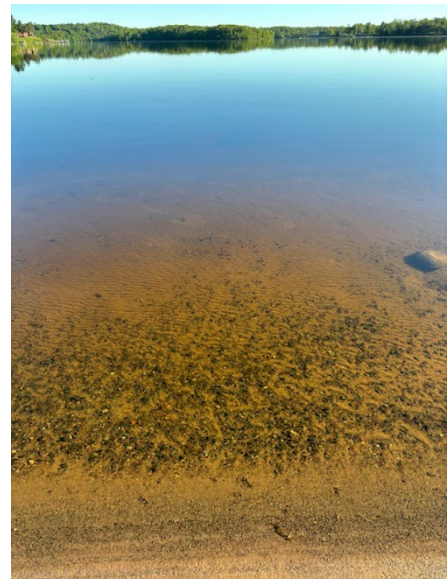
PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MAY 27, 2025; PW

New sprinkler at Jaycees for grass
beautification



Memorial Bench Placement

Lum Park Beach-Picture after
Waterfront Restoration Cleanup





PARKS DEPARTMENT MAINTENANCE AND RECREATION REPORT
MAY 27, 2025; PW



Shade structure is up

- **Community Garden Plots All Reserved for The First Time!!**



Subject	Start Date	Department	Notes	% Complete	Status	Due Date
Transit Consultant Review	4/7/2025	Public Works	3rd party BlueSky has an extreme amount of Non-Performance Issues causing staff to have State conduct a Consultant Review. Informed CM Czczok: 4/3/25, 4/25/25, Then started to inform all SPW members: 4/30/25. Consultant updates are attached. Transit update will be in Nick's project tracker and in Staff Report for the 5/19/25 city council meeting	10%	In Progress	6/2/2025
Rural Service District Ordinance		Community Dev	Review of Draft Ordinance (Complete) 1st Reading (Complete) Letters mailed to designated property owners 5/12 2nd Reading & Public Hearing 6/2	75%	In Progress	6/2/2025
BlockMetrix- Site Control	8/1/2024	Community Dev	Purchase and Development Agreement- needs to be executed by BM Power Agreement- needs to be executed by BM Building Permits- have been applied for EDA will direct staff on next steps regarding the PDA at the June 5th meeting	50%	In Progress	6/5/2025
Ordinance to Amend Off-Street Parking – Allowing Unimproved Surfaces in General Industrial		Community Dev	Planning Commission Reviewed Draft Ordinance (complete) Planning Commission Reviews Ordinance and Holds Public Hearing 5/21 Planning Commission Recommended Ordinance 5/21	50%	In Progress	6/16/2025
Ordinance to Amend Screening Requirements – Outdoor Sales		Community Dev	Planning Commission Review Draft Ordinance (complete) Planning Commission Reviews Ordinance and Holds Public Hearing 5/21 Planning Commission Recommended Ordinance 5/21	50%	In Progress	6/16/2025
Code Enforcement Ordinance		Community Dev	Review Draft Ordinance 5/19 First Reading of Proposed Ordinance 6/2	50%	In Progress	7/7/2025

Corner Lot Fence Requirements	5/19/2025	Community Dev	City Council Directed Planning Commission to Review Proposed Regulations for Corner Lot Fences 5/19 Planning Commission Reviewed Proposed Ordinance Language and Directed Staff to Hold a Public Hearing 6/18	25%	In Progress	8/2/2025
Amended Allowed Use Table - Zoning Code		Community Dev	Initial Planning Commission Review of Revised Allowed Use Table 5/21 Planning Commission Review and Direct Changes 6/18 Planning Commission Public Hearing 7/16	25%	In Progress	8/4/2025
Improved Signage Ordinance		Community Dev	Reviewed Example Ordinances and Selected New Proposed Language (complete) Planning Commission Draft Review 6/18	10%	In Progress	8/18/2025
SRTS Lowell		Public Works	Award Bid (complete) Construction	75%	In Progress	10/1/2025
Improvement 23-12 Beech		Public Works	Order Improvement (DONE) Authorize Bid Award Bid Construction Declare Costs/Set PH for Assessments 2ND MEETING SEPTEMBER Assessment PH 2ND MEETING OCTOBER Assessment Finalized 2ND MEETING OCTOBER Payment of Assessment DECEMBER 1ST TO COUNTY	50%	In Progress	10/20/2025
Improvement 17-12 Wright		Public Works	Authorize Bid (DONE) Award Bid Construction Declare Costs/Set PH for Assessments 2ND MEETING SEPTEMBER Assessment PH 2ND MEETING OCTOBER Assessment Finalized 2ND MEETING OCTOBER Payment of Assessment DECEMBER 1ST TO COUNTY	50%	In Progress	10/20/2025

Improvement 23-14 Hawkins	Public Works	Order Improvement/Authorize Bid Award Bid Construction Declare Costs/Set PH for Assessments 2ND MEETING SEPTEMBER Assessment PH 2ND MEETING OCTOBER Assessment Finalized 2ND MEETING OCTOBER Payment of Assessment DECEMBER 1ST TO COUNTY	50%	In Progress	10/20/2025
Improvement 23-16 S Brd Resurface	Public Works	Award Bid (DONE) Construction Declare Costs/Set PH for Assessments 2ND MEETING SEPTEMBER Assessment PH 2ND MEETING OCTOBER Assessment Finalized 2ND MEETING OCTOBER Payment of Assessment DECEMBER 1ST TO COUNTY	50%	In Progress	10/20/2025
M Street Outfall	Public Works	Award Engineering (DONE) Council approved to include the fence repair with project, but not the Outfall. Mike will be informing the property owner fence will be repaired.	10%	In Progress	10/20/2025
Shoreland Ordinance	Community Dev	DNR E-mailed Staff Indicating the City must update its Shoreland Ordinance Staff have Begun Researching Other Municipalities' Shoreland Ordinances	5%	In Progress	12/31/2025
Country Manor	Community Dev	Development Agreement (executed) Tax Abatement Agreement (executed) Cost Share Agreement CWC (executed) Conduit Debt PH 3/17 (Complete) Conduit Debt Agreement 3/17 (executed) Will Issue Letter 5/12 (executed) Issue Conduit Debt 5/28 (executed) Groundbreaking Ceremony (6/10)	90%	In Progress	

Airport Resolution	Administration	The Airport Commission received the information. Member Yeager has requested information from staff regarding financials. Staff continues work on resolution.	25%	In Progress	
Fire Station #1 Renovation	3/10/2025 Fire	On 4/22/25 met with Widseth and sub-contractors to review scope of work and cost estimates. On 4/28/25 met with Widseth. Walk throughs with Nor-son and Hytec to review scope of work and cost estimates. 5/9/25 Widseth is going to start working on the DNR permit process. 5/12/25 Widseth onsite shooting grades for bluff setback confirmations. 5/19/25 On site	10%	In Progress	8/1/2025
805 Laurel	HRA	Developer is working on financing	10%	Waiting	
Orderly Annexation	Community Dev	Staff is coordinating with the Crow Wing County City Council directed staff to resolve connection charge issues and the Rural Service District prior to moving forward with annexation Ordinance 1581 is set to eliminate future use of Rural Service District Public Works Department – Discuss Connection Charges on Riverside Drive – 6/2	25%	In Progress	
Pedestrian Bridge	Public Works	Staff is pursuing funding opportunities including State Bonding	25%	Waiting	
Wastewater Reclamation	Public Utilities	Staff is pursuing funding opportunities including State Bonding Awarded \$5 million in Congressional Spending	25%	Waiting	
Hydrodam	Public Utilities	Staff is pursuing funding for turbines	25%	Waiting	

Codification

Administration Initial talks have taken place.
Need to develop a schedule.
Staff is working to do this internally.

0% Not Started

**2025-2026 LICENSE RENEWALS
JUNE 2, 2025 COUNCIL MEETING**

BULK & FILLING STATION LICENSES: 9 RENEWALS

Mill Ave Holiday
1500 Mill Ave
Brainerd, MN 56401

Mid Town Depot
321 Washington Street
Brainerd, MN 56401

Casey's #4264
3325 Oak Street
Brainerd, MN 56401

SAVE Liquor LLC
701 Industrial Park Road SW
Brainerd, MN 56401

Northdale Oil Inc
421 Washington St NE
Brainerd, MN 56401

Casey's General Store #3654
850 Lum Park Rd
Brainerd, MN 56401

Speedway #4076 Northern Tier
1223 South 6th Street
Brainerd, MN 56401

Best Oil Company, LLC
1202 Madison Street
Brainerd MN 56401

Holiday Stationstores, LLC.
424 South 6th Street
Brainerd, MN 56401

OFF SALE BEER – 4 Renewals

Brainerd Cub Foods – S&R Quisberg, Inc.
417 8th Ave NE
Brainerd, MN 56401

Casey's General Store #3654
850 Lum Park Rd
Brainerd, MN 56401

Super America #4076 Northern Tier
1223 South 6th Street
Brainerd, MN 56401

Holiday Stationstores, LLC.
424 South 6th Street
Brainerd, MN 56401

ON SALE LIQUOR LICENSES – 1 Renewal

O'Neary's Irish Pub
305 S 7th Street
Brainerd, MN 56401

OFF SALE LIQUOR LICENSES – 4 Renewals

SAVE Liquor
701 Industrial Pk Rd SW
Brainerd, MN 56401

Coborn's - Cash Wise Liquor
513 B Street NE
Brainerd, MN 56401

Cornerstone Liquor
817 Washington Street
Brainerd, MN 56401

Casey's #4264
3325 Oak Street
Brainerd, MN 56401

Contingent Upon Inspection

ON SALE LIQUOR LICENSES – 12 Renewals

Jack's House
300 Hwy 25 South
Brainerd, MN 56401
CLASS 3 BOWLING/HOTEL

Northern Pacific Hospitality (Notch 8)
1551 Northern Pacific RD
Brainerd MN 56401
CLASS 2 RESTAURANT

The Last Turn Saloon
214-216 S 8th Street
Brainerd, MN 56401
CLASS 2 RESTAURANT

El Potro Mexican Restaurant
314 S. 7th Street
Brainerd, MN 56401
CLASS 2 RESTAURANT

Blue Oyster
612 Front Street
Brainerd, MN 56401
CLASS 2 RESTAURANT

The Parlor
714 Laurel Street
Brainerd MN 56401

SE'z LLC
707 Laurel Street (Basement)
Brainerd, MN 56401

9th Street Social Club
212 S 9th Street
Brainerd, MN 56401

American Legion #255
708 Front Street
Brainerd, MN 56401

Brainerd Elks Lodge
215 South 9th Street
Brainerd, MN 56401

Shep's on 6th Inc.
315 S 6th Street
Brainerd, MN 56401

Yesterday's Gone
219 S 9th Street
Brainerd, MN 56401

CLUB ON SALE LICENSES – 4 Renewal

Brainerd Eagles #287
124 Front Street
Brainerd, MN 56401

Pit Stop Bar
723 Laurel Street
Brainerd, MN 56401

CC'S BAR
121 WASHINGTON ST
BRAINERD MN 56401

VFW Post #1647
309 South 6th Street
Brainerd, MN 56401

COCKTAIL ROOM / DISTILLERY – 2 Renewal

BRAINERD DISTILLING COMPANY – COCKTAIL
ROOM
25 WASHINGTON ST NE
BRAINERD MN 56401

BRAINERD DISTILLING COMPANY -
DISTILLERY
25 Washington St NE
Brainerd MN 56401

BEER/WINE LICENSE – 3 Renewal

Big Jay's Pizza Arcade
217 S 7th St
Brainerd MN 56401

Slice on Oak
625 Oak Street
Brainerd, MN 56401

Chick N Rice
603 Laurel Street
Brainerd MN 56401



RECEIVED SPECIAL EVENT APPLICATION

MAY 27 2025

CITY OF BRAINERD
ADMINISTRATION

Date of Application: 5-27-2025

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

Type of event:

☐
☒

Event – City Parking Lot
Event with Street Closure

☐
☐

Event – City Park
Other _____

Name of event: _____

Organizer Information

Organizer's Name:

Kelly Bevans / First Lutheran Church

Organizer's Address:

424 South 8th St. Brainerd

Event Contact Person:

Kelly Bevans

Event Contact Daytime Phone:

(218) 821-9035 (218) 829-9552

Event Contact E-mail Address:

office@flcbrainerd.com

Contact Name/Number Day of Event:

Tessa Vikstrand

For Profit/Nonprofit Status (type):

Non Profit

Applicant information (if different from the event organizer):

Applicant Name:

Same

Applicant Address:

Applicant Phone:

Applicant E-mail Address:

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6-8-2025	7:00 AM	1:00 PM	8th + Norwood

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

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

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

Description of Activities

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

Hot dogs + singing : 8th + Norwood

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:

Resident's

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: _____

the Church

Additional Event Information

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

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

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

Street Closure Request Information

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

Norwood St between 7th & 8th

7:00 AM - 1:00 PM Sunday June 8th

Date and time for beginning of street closures: 7:00 AM 6/8

Date and time for reopening of streets: 1:00 PM 6/8

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.

No obstructions

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



SPECIAL EVENT APPLICATION

Date of Application: 4/30/2025

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 Procession

Name of event: Corpus Christi Procession

Organizer Information

Organizer's Name: Brainerd Lakes Catholic Churches
Organizer's Address: 1108 Willow St
Event Contact Person: Deacon Dan O'Reilly
Event Contact Daytime Phone: 218-831-3197
Event Contact E-mail Address: dcn.dan.oreilly@duluthcatholic.org
Contact Name/Number Day of Event: Deacon Dan O'Reilly 218-831-3197
For Profit/Nonprofit Status (type): NonProfit

Applicant information (if different from the event organizer):

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

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6/22/2025	3	5:00	Route Between St. Francis Catholic Church
			Juniper to N 8th st to St. Andrews Catholic Church on Willow St.

☐ 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:

Eucharistic procession of people praying. The procession will take place between St. Francis Catholic Church and St. Andrew's Catholic church.

It will involve a number of people (est 300-400) moving in group through town. There will be some low amplified sound and singing of hymn music.

The route will be begin at st. Francis and proceed up Juniper to 8th street. It will follow 8th St. to willow st and proceed East to St. Andrews

The procession will briefly stop at three points along the way at North 8th and Juniper, 214 S. 8th St.& 1205 S. 9th St.

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:
The sounds will consist of a small set of speakers on the back of a vehicle.

Restrooms provided

☐

Yes

☒

No

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

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

Signs, banners, and/or posters/flyers

☒

Yes

☐

No

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

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Request an escorted crossing of major intersections such as 8th and Washington St.

As well as through the downtown area.

Date and time for beginning of street closures: Only along with the procession.

Date and time for reopening of streets: _____

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.
Flyers and information will be handed out to property owners prior to the event.

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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



Signature of Applicant

Daniel O'Reilly

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

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



SPECIAL EVENT APPLICATION

Date of Application: 4/8/2025

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

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

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

Organizer Information

Organizer's Name: Brainerd Community Action
Organizer's Address: 321 South 7th St. Suite
Event Contact Person: Dave Badeaux - Exec. Director
Event Contact Daytime Phone: 218-829-5278
Event Contact E-mail Address: info@brainerdcommunityaction.org
Contact Name/Number Day of Event: _____
For Profit/Nonprofit Status (type): Non-Profit

Applicant information (if different from the event organizer):

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

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
7/4/2025	6 p.m	11p.m	Brainerd High School Lower Site

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

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

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

Description of Activities

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

Parade - 6 p.m. (See Map)

Family Activities - 8 p.m. (Sack Races, Relays, Various Competitions

Live Music - 8 p.m.

Fireworks - 10:15 p.m.

Site Information

Electrical usage



Yes



No

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

Food Vendors and Broadcasters will all use generators

Live music will utlize power at amphitheater

Amplified Sound



Yes



No

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

Hubbard radio will be broadcasting over the stadium PA as well as from a small

staged location at the end of the parade route. Live music at amphitheater

Restrooms provided



Yes



No

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

Company contracted for restrooms: **Blakeman Pumping**

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

Signs, banners, and/or posters/flyers



Yes



No

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

Sponsorship banners will be placed along the fencing of the football stadium

and flyers and posters will be located through out town advertising the event

Trash Receptacle Disposal



Yes



No

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

Additional Event Information

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

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

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

Street Closure Request Information

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

Parade route will follow S. 5th Street to Laurel. Turn left and continue to East River Rd. Turn left and make its way down

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

Date and time for beginning of street closures: 5:00 p.m.

Date and time for reopening of streets: 8 p.m. or after parade has concluded

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.
This year access to College Drive will not be blocked and traffic will be allowed to continue as needed.

we will again be staging east of the High School utilizing the parking lots.

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

Signature of Applicant

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				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	4/8/25	See conditions below
Fire Department	4/8/25	See conditions below
Fire Support/EMS	_____	_____
Parks Department	_____	_____
Planning Department	_____	_____
Police Department	4/8/25	See conditions below

Event Application Approval

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

City Administrator

Date

Approval Conditions

Apply for the fireworks permit through the Fire Department, Coordinate traffic control with the Police Department, request traffic control materials with the Public Works one week prior to the event at 218.513.4412, remove signs/banners following the event, provide certificate of insurance to City hall prior to event.

Certification of Street Closure Approval

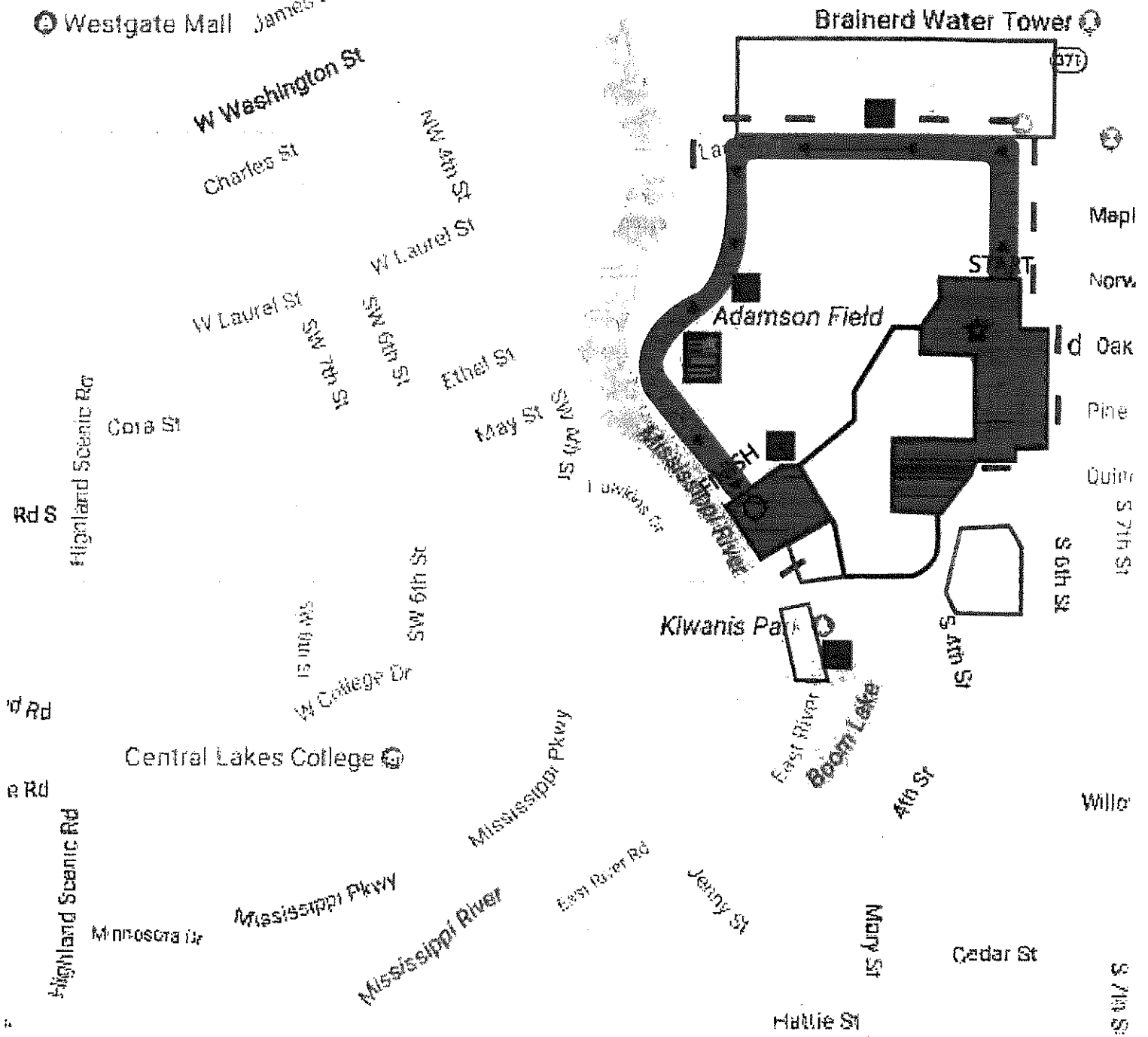
The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):

BRAINERD 4TH OF JULY PARADE

JULY 4TH AT 6PM

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

Westgate Mall James St



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

Barricades:

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

Cones:

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

No Parking Signs:

- Along parade route

Thank you,

Dave Badeaux

Executive Director

Brainerd Community Action



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Cuyuna Range Mutual Aid Agreement Update

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Tim Holmes, Fire Chief

DEPARTMENT: Fire

PRESENTER: Tim Holmes, Fire Chief

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: Towards the end of 2024, several fire departments in the Cuyuna Range Fire Service area requested that our Mutual Aid Agreements be updated with current signatures. Many departments, townships, and cities have new administration and leadership and some requested current copies of the agreement. Regional lines have also been changed, so some departments aren't in the old agreement.

There are no changes to the agreement, just the updated signatures and departments.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: There are 49 fire departments in the Cuyuna Range Fire Service area. The most recent agreement we have in our files is from 2007. There are no changes to the agreement, just the updated signatures and departments.

RECOMMENDED ACTION/MOTION: Motion to authorize the appropriate signatures on the Cuyuna Range Fire Service Mutual Aid Agreement.

FINANCIAL IMPACT:

CUYUNA RANGE FIRE SERVICE MUTUAL AID AGREEMENT

ARTICLE 1. DEFINITION OF TERMS

- Subd. 1. "Agreement" means this Cuyuna Range Fire Service Mutual Aid Agreement.
- Subd. 2. "Party" means a political subdivision or a private non-profit provider of fire protection.
- Subd. 3. "Requesting Official" means a Party's fire chief and/or that fire chiefs delegates who is/are empowered to request Assistance from other parties.
- Subd. 4. "Responding Official" means a Party's fire chief and or that fire chiefs delegates who is/are empowered to determine whether and to what extent Assistance can or should be provided.
- Subd. 5. "Requesting Party" means a Party that requests Assistance from other Parties.
- Subd. 6. "Responding Party" means a Party that provides Assistance to a Requesting Party.
- Subd. 7. "Secretary" means the Secretary of the Cuyuna Range Fire Chiefs' Association.
- Subd. 8. "Assistance" means fire and/or emergency medical services personnel and equipment provided by a fire department and includes such personnel and equipment as may be needed for stand-by protection by a party to this Agreement. "Assistance" also includes technical service and assistance of a non-emergency nature.
- Subd. 9. "Emergency" means a sudden situation requiring immediate action and assistance.

ARTICLE 2. AUTHORITY

The Parties to this Agreement acknowledge their authority to enter into this Agreement pursuant to provisions of the Joint Exercises of Powers Act, Minnesota Statutes, Section 471.59 to provide each other on a reciprocal basis Assistance in the event of Emergencies and other incidents including situations related to fire suppression, fire prevention,

training, public fire education, arson investigation, hazardous materials incidents and natural and manmade disasters.

ARTICLE 3. CUYUNA RANGE FIRE SERVICE MUTUAL AID ASSOCIATION

Each Party, upon execution of this Agreement by its governing body, becomes a member of the Cuyuna Range Fire Service Mutual Aid Association for the purpose of furthering the intent of this Agreement

ARTICLE 4. IDENTIFICATION OF PARTIES

Subd. 1. Upon adoption of a resolution by a Party's governing body, an executed copy of this Agreement shall be forwarded by the member Party to the Secretary of the Cuyuna Range Fire Chiefs' Association. The Secretary of the Cuyuna Range Fire Chiefs' Association shall maintain a current list of the Parties to this Agreement and furnish same to all member Parties. Whenever there is a change to this Agreement, the Secretary shall furnish a revised list to all member Parties.

Subd. 2. This Agreement shall be in effect between the Party executing this Agreement and all other Parties executing this Agreement, unless specified below.

ARTICLE 5. PROCEDURE

Subd. I. Whenever, in the opinion of the Requesting Official, there is a need for Assistance, the Requesting Official may request Assistance from one or more Parties to this Agreement.

Subd. 2. Upon receipt of a request for Assistance, a Party's Responding Official may authorize and direct such Assistance, PROVIDED that whether such Assistance shall be provided and/or to what extent such Assistance shall

be provided shall be determined solely by the Responding Official, and FURTHER PROVIDED that the Responding Official may at any time recall such Assistance if the Responding Official deems such recall is necessary to provide for safety and protection of the Party under which authority the Responding Official is acting.

Subd. 3. When a Responding Party provides Assistance under this Agreement, they may in turn request Assistance from other Parties as "back-up" during the time that they are providing Assistance outside their service area.

Subd. 4. Assistance provided under this Agreement shall be under the command of the officer-in-charge of the Requesting Party for which the Assistance was summoned. For the purposes of the Minnesota Municipal Tort Liability Act (Minnesota Statutes, Chapter 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minnesota Statutes, Section 466.01, subdivision 6) of the Requesting Party.

Subd. 5. Each Party shall be responsible for injuries or death of its own personnel. Each Party will maintain workers' compensation insurance covering its own personnel while they are providing Assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any Party or its officers, employees or volunteers.

ARTICLE 6. INSURANCE

Each of the Parties shall maintain insurance policies providing coverage for:

(a) Workers compensation for firefighters who are members of said Parties' fire department, the coverage of said policy extending to protect said firefighters when engaged in the performance of duties under this Agreement outside the service area of the Party whose fire department he/she is a member of. Each Party also agrees to provide workers' compensation coverage for all other of their own personnel who provide Assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

(b) Damage or loss of its own equipment, the coverage of such policies extending to accidents which may occur while the said Parties' fire department is engaged in the performance of duties under this Agreement out of the service area of said Party. Each Party waives the right to sue any other Party for any damages to or loss of its own equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees or volunteers.

(c) Each member Party should provide a certificate or other proof of said insurance to the Secretary annually.

ARTICLE 7. LIABILITY

Subd. 1. No Party to this Agreement nor any officer or employee of any Party shall be liable to any other Party or to any person on account of failure of any Party to this Agreement to furnish Assistance to any other Party, or on account of recall, both as described in Article 5.

Subd. 2. The Requesting Party agrees to indemnify and defend the Responding Party against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to property of third persons, arising out of the performance and provision of Assistance in responding to a request for Assistance by the Requesting Party pursuant to this Agreement.

The intent of the indemnification requirement of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify any Responding Party for claims arising within the Requesting Party's jurisdiction, subject to the limits of the liability under Minnesota Statutes Chapter 466. The purpose of creating these reciprocal duties to defend and indemnify, is to simplify the defense of liability claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

Under no circumstances, however, shall a Party be required to pay on behalf of itself and other Parties, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466, and applicable to only one party. The limits of liability for some or all Parties may not be added together to determine the maximum amount of liability for any Party.

ARTICLE 8. SUBSIDY

This Agreement shall not be construed as a fire protection subsidy, either direct or indirect, by any Party to this Agreement.

ARTICLE 9. CHARGES TO REQUESTING PARTY

- Subd. 1. No charges will be levied by a Responding Party to this Agreement for Assistance rendered to a Requesting Party under the terms of this Agreement unless that Assistance continues for a period of more than 8 hours, except as provided in subdivision 2. If Assistance provided under this Agreement continues for more than 8 hours, the Responding Party will submit to the Requesting Party an itemized bill for the actual cost of any Assistance provided after the initial 8-hour period, including salaries, materials and supplies, and other necessary expenses; and the Requesting Party will reimburse the party providing the Assistance for that amount.
- Subd. 2. The Responding Party shall submit to the Requesting Party an itemized bill for expendable materials which shall include, but not be limited to foam concentrate; hazardous materials supplies' such as absorbent booms and pads, hazmat suits, etc.; and misc. expenses, and any other extraordinary expense for incidents where Assistance is not more than the 8 hours and the Requesting Party will reimburse the Party providing the Assistance for that amount.
- Subd. 3. Such charges are not contingent upon the availability of federal or state government reimbursement funds.
- Subd. 4. Fee schedule will be consistent with the most recent Minnesota Department of Natural Resources Fire Department Equipment Rate Schedule, and the most recent Federal Emergency Management Agency rate schedule for equipment and apparatus. Where there is a conflict in the rate schedules for similar equipment, it shall be decided in favor of the higher rate. The cost of wages for personnel shall be actual costs including hourly wage, including overtime, or salary benefits. The cost of expendable supplies shall be the cost for replacement to the Responding Party. The cost of miscellaneous expenses shall be actual costs to the Responding Party.

ARTICLE 10. **WITHDRAWAL**

- Subd. 1. Any Party may withdraw at any time upon thirty (30) days written notice to the Secretary of the Cuyuna Fire Chiefs' Association; such Party may again become a member if later entering into this Agreement.
- Subd. 2. Upon receiving such a notice for withdrawal, the Secretary shall give notice to the members and the effective date thereof, as provided in Article 4, Subd. I.

IN WITNESS WHEREOF, the undersigned, on behalf of their political subdivision or their fire department corporation have executed this Agreement pursuant to the authorization by the Town Board or City Council of Brainerd or the governing body of the City of Brainerd Fire Department, Inc. on the date of

City of Brainerd, Crow Wing County

By: _____ Mayor

By: _____ City Administrator

Fire Department: _____

Date: _____

CUYUNA RANGE FIRE CHIEF'S ASSOCIATION

By: _____ President

By: _____ Vice President

By: _____ Secretary

Date: _____



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Ratify Hiring 2025 Summer Temporary Employees

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): n/a-consent

SUMMARY OF ISSUE: Attached is a listing of our 2025 temporary employees that have recently received a conditional job offer and have successfully completed their background checks. Parks and Recreation Intern Breen has been approved for the Sourcewell Internship Reimbursement Program.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Pursuant to MN Statute, seasonal assignments are limited to 67 working days per calendar year OR 100 working days per calendar year if the employees are under the age of 22, are full-time students enrolled in a nonprofit or public educational institution prior to being hired by the employer, and have indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as students during or after their temporary employment.

RECOMMENDED ACTION/MOTION: Motion to authorize the hiring of the 2025 temporary employees as presented on the attached listing.

FINANCIAL IMPACT: Motion to authorize the hiring of the 2025 temporary employees as presented on the attached listing.

2025 Summer Temporary Employees

	<u>Name</u>	<u>Job Title</u>	<u>Date of Hire</u>	<u>2025 Hourly Rate</u>
*	Audrey Breen	Parks & Rec. Intern	6/4/2025	\$19.00
	Ryan Koering	Parks Seasonal Maintenance	6/9/2025	\$18.00
*	Logan Goltz	Parks Seasonal Maintenance	5/19/2025	\$18.00
*	Dennis Moore	Umpire	5/15/2025	\$32.00/Game
*	Kaden Imdieke	Seasonal Laborer	6/2/2025	\$20.00
	Kathryn Olson	Seasonal Laborer	5/27/2025	\$20.00
	Jayke Olson	Seasonal Laborer	6/2/2025	\$20.00

Submitted for Consideration for the June 2, 2025 Council Meeting

* Returning Employee



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Discussion on Riverside Drive Utility Connection Charges

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

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

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Staff is requesting discussion and direction from the Council on how to address the municipal utility connection charges on Improvement 01-13 - Riverside Drive Utility Project. As previously discussed, staff is recommending that the Council consider the Riverside Drive corridor for orderly annexation. As part of this process, Council requested to review the connection charges that were implemented as part of the 2003 project for parcels that were not within the City limits at the time. It was intended that when these parcels wanted to connect to municipal water and sanitary utility services, they would petition for annexation, pay the associated connection charge as well as WAC and SAC charges.

At the time of the project, the initial connection charge was applied at \$11,300 with subsequent Council resolutions adopted annually for 10 years increasing the connection charge with interest (5.75%). After 10 years, the connection charge was a total of \$17,287.87. After presentation of the costs of connections and discussions, the Council adjusted the connection charge for 15106 Riverside Drive to the original amount of \$11,300 plus interest at a rate of 5.15%, essentially waiving the accrued interest charges, but still including WAC and SAC.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: There are several options for the Council to consider regarding establishment of the connection charges on the Improvement 01-13 project. Those options are as follows:

- Keep the connection charge as the latest Council resolution = \$17,287.87.
 - Pros - Does not require any additional Council action.
 - Cons - Waiver of interest on 15106 Riverside has created precedence of waiving of interest. However, there are circumstances on that particular parcel that can be considered.

- Adjust the connection charge to the original charge of \$11,300

- Pros - Closer in line with costs of replacement of septic/well. Matches precedent of 15106 Riverside.
- Cons - Less revenue generated without interest charges.

- Adjust the connection charge to another amount set by Council (not to exceed \$17,287.87).
 - Pros - Dependent on amount set by Council.
 - Cons - Would not follow precedence set at 15106 Riverside.

- Waive all connection charges
 - Pros - Would only require WAC and SAC fees to be paid by property owners being annexed into city limits.
 - Cons - No revenue generated. Potential issue regarding properties that have paid connection charges previously or those within city limits with deferred assessments.

RECOMMENDED ACTION/MOTION: Staff is requesting discussion by the Council and direction on how the Council would like to move forward regarding connection charges on Improvement 01-13.

FINANCIAL IMPACT: Dependent on Council action.



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Retirement of Firefighter LaWayne Mann

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Tim Holmes, Fire Chief

DEPARTMENT: Fire

PRESENTER: Tim Holmes, Fire Chief

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: On 3/31/2025 Firefighter LaWayne Mann submitted his letter to retire from the Brainerd Fire Department effective June 30th, 2025.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Firefighter Mann has been with the fire department for 20 years and has been a very valuable part of the department. Mann was also a member of the CWC UAS Team. He will be greatly missed.

RECOMMENDED ACTION/MOTION: Accept, with regret, the resignation of Firefighter LaWayne Mann effective June 30th, 2025.

FINANCIAL IMPACT:

3/31/2025

As a man of few words this will be short.

This is my notice to retire from the Brainerd Fire Department with an end date of/through June 30 2025.

It has been an honor to work beside everyone past and present. I will absolutely miss it but not enough that I'll come and wash trucks on my days off. I will keep in touch and hope you all do the same. You know where to find me on Monday nights.

Contact info in case someone doesn't have it.

LaWayne Mann

Cable guy by day

Firefighter by night (at least for a little longer)

LaWayne Mann



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Retirement of Firefighter Cory Zeien

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Tim Holmes, Fire Chief

DEPARTMENT: Fire

PRESENTER: Tim Holmes, Fire Chief

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: On 4/08/2025, Firefighter Cory Zeien submitted his letter to retire from the Brainerd Fire Department effective July 10th, 2025.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Firefighter Zeien has been with the fire department for 20 years. He has been a valuable part of the fire department and will be missed.

RECOMMENDED ACTION/MOTION: Accept, with regret, the resignation of Firefighter Cory Zeien effective July 10th, 2025.

FINANCIAL IMPACT:

From:

Sent: Thursday, April 10, 2025 8:27 AM

To:

Subject:

April 8 2025

Dear Brainerd Fire Department,

It is with a little anxiety, a little sadness, a little nervousness, and a little excitement, that I am writing this letter to you notifying you of my intent to retire from my position with the Brainerd Fire Department as of July 10th 2025. It has been a heck of a ride and an opportunity that I am forever grateful for. It has truly made me a better person.

Sincerely,

CORY ZEIEN #1075



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Retirement of Firefighter Dennis Howard

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Tim Holmes, Fire Chief

DEPARTMENT: Fire

PRESENTER: Tim Holmes, Fire Chief

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: On 3/24/2025, Firefighter Dennis Howard submitted his letter to retire from the Brainerd Fire Department effective June 30th, 2025.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Firefighter Howard has been with the fire department for 20 years and has been a valuable part of the department. He will be missed.

RECOMMENDED ACTION/MOTION: Accept, with regret, the resignation of Firefighter Dennis Howard effective June 30th, 2025.

FINANCIAL IMPACT:

3/24/2025

I will be retiring from the Brainerd Fire Department, with my last day being June 30th, 2025.

It has been a wonderful experience to work with such great people, that take pride in their community.

Thank you Chief, for all you have done for me. It has been a great place to work.

Thank you

Dennis J Howard 1074

Dennis



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Paid On-call Firefighter Hiring 2025

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Tim Holmes, Fire Chief

DEPARTMENT: Fire

PRESENTER: Tim Holmes, Fire Chief

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: Request to establish a Paid On-call Firefighter hiring list and hire up to 4 Paid On-call Firefighters.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: With the three retirements at the end of June, we are requesting to establish a Paid On-call Firefighter hiring list to hire up to 4 Paid On-call Firefighters.

Conduct testing in September with an anticipated start date of January 1st, 2026.

RECOMMENDED ACTION/MOTION: Motion to approve the fire department to establish a Paid On-call Firefighter hiring list and to hire up to 4 Paid On-call Firefighters.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Ratify the Hiring of Connor Plagge as GIS Specialist

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Shawn Strong, Technology Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: We received 45 applications for the GIS Specialist position with 5 interviewed. Staff offered the position to Connor Plagge who started with us on May 21, 2025, at Step 1 of the 2025 GIS Specialist wage grid (\$28.07 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Ratify the hiring of Connor Plagge for the GIS Specialist position effective May 21, 2025; further, that he be placed on Step 1 of the GIS Specialist wage grid (\$28.07 per hour).

FINANCIAL IMPACT: The creation of this position was approved by Council on February 3, 2025.



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Ratify the Hiring of Jacob Walz as Network Administrator

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Shawn Strong, Technology Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: We received 21 applications for the Network Administrator position with 6 candidates interviewed. Staff offered the position to Jacob Walz who will start with us on June 30, 2025, at Step 4 of the 2025 Network Administrator wage grid (\$47.25 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The newly-created Technology Department will be fully staffed after Mr. Walz's hiring.

RECOMMENDED ACTION/MOTION: Ratify the hiring of Jacob Walz for the Network Administrator position effective June 30, 2025; further, that he be placed on Step 4 of the Network Administrator wage grid (\$47.25 per hour).

FINANCIAL IMPACT: The creation of this position was approved by Council on February 3, 2025.



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Approve Promotion of Steven Dryburgh to Meter Serviceworker

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Trent Hawkinson, Operations Manager

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: On April 21st, the Council authorized backfilling the Meter Serviceworker position. An internal job posting was conducted and two employees applied for the position. Staff recommends promoting Steven Dryburgh to the Meter Serviceworker position effective June 3, 2025. Mr. Dryburgh will be placed on Step 6 (\$41.59 per hour) pursuant to City Policy as that is the highest wage step he is eligible to receive.

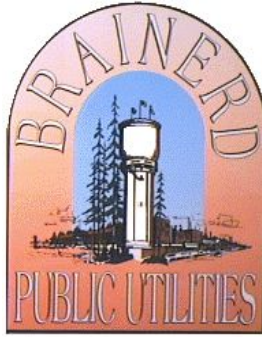
ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Attached is an updated Meter Tech/Locator job description which is Mr. Dryburgh's current position. A redlined version is also attached for convenience depicting the recent recommended changes.

RECOMMENDED ACTION/MOTION:

Motion to:

1. Promote Steven Dryburgh to the Meter Serviceworker position effective June 3, 2025; further, that he be placed on Step 6 of the Meter Serviceworker wage grid (\$41.59 per hour).
2. Approve the updated Meter Tech/Locator job description as presented and to authorize Staff to complete an internal job posting process to fill the position.

FINANCIAL IMPACT: Both the Meter Serviceworker and Meter Tech/Locator positions are included in the 2025 Public Utilities Department Budget.



Meter Tech/Locator

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult technical skilled work testing, repairing and calibrating meters, installing and removing meters, and reading meters; uses electronic locators to perform BPU underground infrastructure locates; and related work as apparent or assigned. Work is performed under the limited supervision of the Operations Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Tests, repairs, rebuilds, and calibrates utility meters within acceptable standards.
- Installs and removes utility meters including RF deployment; performs disconnects of delinquent accounts.
- Install and wire 3 phase meter cabinets and primary and secondary CT cabinets.
- Checks in new meters; enters meter information into computer system.
- Reads utility meters; checks to see that meters are correctly installed, not tampered with and functioning properly.
- Conducts meter re-reads as required; investigates theft of service.
- Keep accurate inventory of meters, parts, and associated measuring equipment; Prepares and maintains records of work performed.
- Answers inquiries relating to BPU metering system and applicable codes and regulations in a professional manner.
- Maintains meter department equipment and tools.
- Locates existing BPU underground infrastructure including electric, fiber and water utilities.
- Works with the general public, private contractors, developers, public service companies and other utility companies.
- Assists in the preparation of mapping underground utilities.
- Reads and interprets maps, plans and specifications of underground electric, water distribution mains, fiber network and water service connections.
- Participation in the on-call rotation is required; Responds to trouble and emergency calls and performs necessary maintenance. Willingness to accept call out/call back for outages and emergency repairs is essential. Call out/call back can be declined for good cause only.
- Attendance at continuing education events applicable to the position is strongly encouraged.
- Assists other Brainerd Public Utilities service crews as needed and in emergencies.
- Performs related tasks as assigned.

Meter Tech/Locator Job Description

Page 2

Knowledge, Skills and Abilities

- Thorough knowledge of, and the ability to use, electronic locators and other equipment used in connection with underground locating.
- Thorough knowledge of the street system and physical layout of the BPU's electric and water distribution systems.
- General knowledge of the techniques, materials, equipment and tools used in the meter system; skilled in the use of measuring devices.
- General understanding of metering theory, electrical distribution system, NESC, NEC, and BPU rules and regulations.
- General knowledge of electrical theory including electronics.
- Ability to diagnose malfunctions in equipment and take proper corrective measures; Responsible for making routine checks of equipment to assure their proper operation.
- Thorough knowledge of the hazards connected with the electric system and the necessary safety precautions to comply with BPU and OSHA safety requirements.
- Ability to read and interpret plans and documents such as BPU safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to plan, organize and complete work assignments as required.
- Ability to listen and speak effectively and follow oral and written instructions including sketches and diagrams.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Ability to keep records and prepare reports as required by BPU and regulations.
- Working knowledge of personal computers and related software.
- Ability to work under adverse weather conditions.

Education, Experience & Special Requirements

- High School Diploma or general education degree (GED);
- A minimum of one (1) year utility locating or utility meter repair experience.
- Possess and maintain a MN Class D driver's license;

The following are desirable qualifications:

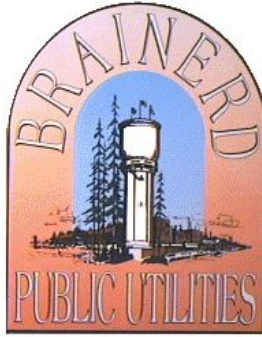
- Graduation from Technical/Community College training program with specialized training in the electronic/computer technology trade or closely related field.
- Additional training and/or experience in electric revenue metering to include installation, maintenance, retrofitting, programming, and repair of electric revenue meters.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires standing, walking and using hands to finger, handle or feel and occasionally requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires use of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a loud noise location (e.g. heavy traffic, large earth-moving equipment).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: May 28, 2025



Meter Tech/Locator

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult technical skilled work testing, repairing and calibrating meters, installing and removing meters, and reading meters; uses electronic locators to perform BPU underground infrastructure locates; and related work as apparent or assigned. Work is performed under the limited supervision of the ~~Electric Supervisor~~ Operations Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Tests, repairs, rebuilds, and calibrates utility meters within acceptable standards.
- Installs and removes utility meters including RF deployment; performs disconnects of delinquent accounts.
- Install and wire 3 phase meter cabinets and primary and secondary CT cabinets.
- Checks in new meters; enters meter information into computer system.
- Reads utility meters; checks to see that meters are correctly installed, not tampered with and functioning properly.
- Conducts meter re-reads as required; investigates theft of service.
- Keep accurate inventory of meters, parts, and associated measuring equipment; Prepares and maintains records of work performed.
- Answers inquiries relating to BPU metering system and applicable codes and regulations in a professional manner.
- Maintains meter department equipment and tools.
- Locates existing BPU underground infrastructure including electric, fiber and water utilities.
- Works with the general public, private contractors, developers, public service companies and other utility companies.
- Assists in the preparation of mapping underground utilities.
- Reads and interprets maps, plans and specifications of underground electric, water distribution mains, fiber network and water service connections.
- Participation in the on-call rotation is required; Responds to trouble and emergency calls and performs necessary maintenance. Willingness to accept call out/call back for outages and emergency repairs is essential. Call out/call back can be declined for good cause only.
- Attendance at continuing education events applicable to the position is strongly encouraged.
- Assists other Brainerd Public Utilities service crews as needed and in emergencies.
- Performs related tasks as assigned.

Meter Tech/Locator Job Description

Page 2

Knowledge, Skills and Abilities

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- Thorough knowledge of the street system and physical layout of the BPU's electric and water distribution systems.
- General knowledge of the techniques, materials, equipment and tools used in the meter system; skilled in the use of measuring devices.
- General understanding of metering theory, electrical distribution system, NESC, NEC, and BPU rules and regulations.
- General knowledge of electrical theory including electronics.
- Ability to diagnose malfunctions in equipment and take proper corrective measures; Responsible for making routine checks of equipment to assure their proper operation.
- Thorough knowledge of the hazards connected with the electric system and the necessary safety precautions to comply with BPU and OSHA safety requirements.
- Ability to read and interpret plans and documents such as BPU safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to plan, organize and complete work assignments as required.
- Ability to listen and speak effectively and follow oral and written instructions including sketches and diagrams.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Ability to keep records and prepare reports as required by BPU and regulations.
- Working knowledge of personal computers and related software.
- Ability to work under adverse weather conditions.

Education, Experience & Special Requirements

- High School Diploma or general education degree (GED);
- A minimum of one (1) year utility locating or utility meter repair experience.
- Possess and maintain a MN Class D driver's license;

The following are desirable qualifications:

- Graduation from Technical/Community College training program with specialized training in the electronic/computer technology trade or closely related field.
- Additional training and/or experience in electric revenue metering to include installation, maintenance, retrofitting, programming, and repair of electric revenue meters.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires standing, walking and using hands to finger, handle or feel and occasionally requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires use of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a loud noise location (e.g. heavy traffic, large earth-moving equipment).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~January 1, 2018~~ May 28, 2025



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Consider Public Utilities Commission's Recommendation to Forego Hiring an Interim Public Utilities Director and to Start the Public Utilities Director Hiring Process

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director, Nick Broyles, City Administrator, Danny Loch, Finance Manager

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: In April, the Council directed Staff to hire an Interim Public Utilities Director. At the May 27, 2025, Public Utilities Commission meeting, the Commission officially recommended that the City forego hiring an Interim Director and to start the Public Utilities Director hiring process instead. During that discussion, Commissioner Matten who is a member of the Commission's Personnel Committee, stated the City should utilize GMP Consultant's guarantee for the Director search. To clarify, when the City hired former Public Utilities Director Evans, the City retained GMP Consultants with a guarantee that GMP would conduct one additional Public Utilities Director recruitment for the cost of expenses only if Mr. Evans left within one year of his employment.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: As a reminder, Section 6.01 of the City's Employee Policy Manual states that when hiring the Public Utilities Director, the City Council will establish a Work Group to oversee the hiring process and up to two representatives from the BPU Commission Personnel Committee will be included in said Work Group.

RECOMMENDED ACTION/MOTION: Motion to:

1. Approve the recommendation from the Public Utilities Commission to forego the Interim Public Utilities Director hiring process and to immediately begin the Public Utilities Director hiring process.
2. Exercise GMP Consultant's guarantee for the Public Utilities Director recruitment process for the cost of expenses only.
3. Create the Public Utilities Director Work Group to oversee the hiring process and to designate one or two Council members to serve on said Work Group.

FINANCIAL IMPACT: Mr. Weldon from GMP Consultants provided a not-to-exceed cost of up to \$5,700 for expenses for the search. This assumes background checks for five finalists and will be slightly less if there are less than five finalists. The cost will be absorbed from the wage savings realized during the Public Utilities Director vacancy.



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Consider Request from Brainerd Community Action for 4th of July Fireworks

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Please see the attached letter from Dave Badeaux, Executive Director of Brainerd Community Action (BCA). BCA's request is that both cities, Brainerd and Baxter, continue the same level of support as done in the past.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Historically, we have used the special projects budgeted line item for the fireworks contribution. Below is a history of the contributions made for the cause:

2016 through 2024 - \$8,000
2015 - \$7,500
2014 - \$8,500
2013 - \$8,000
2011 and 2012 - \$5,000
2010 - \$0

There was \$28,000 budgeted for special projects in 2025. As of May 27, 2025, \$5,500 has been spent/allocated, leaving a budget balance of \$22,500.

RECOMMENDED ACTION/MOTION: Approve or deny the request from Brainerd Community Action for a donation for 4th of July fireworks in the amount of \$8,000 to be paid from special projects budgeted line item.

FINANCIAL IMPACT:



May 28, 2025

Dear City Officials,

Each year Brainerd Community Action hosts numerous annual events that attract thousands of people into The Brainerd Lakes Area and throughout our communities. We are in the midst of our planning season and continuing to prepare for the 2025 Fourth of July firework display. We wanted to reach out to you at this time for a request of support for the annual fireworks display.

What we have learned over the last few years is that the firework portion of the day is the most important part of our local celebration, and we aim to continue to bring a world-class show to all those who are able to view. Continuing to shoot from a centralized location and doing so with the goal of shooting as high as possible has proven very popular with both cities and has allowed people to view the show from a wider area than in years past. Because of this Brainerd Community Action will be using this as a basis for our event and putting an extra emphasis on making sure this portion of the day is top tier.

What we ask of both our cities, Brainerd and Baxter, is that they continue to support the fireworks portion of this important event for our area. Although this cost has increased greatly in the last few years, we are not coming with an ask for additional funds over what has been done recently. We only ask that you continue your gracious levels of support as you have done in recent years.

Brainerd Community Action will continue to evaluate how we can best present this patriotic moment for our community, and as always, our goal will be to provide a celebration that is both appropriate for and worthy of the title of Minnesota's 4th of July Capital right here in the Brainerd Lakes.

Thank you for your continued community support.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dave Badeaux", is written over a light blue rectangular background.

Dave Badeaux

Executive Director Brainerd Community Action



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Approval of The Local 218 Liquor License

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: John Davis, Police Chief

DEPARTMENT: Police

PRESENTER: John Davis, Police Chief

ESTIMATED TIME (MIN): 3

SUMMARY OF ISSUE: 10 Buck Investors, doing business as The Local 218, has applied to renew their Class 2 restaurant and Sunday On-Sale Intoxicating Liquor License. However, the applicant, Patrick Severson, was convicted of a felony in December 2024. Staff seeks guidance on whether to proceed with this license renewal.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Brainerd City Code Section 1200.11 (Intoxicating Liquor) prohibits granting licenses to individuals deemed ineligible by state law. Minnesota Statute 340A.402 specifies new licenses cannot be issued, and renewals may be denied, to individuals convicted of a felony within the preceding five years.

Police Chief Davis has confirmed the state would issue their license if the City of Brainerd issues theirs.

Mr. Severson has submitted a letter for the council's consideration.

RECOMMENDED ACTION/MOTION: Approve or Deny a Class 2 Restaurant license and a Sunday on Sale Intoxicating Liquor License renewal for 10 Buck Investors.

FINANCIAL IMPACT: none

Patrick J Severson

Owner of The Local 218

723 Mill Ave

Brainerd, MN 56401

To whom it may concern,

My name is Patrick Severson, and I write today, with humility and hope, respectfully requesting the approval of a pending liquor license renewal associated with my business, The Local 218. To be completely transparent, I must address my conviction to the crime I was charged with at the end of September 2023, conspiracy to possess a controlled substance, to which I pled guilty at the end of January this year.

Since the day I received the charges, my life has changed completely for the better. The time that followed was very difficult for me and my family; the case being printed on the front of our local newspaper and owning a public business exacerbated these difficulties. Nonetheless, I stood tall and dealt with the disappointment of our community, along with those who care deeply about me, and my family. Since that day I have worked tirelessly to rebuild my life—not just for me. For my family, my community, and for all those who have walked a hard road and are looking for a second chance.

I have owned and operated The Local 218 since October 2016; opening this business has been the proudest moment of my career. To own a restaurant on the North side of town, at a location which has notoriously failed, has not come without difficulties. However, in the eight and a half years that The Local 218 has been open, I have created approximately 14 full-time jobs and produced almost 7.5 million dollars in revenue. Our restaurant has never failed a single alcohol compliance check since we opened in 2016.

My vision for The Local 218 was, and still is, to be a local stomping ground which caters to the needs of everyone in the community. I am a Brainerd High School graduate, as are all four of my daughters. My family and I are well-established in the community, as my father, Dr. Michael Severson, served as a pediatrician in the community for nearly 30 years. Most recently, I donate my time and products to feeding the homeless, which I have done three times this year thus far. We pride ourselves on donating to local families in need whenever we can, as we all must care for members of our community who have fallen into hard times. I have also donated to the ISD 181 Athletic Department on multiple occasions, including the Sertoma Lift-a-thon, Adapted Floor Hockey, and much more. I intend to continue prioritizing the care of others, personally and through The Local 218.

Currently, I am on probation with Crow Wing County. I would like to highlight my success with sobriety. I passed every weekly drug test throughout my probation, totaling approximately 78 tests. I have fully cooperated with law enforcement and any requests regarding my probation. You may be aware I was recently detained on suspicions of driving under the influence on April 3, 2025. Upon my detainment, I passed a 14-panel urine analysis and a 90-day hair follicle test, which corroborates that I was not under the influence. Though the case is still pending, all signs lead to a dismissal. The belief in me and my rehabilitation on behalf of our local probation officers has been overwhelming; I am indebted to the support they have shown me as I navigate this new chapter in my life. As per my conviction, my felony will be removed from my record once I have successfully completed my probation in about four years, given the remainder is served with no same or similar offenses.

My roots are here, my life is here, and my business is here. Having a liquor license is essential to the operation of The Local 218; my business could not exist without one. My request for those who have access to this document is to believe in rehabilitation, to believe in my rehabilitation. I chose to face this head-on and to be as vulnerable as I can. I bear responsibility for my employees and their families. The economy has been tough on our industry and our staff work hard and deserve to retain their employment in spite of my personal mistakes. I am fully committed to upholding all responsibilities that come with this license, including safe, legal, and ethical business operations. I can guarantee that I will never be in this situation again.

I know trust is not given lightly, and I do not take this request for granted. All I ask is to continue business as usual at The Local 218. As we approach our ninth year of operation, I want nothing more than to continue serving the community, and training people to excel in this industry. The doors at the 218 are always open for people who want to work. Helping those who are struggling in life has been a constant for myself and my business. I have made a direct impact on many families' lives, and I am very proud of that.

Please approve me for a liquor license renewal and I promise I will not let you, the city, or our community members down. If anyone would like to talk to me personally my schedule is open for those requests. I can be reached directly at (320) 241-7792, or by email at pjsbrd76@gmail.com.

Thank you for your time and consideration. I am hopeful for a positive outcome on this.

Sincerely,

Patrick J Severson

A large, stylized handwritten signature in black ink, appearing to read 'Patrick J Severson', written over a horizontal line.

CHAPTER XII

SALE, CONSUMPTION, AND DISPLAY OF LIQUOR, BEER, AND WINE

Section 1200 – Intoxicating Liquor

1200.01 Provision of State Law Adopted. The provisions of Minnesota Statutes, Chapter 340A, relating to the definition of terms, licensing, consumption, sales, conditions of bonds of licensees, hours of sale with the exception that no on-sale sales of intoxicating liquor or 3.2 percent malt liquor shall be made after 1:00 a.m., and all other matters pertaining to the retail sale, distribution, and consumption of intoxicating liquor are adopted and made a part of this Section as if set out herein in full.

(Amended Ord. 1199 – 2003)

1200.03 License Required. Subdivision 1. General Requirements. No person, except a wholesaler or manufacturer to the extent authorized under State license, shall directly or indirectly deal in, sell, or keep for sale in the City any intoxicating liquor without a license to do so as provided in the Section. Liquor licenses shall be of ten kinds: on-sale, on-sale wine, off-sale, special club licenses, temporary on-sale, Sunday on-sale, on-sale brewer taproom, off-sale growler, microdistillery/cocktail room, and off-sale distilled spirits.

(Amended Ord 1403 – 2013, Amended Ord 1480 - 2018)

- a) In order to hold an on-sale license, a restaurant must meet the requirements of Minnesota Statutes section 340A.101, subdivision 25, have facilities for serving not less than 30 guests at one time, and maintain a Category 3 food establishment license as defined in Minnesota Statutes section 157.16, subdivision 3.
- b) Recipients of on-sale licenses are divided into three classes:
 - i. Class 1: bars, pubs and taverns.
 - ii. Class 2: restaurants.
 - iii. Class 3: other (e.g., clubs, bowling centers, and hotels).
- c) The number of Class 1 on-sale licenses (for bars, pubs and taverns) that may be issued by the City cannot exceed 12. No more than one Class 1 on-sale intoxicating liquor license shall be directly or indirectly issued to any one person.
- d) All applicants for an on-sale license shall submit plans and specifications of their proposed building for Council approval.

(Amended Ord. 1529- 2022 & 1483 – 2018)

Subd. 3. On-Sale Wine Licenses. On sale wine licenses shall be issued only to restaurants meeting the qualification of Minnesota Statutes, Section 340A, 404, Subdivision 5.

(Amended Ord. 1199 – 2003, Ord. 1483 - 2018)

Subd. 4. Off-Sale Licenses. Off-sale licenses shall be issued only to drug stores and exclusive liquor stores and permit off-sales of liquor only.

Subd. 5. Special Club Licenses. Special club licenses shall be issued only to incorporated clubs which have been in existence for 15 years or more or to congressionally chartered veterans' organizations which have been in existence for ten years.

Subd. 6. Temporary Licenses. A temporary on-sale intoxicating liquor license may be issued to any club, charitable, religious, or other non-profit organization which has its principal location within the City of Brainerd, and which has been in existence for a period of not less than three (3) years at the time of making an application for this license. This temporary on-sale intoxicating liquor license shall only be issued for a social event occurring within the City limits of Brainerd and which is being sponsored by the licensee. The license may authorize on-sales on the premises other than the premises the licensee owns or permanently occupies. The license may provide that the licensee may contract for intoxicating liquor catering services with the holder of a full year on-sale intoxicating liquor license issued by the City of Brainerd. The fee for such license shall be \$135.00 per day and shall be issued for not more than four (4) consecutive days. No organization shall be granted more than 3 four-day; 4 three-day; 6 two-day; or 12 one-day temporary licenses, in any combination not to exceed 12 days per year to any organization within a 12-month period. This license shall not be effective unless approved by the Commissioner of Public Safety for the State of Minnesota.

(Amended Ord. 883 – 1989, Ord. 964 – 1994, Ord. 965 – 1994, Ord 1397 – 2012, ORD 1570 --2024)

Subd. 7 (a). Sunday On-Sale License. Special on sale licenses for the sale of intoxicating liquor on Sunday may be issued to bowling centers and to hotels, restaurants, and clubs as defined in Minnesota Statutes 340A.101. All sales at such establishments shall be in conjunction with the sale of food. Sunday on-sale licenses may also be issued to Microdistilleries and brewer taprooms, pursuant to the authority granted under Minnesota Statutes sections 340A.22 and 340a.26.

(Added Ord. 1058 – 1998, Amended Ord. 1483 – 2018, Amended Ord. 1491 - 2019)

Subd. 7(b). Sunday Hours. The sale of on sale intoxicating liquor on Sundays is allowed between the hours of 8:00 a.m. on Sunday and 1:00 a.m. on Monday. Establishments serving liquor on Sundays must obtain a special license under subdivision 7(a) above.

(Added Ord. 1058 – 1998, Amended Ord. 1070 – 1999, Amended Ord. 1473 - 2017)

Subd. 8. On-Sale Brewer Taproom Licenses. An on-sale brewer taproom license authorizes on-sale of malt liquor produced by the brewer for consumption on the premises of or adjacent to one brewery location owned by the brewer, subject to the restrictions of this chapter and Minnesota Statutes, Section 340A.301, Subdivision 6b, as it may be amended from time to time.

(Added Ord. 1403 – 2013)

Subd. 9. Off-sale Growler Licenses. An off-sale growler license authorizes off-sale of malt liquor produced by a brewer and packaged in sixty-four (64) ounce or seven hundred fifty milliliter (750 ml) containers that are designed, sealed and labeled pursuant to Minnesota Statutes, Section 340A.301, as it may be amended from time to time. Only brewers licensed under Minnesota Statutes Section 340A.301, Subdivision 6(d), (i) or (j) are eligible for an off-sale growler license, subject to the limitations set forth in Section 340A.301, as it may be amended from time to time. The off-sale of growlers may be conducted on Sundays between the hours of 10:00 a.m. and 10:00 p.m.

(Added Ord. 1403 – 2013, Amended Ord. 1451 – 2016)

Subd. 10. Microdistilleries. (a) An on-sale microdistillery license authorizes samples on its premises of distilled spirits manufactured on its premises, in an amount not to exceed 15 milliliters per variety per person. No more than 45 milliliters may be sampled under this paragraph by any person on any day (b) A microdistillery can sell cocktails to the public, pursuant to subdivision 2 of State Statute 340A.22 (c) A microdistillery may not operate a cocktail room under subdivision 2 of State Statute 34A.22 or conduct sales at off-sale under subdivision 4 of State Statutes 340A.22 unless at least 50 percent of the annual production of the license is processed and distilled on premises. (d) Distilled spirits produced or in production prior to July 1, 2017 are not counted as part of the calculations under paragraph (c).

(Added Ord 1480 – 2018)

Subd. 11. Cocktail Rooms. A microdistillery cocktail room license authorizes on-sale of distilled liquor produced by the distiller for consumption on the premises of or adjacent to one distillery location owned by the distiller, subject to the restrictions in this chapter and Minnesota Statutes, Section 340A.22, Subdivision 2, as it may be amended from time to time. Notwithstanding section 340A.504, subdivision 3, a cocktail room may be open and may conduct on-sale business on Sundays if authorized by the municipality.

(Added Ord 1480 – 2018)

Subd. 12. Off-Sale Distilled Spirits Licenses. An off-sale distilled spirits license authorizes off-sale of distilled spirits of one 375 milliliter bottle per customer per day of product manufactured on site, subject to the following requirements: (2) off-sale hours of

sale must conform to hours of sale for retail off-sale licensees in the licensing municipality; and (2) no brand may be sold at the microdistillery unless it is also available for distribution by wholesalers.

(Added Ord 1480 – 2018)

1200.05 Application for License. Subdivision 1. Form. An application for a license to sell liquor shall state the name of the applicant, his age, representations as to his character, with such references as the Council may require, his citizenship, the type of license applied for, the business in connection with which the proposed license will operate and its location, whether the applicant is owner and operator of the business, how long he has been in that business at that place, and such other information as the Council may require from time to time. In addition to containing such information, the application shall be in the form prescribed by the commission of public safety and shall be verified and filed with the Clerk-Treasurer. No person shall make a false statement in an application.

Subd. 2. Deleted Ord. 888 – 1990

Subd. 3. Financial Responsibility. Prior to the issuance of a liquor license, the applicant shall demonstrate proof of financial responsibility as defined in Minnesota Statutes, Section 340.11, Subdivision 11, with reference to liability under the Statutes, Section 340.95. Such proof shall be filed with the commissioner of public safety. Any liability insurance policy filed as proof of financial responsibility under this Subdivision shall conform to Minnesota Statutes, Section 340.12.

Subd. 2. Deleted Ord. 888 – 1990

Subd. 3. Financial Responsibility. Prior to the issuance of a liquor license, the applicant shall demonstrate proof of financial responsibility as defined in Minnesota Statutes, Section 340.11, Subdivision 11, with reference to liability under the Statutes, Section 340.95. Such proof shall be filed with the commissioner of public safety. Any liability insurance policy filed as proof of financial responsibility under this Subdivision shall conform to Minnesota Statutes, Section 340.12.

Subd. 4. Approval of Security. The security offered under Subdivision 2 shall be approved by the Council and in the case of applicants for on sale wine licenses and off sale licenses, by the commissioner of public safety. Liability insurance policies required by this Section but not by state law and surety bonds required under Subdivision 2 shall be approved as to form by the City Attorney. Operation of a licensed business without having on file with the City at all times effective security as required in Subdivisions 2 and 3 is a cause for revocation of the license.

1200.07 License Fees. Subdivision 1. Fees: Amounts. The annual fees for licenses under this Section are set by Chapter X.

Subd. 2. Payment. Each application for a license shall be accompanied by a receipt from the Clerk-Treasurer for payment in full of the license fee and the fixed

investigation fee required by this Section, if any. All fees shall be paid into the general fund. If an application for a license is rejected, the Clerk-Treasurer shall, refund the amount paid as the license fee.

Subd. 3. Term: Pro Rata Fee. Each license shall be issued for a period of one year except that if the application is made during the license year, a license may be issued for the remainder of the year for a pro rata fee, with any unexpired fraction of a month being counted as one month. Every license shall expire on the last day of June.

Subd. 4. Refunds. No refund of any fee shall be made except as authorized by Statute

1200.09 Granting of Licenses. Subdivision 1. Preliminary Investigation. On an initial application for an on-sale license and on application for transfer of an existing on-sale license, the applicant shall pay with the application an investigation fee of \$100 and the City shall conduct a preliminary background and financial investigation of the applicant pursuant to Chapter 15 of the Brainerd City Code. The application in such case shall be made on a form prescribed by the Minnesota Bureau of Criminal Apprehension (BCA) and with such additional information as the Council may require. If the Council deems it in the public interest to have an investigation made on a particular application for renewal of an on-sale license, it shall so determine. In any case, if the Council determines that a comprehensive background and financial investigation of the applicant is necessary, it may conduct the investigation pursuant to Chapter 15 of the Brainerd City Code. No license shall be issued, transferred or renewed if the results show to the satisfaction of the Council that issuance would not be in the public interest. If an investigation outside the State is required, the applicant shall be charged the cost not to exceed \$10,000 which shall be paid by the applicant after deducting any initial investigation fee already paid. The fee shall be payable by the applicant whether or not the license is granted. The Council shall estimate the cost of the out of State investigation and said sum shall be payable by the applicant prior to the out of State investigation.

(Amended Ord. 1353 – 2010)

Subd. 2. Hearing and Issuance. The Council shall investigate all facts set out in the application and not investigated in the preliminary background and financial investigation conducted pursuant to Subdivision 1. Opportunity shall be given to any person to be heard for or against the granting of the license. After the investigation and hearing, the Council shall, in its discretion, grant or refuse the application. No on-sale wine license or off sale license shall become effective until it, together with the security furnished by the applicant, has been approved by the commission of public safety.

Subd. 3. Person and Premises Licenses: Transfer. Each license shall be issued only to the applicant and for the premises described in the application. No license may be transferred to another person or place without Council approval. Any transfer of stock of a corporate licensee is deemed a transfer of the license and a transfer of stock without prior Council approval is grounds for revocation of the license.

1200.11 Person Ineligible for License. No license shall be granted to any person made ineligible for such license by State law. No more than one off-sale intoxicating liquor license shall be directly or indirectly issued within the City to any one person.

(Amended Ord. 1529-2022 & 1017 – 1996)

1200.13 Places Ineligible for License. Subdivision 1. General Prohibition. No license shall be issued for any place or business ineligible for such a license under State law.

Subd. 2. Delinquent Taxes and Charges. No license shall be granted for operation on any premises on which taxes, assessments, or other financial claims of the City or the State of Minnesota are delinquent and unpaid.

(Amended Ord. 1373 – 2010)

1200.15 Condition of a License. Subdivision 1. In General. Every license is subject to the conditions in the following subdivision and all other provision of this Section and of any other applicable provisions of State law or regulation and this Code.

Subd. 2. Insurance. Compliance with financial responsibility requirements of State law and of this Section is a continuing condition of any license.

Subd. 3. Licensee's Responsibility. Every licensee is responsible of the conduct of his place of business and the conditions of sobriety and order in it. The act of any employee on the licensed premises authorized to sell intoxicating liquor there is deemed the act of the licensee as well, and the licensee shall be liable to all penalties provided by this Ordinance and the law equally with the employee.

Subd. 4. Inspections. Every licensee shall allow any peace officer, health officer, or a properly designated officer or employee of the City to enter, inspect, and search the premises of the licensee during business hours without a warrant.

Subd. 5. Display During Prohibited Hours and Days. The hours and days of sale of licenses issued pursuant to the terms of this Chapter shall be the same as those set forth in Chapter 340A of the Intoxicating Liquor Act of the State of Minnesota adopted by reference as part of this Chapter

(Amended Ord. 1138 – 2002)

Subd. 6. Restrictive Hours for Patrons, Employees, and Consumption. No patrons of on-sale license holders shall remain on the licensed premises after one-thirty (1:30) A.M., and in any event no persons except bona fide employees of the license holder or a janitorial service shall remain on the licensed premises after one thirty (1:30) A.M., unless they are actively engaged in a clean-up operation for the premises. No person, including employees of the licensed premises or of the cleaning service shall consume any intoxicating liquor or nonintoxicating malt liquor on the licensed premises after one twenty (1:20) A.M., until the licensed premises can next properly be opened for business. Any unconsumed intoxicating liquor or non-intoxicating malt liquor

remaining on the premises, other than that necessary for inventory purposes, shall be disposed of at one twenty (1:20) A.M. No unconsumed intoxicating liquor or non-intoxicating malt liquor shall be removed from the premises for consumption at a different place by any employee or patron.

(Amended Ord. 1138 – 2002)

Subd. 7. Possession, Sale, or Distribution of Controlled Substances or Marijuana Prohibited. No licensee or employee or agent of an on-sale licensee shall possess, sell, or distribute controlled substances or marijuana as defined by MN Statute 152.01 while on the licensee's premises.

(Amended Ord. 1138 – 2002)

Subd. 8. Federal Stamps. No licensee shall possess a Federal wholesale liquor dealer's special tax stamp or a Federal gambling stamp.

(Amended Ord. 1138 – 2002)

1200.17 Restrictions on Purchase. Subdivision 1. Liquor in Unlicensed Places. No person shall sell alcoholic beverages in any public place unless pursuant to a properly issued license. Alcoholic beverages may be sold in a public place pursuant to a temporary on-sale liquor license, subject to the following conditions:

- a) Only a club or charitable, religious, or other nonprofit organization in existence for at least three years may apply for a temporary on-sale liquor license. The on-sale of alcoholic beverages must be in connection with a social event within the City sponsored by the applicant. The applicant shall also apply for an event permit as required by City Code. The applicant may contract for alcoholic beverage catering services with the holder of a full-year on-sale intoxicating liquor license issued by any municipality or county.
- b) Sale of alcoholic beverages are prohibited from the following parks:
 - 1. Bane Park – 1717 South 7th Street
 - 2. Buster Dog Park – 1101 East River Road
 - 3. Gustafson Park – NE 9th Avenue and N Street
 - 4. Hitch-Wayne Park - 1201 South 7th Street
 - 5. Meadows Park – 9141 Wolves Street
 - 6. Mississippi River Landing – 1201 Evergreen Avenue
 - 7. O'Brien Park – 2424 Pine Street
 - 8. Trailside Park – Beaver Dam Road
 - 9. Triangle Park – 723 Fir Street
- c) The event permit requires approval by the City Council. If approved, the event permit is subject to the terms set forth by the Council. Those terms include the following:
 - 1. The sale of alcoholic beverages is limited to four consecutive days or less as set forth in the license.
 - 2. Sale of alcoholic beverages in public parks is prohibited during organized youth activities.
 - 3. If catered, the event permit applicant shall provide the name and address of the catering entity that holds a full-year on-sale intoxicating liquor license.

4. For events within a public street, the area in which alcoholic beverages are to be sold and consumed must be entirely contained within a building and/or within temporary fencing preventing sale and consumption of alcohol outside the approved area.
5. Individuals shall not bring outside alcoholic beverages into the area covered under the event permit.
6. Alcoholic beverages shall not be sold or consumed within a glass container.
7. One or more peace officers may be assigned to the event at licensee's sole cost. The number and nature of peace officer presence shall be in the sole discretion of the Police Chief or the Chief's designee.
8. The licensee shall provide proof of liability and property insurance. The liability insurance shall be in an amount no less than the tort limits set forth in Minn. Stat. § 466.04. The property insurance shall be in an amount no less than \$500,000 per occurrence.

Subdivision 2. Consumption in Public Places. Alcoholic beverages may be consumed in a public park, public street, or other public place, subject to the following conditions:

- a) Consumption of alcoholic beverages is prohibited in the following parks:
 1. Buster Dog Park – 1101 East River Road
 2. Gustafson Park – NE 9th Avenue and N Street
 3. Hitch-Wayne Park - 1201 South 7th Street
 4. Mississippi River Landing – 1201 Evergreen Avenue
 5. Trailside Park – Beaver Dam Road
 6. Triangle Park – 723 Fir Street
- b) Consumption of alcoholic beverages is prohibited at any park during organized youth events.
- c) Permission is specifically granted to occupants of Lum Park Campground during their rental period.
- d) Consumption of alcoholic beverages in any public street or other public place, other than public parks, must be in connection with a permitted social event within the City.

(Amended Ord. 1012 – 1996, 1552 -- 2023)

1200.19 Suspension and Revocation. Subdivision 1. Violation of Statute, Regulations, or City Code Relating to Intoxicating Liquor. The City Council may suspend for a period not to exceed 60 days or revoke any liquor license after finding that the licensee has failed to comply with any applicable statute, regulation, or provision of this Code relating to intoxicating liquor. Except in cases of failure of financial responsibility, or where a conviction by a court of competent jurisdiction for such violation has occurred, no sanction under this Ordinance shall be imposed until the licensee has been afforded an opportunity for a full hearing before the City Council or its designee.

Subd. 2. Conviction of Sale to a Minor or Discovery of Non-Compliance During Liquor Compliance Investigation. Upon either the conviction of a licensee or the

licensee's employee or agent of sale of alcohol to a minor, or discovery of non compliance during a liquor compliance investigation, the sanctions set out below shall apply.

Subd. 3. First Occurrence. Upon either the first conviction of sale of alcohol to a minor by a licensee or the licensee's employee or agent, or upon the first failure of a liquor compliance check within any three year period, the licensee shall pay a civil penalty to the City of \$500.00 and participate in training concerning liquor and beer sales regulations and restrictions.

Subd. 4. Subsequent Occurrences. In the event of a second conviction of sale of alcohol to a minor by a licensee or the licensee's employee or agent, or a second failure of the liquor compliance check within three (3) years of any such prior conviction or failure, shall pay a civil penalty to the City of \$1,000.00 and participate in training concerning liquor and beer sales regulations and restrictions.

Brainerd City Code

1200.19 Subd. 5

Subd. 5. Additional Penalties for Frequent Violations of this Section. If the licensee or an employee or agent of the licensee is either convicted of sale of alcohol to a minor or fails a liquor compliance check for a third time within any three (3) year period the liquor license shall be suspended for such five (5) day period as shall be determined by the Chief of Police. In addition, the licensee shall pay a civil penalty to the City in the sum of \$2,000.00.

Subd. 6. Extended License Suspension. If the licensee or an employee or agent of the licensee is either convicted of sale of alcohol to a minor or fails a liquor compliance check a fourth time within any three (3) year period, the liquor license shall be revoked.

(Amended Ord. 1097 – 2000)

1200.21 Deleted Ord. 1483 - 2018

1200.23 Off-Sale Liquor Zones and License Limitations. Intoxicating off-sale liquor licenses are subject to the following limitations:

Subd. 1. Every off-sale license holder shall have a place of business with solid walls, floor to ceiling, with no interior openings and with a separate exterior entrance.

Subd. 2. All applicants for an off-sale liquor license shall submit plans and specifications of their proposed building including the proposed off-street parking area for Council approval.

(Amended Ord. 1483 – 2018)

340A.402 PERSONS ELIGIBLE.

Subdivision 1. **Disqualifiers.** No retail license may be issued to:

- (1) a person under 21 years of age;
- (2) a person who has had an intoxicating liquor or 3.2 percent malt liquor license revoked within five years of the license application, or to any person who at the time of the violation owns any interest, whether as a holder of more than five percent of the capital stock of a corporation licensee, as a partner or otherwise, in the premises or in the business conducted thereon, or to a corporation, partnership, association, enterprise, business, or firm in which any such person is in any manner interested;
- (3) a person not of good moral character and repute;
- (4) a person who:
 - (i) has had a license or registration issued pursuant to chapter 342 or section 151.72, subdivision 5b, revoked;
 - (ii) has been convicted of an offense under section 151.72, subdivision 7; or
 - (iii) has been convicted under any other statute for the illegal sale of marijuana, cannabis flower, cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or edible cannabinoid products and the sale took place on the premises of a business that sells intoxicating liquor or 3.2 percent malt liquor to customers; or
- (5) a person who has a direct or indirect interest in a manufacturer, brewer, or wholesaler.

In addition, no new retail license may be issued to, and the governing body of a municipality may refuse to renew the license of, a person who, within five years of the license application, has been convicted of a felony or a willful violation of a federal or state law or local ordinance governing the manufacture, sale, distribution, or possession for sale or distribution of an alcoholic beverage. The Alcohol and Gambling Enforcement Division or licensing authority may require that fingerprints be taken and forwarded to the Federal Bureau of Investigation for purposes of a criminal history check.

Subd. 2. Background check. (a) A retail liquor license may be issued by a city, a county, or the commissioner. The chief of police is responsible for the background checks prior to a city issuing a retail liquor license. A county sheriff is responsible for the background checks prior to the county issuing a retail liquor license and for those cities that do not have a police department. The commissioner is responsible for the background checks prior to the state issuing a retail liquor license.

(b) The applicant for a retail license must provide the appropriate authority with the applicant's signed, written informed consent to conduct a background check. The appropriate authority is authorized to query the Minnesota criminal history repository for records on the applicant. If the appropriate authority conducts a national criminal history records check, the appropriate authority must obtain fingerprints from the applicant and forward the fingerprints and the required fee to the superintendent of the Bureau of Criminal Apprehension. The superintendent may exchange the fingerprints with the Federal Bureau of Investigation for purposes of obtaining the applicant's national criminal history record information. The superintendent shall return the results of the national criminal history records check to the appropriate authority for the purpose of determining if the applicant is qualified to receive a license.

History: 1985 c 305 art 6 s 2; 1986 c 330 s 5; 1987 c 152 art 1 s 1; 1989 c 49 s 1; 1991 c 249 s 3; 1993 c 350 s 9; 1994 c 611 s 15; 1996 c 323 s 4; 2002 c 321 s 6; 2013 c 82 s 35; 2023 c 63 art 6 s 50



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Consider an Ordinance Prohibiting the Feeding of Stray and Wild Animals

AGENDA: SPW Committee

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:

Staff recently received a complaint in northeast Brainerd regarding a neighboring property feeding stray animals. The individual that made the complaint stated that the stray animals are creating a significant nuisance and damaging their property. In addition, staff have also received complaints in the past concerning the feeding of wildlife and attracting nuisance animals that damage neighboring properties such as skunks and turkeys.

The Brainerd City Code does not currently prohibit the feeding of stray animals or wildlife.

Note: In Crow Wing County, Minnesota, a ban on feeding deer and using deer attractants is currently in effect. This ban is part of a broader effort to prevent the spread of Chronic Wasting Disease (CWD). The Minnesota Department of Natural Resources (DNR) implemented these bans to reduce the concentration of deer in areas where CWD is a concern.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff are seeking direction from the City Council to proceed with an ordinance prohibiting the feeding of stray and wild animals except for above-ground bird feeders.

RECOMMENDED ACTION/MOTION:

Direct staff to draft an ordinance prohibiting the feeding of stray and wild animals.

FINANCIAL IMPACT: N/A



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Adopt Resolution Authorizing Transit Operations in 2026

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 2

SUMMARY OF ISSUE: Attached is the resolution that allows the City the ability to enter into an agreement with the State of Minnesota to provide public transportation services in the City of Brainerd, Baxter and Crow Wing County.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This resolution is similar to those passed for prior grant cycles with the State of Minnesota. The agreement provides for a local share of 10% of total operating costs and 10% of total capital costs, with the State of Minnesota's share being 90%.

RECOMMENDED ACTION/MOTION: Staff recommends adoption of the attached resolution entering into the grant agreement with MnDOT for providing transit services.

FINANCIAL IMPACT: N/A

RESOLUTION

NO _____

**A RESOLUTION AUTHORIZING AN AGREEMENT WITH THE STATE OF MINNESOTA TO PROVIDE
PUBLIC TRANSPORTATION SERVICES IN THE YEAR 2026**

BE IT RESOLVED, that the City of Brainerd enters into an Agreement with the State of Minnesota to provide public transportation services in Crow Wing County in 2026; and,

BE IT RESOLVED, that the City of Brainerd agrees to provide a local share of 10 percent of the total operating cost and 10 percent of the total capital costs; and,

BE IT RESOLVED, that the City of Brainerd agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State; and,

BE IT FURTHER RESOLVED, that the City of Brainerd authorizes the Mayor and the City Administrator to execute the aforementioned Agreement and any amendments thereto.

Adopted this _____ day of _____, 2025

MIKE O'DAY
President of the Council

Approved this _____ day of _____, 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICK BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Approve Bolton & Menk Proposal - New Bridge Inspection and Rating

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: In review of various water crossings, MnDOT discovered that the box culvert crossing under Lum Park Road should be listed on the City's bridge listing. With this assignment, an inspection and initial load rating must be performed to enter the bridge into the statewide bridge inventory. Attached is a proposal from Bolton & Menk to perform an initial on-site inspection, a load rating analysis, and submission of the report to the State. As this is a newly discovered bridge, an inspection is due immediately and cannot be scheduled for a future year. The proposal from Bolton & Menk is in the amount of \$4,200.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Bolton & Menk is familiar with the City's other two bridges, Laurel Street and College Drive and has done an acceptable job performing the routine inspections on those bridges. The culvert under Lum Park Road is a 4 foot by 12 foot box culvert, which puts it over the 10-foot threshold that by State Statute defines bridge structures.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the proposal from Bolton & Menk in the amount of \$4,200 for bridge inspection and load rating analysis.

FINANCIAL IMPACT: \$4,200



Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

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

May 23, 2025

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

RE: 2025 Bridge Safety Inspection Oversight

Dear Jessie,

The City of Brainerd has historically owned and maintained two bridges within it's bridge program:

- Bridge 18505 – College drive over the Mississippi River
- Bridge 18509 – Laurel St. over the Mississippi River

On May 2, 2025 the state aid bridge office inquired about specifics of a box culvert carrying a stream under Lum Park Road. City staff measured the structure and confirmed that, by state statute 165.01, this structure is in fact bridge sized.

165.01 DEFINITIONS.

Subd. 3. Bridge.

"Bridge" is defined as a structure, including supports erected over a depression or an obstruction, such as water, a highway, or a railway, having a track or passageway for carrying traffic or other moving loads, and having an opening measured horizontally along the center of the roadway of ten feet or more between undercopings of abutments, between the spring line of arches, or between the extreme ends of openings for multiple boxes. Bridge also includes multiple pipes where the clear distance between openings is less than one-half of the smaller contiguous opening. This definition of a bridge includes only those railroad and pedestrian bridges over a public highway or street.

City staff were able to locate plans and share them with the state aid bridge office. On May 15, 2025 new bridge number R1085 was assigned to this structure. The structure has been added to the city's inventory within the state's structural inventory management system (SIMS) and is due for inspection immediately.

Reporting procedures, in line with guidance from the Structure Inspection Program Manual, must be fulfilled:

- Initial first inspection
- Bridge Load Rating
 - This culvert does not meet the requirements of form 90 and will require manual rating.
- Review and approval of inspection documentation by the Program Administrator (PA).
- Submission of routine inspection interval application
 - Shifting inspection interval from 24 months to 48 months.

PROJECT SCHEDULE

Bolton & Menk will have staff available to get started immediately upon City acceptance of this proposal and will complete all tasks within the 3-month inspection interval.

ESTIMATED FEES

Bolton & Menk will work with City of Brainerd staff and the state aid bridge office to provide the general scope of work outlined above at the exceed the amount of **\$4,200**.

If you have any questions or need additional information, please contact me directly at 612-205-5160.

Sincerely,
Bolton & Menk, Inc.



James D. Archer, PE
Structural Group Manager | Principal

Acceptance by City of Brainerd

This Agreement is entered into as of the day and year written below.

By (Sign Here) : _____

Printed Name: _____

Date: _____



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Approve Final Pay Estimate - Imp 23-11 - O Street Outfall Repair Project

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: Attached to this item is the Final Pay Estimate for Improvement 23-11 - O Street Outfall Repair Project. This project reconstructed a storm sewer outfall from the intersection of O Street and 11th Street NE to the north where it had collapsed and had been washing out the adjacent properties. The final payment releases the retainage and pays turf restoration for an amount of \$2,891.52, with a total construction cost of \$61,451.50. The original construction proposal was \$62,865.50.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff was holding this project until this spring to allow for late season 2024 seeding to fully establish before project acceptance. The project now has been established and is acceptable to close out.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the final pay estimate for Improvement 23-11 to DeChantal Excavating in the amount of \$2,891.52, totaling \$61,451.50.

FINANCIAL IMPACT: \$2,891.52 (Storm Sewer Utility Fund)

Contract Number: 24-03
 Pay Request Number: 2

Project Number	Project Description
23-11	O Street Outfall Reconstruction

Contractor: DeChantal Excavating LLC P O Box 315 Brainerd, MN 56401	Vendor Number: N/A Up To Date: 05/22/2025
--	--

Contract Amount		Funds Encumbered	
Original Contract	\$62,865.50	Original	\$62,865.50
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$62,865.50	Total	\$62,865.50

Work Certified To Date	
Base Bid Items	\$61,451.50
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$61,451.50

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$2,300.00	\$61,451.50	\$0.00	\$58,559.98	\$2,891.52	\$61,451.50
Percent: Retained: 0%			Percent Complete: 97.75%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By



City Engineer

05/22/2025

Date

Approved By DeChantal Excavating LLC



Contractor

05/23/2025

Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2024-11-19	\$59,151.50	\$591.52	\$58,559.98
2	2025-05-22	\$2,300.00	(\$591.52)	\$2,891.52

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Storm Sewer Fund		\$61,451.50	\$0.00	\$58,559.98	\$2,891.52	\$61,451.50

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
23-11	Local-City of Brainerd	\$2,891.52	\$62,865.50	\$62,865.50	\$61,451.50

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501	MOBILIZATION	LS	\$2,438.00	1	0	\$0.00	1	\$2,438.00
Base Bid	2	2101.505	CLEARING	ACRE	\$9,000.00	0.17	0	\$0.00	0.17	\$1,530.00
Base Bid	3	2101.505	GRUBBING	ACRE	\$6,500.00	0.17	0	\$0.00	0.17	\$1,105.00
Base Bid	4	2104.502	REMOVE PIPE APRON	EACH	\$100.00	1	0	\$0.00	1	\$100.00
Base Bid	5	2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	\$325.00	1	0	\$0.00	1	\$325.00
Base Bid	6	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	\$4.50	62	0	\$0.00	65	\$292.50
Base Bid	7	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$8.50	165	0	\$0.00	165	\$1,402.50
Base Bid	8	2104.503	REMOVE CURB AND GUTTER	L F	\$8.00	30	0	\$0.00	33	\$264.00
Base Bid	9	2104.504	REMOVE CONCRETE SLAB	S Y	\$35.00	5	0	\$0.00	5	\$175.00
Base Bid	10	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$5.50	56	0	\$0.00	59	\$324.50

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	11	2105.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$6.00	56	0	\$0.00	56	\$336.00
Base Bid	12	2105.607	SELECT GRANULAR BORROW (CV)	C Y	\$11.50	189	0	\$0.00	132	\$1,518.00
Base Bid	13	2211.509	AGGREGATE BASE CLASS 5	TON	\$43.00	11	0	\$0.00	24	\$1,032.00
Base Bid	14	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$137.50	7	0	\$0.00	11	\$1,512.50
Base Bid	15	2501.502	24" RC PIPE APRON	EACH	\$1,279.00	1	0	\$0.00	1	\$1,279.00
Base Bid	16	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS III	L F	\$64.00	8	0	\$0.00	8	\$512.00
Base Bid	17	2503.503	24" RC PIPE SEWER DESIGN 3006 CLASS III	L F	\$89.00	190	0	\$0.00	190	\$16,910.00
Base Bid	18	2501.602	PRECAST HEADWALLS	EACH	\$2,580.00	1	0	\$0.00	1	\$2,580.00
Base Bid	19	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	\$4,407.00	3	0	\$0.00	3	\$13,221.00
Base Bid	20	2506.602	CONNECT INTO EXISTING STORM SEWER	EACH	\$1,750.00	1	0	\$0.00	1	\$1,750.00
Base Bid	21	2506.602	CONCRETE COLLAR	EACH	\$350.00	1	0	\$0.00	1	\$350.00
Base Bid	22	2511.504	GEOTEXTILE FILTER TYPE 7	S Y	\$6.75	60	0	\$0.00	78	\$526.50
Base Bid	23	2511.507	RANDOM RIPRAP CLASS III	C Y	\$85.00	25	0	\$0.00	26	\$2,210.00
Base Bid	24	2531.503	CONCRETE CURB AND GUTTER DESIGN B618	L F	\$33.00	30	0	\$0.00	33	\$1,089.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	25	2563.601	TRAFFIC CONTROL	LS	\$1,000.00	1	0	\$0.00	1	\$1,000.00
Base Bid	26	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$155.00	5	0	\$0.00	0	\$0.00
Base Bid	27	2574.507	COMMON TOPSOIL BORROW (CV)	C Y	\$33.00	137	0	\$0.00	93	\$3,069.00
Base Bid	28	2575.501	TURF ESTABLISHMENT	LS	\$4,600.00	1	0.5	\$2,300.00	1	\$4,600.00
Base Bid Totals:								\$2,300.00		\$61,451.50

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
23-11		\$2,300.00	\$61,451.50

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:									\$0.00		\$0.00

Contract Change Totals			
Number	Description	Effective Date	Amount

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Total	\$61,451.50
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City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Final Reading - Proposed Ordinance 1582 (as amended) - An ordinance Amending Section 1110 of the Brainerd City Code Pertaining to Cannabis, Hemp, and Related Businesses

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: Connie Hillman, Finance Director,
James Kramvik, Community Development Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director,
James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

The first reading of proposed Ordinance 1582 was held at the April 21, 2025 council meeting. At that meeting, Council also made a motion not to hold a public hearing on the proposed Ordinance.

At the May 5, 2025 council meeting, Staff presented the Council with alternative language to the proposed Ordinance adding a Section 3 amending Section 1110.7. The change to Section 1110.7 is that the City could issue retail registrations to a retailer:

1. Has a valid license issued by the OCM or a preliminary approval by the OCM.
2. Site location complies with all City of Brainerd zoning and land use ordinances.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Legislation was needed in order for the City to be able to issue a registration based on preliminary approval by the OCM. Staff was waiting for the legislation to be passed to make sure that the ordinance was allowable. Therefore, the final reading and consideration for adoption was held over to the June 2, 2025 council meeting.

RECOMMENDED ACTION/MOTION:

1. Conduct the final reading of proposed Ordinance 1582 and dispense with the actual reading.
Note: A vote to dispense with the actual reading of the ordinance must be unanimous.
2. Consider adoption of Ordinance 1582.

FINANCIAL IMPACT:

**ORDINANCE
NO. 1582**

**AN ORDINANCE AMENDING SECTION 1110
OF THE BRAINERD CITY CODE PERTAINING TO
CANNABIS, HEMP, AND RELATED BUSINESSES**

The Council of the City of Brainerd do ordain:

SECTION ONE: Purpose. To establish the procedure for registering cannabis retail businesses licensed by the State.

SECTION TWO: Amendment. Section 1110.9 - Retail Limitations – is amended by adding the following:

Subd. 2. Application and Procedure. Any person desiring to register a cannabis retail business within the City shall make application for the same to the city clerk upon a form provided by the City. Registrations will be processed on a first-come/first-served basis.

SECTION THREE: Amendment. Section 1110.7 – Cannabis Business Registration – is amended as indicated, with the following added language underlined and deleted language struck out:

1110.07 Cannabis Business Registration. Subdivision 1. A city shall not require additional licenses other than the cannabis licenses issued by the Office of Cannabis Management. The City shall issue a retail registration to a cannabis microbusiness with a retail operations endorsement, cannabis mezzo business with a retail operations endorsement, cannabis retailer, medical cannabis retailer, or lower-potency hemp edible retailer that:

1. Has a valid license issued by the OCM or a preliminary approval by the OCM.
2. Site location complies with all City of Brainerd zoning and land use ordinances.
2. Has paid the registration fee.
3. Is found to be in compliance with the requirements of the applicable state laws through a preliminary compliance check performed by the city.
4. Is current on all property taxes and assessments at the location where the retail establishment is located.

SECTION FOUR: Effective Date. This ordinance shall take effect and be in 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: XXXXX



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Final Reading - Proposed Ordinance 1583 - Ending Future Rural Service District Properties

AGENDA: P&F Committee

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director, Connie Hillman, Finance Director, Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE:

Staff received direction from City Council at the March 17th meeting to no longer allow properties to be added to the Rural Service District, a district which reduces the City's share of their property taxes. Members of the Council stated that city sewer and water improvement projects are paid for by the rate payers and not by the general fund and all properties currently in the Rural Service District receive the same service and amenities as properties in the Urban Service District. Council further directed staff to allow properties to remain at the Rural Service District tax rate if they are already part of the district and have no ability to connect to City sewer or water. Staff explored removing the Rural and Urban Service Districts altogether. However, after discussions with the City Attorney, staff recommend leaving the district in place, while stating in the proposed ordinance that no future properties shall be added to the Rural Service District. Members of the Council stated that an ordinance amendment should occur prior to discussions regarding the annexation of Riverside Drive.

According to Ordinance 1020, parcels in the rural service district shall be taxed for the general levy at fifty-two (52%) percent of the rate levied in the urban service district. That is, the taxes for municipal purposes, exclusive of bonded indebtedness, shall not exceed fifty-two (52%) percent of full municipal taxes levied in the remainder of the City. Annexed lands, or a portion thereof, that receive urban services, specifically municipal sewer and/or municipal water service, shall be transferred by the City to the urban service district and shall be taxed at a rate which is the same as all other properties located in the urban service district, beginning with the next succeeding calendar year.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff have attached proposed Ordinance 1583 that would not allow future properties to be added to the Rural Service District but does allow properties to remain in the district if eligible.

In addition, staff reached out to Crow Wing County and were provided a list of all properties in the Rural

Service District. The Community Development Director and City Engineer reviewed the list and found eleven (11) properties that should be removed from the Rural Service District because of the availability of sewer and/or water services.

City Council conducted the first reading of proposed Ordinance 1583 at the May 5th City Council meeting and directed staff to send notice to affected property owners. Staff has included a resolution authorizing a summary publication of Ordinance 1583 in the Brainerd Dispatch.

RECOMMENDED ACTION/MOTION:

1. Hold a public hearing.
2. Conduct the final reading of proposed Ordinance 1583 and dispense with the actual reading.
Note: A vote to dispense with the actual reading of the ordinance must be unanimous.
3. Approve proposed Ordinance 1583.
4. Approve Resolution approving summary publication of Ordinance 1583.

FINANCIAL IMPACT: N/A

**ORDINANCE
NO. 1583**

**AN ORDINANCE AMENDING ORDINANCE NO.1020, ORDINANCE NO.1033, ORDINANCE
NO.1051, ORDINANCE NO.1068, ORDINANCE NO.1102, ORDINANCE NO.1120,
ORDINANCE NO.1150, ORDINANCE NO.1196, ORDINANCE NO.1234, ORDINANCE
NO.1262, ORDINANCE NO.1288, ORDINANCE NO. 1305, ORDINANCE NO.1323,
ORDINANCE NO. 1337, AND ORDINANCE NO. 1510 DIVIDING THE CITY OF
BRAINERD INTO AN URBAN SERVICE DISTRICT AND A RURAL SERVICE
DISTRICT**

WHEREAS, a public hearing was held by the City Council on _____, 2025

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

SECTION ONE: Purpose

The purpose of this ordinance is to ensure all future properties annexing into the corporate boundaries of the City of Brainerd are taxed at the general City tax rate. Future properties annexed into the City of Brainerd will not be eligible for the “rural service district” tax rate regardless of the ability to connect to municipal sewer and/or water service. In addition, properties within the corporate boundaries of the City of Brainerd are prohibited from petitioning to be added to the “rural service district”.

The basis for prohibiting future additions to the “rural service district” is that all properties currently in the district receive the same service and amenities of properties in the “urban service district”. City sewer and water improvement projects are paid by rate payers and not from the general fund.

Further, this ordinance will allow all eligible properties currently in the “rural service district” to continue to be taxed at the rural rate until municipal sewer or water service is available for connection to the property.

SECTION TWO: That Ordinance Nos. 1020, 1033, 1051, 1068, 1102, 1120, 1150, 1196, 1234, 1262, 1288, 1305, 1323, 1337, and 1510 are hereby amended by removing the following parcels of property from the Rural Service District:

41040862

CITY OF BRAINERD SECTION 4 TOWNSHIP 133 RANGE 28 WEST THAT PART OF GOVERNMENT LOT 5 LYING SOUTH OF THE SOUTHERLY RIGHT OF WAY LINE OF CSAH 20 (NOW KNOWN AS RIVERSIDE DRIVE) EXCEPT THAT PART OF GOVERNMENT LOT 5 BEGINNING AT A POINT ON THE EAST LINE OF SAID GOVERNMENT LOT 5 WHERE SAID EAST LINE INTERSECTS THE SOUTHERLY RIGHT OF WAY LINE OF CSAH 20 AS CONSTRUCTED IN 1978 AND NOW MAINTAINED, THENCE SOUTHWESTERLY ALING SAID SOUTHEASTERLY RIGHT OF WAY LINE A DISTANCE OF 160 FEET, THENCE SOUTHEASTERLY AT A RIGH ANGLE TO SAID RIGHT OF WAY LINE TO AN

INTERSECTION WITH SAID EAST LINE OF GOVERNMENT LOT 5, THENCE NORTHERLY ALONG EAST LINE OF GOVERNMENT LOT 5 TO THE POINT OF BEGINNING.

41040885

THAT PART OF GOVERNMENT LOT 5, SECTION 4, TOWNSHIP 133, RANGE 28 WEST LYING NORTH OF THE NORTHERLY RIGHT OF WAY LINE OF CSAH 20 (NOW KNOWN AS RIVERSIDE DRIVE) EXCEPT THAT PART OF GOVERNMENT LOT 5 LYING WESTERLY OF THE FOLLOWING DESCRIBED LINES: COMMENCING AT THE WEST QUARTER CORNER OF SAID SECTION 4, THENCE SOUTH 87 DEGREES 54 MINUTES 50 SECONDS EAST, 1631.70 FEET ON AND ALONG THE EAST-WEST QUARTER LINE OF SAID SECTION 4 TO THE POINT OF BEGINNING; THENCE NORTH 43 DEGREES 45 MINUTES 30 SECONDS EAST, 560.66 FEET, THENCE NORTH 24 DEGREES 5 MINUTES 30 SECONDS EAST, 947.34 FEET TO THE NORTH LINE OF SAID GOVERNMENT LOT 5 AND THERE TERMINATING. SECTION 4, TOWNSHIP 133, RANGE 28

41040868

THAT PART OF GOV LOT 3 DESCRIBED AS FOLLOWS: BEG. ON THE N. LINE OF SAID LOT 3 AT THE E. SIDE OF THE PRESENT CO. ROAD RUNNING THRU SAID LOT 3, THEN SE'LY ALONG THE PRESENT ESTABLISHED FENCE LINE A DIST. OF 233 FT., THEN DUE S. 34 FT. THEN W. 162 FT TO THE PRESENT CO. ROAD, THEN N'LY ALING SAID ROAD 175 FT TO THE PLACE OF BEG. AND ALSO PART OF LOT 3 DESCRIBED: COMM. ON THE N. LINE OF SAID LOT 3 AT THE E SIDE OF THE OLD CO. ROAD RUNNING THRU SAID LOT 3. THEN SE'LY ALONG THE PRESENTLY ESTAB. FENCE LINE A DIST OF 293 FT M/O/L, TO THE PRESENT COUNTY ROAD KNOWN AS BEAVER DAM ROAD, THEN S. A DIST. OF 41 FT. THEN W. A DIST. OF 162 FT M/O/L TO THE OLD C. AID ROAD, THEN N'LY ALONG THE OLD CO. AID ROAD A DIST. OF 221 FT TO THE PLACE OF BEG. AND ALSO THAT PART OF LOT 3 DESC. COMM. ON THE N. LINE OF SAID LOT 3 AT THE E. SIDE OF THE OLD CO. AID ROAD, RUNNING THRU LOT 3, THEN SE'LY ALONG THE PRESENTLY ESTAB. FENCE LINE A DIST OF 293 FT. M/O/L. THEN DUE S. ALONG THE PRESENT CO. AID ROAD KNOWN AS THE BEAVER DAM ROAD A DIST. OF 41 FT TO THE POINT OF BEG., THEN W A SIDT OF 191 FT M/O/L TO THE OLD CO. AID ROAD, THEN S'LY FOR A DIST OF 150 FT, THEN E'LY TO THE PRESENT ROAD KNOWN AS THE BEAVER DAM ROAD, A DIST. OF 208 FT M/O/L. THEN N. ALONG THE PRESENT BEAVER DAM ROAD A DIST OF 150 FT TO THE PLACE OF BEG.

41160504

TRACT A: THAT PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER (SW1/4-NW1/4), SECTION 16, TOWNSHIP 45, RANGE 30, CROW WING COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID SW1/4-NW1/4; THENCE SOUTH 03 DEGREES 49 MINUTES 56 SECONDS WEST, BEARING BASED ON THE CROW WING COUNTY COORDINATE DATABASE NAD83, 270.04 FEET ALONG THE WEST LINE OF SAID SW1/4-NW1/4 TO POINT B505, MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 ACCORDING TO THE RECORDED PLAT THEREOF, ON FILE IN THE CROW WING COUNTY, MINNESOTA RECORDER'S OFFICE; THENCE SOUTH 23 DEGREES 25 MINUTES 12 SECONDS EAST 226.65 FEET ALONG THE RIGHT OF WAY LINE OF SAID MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 TO

POINT B6 ACCORDING TO SAID MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5; THENCE SOUTH 47 DEGREES 16 MINUTES 48 SECONDS EAST 150.00 FEET ALONG THE SAID RIGHT OF WAY LINE OF MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 TO POINT B7 ACCORDING TO SAID MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5; THENCE NORTH 87 DEGREES 43 MINUTES 12 SECONDS EAST 141.42 FEET ALONG SAID RIGHT OF WAY LINE OF MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 TO POINT B8 ACCORDING TO SAID MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5; THENCE NORTH 42 DEGREES 43 MINUTES 12 SECONDS EAST 175.00 FEET ALONG SAID RIGHT OF WAY LINE OF MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 TO MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 TO POINT B9 ACCORDING TO SAID MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5; THENCE SOUTH 47 DEGREES 16 MINUTES 48 SECONDS EAST 15.00 FEET ALONG SAID RIGHT OF WAY LINE OF MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 TO POINT B10 ACCORDING TO SAID MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5; THENCE NORTH 42 DEGREES 43 MINUTES 12 SECONDS EAST 53.42 FEET ALONG SAID RIGHT OF WAY LINE OF MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 TO THE SOUTHERLY LINE OF THE DUNMIRE TRACT IN DOCUMENT NO. 938453 ON FILE IN SAID CROW WING COUNTY, MINNESOTA COUNTY RECORDER'S OFFICE; THENCE NORTH 47 DEGREES 17 MINUTES 10 SECONDS WEST 148.50 FEET ALONG SAID SOUTHWESTERLY LINE OF THE DUNMORE TRACT IN DOCUMENT NO. 938453 TO THE NORTHWESTERLY LINE OF THE DUNMIRE TRACT IN DOCUMENT NO. 938453.; THENCE NORTH 42 DEGREES 42 MINUTES 50 SECONDS EAST 450.63 FEET ALONG SAID NORTHWESTERLY LINE OF THE DUNMIRE TRACT DOCUMENT NO. 938453 TO THE NORTH LINE OF SAID THE SW1/4-NW1/4; THENCE SOUTH 88 DEGREES 40 MINUTES 51 SECONDS WEST 686.32 FEET ALONG SAID NORTH LINE SW1/4-NW1/4 TO THE POINT OF BEGINNING. SUBJECT TO EASEMENTS, RESERVATIONS, OR RESTRICTIONS OF RECORD IF ANY.

41170514

THE NORTH HALF OF THE NORTHEAST QUARTER AND THE SOUTHWEST QUARTER OF SECTION 32, TOWNSHIP 134, RANGE 28, EXCEPT THAT PORTION DESCRIBED IN BOOK 18 OF MORTGAGES, PAGE 111.

41200525

OUTLOT THIRTY-TWO (32), WAWANAISSA PARK, ACCORDING TO THE PLAT THEREOF ON FILE AND A RECORD IN THE OFFICE OF THE CROW WING COUNTY RECORDER, STATE OF MINNESOTA, EXCEPT THAT PART TO THE STATE OF MINNESOTA SHOWN AS PARCEL 223C ON THE MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY PLAT #18-3 ON FILE IN THE OFFICE OF THE CROW WING COUNTY RECORDER, STATE OF MINNESOTA. SUBJECT TO RIGHTS, RESERVATIONS, EASEMENTS AND RESTRICTIONS ON RECORD, IF ANY. AND ALSO CONVEYING ALL THAT PART OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER (S1/2NE1/4NW1/4), SECTION TWENTY (20), TOWNSHIP FORTY-FIVE (45), RANGE THIRTY (30), LYING EAST OF STATE HIGHWAY 210, CROW

WING COUNTY, STATE OF MINNESOTA, EXCEPT THAT PART TO THE STATE OF MINNESOTA SHOWN AS PARCEL 223 ON THE MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY PLAT #18-3 ON FILE IN THE OFFICE OF THE CROW WING COUNTY RECORDER, STATE OF MINNESOTA. SUBJECT TO RIGHTS, RESERVATIONS, EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY. AND ALSO CONVEYING THAT PART OF THE NORTH HALF OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER (N1/2NE1/4NW1/4) OR LOT ONE (1) OF THE AUDITOR'S SUBDIVISION OF THE NORTHWEST QUARTER (NW1/4), SECTION TWENTY (20), TOWNSHIP FORTY-FIVE (45), RANGE THIRTY (30), LYING EASTERLY OF STATE HIGHWAY 210, AS PRESENTLY LOCATED, CROW WING COUNTY, STATE OF MINNESOTA. SUBJECT TO RIGHTS, RESERVATIONS, EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY. AND ALSO CONVEYING ALL OF THAT PORTION OF THE WEST THIRTH (30) ACRES OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER (SW1/4SE1/) SOUTH OF STATE HIGHWAY 210, SECTION SEVENTEEN (17) TOWNSHIP FORTY-FIVE (45), RANGE THIRTY (30), CROW WING COUNTY, STATE OF MINNESOTA, EXCEPT TWO (2) PARTS TO THE STATE OF MINNESOTA SHOWN AS PARCELS 223E AND 227A ON MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY PLAT NO. 18-4 ON FILE IN THE OFFICE OF THE CROW WING COUNTY RECORDER, STATE OF MINNESOTA. SUBJECT TO RIGHTS, MINERAL RESERVATIONS, EASEMENTS, AND RESTRICTIONS OF RECORD, IF ANY. AND ALSO CONVEYING THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER (NW1/4NE1/4) OF SECTION TWENTY (20), IN TOWNSHIP FORTY-FIVE (45) NORTH, RANGE THIRTY (30) WEST OF THE FOURTH PRINCIPAL MERIDIAN, ACCORDING TO THE GOVERNMENT SURVEY, THEREOF, CROW WING COUNTY, STATE OF MINNESOTA, EXCEPT THAT PART TO THE STATE OF MINNESOTA SHOWN AS PARCEL 223-D ON MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-3 ON FILE IN THE OFFICE OF THE CROW WING COUNTY RECORDER, STATE OF MINNESOTA, AND ALSO EXEPT ALL MINERALS AND MINERAL RIGHTS OF RECORD. SUBJECT OT RIGHTS, RESERVATIONS, EASEMENTS, AND RESTRICTIONS ON RECORD, IF ANY. FURTHER SUBJECT TO THAT CERTAIN LEASE TO AMERICAN TOWERS, INC OF NOVEMBER 17, 2006, A MEMORANDUM OF SAID LEASE HAVING BEEN RECORDED AS DOCUMENT # 188566 IN THE OFFICE OF THE CROW WING COUNTY REGISTRAR OF TITLES, STATE OF MINNESOTA.

41200528

OUTLOT THIRTY-TWO (32), WAWANAISSA PARK, ACCORDING TO THE PLAT THEREOF ON FILE AND OF RECORD IN THE OFFICE OF THE CROW WING COUNTY RECORDER, STATE OF MINNESOTA, EXCEPT THAT PART TO THE STATE OF MINNESOTA SHOWN AS PARCEL 223C ON MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY PLAT #18-3 ON FILE IN THE OFFICE OF THE CROW WING COUNTY RECORDER, STATE OF MINNESOTA. SUBJECT TO RIGHTS, RESERVATIONS, EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY. AND ALSO CONVEYING ALL THAT PART OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER (S1/2NE1/4NW1/4), SECTION TWENTY (20), TOWNSHIP FORTY-FIVE (45), RANGE THIRTY (30), LYING EAST OF STATE HIGHWAY 210, CROW WING COUNTY, STATE OF MINNESOTA, EXCEPT THAT PART TO THE STATE OF MINNESOTA SHOWN AS PARCEL

223 ON MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY PLAT #18-3 ON FILE IN THE OFFICE OF THE CROW WING COUNTY RECORDER, STATE OF MINNESOTA. SUBJECT TO RIGHTS, RESERVATIONS, EASEMENTS, AND RESTRICTIONS OF RECORD, IF ANY.

AND ALSO CONVEYING

THAT PART OF THE NORTH HALF OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER (N1/2NE1/4NW1/4) OR LOT ONE (1) OF THE AUDITOR'S SUBDIVISION OF THE NORTHWEST QUARTER (NW1/4), SECTION TWENTY (20), TOWNSHIP FORTY-FIVE (45), RANGE THIRTY (30), LYING EASTERLY OF STATE HIGHWAY 210, AS PRESENTLY LOCATED, CROW WING COUNTY, STATE OF MINNESOTA. SUBJECT TO RIGHTS, RESERVATIONS, EASEMENTS, AND RESTRICTIONS OF RECORD, IF ANY.

AND ALSO CONVEYING

ALL OF THAT PORTION OF THE WEST THIRTY (30) ACRES OF THE SOUTHEAST QUARTER (SW1/4SE1/4) SOUTH OF STATE HIGHWAY 210, SECTION SEVENTEEN (17), TOWNSHIP FORTY-FIVE (45), RANGE THIRTY (30), CROW WING COUNTY, STATE OF MINNESOTA, EXCEPT TWO (2) PARTS TO THE STATE OF MINNESOTA SHOWN AS PARCELS 223E AND 227A ON MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY PLAT #18-4 ON FILE IN THE OFFICE OF THE CROW WING COUNTY RECORDER, STATE OF MINNESOTA. SUBJECT OT RIGHTS, MINERAL RESERVATIONS, EASEMENTS, AND RESTRICTIONS OF RECORD IF ANY.

AND ALSO CONVEYING

THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER (NW1/4NE1/4) OF SECTION TWENTY (20), IN TOWNSHIP FORTY-FIVE (45) NORTH, OF RANGE THIRTY (30) WEST OF THE FOURTH PRINCIPAL MERIDIAN, ACCORDING TO THE GOVERNMENT SURVEY, THEREOF, CROW WING COUNTY, STATE OF MINNESOTA, EXCEPT THAT PART TO THE STATE OF MINNESOTA SHOWN AS PARCEL 223D ON MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT-OF-WAY PLAT #18-3 ON FILE IN THE OFFICE OF THE CROW WING COUNTY RECORDER, STATE OF MINNESOTA, AND ALSO EXCEPT ALL MINERALS AND MINERAL RIGHTS OF RECORD. SUBJECT TO RIGHTS, RESERVATIONS, EASEMENTS, AND RESTRICTIONS OF RECORD, IF ANY. FURTHER SUBJECT TO THAT CERTAIN LEASE TO AMERICAN TOWERS, INC OF NOVEMBER 17, 2006, A MEMORANDUM OF SAID LEASE HAVING BEEN RECORDED AS DOCUMENT #188566 IN THE OFFICE OF THE CROW WING COUNTY REGISTRAR OF TITLES, STATE OF MINNESOTA.

41280534

THE WEST ½ OF THW EST ½ OF THE WEST ½ OF THE SOUTHEAST ¼ OF THE SOUTHWEST ¼, SECTION 28, TOWNSHIP 134, RANGE 28. SUBJECT TO RAILROAD ROW. SUBJECT TO EASEMENTS, RESERVATIONS, OR RESTRICTIONS IF ANY.

41310500

NORTH ½ OF NORTHEAST QUARTER OF SOUTHWEST QUARTER (N ½ OF NE ¼ OF SW ¼), SECTION THIRTY-ONE (31), TOWNSHIP FORTY-FIVE (45), RANGE THIRTY (30), OUTLOTS TO CITY OF BRAINERD, SUBJECT TO RESERVATIONS, RESTRICTIONS AND EASEMENTS OF RECORD, IF ANY.

41310510

TRACT A: THAT PART OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER (SE1/4NW1/4), SECTION 31, TOWNSHIP 45, RANGE 30, CROW WING COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SAID SE1/4 NW1/4; THENCE SOUTH 01 DEGREE 18 MINUTES 58 SECONDS WEST, BEARING BASED ON THE CROW WING COUNTY COORDINATE DATABASE NAD 83, 798.66 FEET ALONG THE WEST LINE OF SAID SE1/4NW1/4; THENCE SOUTH 88 DEGREES 49 MINUTES 18 SECONDS EAST, PARALLEL TO THE NORTH LINE OF SAID SE1/4NW1/4 230.00 FEET TO THE WEST LINE OF THE EAST 330.0 FEET OF THE WEST 560.00 FEET OF SAID SE1/4NW1/4; THENCE NORTH 01 DEGREE 18 MINUTES 58 SECONDS EAST 550.40 FEET ALONG SAID WEST LINE OF THE EAST 330.00 FEET OF THE WEST 560.00 FEET OF THE SE1/4NW1/4 TO ITS INTERSECTION WITH THE NORTH LINE OF THE SOUTH 50.00 FEET OF THE NORTH 500.00 FEET OF SAID SE1/4NW1/4; THENCE SOUTH 88 DEGREES 49 MINUTES 18 SECONDS EAST 330.00 FEET ALONG SAID NORTH LINE OF THE SOUTH 50.00 FEET OF NORTH 500.00 FEET OF THE SE1/4NW1/4 TO ITS INTERSECTION WITH THE EAST LINE OF THE WEST 560.00 FEET OF SAID SE1/4NW1/4; THENCE NORTH 01 DEGREE 18 MINUTES 58 SECONDS EAST 450.00 FEET ALONG SAID EAST LINE OF THE WEST 560.00 FEET OF THE SE1/4NW1/4 TO ITS INTERSECTION WITH THE NORTH LINE OF SAID SE1/4NW1/4; THENCE NORTH 88 DEGREES 49 MINUTES 18 SECONDS WEST 560.00 FEET ALONG SAID NORTH LINE OF THE SE1/4NW1/4 TO THE POINT OF BEGINNING.

TRACT C: THE SOUTH 660 FEET OF THE NORTH 1160 FEET OF THE WEST 230 FEET OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER (SE1/4NW1/4), SECTION 31, TOWNSHIP 45, RANGE 30, LYING SOUTHERLY OF THE FOLLOWING DESCRIBED LINE: COMMENCING ON THE WEST LINE OF THE SE1/4NW1/4, SECTION 31, TOWNSHIP 45, RANGE 30, AT A POINT WHICH 16 SOUTH 01 DEGREE 43 MINUTES 10 SECONDS WEST 798.66 FEET FROM THE NORTHWEST CORNER OF SAID SE1/4NW1/4; THENCE EAST PARALLEL TO THENORTH OF SAID SE1/4NW1/4, 230 FEET TO THE POINT OF TERMINATION.

AND

THE WEST 230.00 FEET OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 31, TOWNSHIP 45 NORHT, RANGE 30 WEST, CROW WING COUNTY, MINNESOTA EXCEPT THE NORTH 1160.00 FEET THEREOF.

TRACT D: THAT PART OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 45, RANGE 30 WEST, CROW WING COUNTY, MINNESOTA WHICH LIES WESTERLY OF THE SOUTHERLY EXTENSION OF THE EAST LINE OF THE WEST 230.00 FEET OF THE SOUTHEAST QUARTER OF THE NORTHWEST QUARTER OF SAID SECTION 31, AND WHICH LIES NORTHERLY OF A LINE 40.00 FEET NORTHERLY OF THE FOLLOWING DESCRIBED CENTER LINE: COMMENCING AT THE WEST QUARTER CORNER OF SAID SECTION 31; THENCE SOUTH 00 DEGREES 17 MINUTES 56 SECONDS EAST, BEARINGS BASED ON THE CROW WING COUNTY COORDINATE SYSTEM, ALONG THE WEST LINE OF SAID SECTION 31, A DISTANCE OF 490.02 FEET TO THE POINT OF BEGINNING OF THE CENTERLINE TO BE DESCRIBED: THENCE SOUTH 89 DEGREES 43 MINUTES 57 SECONDS EAST, PARALLEL TO THE NORTH LINE OF SAID NORTHEAST QUARTER OF THE SOUTHWEST QUARTER, A DISTANCE OF 702.23 FEET; THENCE 510.00 FEET EASTERLY ALONG A TANGENTIAL CURVE CONCAVE TO THE NORTH, SAID CURVE HAVING A CENTRAL ANGLE OF 32 DEGREES 14 MINUTES 31 SECONDS AND A

RADIUS OR 510.00 FEET; THENCE NORTH 58 DEGREES 01 MINUTE 33 SECONDS EAST, TANGENT TO THE LAST DESCRIBED CURVE, A DISTANCE OF 623.68 FEET; THENCE EASTERLY 287.00 FEET ALONG A TANGENTIAL CURVE CONCAVE TO THE SOUTH, AND SAID CENTERLINE THERE TERMINATING, SAID CURVE HAVING A CENTRAL ANGLE OF 32 DEGREES 14 MINUTES 33 SECONDS AND A RADIUS OF 510.00 FEET. TOGETHER WITH AN EASEMENT FOR INGRESS AND EGRESS OVER THE SOUTH 66.000 FEET OF THE NORTH 651.73 FEET OF THE EAST 330.00 FEET OF THE WEST 560.00 FEET OF THE SOUTHEAST QUARTER IF THE NORTHWEST QUARTER, SECTION 31, TOWNSHIP 45, RANGE 30, CROW WING COUNTY, MINNESOTA

41320514

THE NORTH HALF OF THE NORTHEAST QUARTER AND THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 32, TOWNSHIP 134, RANGE 28, EXCEPT THAT PORTION DESCRIBED IN BOOK 18 OF MORTGAGES, PAGE 111.

SECTION THREE: That all other parcels included in the abovementioned ordinances shall remain within the Rural Service District.

SECTION FOUR: The benefit ratio required by Subd. 2 of Minnesota Statute 272.67 shall be established so that all lands in the Rural Service District shall be taxed for the general levy at Fifty-two (52%) of the rate levied in the Urban Service District. That is, the taxes for the municipal purposes, exclusive of bonded indebtedness, shall not exceed fifty-two (52%) percent of full municipal taxes levied in the remainder of the City. That the said benefit ratio shall not apply on municipal taxes levied for the payments of bonded indebtedness, judgments, and interest thereon.

SECTION FIVE: All future properties annexed into the corporate boundaries of the City of Brainerd shall be taxed at the general City tax rate.

SECTION SIX: Properties within the corporate boundaries of the City of Brainerd are prohibited from petitioning to be added to the Rural Service District.

SECTION SEVEN: All other provisions of Ordinance Nos. 1020, 1033, 1051, 1068, 1102, 1120, 1150, 1196, 1234, 1262, 1288, 1305, 1323, 1337, and 1510 shall remain in full force and effect.

SECTION EIGHT: 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 – _____

RESOLUTION
NO. xx:25

RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE

BE IT RESOLVED by the City Council of the City of Brainerd, Crow Wing County, Minnesota as follows:

WHEREAS, on June 2nd, 2025, the City Council adopted Ordinance No. 1583 to ensure all future properties annexing into the corporate boundaries of the City of Brainerd are taxed at the general City tax rate. Future properties annexed into the City of Brainerd will not be eligible for the “rural service district” tax rate regardless of the ability to connect to municipal sewer and/or water service. In addition, properties within the corporate boundaries of the City of Brainerd are prohibited from petitioning to be added to the “rural service district”.

WHEREAS, all eligible properties currently in the “rural service district” will continue to be taxed at the rural rate until municipal sewer or water service is available for connection to the property.

WHEREAS, eleven properties were removed from the “rural service district” based on availability of sewer and/or water service.

WHEREAS, the basis for prohibiting future additions to the “rural service district” is that all properties currently in the district receive the same service and amenities of properties in the “urban service district”. City sewer and water improvement projects are paid by rate payers and not from the general fund.

WHEREAS, Ordinance No. 1583 is lengthy and would be expensive to publish in its entirety.

NOW, THEREFORE, BE IT RESOLVED that the Council finds that the following text clearly informs the public of the intent and effect of Ordinance No. 1583 and approves the following summary for publication:

SUMMARY PUBLICATION OF ORDINANCE 1583

AN ORDINANCE AMENDING ORDINANCE NO.1020, ORDINANCE NO.1033,
ORDINANCE NO.1051, ORDINANCE NO.1068, ORDINANCE NO.1102, ORDINANCE
NO.1120, ORDINANCE NO.1150, ORDINANCE NO.1196, ORDINANCE NO.1234,

ORDINANCE NO.1262, ORDINANCE NO.1288, ORDINANCE NO. 1305, ORDINANCE NO.1323, ORDINANCE NO. 1337, AND ORDINANCE NO. 1510 DIVIDING THE CITY OF BRAINERD INTO AN URBAN SERVICE DISTRICT AND A RURAL SERVICE DISTRICT

Highlights of Ordinance 1583 include the following:

- 1) Currently, parcels in the rural service district shall be taxed for the general levy at fifty-two (52%) percent of the rate levied in the urban service district. That is, the taxes for municipal purposes, exclusive of bonded indebtedness, shall not exceed fifty-two (52%) percent of full municipal taxes levied in the remainder of the City.
- 2) All future properties annexing into the corporate boundaries of the City of Brainerd will be taxed at the general City tax rate.
- 3) Properties within the corporate boundaries of the City of Brainerd are prohibited from petitioning to be added to the “rural service district”.
- 4) Eligible properties currently in the “rural service district” will continue to be taxed at the rural rate until municipal sewer or water service is available for connection to the property.
- 5) Eleven properties were removed from the “rural service district” based on availability of sewer and/or water service. The eleven properties have the following PID numbers (41040862, 41040885, 41040868, 41160504, 41170514, 41200525, 41200528, 41280534, 41310500, 41310510, 41320514)

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

NOTICE OF HEARING

Notice is hereby given that the Brainerd City Council will be conducting a public hearing to consider a proposed ordinance ending future Rural Service District properties. According to Ordinance 1020, parcels in the rural service district shall be taxed for the general levy at fifty-two percent (52%) of the rate levied in the urban service district. That is, the taxes for municipal purposes, exclusive of bonded indebtedness, shall not exceed fifty-two percent (52%) of full municipal taxes levied in the remainder of the City. Annexed lands, or a portion thereof, that receive urban services, specifically municipal sewer and/or municipal water service, shall be transferred by the City to the urban service district and shall be taxed at a rate which is the same as all other properties located in the urban service district, beginning with the next succeeding calendar year.

City sewer and water improvement projects are paid for by the rate payers and not by the general fund and all properties currently in the Rural Service District receive the same service and amenities as properties in the Urban Service District. Properties may remain at the Rural Service District tax rate if they are already part of the district and have no ability to connect to City sewer or water. Staff have identified eleven (11) properties that should be removed from the Rural Service District due to the availability of City sewer and/or water services. The PID's of these properties are: 41040862, 41040885, 41040868, 41160504, 41170514, 41200525, 41200528, 41280534, 41310500, 41310510, and 41320514.

A Public Hearing will be conducted by the City Council at 7:30 p.m. Monday, June 2nd, 2025 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the proposed ordinance.

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

Dated this 12th day of May, 2025



James Kramvik
Community Development Director

Publication Date: May 17th, 2025

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: April 21, 2025

RE: Aerial GIS Maps of Properties to Remove from the Rural Service District

AERIAL MAPS

PID 41040862



PID 41040885



PID 41040868



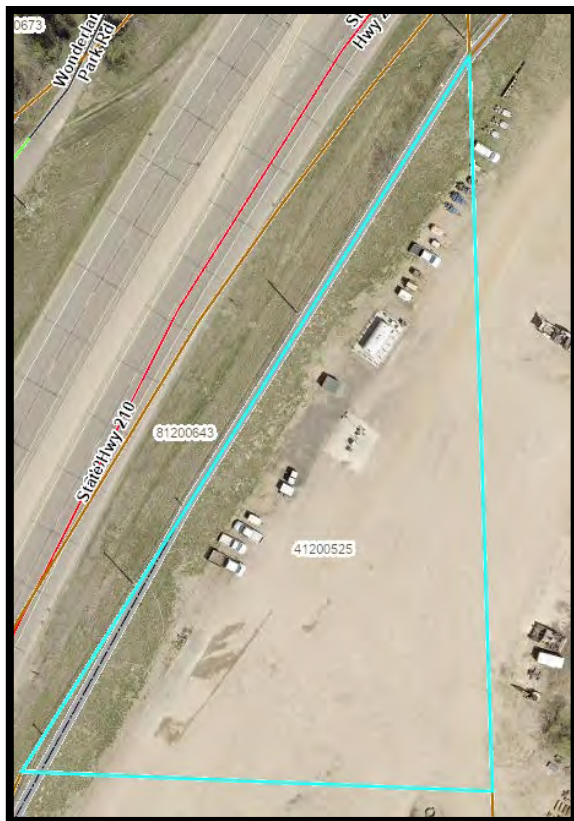
PID 41160504



PID 41170514



PID 41200525



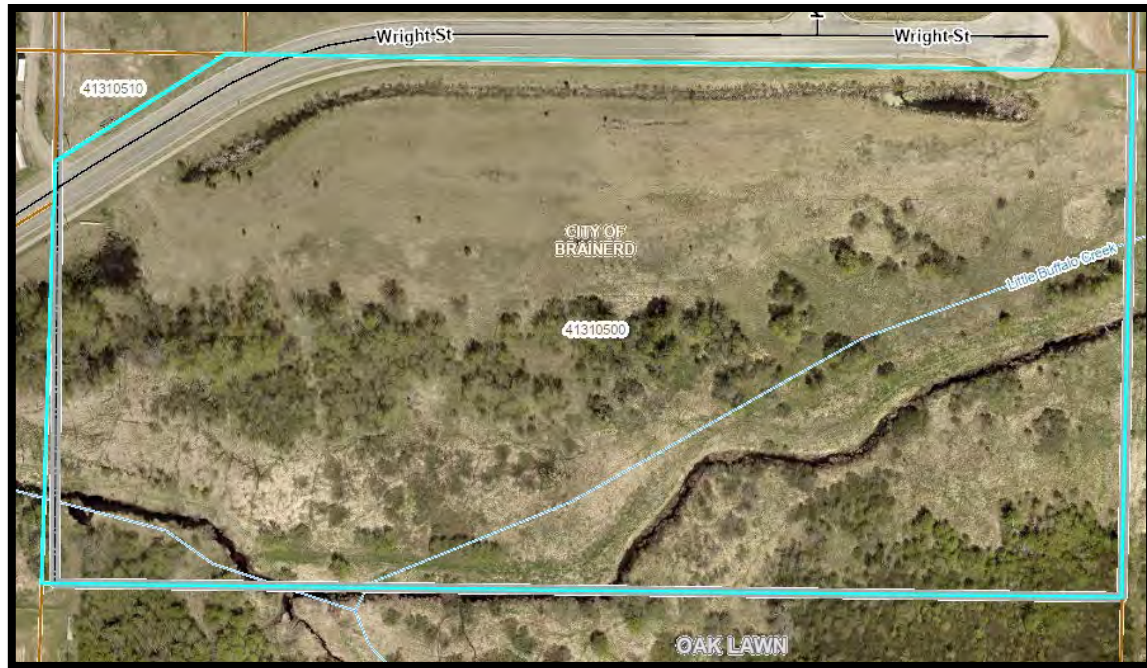
PID 41200528



PID 41280534



PID 41310500



PID 41310510



PID 41320514



O R D I N A N C E

NO. 1020

**AN ORDINANCE DIVIDING THE CITY OF BRAINERD
INTO AN URBAN SERVICE DISTRICT
AND A RURAL SERVICE DISTRICT**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE. That Ordinance No. 844 is hereby repealed.

SECTION TWO. The City of Brainerd hereby divides the area within its limits into an urban service district and a rural service district, constituting separate taxing districts for the purpose of all municipal property taxes, except those levied for the payment of bonds and judgements and interest thereon, in accordance with Minnesota Statute 272.67, as amended.

SECTION THREE. The urban service district shall include all properties within the limits of the City of Brainerd, except those set forth herein as a rural service district.

SECTION FOUR. The rural service district shall encompass the following described properties which are rural in character and are not benefited to the same degree as other lands by municipal services financed by general taxation:

Robert Russell Addition and Auditor's Plat of Government Lots Three (3) and Four (4), Section Thirty-Four (34), Township One Hundred Thirty-Four (134) North, Range Twenty-Eight (28) West of the 5th Principal Meridian.

That part of the Southeast Quarter of the Northwest Quarter (SE1/4-NW1/4) and Government Lot 2, Section 34, Township 134 North, Range 28 West, Crow Wing County, Minnesota, described as follows: Commencing at the iron monument at the Southwest corner of said Government Lot 2; Thence East, assumed bearing,

140.93 feet, along the South line of said Government Lot 2 to an iron monument: thence North 88.99 feet to an iron monument; thence North 56 degrees 49 minutes 50 seconds West 385.67 feet to an iron monument on the north line of the south 300.00 feet of said SE1/4-NW1/4 the point of beginning of the tract to be described; thence reversing thence South 56 degrees 49 minutes 50 seconds East 385.67 feet to an iron monument; thence South 88.99 feet to said iron monument on the south line of Government Lot 2; thence West 634 feet, more or less, along said south line of Government Lot 2 and along the south line of said SE1/4-NW1/4 to the shore of Gilbert Lake; thence northerly along said shore to it's intersection with said north line of the south 300.00 feet of the SE1/4-NW1/4; thence East 269 feet, more or less, along said north line of the south 300.00 feet of the SE1/4-NW1/4 to the point of beginning. Containing 3.4 acres, more or less. Subject to easements, reservations or restrictions of record, if any.

The southwest quarter of the southeast quarter of Section 33, Township 134 N., Range 28 W., except the north thirty (30) feet thereof, Crow Wing County, Minnesota.

The southeast quarter of the southeast quarter of Section 33, Township 134 No., Range 28 W., except the north thirty (30) feet thereof and except the part thereof lying southerly of the following described line: beginning at the point on the east line of said southeast of the southeast which is 614.25 ft. north 0 degrees 18 minutes west assumed bearing from the southeast corner of said Section 33; then south 66 degrees 22 minutes west 525.23 ft.; then south 64 degrees 38 minutes west 109.07 ft.; then south 61 degrees 10 minutes west 128.28 ft.; then south 48 degrees 27 minutes west 123.21 ft.; then south 46 degrees 18 minutes west 292.35 ft. to the south line of said southeast quarter of the southeast quarter and there ending.

Lots 34 and 36, Rearrangement of Lots in Wawanaissa Park.

Blocks 10, 11, 13, 14, 15, 16, 27 and 28
Cuyuna Range Addition to the City of Brainerd.

Tracts 21, 22, 23, 24, 25, 26, 27 and 28
Holland's Second Addition to the City of Brainerd.

Tracts 11, 12, 13, 14, 15, 16, 17 and 18
Holland's Third Addition to the City of Brainerd.

Lot 13, Block 1
Buffalo Hills First Addition.

The Northeast Quarter of the Northwest Quarter (NE1/4-NW1/4),
Section 2, Township 44 North, Range 31 West, except that part
platted as Buffalo Hills First Addition and except the North
Half (N1/2) thereof.

The North Half (N1/2) of the Northwest Quarter (NW1/4),
Section 31, Township 45 North, Range 30 West.

The North Half (N1/2) of the Northeast Quarter of the
Southwest Quarter (NE1/4-SW1/4), Section 31, Township 45
North, Range 30 West.

The Northeast Quarter of the Northwest Quarter (NE1/4-NW1/4),
Section 4, Township 133 North, Range 28 West.

Part of Government Lot 3 described as follows: All of the
Tract deeded Orloff to Wagner recorded in Book 122 of Deeds,
Page 172, except the following described Tract: Beginning at
the iron pipe on the ROW line of the Hwy., the Southwest
Corner of the above named Tract; then South 77 degrees, 37
minutes East 268.4 ft. along its southerly line to an iron
pipe on the bank of the Mississippi River; then North 10

degrees 57 minutes West 100 ft. along said bank to an iron pipe; then North 32 degrees 14 minutes East 206 ft. continuing along said river to an iron pipe; then North 65 degrees 37 minutes West 137.3 ft. to an iron pipe; then continuing North 65 degrees 37 minutes West to the Hwy. ROW; then southerly along said ROW to the place of beginning.

That part of Government Lot 3 described: Commencing at an iron pipe on the shore of Mississippi River, the Southeasterly Corner of Tract deeded from Orloff to Wagner recorded in Book 122, Page 172; then North 10 degrees 57 minutes West 100 ft. along the Bank of Mississippi River to an iron pipe; then North 59 degrees 21 minutes West 112 ft. to an iron pipe; then continuing North 59 degrees 21 minutes West to the Hwy. ROW line, the place of beginning; then South 59 degrees 21 minutes East to an iron pipe on the bank of Mississippi River; then North 32 degrees 14 minutes East 206 ft. along said river to an iron pipe; then North 65 degrees 37 minutes West 137.3 ft. to an iron pipe; then continuing North 65 degrees 37 minutes West to the ROW line of Hwy.; then Southerly along said Hwy. line to the place of beginning with easements.

Part of Government Lot 3 beginning at the iron pipe at the Southwest Corner of Tract deeded from Orloff to Wagner in Book 122, Page 172; then South 77 degrees 37 minutes East 268.4 ft. along the Southerly line of the above described Tract to an iron pipe on the bank of the Mississippi River; then North 10 degrees 57 minutes West 100 ft. along said bank to an iron pipe; then North 59 degrees 21 minutes West 112 ft. to an iron pipe; then continuing North 59 degrees 21 minutes West to the Hwy. ROW line; then Southerly along said ROW line to the place of beginning with easement except part to D. Wagner.

Part of Government Lot 3 described as follows: Commencing at the iron pipe at the Southwest Corner of the Tract deeded from Orloff to Wagner, Recorded in Book 122 of Deeds, Page 172; then South 77 degrees 37 minutes East along the Southerly line of said Wagner Tract to the Easterly ROW line for State Hwy. #25, the point of beginning; then South 77 degrees 37 minutes East continuing along the southerly line of the above described Tract, to an iron pipe on the bank of the Mississippi River, said pipe being 268.40 ft. from the pipe at the point of commencement; then North 10 degrees 57 minutes West 100 ft. along said river bank to an iron pipe; then North 79 degrees 34 minutes West 60 ft. to an iron pipe on the centerline of a 20 ft. road easement; then South 68 degrees 45 minutes West 77.35 ft. along the centerline of said road easement to an iron pipe; then continuing South 68 degrees 45 minutes West 63 ft. along the centerline of said road easement; then North 77 degrees 37 minutes West along the centerline of said road easement to the ROW line of the Hwy.; then Southerly along said ROW line to the place of beginning subject to road easement.

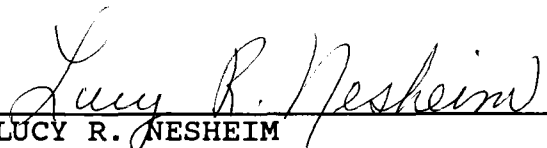
All of the foregoing real property lying and being in Crow Wing County, Minnesota.

SECTION FIVE. That the benefit ratio required by Subd. 2 of Minnesota Statute 272.67 shall be established so that all lands in the rural service district shall be taxed for the general levy at Fifty-Two (52%) percent of the rate levied in the urban service district. That is, the taxes for municipal purposes, exclusive of bonded indebtedness, shall not exceed Fifty-Two (52%) percent of full municipal taxes levied in the remainder of the City. That the said benefit ratio shall not apply on municipal taxes levied for the payments of bonded indebtedness, judgements, and interest thereon.

SECTION SIX. Whenever any parcel of land in the rural service district receives municipal water and/or municipal sewer services, said parcel of land shall be transferred from the rural service district to the urban service district and the levy shall then be on the same basis as the property taxes levied for the urban service district.

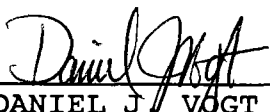
SECTION SEVEN. This Ordinance shall take effect and be in full force one week from and after its publication.

Adopted this 15th day of July, 1996.


LUCY R. NESHEIM
Vice-President of the Council

Approved this 16th day of July, 1996.


BONNIE K. CUMBERLAND
Mayor

ATTEST: 
DANIEL J. VOGT
City Administrator

Published One Time: July 22, 1996

CITY OF BRAINERD DIVISION OF LAND
INTO RURAL AND URBAN SERVICE DISTRICTS

It shall be the policy of the City of Brainerd that all lands annexed into the City that do not have municipal sewer and/or municipal water service to said lands at the time of annexation, be placed into a "rural service district", pursuant to Minnesota Statutes Section 272.67. Said district shall be taxed after annexation at a rate of eighty-eight percent (88%) of the total tax rate, as adjusted on an annual basis, in the urban service district. Annexed lands, or a portion thereof, that receive urban services, specifically municipal sewer and/or municipal water service, shall be transferred by the City to the urban service district and shall be taxed at a rate which is the same as all other properties located in the urban service district, beginning with the next succeeding calendar year.

The City of Brainerd shall annually review the status of all parcels located in rural service districts to determine whether such parcels continue to qualify for inclusion in the rural service district.

Adopted: July 17, 1995



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Adopt Resolution - Petition Sufficiency and Set Public Hearing - William Street Right of Way Vacation

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

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: Attached to this request is a resolution in which declares the sufficiency of the attached petition to vacate a portion of William Street right of way in Northwest Brainerd submitted by Mary Hamad, the owner of the parcel adjacent to the north of the William Street right of way referenced in the petition.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The resolution simply declares the sufficiency of the petition to start the process of street vacation. This resolution accepts the petition from Mary Hamad and sets a public hearing to hear testimony for or against the said street vacation. After testimony is received and public notice is mailed to effected residents, the City Council will have the choice to vacate the right of way at the meeting on July 7th, 2025 after the public hearing takes place.

RECOMMENDED ACTION/MOTION: Staff recommends adoption of the attached resolution which declares the petition to vacate the portion of William Street right of way sufficient and sets the public hearing for July 7th, 2025.

FINANCIAL IMPACT: N/A

RESOLUTION
NO _____

**A RESOLUTION DECLARING SUFFICIENCY OF PETITION AND SETTING A PUBLIC
HEARING ON A VACATION COMMENCED BY A PETITION OF A MAJORITY OF
ABUTTING LANDOWNERS**

WHEREAS, a petition signed by the majority of property owners abutting a portion of William Street right of way, West Brainerd, in the City of Brainerd and was received by the City Clerk on the 27th of May, 2025; and

WHEREAS, the petition requested that the City Council, pursuant to Minnesota Statute §412.851, vacate a portion of William Street lying east of NW 6th Street legally described as follows:

That part of William Street lying southerly of Lot 12, Block 26, WEST BRAINERD, Section 4, Township 133 North, Range 28 West, Crow Wing County, Minnesota, which lies northerly of the northerly right-of-way line of the Paul Bunyan Trail.

WHEREAS, the City Clerk has reviewed and examined the signatures on said petition and determined that such signatures constitute a majority of the landowners abutting upon the portion of the alley to be vacated; and

WHEREAS, a copy of said petition is attached hereto.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRAINERD, MINNESOTA AS FOLLOWS:

The Council will consider the vacation of such street right of way and a public hearing shall be held on such proposed vacation on the 7th day of July, 2025, before the City Council in the City Hall located at 501 Laurel Street, Brainerd, MN 56401 at 7:30 p.m. and;

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Adopted this 2nd day of June 2025

MIKE O'DAY
President of the Council

Adopted this 3rd day of June 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

PETITION FOR STREET/ALLEY VACATION

Date 5-27, 2025

Brainerd, Minnesota

To the City Council of Brainerd, Minnesota:

We, the undersigned, owners of real estate abutting on the following described street/alley hereby petition that such street/alley be vacated as follows:

That part of William Street lying southerly of Lot 12, Block 26, WEST BRAINERD, Section 4, Township 133 North, Range 28 West, Crow Wing County, Minnesota, which lies northerly of the northerly right-of-way line of the Paul Bunyan Trail.

in accordance with the provisions of Brainerd City Code Section 810 and Minnesota Statute 412.851.

<u>NAME</u>	<u>ADDRESS</u>	<u>LEGAL DESCRIPTION</u>	<u>SIGNATURE</u>
MARY L. HAMAD	202 N.W. 6 th St.		Mary L. Hamad
	Brainerd, Mn. 56401		

STATE OF MINNESOTA }
 }
COUNTY OF CROW WING } ss
 }

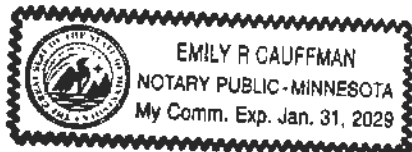
MARY L. HAMAD, being duly sworn on oath, deposes and says that he/she is the property owner in regard to the above entitled petition; that he/she has read the foregoing petition which includes the signatures of abutting property owners and knows the contents and signatures thereof; and that the same are true of his own knowledge, save and except as to those matters therein stated on information and belief, and to such matters, he/she believes it to be true.

Mary L. Hamad

Subscribed and sworn to before me

this 27 day of May, 2025

Emily R. Cauffman
Notary Public

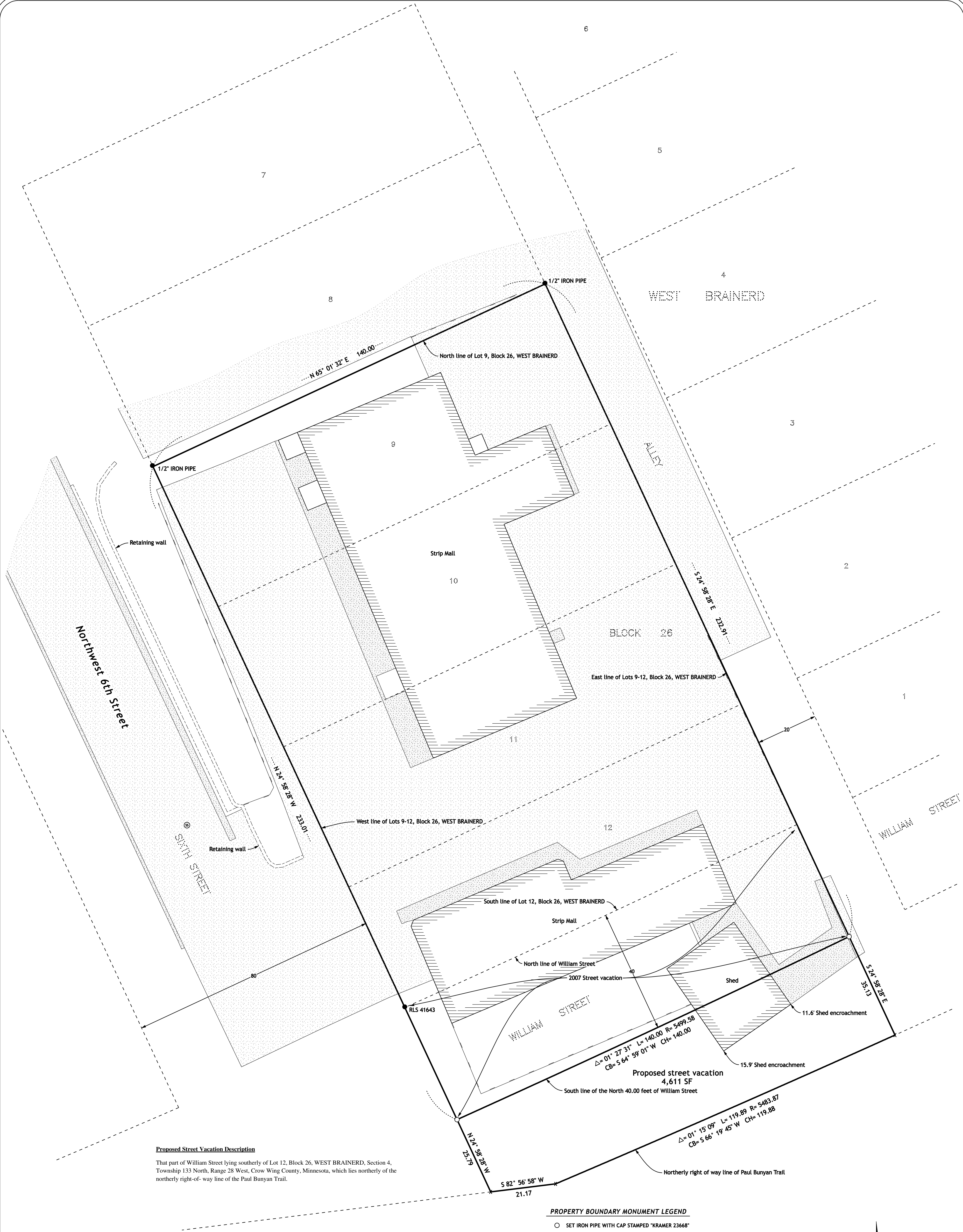




These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

William Street - West Brainerd Street Right of Way Vacation Petition

Date: 5/27/2025 Time: 5:11 PM



Proposed Street Vacation Description

That part of William Street lying southerly of Lot 12, Block 26, WEST BRAINERD, Section 4, Township 133 North, Range 28 West, Crow Wing County, Minnesota, which lies northerly of the northerly right-of-way line of the Paul Bunyan Trail.

MAPPING LEGEND	
SANITARY SEWER MANHOLE	⊙
WOOD FENCE	—
BITUMINOUS	[Pattern]
GRAVEL	[Pattern]

Legal Description per Document Number 970072

Lots 9, 10, 11, 12, Block 26, West Brainerd along with the north forty (40) feet of William Street adjacent to Block 26 and that part of vacated alley as shown as Document Number No. 733116, West Brainerd.

PROPERTY BOUNDARY MONUMENT LEGEND

- SET IRON PIPE WITH CAP STAMPED "KRAMER 23668"
- FOUND IRON MONUMENT
- x COMPUTED POSITION

Surveyors Notes

The property address for the subject property is:

206 6th Street Northwest
Brainerd, MN 56401

The Parcel Number for the subject property is 41040706.

The current zoning classification for the subject property is Makers and Employment (ME).

This survey was completed without the benefit of a current title commitment or title opinion. Kramer Leas DeLeo, P.C. makes no guarantee that all easements, encumbrances, or appurtenant rights related to the premises property are depicted on this survey.

All structure setbacks should be verified with the City of Brainerd prior to any construction.

ORIENTATION OF THIS BEARING
SYSTEM IS BASED ON THE CROW WING
COUNTY COORDINATE SYSTEM
NAD 83 (1986 ADJ.)



NO.	REVISIONS SINCE INITIAL DATE OF	DATE

1120 Industrial Park Road
Brainerd, MN 56401
719-629-5333

KRAMER LEAS DELEO
SURVEYING • ENGINEERING • PLANNING
BRainerd ST. CLOUD

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT
WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION
AND THAT I AM A DULY REGISTERED LAND SURVEYOR
UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: *James Kramer* 5/26/2025
James Kramer, MN License No. 23668 Date

PROJECT NO. HAMAM2501

CERTIFICATE OF SURVEY

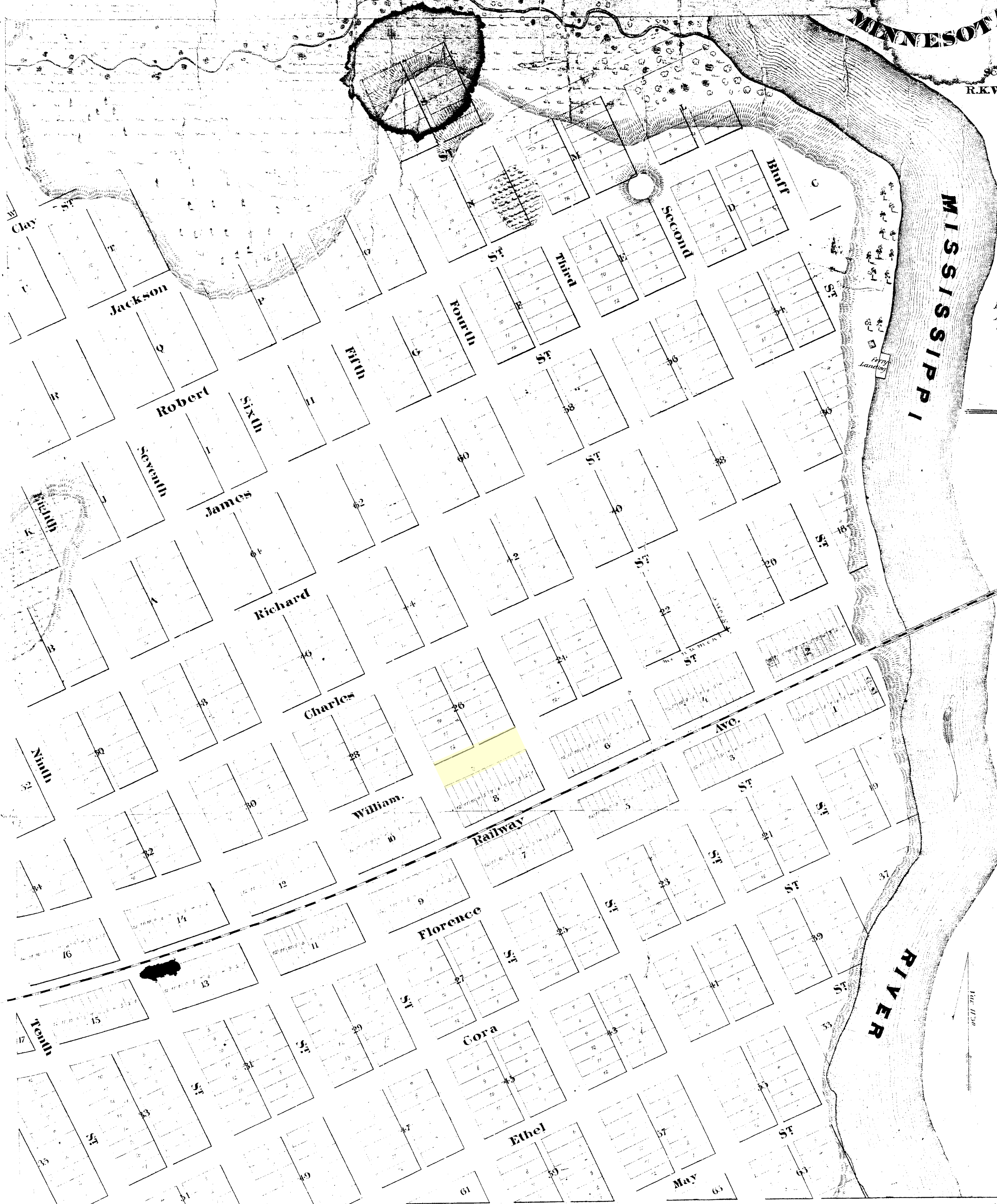
Topographic and Property Boundary Survey

Mary Hamad
Section 4, Township 133 North, Range 28 West
Crow Wing County, Minnesota

Sheet No. 1 of 1

MINNESOTA

R.K. Whiteley, C.E. Surveyor.



Situate and being in and upon Lots
No 6 and 7 and the W¹/₂ of the S W¹/₂
of Sec. No 4 and Lot No 1 and NW¹/₂
of the NW¹/₂ of Sec. No. 9 of Township
No 133 N R. 28 W 5th P. M.

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Office of Agents of Death
County of Cass, State of Minnesota }
hereby certify that the foregoing is a copy of the sworn statement of the witness
Fisher in the Certificate of the Registrar thereof, and the Certificate of the Surgeon
Henry, former assistant pastor for services in this Office on the 14th day of
October A.D. 1879, and is signed and attested by me, Agent, registered on Book C,
of Town Plate No. 2, Page 7, in these
Witness my hand and the Seal of said County, this 14th day of October, A.D. 1879.
By _____ the Registrar of said County.

[illegible][illegible]



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Adopt Resolution - Petition Sufficiency and Set Public Hearing - Alley Vacation - Block 164, Town of Brainerd

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

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: Attached to this request is a resolution in which declares the sufficiency of the attached petition to vacate the alley within Block 164 in the Original Town of Brainerd plat. The alley is a north-south alley located within the block between Holly and Grove Streets and North 7th and 8th Streets. The entire block is operated by Discovery Woods Montessori School. The alley does not show on GIS mapping, but however has never been officially vacated per records.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The resolution simply declares the sufficiency of the petition to start the process of alley vacation. This resolution accepts the petition from Whittier Capital Group LLC (owner of the property) and sets a public hearing to hear testimony for or against the said alley vacation. After testimony is received and public notice is mailed to effected residents, the City Council will have the choice to vacate the right of way at the meeting on July 7th, 2025 after the public hearing takes place.

RECOMMENDED ACTION/MOTION: Staff recommends adoption of the attached resolution which declares the petition to vacate the alley within Block 164, Town of Brainerd, sufficient and sets the public hearing for July 7th, 2025.

FINANCIAL IMPACT: N/A

RESOLUTION
NO _____

**A RESOLUTION DECLARING SUFFICIENCY OF PETITION AND SETTING A PUBLIC
HEARING ON A VACATION COMMENCED BY A PETITION OF A MAJORITY OF
ABUTTING LANDOWNERS**

WHEREAS, a petition signed by the majority of property owners abutting the alley in Block 164, Town of Brainerd, in the City of Brainerd and was received by the City Clerk on the 27th of May, 2025; and

WHEREAS, the petition requested that the City Council, pursuant to Minnesota Statute §412.851, vacate alley ways legally described as follows:

All of the alley located within Block 164, Town of Brainerd. Subject to Easement of Record Granted to the City Of Brainerd on Doc #783994.

WHEREAS, the City Clerk has reviewed and examined the signatures on said petition and determined that such signatures constitute a majority of the landowners abutting upon the portion of the alley to be vacated; and

WHEREAS, a copy of said petition is attached hereto.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRAINERD, MINNESOTA AS FOLLOWS:

The Council will consider the vacation of such alley and a public hearing shall be held on such proposed vacation on the 7th day of July, 2025, before the City Council in the City Hall located at 501 Laurel Street, Brainerd, MN 56401 at 7:30 p.m. and;

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Adopted this 2nd day of June 2025

MIKE O'DAY
President of the Council

Adopted this 3rd day of June 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

PETITION FOR STREET OR ALLEY VACATION

Date February 21, 2025

Brainerd, Minnesota

To the City Council of Brainerd, Minnesota:

We, the undersigned, owners of real estate abutting on the following described alley hereby petition that such alley be vacated as follows: The alley in Block 164, Town of Brainerd.

in accordance with the provisions of Brainerd City Code Section 810 and Minnesota Statute 412.851.

NAME

ADDRESS

WHITTIER CAPITAL GROUP LLC 245 W POINT RD, EXCELSIOR, MN 55331

LEGAL DESCRIPTION

SIGNATURE

ALL OF BLOCK 164 (EXEMPT).
SUBJ TO ESMNT OF REC GRANTED
TO CITY OF BRAINERD ON DOC #783994.



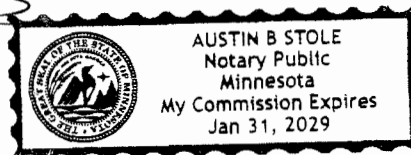
STATE OF MINNESOTA }
 }
COUNTY OF Hennepin } ss

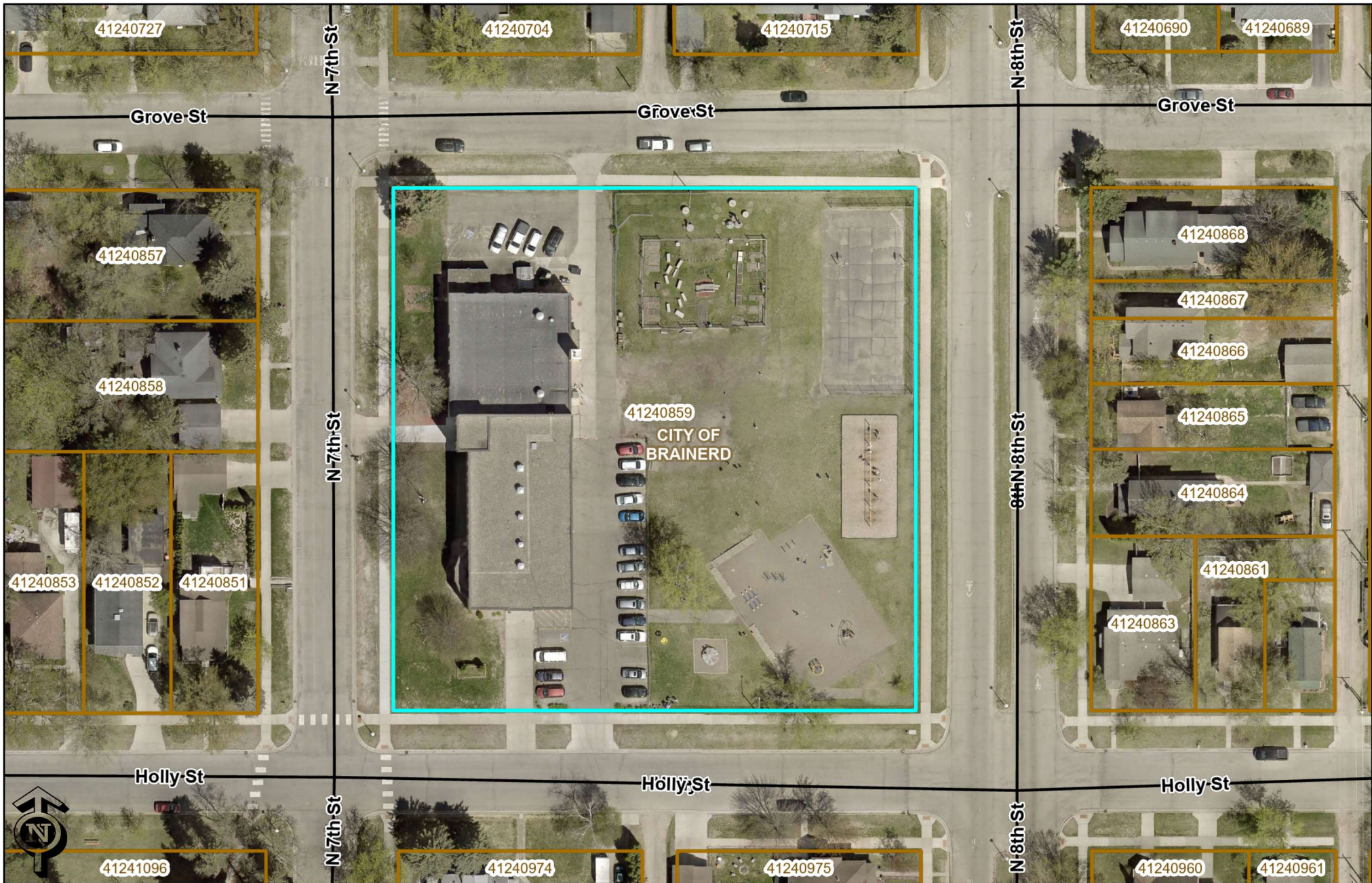
Michael Sohander, being duly sworn on oath, deposes and says that he/she is the property owner in regard to the above entitled petition; that he/she has read the foregoing petition which includes the signatures of abutting property owners and knows the contents and signatures thereof; and that the same are true of his own knowledge, save and except as to those matters therein stated on information and belief, and to such matters, he/she believes it to be true.

Subscribed and sworn to before me

this 21 day of Feb., 2025


Notary Public





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

Block 164 - Town of Brainerd Alley Vacation Petition

Date: 1/22/2025 Time: 4:53 PM



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Call for a Public Hearing for the Annexation of Dunmire's (PID 81160517)

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): 5 min

SUMMARY OF ISSUE:

Christopher Dunmire has submitted a petition for annexation of parcel 81160517, which includes Dunmire's Bar and Grill.

The City may annex parcel 81160517 by ordinance if the land abuts the municipality and the area to be annexed is 120 acres or less, and the area to be annexed is not presently served by public wastewater facilities or public wastewater facilities are not otherwise available (from another municipality), and the municipality receives a petition for annexation from all the property owners of the land.

Before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), a municipality must hold a public hearing and give 30 days' written notice by certified mail to the town or towns affected by the proposed ordinance and to all landowners within and contiguous to the area to be annexed.

Staff recommend the public hearing be held at the July 21st City Council meeting, which is 49 days after the June 2nd City Council meeting, to ensure all parties have received proper notice.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The first reading for the annexation by ordinance will be conducted at the July 7th City Council meeting.

RECOMMENDED ACTION/MOTION:

Set the public hearing for July 21st for the annexation Dunmire's (PID 81160517)

FINANCIAL IMPACT: N/A



Property Owner Petition for Annexation by Ordinance

City of Brainerd

501 Laurel Street ♦ Brainerd, MN 56401 ♦ 218.828.2307 ♦ 218.828.2316 (fax)

www.ci.brainerd.mn.us

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE ANNEXATION OF CERTAIN LAND TO THE CITY OF BRAINERD, MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 2(3)

TO: Council of the City of Brainerd, Minnesota
AND
Office of Administrative Hearings
Municipal Boundary Adjustment Unit
P.O. Box 64620
St. Paul, MN 55164-0620



PETITIONER(S) STATE: All of the property owners in number are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 2(3).

Property Information

Property Address: 12110 State Highway 210, Brainerd, MN 56401 PID: 81160517

Legal Description: Lot(s): Part of the SW¼-NW¼ 16-45-30 Block: _____ Addition: _____

It is hereby requested by:

☒ the sole property owner; or
_____ all of the property owners; (If the land is owned by both husband and wife, both must sign the petition to represent all owners.)

of the area proposed for annexation to annex certain property described herein lying in the Township of Oak Lawn to the City of Brainerd, County of Crow Wing, Minnesota

The area proposed for annexation is described as follows:

See Attached

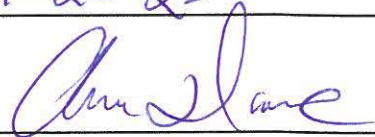
1. There are 1 property owners in the area proposed for annexation. (If a property owner owns more than one parcel in the area proposed for annexation, he/she is only counted once as an owner – the number of parcels owned by a petitioner is not counted.)
2. The land abuts the municipality and the area to be annexed is 120 acres or less, and the area to be annexed is not presently served by public wastewater facilities or public wastewater facilities are not otherwise available.
Except as provided for by an orderly annexation agreement, this clause may not be used to annex any property contiguous to any property previously annexed under this clause within the preceding 12 months if the property is owned by the same owners and annexation would cumulatively exceed 120 acres.
3. Said property is unincorporated, abuts on the city's **N S E W** (circle one) boundary(ies), and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is 1.44 acres.
5. The reason for the requested annexation is: Property is currently connected to City of Brainerd Water and Sewer.

Owner Information

Name: Christopher Dunmire
Owner's Address: 11241 County Road 77 SW
City: Nisswa **State:** MN **Zip:** 56468
Phone: 320-766-1960 **Cell Phone:** _____
Email: chrisdunmire.vi@gmail.com

PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included within the City of Brainerd, Minnesota.

Dated: 4-20-25

Signatures: 

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 2b, before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), a municipality must hold a public hearing and give 30 days' written notice by certified mail to the town or towns affected by the proposed ordinance and to all landowners within and contiguous to the area to be annexed.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 11, when a municipality declares land annexed to the municipality under subdivision 2, clause (3), and the land is within a designated floodplain, as provided by section 103F.111, subdivision 4, or a shoreland area, as provided by section 103F.205, subdivision 4, the municipality shall adopt or amend its land use controls to conform to chapter 103F, and any new development of the annexed land shall be subject to chapter 103F.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 12, when a municipality annexes land under subdivision 2, clause (2), (3), or (4), property taxes payable on the annexed land shall continue to be paid to the affected town or towns for the year in which the annexation becomes effective. If the annexation becomes effective on or before August 1st of a levy year, the municipality may levy on the annexed area beginning with that same levy year. If the annexation becomes effective after August 1st of a levy year, the town may continue to levy on the annexed area for that levy year, and the municipality may not levy on the annexed area until the following levy year.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 13, at least 30 days before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), the petitioner must be notified by the municipality that the cost of electric utility service to the petitioner may change if the land is annexed to the municipality. The notice must include an estimate of the cost impact of any change in electric utility services, including rate changes and assessments, resulting from the annexation.



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Consider Variance for an Accessory Structure at Teen Challenge - 2517 Greenwood 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 minutes

SUMMARY OF ISSUE:

Michael Kylochko, on behalf of Teen Challenge, has submitted a variance request for the construction of an accessory structure off Greenwood Street in the front yard. This property is located in the PSP (Public/Semi-Public) Zoning District and detached accessory structures are required to be placed behind the principal structure.

According to staff's findings, the property has a significant amount of stormwater retention and wetlands surrounding the existing parking lots and buildings. There is not an alternate location for placement of the accessory structure behind the primary structure.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered this request and held a public hearing at their meeting on May 21st. The motion coming out of the meeting was as follows:

Moved and seconded by Commissioners Grecula and Erickson, duly carried, to recommend approval of the variance request to construct an accessory structure at 2517 Greenwood St as presented with staff conditions.

RECOMMENDED ACTION/MOTION:

Recommend approval of the variance request with the following conditions:

1. The vegetative buffer between the proposed accessory structure and Greenwood Street must be maintained. Removal of invasive species, removal of dead or diseased vegetation, and general maintenance are permitted.
2. The driveway must be paved with a bituminous or concrete surface.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: May 21st, 2025

RE: Variance Request for an Accessory Structure at 2517 Greenwood St.

REQUEST

PUBLIC HEARING. Variance for an Accessory Structure

Michael Kylochko, on behalf of Teen Challenge, has submitted a variance request for the construction of an accessory structure off Greenwood Street in the front yard. This property is located in the PSP (Public/Semi-Public) Zoning District and detached accessory structures are required to be placed behind the principal structure.

CONTEXT

Parcel Number(s): 41010613

Property Area: 19+ Acres

Adjacent Uses: North: Evangelical Good Samaritan
East: Evangelical Good Samaritan
South: Teen Challenge property
West: Residential/Multi-Family Residential

Adjacent Zoning: North: PSP (Public/Semi-Public) Zoning District
East: PSP (Public/Semi-Public) Zoning District
South: GC (General Commercial) Zoning District
West: GL (Garden Living) Zoning District

AERIAL MAP – PROPOSED LOCATION



AERIAL MAP – STORMWATER RETENTION/ SUSPECTED WETLANDS (INDICATED IN RED)



FINDINGS OF FACT

1. 2517 Greenwood St. Brainerd, MN 56401 is in a PSP (Public/Semi-Public) Zoning District.
 - a. [Section 515-2-17](#) states that accessory structures in the Public/Semi-Public Zoning District must be located behind or attached to the principal structure.
 - i. *The applicant is proposing a 36' x 28' garage in the front yard off Greenwood Street set 101 ft from the centerline of Greenwood Street.*
 - ii. *The proposed garage is 1,008 SQFT.*
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 purpose of the PSP 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.
 1. *MN Adult and Teen Challenge is a permitted use in the PSP District related to recovery/ health, worship, and community.*
 2. *The proposed accessory structure will be used to store items related to maintaining the property.*
 3. *According to Section 515-2-17, accessory structures are allowed in the PSP District if the proposed structure is less than 10% of the gross floor area of the principal structures.*
 4. *The principal structures occupy approximately 25,000 SQFT which allows for 2,500 SQFT of accessory structures.*
 5. *The total square feet of all accessory structures and proposed accessory structures is 1,658 SQFT.*
 6. *The proposed accessory structure materials and elevations match the existing primary structures.*
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. *Teen Challenge purchased the property from Good Samaritan to expand their operations adjacent to their primary facility at 2424 Business 371.*
 - ii. *The property has a significant amount of stormwater retention and wetlands surrounding the existing parking lots and buildings. There is not an alternate location for placement of the accessory structure behind the primary structure.*
 - iii. *The location of stormwater retention areas and suspected wetlands are in the provided arial map.*

- b. The variance, if granted, will not alter the essential character of the locality.
 - i. *The construction of this accessory structure will not alter the essential character of the locality as the proposed materials are consistent with the primary structures and neighboring properties.*
 - ii. *The proposed location is behind a vegetative buffer and upon a site visit is the best location for placement in the front yard.*
 - 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. *The practical difficulties are related to stormwater retention and wetlands and not due to economic considerations.*
4. Section 515-5-4. B.5, The Board 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 recommend the following conditions:*
 - i. *The vegetative buffer between the proposed accessory structure and Greenwood Street must be maintained. Removal of invasive species, removal of dead or diseased vegetation, and general maintenance are permitted.*
 - ii. *The driveway must be paved with a bituminous or concrete surface.*

At the time of this writing, no party has contacted the Community Development Department regarding the variance request.

STAFF RECOMMENDATION

The Community Development Department recommend the approval of this Variance request for the construction of the accessory structure at 2517 Greenwood St in the location presented by the applicant with the following conditions:

- 1) *The vegetative buffer between the proposed accessory structure and Greenwood Street must be maintained. Removal of invasive species, removal of dead or diseased vegetation, and general maintenance are permitted.*
- 2) *The driveway must be paved with a bituminous or concrete surface.*



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: 2517 Greenwood St

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy)

Property Owner Name: Minnesota Teen Challenge Inc

Street Address: 740 E 24th St City: Minneapolis State: MN Zip Code: 55404

Phone Number: 612-373-3366 Fax: 612-823-4913 E-mail: _____

Applicant Name: (If different than Property Owner) Michael Kylochko

Street Address: 7424 Brainerd 371 City: Brainerd State: MN Zip Code: 56401

Phone Number: 763-310-4543 Fax: 218-833-8778 E-mail: michael.kylochko@mtc.org

Description of Request: We propose building a garage south of 2517 Greenwood St as marked on attached picture.

Property Owner Signature

Date

4/23/25

Michael Kylochko
(Please print name)

Applicant Signature

Date

4/23/25

Michael Kylochko
(Please print name)

(OVER)





of 31 > Select Date





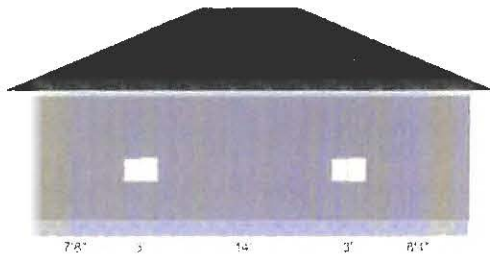




NW1/4NW1 /4, EXCEPT THE N 535 FT THEREOF PLATTED AS BRAINERD
WOODLAND ACRES. ALSO EXCEPT: THAT PART OF THE NW ¼NW 1/4
DESC AS FOL: BEG AT THE SE COR OF L3, B1, BRAINERD WOODLAND
ACRES, ACCORDING TO THE REC PLAT: THEN S 89D55'59" W, BEAR
BASED ON THE CWC COORDINATE DATABASE NAO 83. 821.81 FT ALONG
THE S LINE OF SAID BRAINERD WOODLAND ACRES: THEN S 01D02'23"
W 91.24 FT; THEN SE'LY 636.04 FT ALONG A TANG CURVE, CONCAVE
TO THE NE, HAVING A CENTRAL ANGLE OF 91D06'24" AND A RADIUS
OF 400.00 FT: THEN N 89D55'59" E, TANGENT TO THE LAST DESC
CURVE, 21.66 FT; THEN NE'LY 620.59 FT ALONG A TANG CURVE,
CONCAVE TO THE NW, HAVING A CENTRAL ANGLE OF 88D53'36" AND A
RADIUS OF 400.00 FT TO INTERSECTION WITH THE E LINE OF SD
NW1/4NW 1/4; THEN N 01D02'23" E, TANGENT TO THE LAST DESC
CURVE, 106. 70 F ALONG SAID E LINE OF THE NW1/4NW1/4 TO THE
POB.

Date: 9/26/2024 - 8:44 AM
Design Name: Garage Design
Design ID: 316355015494

MENARDS
Design & Buy™
GARAGE



SIDEWALL C

36"W x 24"H JELD-WEN® Vinyl Slider
36"W x 24"H JELD-WEN® Vinyl Slider



ENDWALL A

36"W x 24"H JELD-WEN® Vinyl Slider

Date: 9/26/2024 - 8:44 AM
Design Name: Garage Design
Design ID: 316355015494

MENARDS®

Design & Buy™ GARAGE

How to recall and purchase your design at home:



OR

1. On Menards.com, enter "Design & Buy" in the search bar
2. Select the Garage Designer
3. Recall your design by entering Design ID: 316355015494
4. Follow the on-screen purchasing instructions

How to purchase your design at the store:

1. Enter Design ID: 316355015494 at the Design-It Center Kiosk in the Building Materials Department
2. Follow the on-screen purchasing instructions

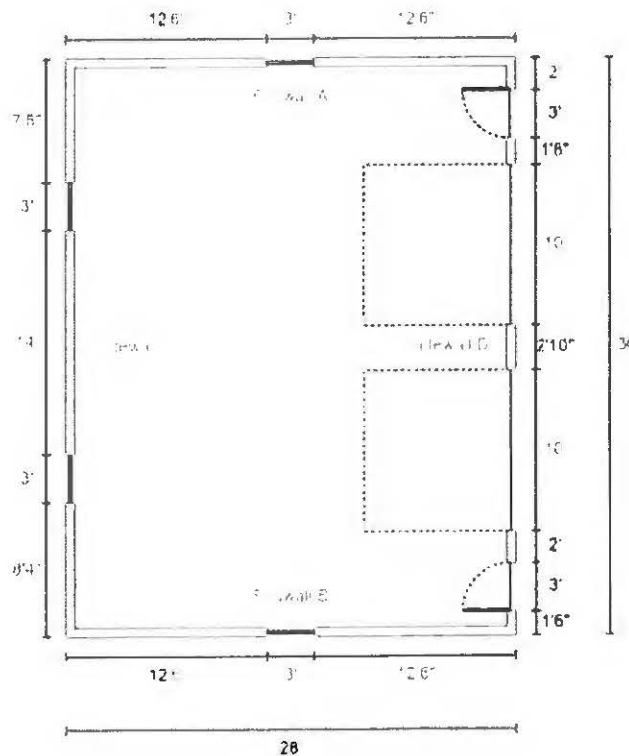
Garage Image

Waiting on Truss design

To get material price

have already line up to

get price to build!



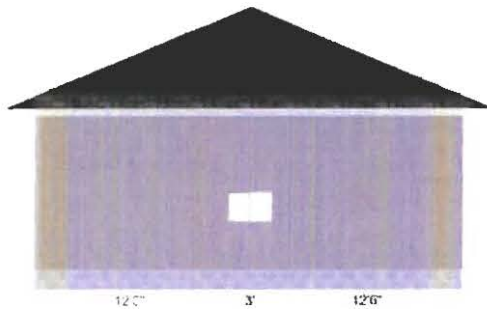
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Design & Buy™
GARAGE

Dimensions

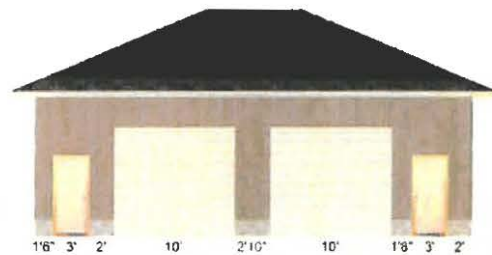
Wall Configurations

*Some items like wainscot, gutter, gable accents, are not displayed if selected.



ENDWALL B

36"W x 24"H JELD-WEN® Vinyl Slider



SIDEWALL D

Mastercraft® 36W x 80H Primed Steel 6-Panel

Mastercraft® 36W x 80H Primed Steel 6-Panel

10X9 White Deep Ribbed Torsion Spring (R-Value 6.5)

10X9 White Deep Ribbed Torsion Spring (R-Value 6.5)

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Michael Kylochko, on behalf of Minnesota Teen Challenge has submitted a variance request for 2517 Greenwood St, Brainerd, MN 56401. This property is located in a PSP (Public/ Semi-Public) Zoning District. The purpose of this request is to construct a 36' x 28' garage off Greenwood Street in the front yard. Detached accessory structures are required to be placed behind the principal structure in the PSP District.

The property included in this application is described as:

PID 41010613

NW1/4NW1/4, EXCEPT THE N 535 FT THEREOF PLATTED AS BRAINERD WOODLAND ACRES. ALSO EXCEPT: THAT PART OF THE NW 1/4NW 1/4 DESC AS FOL: BEG AT THE SE COR OF L3, B1, BRAINERD WOODLAND ACRES, ACCORDING TO THE REC PLAT: THEN S 89D55'59" W, BEAR BASED ON THE CWC COORDINATE DATABASE NAO 83. 821.81 FT ALONG THE S LINE OF SAID BRAINERD WOODLAND ACRES: THEN S 01D02'23" W 91.24 FT; THEN SE'LY 636.04 FT ALONG A TANG CURVE, CONCAVE TO THE NE, HAVING A CENTRAL ANGLE OF 91D06'24" AND A RADIUS OF 400.00 FT: THEN N 89D55'59" E, TANGENT TO THE LAST DESC CURVE, 21.66 FT; THEN NE'LY 620.59 FT ALONG A TANG CURVE, CONCAVE TO THE NW, HAVING A CENTRAL ANGLE OF 88D53'36" AND A RADIUS OF 400.00 FT TO INTERSECTION WITH THE E LINE OF SD NW1/4NW 1/4; THEN N 01D02'23" E, TANGENT TO THE LAST DESC CURVE, 106.70 F ALONG SAID E LINE OF THE NW1/4NW1/4 TO THE POB.

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, May 21st, 2025 in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the variance request.

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

Dated this 7th day of May, 2025



James Kramvik
Community Development Director

Publication Date: May 10th, 2025



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: First Reading - Proposed Ordinance 1584 - Rezoning St. Francis School and Church - 411 10th St N.

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 10 minutes

SUMMARY OF ISSUE:

St. Francis Catholic Church, 411 N 10th St, Brainerd has submitted a request for a Preliminary Plat, Final Plat, and Rezoning of fourteen (14) existing parcels from TN-1 (Traditional Neighborhood-1) District into three (3) new parcels zoned PSP (Public/Semi-Public) District. In addition, the applicant has also applied for Conditional Use Permits to allow for residential use in the rectory in a PSP District and to create a parcel less than one acre in the PSP District. The applicant has altered the preliminary plat from their initial request approved by City Council and have included a master plan.

The agenda item before Council is the first reading of Proposed Ordinance 1584 pertaining to the rezoning of all parcels from TN-1 District to the PSP District. By conducting the first reading of Proposed Ordinance 1584, the City Council will be able to consider the Street Vacation, Plat, Rezoning, and Conditional Use Permits at the June 16th meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The findings of fact regarding the rezoning can be found on page 5 of the staff memo presented to the Planning Commission.

The Planning Commission considered this request and held a public hearing at their meeting on May 21st. The motion coming out of the meeting was as follows:

Moved and seconded by Commissioners Erickson and Powell to recommend approval of the Preliminary Plat, Final Plat, Rezoning and Conditional Use Permit as presented. Members Grecula, Powell, Erickson, and Norwood voted "aye". Member Gorham voted "nay". The motion passed 4-1.

RECOMMENDED ACTION/MOTION:

1) Conduct the first reading of Proposed Ordinance 1584 and dispense with the actual reading.

Note: A vote to dispense with the actual reading of the ordinance must be unanimous.

FINANCIAL IMPACT: N/A

**ORDINANCE
NO. 1584**

**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 May 21st, 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 Traditional Neighborhood 1 (TN-1) District to a Public Semi-Public (PSP) District:

- PIN 41241116 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOTS 19 THRU 24 INCLUSIVE BLOCK 100
- 41241117 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOTS 17 AND 18 BLOCK 100
- 41241118 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOTS 15 AND 16 BLOCK 100
- 41241120 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOTS 1 THRU 12 INCLUSIVE BLOCK 100 EXEMPT
- 41241129 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOTS 21 THRU 24 INCLUSIVE BLOCK 98 ALSO DESC. AS FOLLOWS; COMM. AT SW CORNER OF BLOCK 98, THEN E. 150 FT, N. 100 FTW. 150 FT, S. 100 FT
- 41241130 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOTS 19 AND 20 BLOCK 98
- 41241131 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - S. 1/2 OF LOT 17 BLOCK 98 AND ALL OF LOT 18, BLOCK 98 ALSO KNOWN AS; S. 37 1/2 FT OF THE NW1/4 OF BLOCK 98. SUBJECT TO EASEMENTS OF RECORD.
- 41241132 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - NORTH 1/2 OF THE SOUTH 1/2 OF THE NORTHWEST 1/4 BLOCK 98. SUBJECT TO EASEMENT OF RECORD.
- 41241133 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOTS 13 THRU 15 INCLUSIVE BLOCK 98
- 41241137 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - LOT 7 BLOCK 98 AND S 1/2 OF LOT 8 BLOCK 98, SUBJ TO AND TOGETHER WITH AN ESMNT OF RECORD.
- 41241138 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - N. 15 FT OF E. 75 FT OF LOT 4 BLOCK 98 AND E. 75 FT OF LOTS 5 AND 6 BLOCK 98
- 41241139 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - W. 25 FT OF LOTS 1 THRU 6 INCLUSIVE BLOCK 98
- 41241140 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - E. 50 FT OF W. 75 FT OF LOTS 1 THRU 6 INCLUSIVE BLOCK 98
- 41241141 - TOWN OF BRAINERD FIRST ADDITION TO BRAINERD - E. 75 FT OF LOTS 1 THRU 3 BLOCK 98 AND S. 10 FT OF E. 75 FT OF LOT 4 BLOCK 98

SECTION TWO: 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 – _____

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 and Final 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

Rezoning of all parcels from Traditional Neighborhood 1 (TN-1) District to Public Semi-Public (PSP) District.

Conditional Use Permits to create a lot less than one acre in the PSP District and to allow for residential use in the PSP District.

PUBLIC HEARING. Preliminary Plat, Rezoning, Conditional Use Permits

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.

The purpose of the rezoning request to PSP District is to allow for the construction of a new rectory and to allow for future expansion of the school and church. According to [Appendix A: Table of Uses](#), places of worship and related buildings and public and private schools are a permitted use in the PSP District. The TN-1 District allows for places of worship and related buildings and public and private schools as a conditional use.

The purpose of the conditional use permit requests is to construct a rectory on its own parcel for the parish priests and visiting priests to reside.

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, FINAL PLAT, REZONING, CONDITIONAL USE PERMIT

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.*
 - ii. *Proposed Lot 1 is 115,324 SQFT which exceeds 1 acre.*
 - iii. *Proposed Lot 2 is 10,290 SQFT which is under one acre and requires a Conditional Use Permit.*
 - iv. *Proposed Lot 3 is 54,831 SQFT which exceeds 1 acre.*
- b. Lot Frontage on All Roads (minimum) – 80'
 - i. *All proposed lots meet the minimum lot frontage standard.*

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 campus 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 by removing public right-of-way for travel between Ivy Street and Juniper Street.*

- b. *St. Francis has proposed a private walkway in their master plan that connects Ivy Street with Juniper Street.*
 - 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. The need for housing is identified in the [2020 Crow Wing County Workforce Housing Study](#).*
 - 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.*
 - b. *An increase in use of the site is important for surrounding local businesses as it positions staff, parents, and parishioners in proximity to their businesses.*
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 applicant proposes to rezone the property to PSP District. The proposed subdivision will not exceed the 90% impervious surface requirement of the PSP District and the site has space for future expansion.*
 - b. *The applicant has utilized underground stormwater retention in past projects and plans to utilize underground storage for future projects to maximize development of 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.*
 - c. *Future planning may be needed for pedestrian traffic crossing Ivy and Juniper Street as there will no longer be a full intersection to slow traffic.*
 - d. *The fire department did not express any concerns about the vacation of N 9th Street.*
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.*

Rezoning request procedure:

The applicant has proposed the rezoning of all parcels from Traditional Neighborhood 1 (TN-1) District to Public Semi-Public (PSP) District. The purpose of the rezoning request to PSP District is to allow for the construction of a new rectory and to allow for future expansion of the school and church. According to [Appendix A: Table of Uses](#), places of worship and related buildings and public and private schools are a permitted use in the PSP District. The TN-1 District allows for places of worship and related buildings and public and private schools as a conditional use.

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

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

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:

12. A building permit is also issued at the same time to authorize construction of a replacement dwelling unit; or
13. 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
14. 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, they will not be required to apply for a CUP to demolish three dwelling units.

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. 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.*
 - b. *The PSP District allows for additional impervious surface and reduced setbacks therefore allowing greater density on the property and ability for the school to expand in the neighborhood.*
 - c. *Investment in neighborhood schools and churches is important for creating community connections, attracting families, and spurring revitalization of surrounding homes.*
 - ii. 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. The need for housing is identified in the [2020 Crow Wing County Workforce Housing Study](#).*
 - b. *Rezoning the property to PSP District would allow St. Francis to remove the homes without a Conditional Use Permit.*
- B. The proposed uses are to be compatible with present and future land uses of the area.

- i. *The property currently operates as a school and church. Schools and places of worship and related buildings are Conditional Uses in the TN-1 District.*
 - ii. *Rezoning to the PSP District would make the existing school and church a permitted use and allow for the construction of the rectory. The existing uses and proposed uses are consistent with the surrounding TN-1 District.*
- C. The proposed use's effect upon the area in which it is proposed.
 - i. *The applicant proposes a future expansion to the church and a significant expansion of the school. The school expansion will add a significant number of vehicles to the neighborhood during school hours which may impact on-street parking for neighborhood residents.*
 - ii. *The applicant has proposed an addition to the existing school parking lot and diagonal parking along Ivy Street to accommodate additional vehicles.*
 - iii. *Allowing schools to expand in walkable neighborhoods does allow some faculty and students to walk to school.*
- D. Traffic generation of the proposed use in relation to capabilities of streets serving the property.
 - i. *The master plan indicates a drop off zone and parent queuing pickup line similar to other neighborhood schools in Brainerd.*
- 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 uses currently exist in the neighborhood and is positioned along N 8th Street, which is a major collector street. The expansion will not overburden the City's service capacity.*
- F. Approval of a proposed Zoning Map amendment which changes all or part of the existing classification of a zoning district from Residential to Commercial, Industrial, or Planned Unit Development that allows for commercial or industrial uses shall require a two-thirds (2/3) vote of the City Council.
 - i. *Staff confirmed with the City Attorney that a two-thirds (2/3) vote of the City Council is not required to rezone from TN-1 to PSP District. The PSP District is not a commercial or industrial zoning district.*

Criteria for Granting Conditional Use Permits

The applicant has applied for Conditional Use Permits to create a lot less than one acre in the PSP District and to allow for residential use in the PSP District. The purpose of the conditional use permit requests is to construct a rectory on its own parcel under one acre for the parish priests and visiting priests to reside.

[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. *As part of this request, the applicant proposes to re-plat the property and rezone to the PSP District. Places of worship and related buildings are a permitted use in the PSP District.*
 - ii. *The rectory would be considered a related church building.*
 - iii. *The applicant is required to apply for a conditional use permit as the proposed rectory property is under one acre in size and has a residential component in the PSP District.*
 - b. The proposed use meets the regulations and standards established in this Ordinance.
 - i. *There are no special standards for places of worship and related buildings in the Allowed Uses Section of the Zoning Code.*
 - 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 proposed use will not be dangerous, injurious, or noxious to any other property or persons.*
 - d. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - i. *The applicant proposes an attached garage for the rectory that faces Ivy Street. All properties on Ivy Street across from the school and church have a driveway approach off Ivy Street.*
 - ii. *The applicant proposes the main entrance of the rectory face west, which is consistent with the Church.*
 - e. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - i. *The exterior design elements and architectural features of the rectory are harmonious with the existing school and church. The entrance, windows, and roof of the proposed rectory are similar to the school and church.*
 - f. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
 - i. *The rectory has sufficient off-street parking spaces for priests and visiting priests. Overflow parking would be available in the church parking lot.*
 - 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.
 - a. *The proposed rectory is in a historic neighborhood with readily available utility services.*
 - h. The City Engineer has no concerns at this time with the stormwater/ grading plan.
2. 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.

a. Staff recommend no additional conditions be placed on the conditional use permits.

STAFF OPINION/ RECOMMENDATION

As of this writing, the Community Development Department has received numerous emails for and against the project. As the preliminary plat has not substantially changed, staff have included the original emails as an attachment to the agenda.

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.

Rezoning the property to PSP District would allow St. Francis to remove the homes without a Conditional Use Permit. However, staff believes the primary motivation for the rezoning request to the PSP District is to allow for greater site control. St. Francis would not need to come back for Conditional Use Permits for every small or large expansion to the school or church.

In the findings staff also stated concerns regarding the loss of the public right of way, specifically regarding pedestrian traffic. St. Francis did provide a pedestrian throughfare in their plan.

Staff also believe that this proposed subdivision will support redevelopment for St. Francis' school and church and allow them to expand in the existing neighborhood. 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.

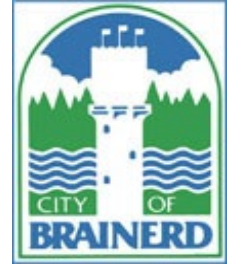
City Council members asked St. Francis to provide a master plan before considering this request which includes the vacation of N 9th Street. St. Francis has provided a master plan as an attachment. Upon review, the master plan proposes a dense development that supports the functions of the school, church, and rectory. Based on the size of the site St. Francis will most likely continue to utilize underground stormwater retention facilities which allow for greater development of the property.

However, there is nothing that binds St. Francis to the proposed master plan. Development would be able to occur subject to the rules and regulations of the Zoning Code.

Staff recommend approval of the preliminary plat, final plat, rezoning, and conditional use permits with the following conditions:

- 1) Approval of the development agreement with the City of Brainerd.
- 2) Approval of the Vacation of N 9th Street between Ivy Street and Juniper Street.

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 an updated preliminary plat and a final plat for the consolidation of 14 parcels into
three lots. One lot for the Church, one lot for the School and one lot for the Rectory.

Michael Garry
Property Owner Signature

5-4-25
Date

FR. MICHAEL GARRY
(Please print name)

Applicant Signature

Date

(Please print name)



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

CONDITIONAL USE PERMIT	☐	(\$350.00)
REZONING	☐	(\$350.00)
VARIANCE	☐	(\$350.00)
ZONING TEXT AMENDMENT	☐	(\$250.00)

COMMERCIAL

☒	(\$500.00 + \$500.00 escrow deposit)
☒	(\$500.00)
☐	(\$500.00 + \$500.00 escrow deposit)
☐	(\$400.00)

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: Request to Rezone existing TN-1 parcels into the 3 new PSP proposed plat parcels

Also requesting a CUP for the proposed rectory lot to be less than 1 acre in a PSP district

and also to allow a residential use in the rectory in a PSP district

Fr. Michael Garry
Property Owner Signature

FR. MICHAEL GARRY
(Please print name)

5-4-25
Date

Applicant Signature

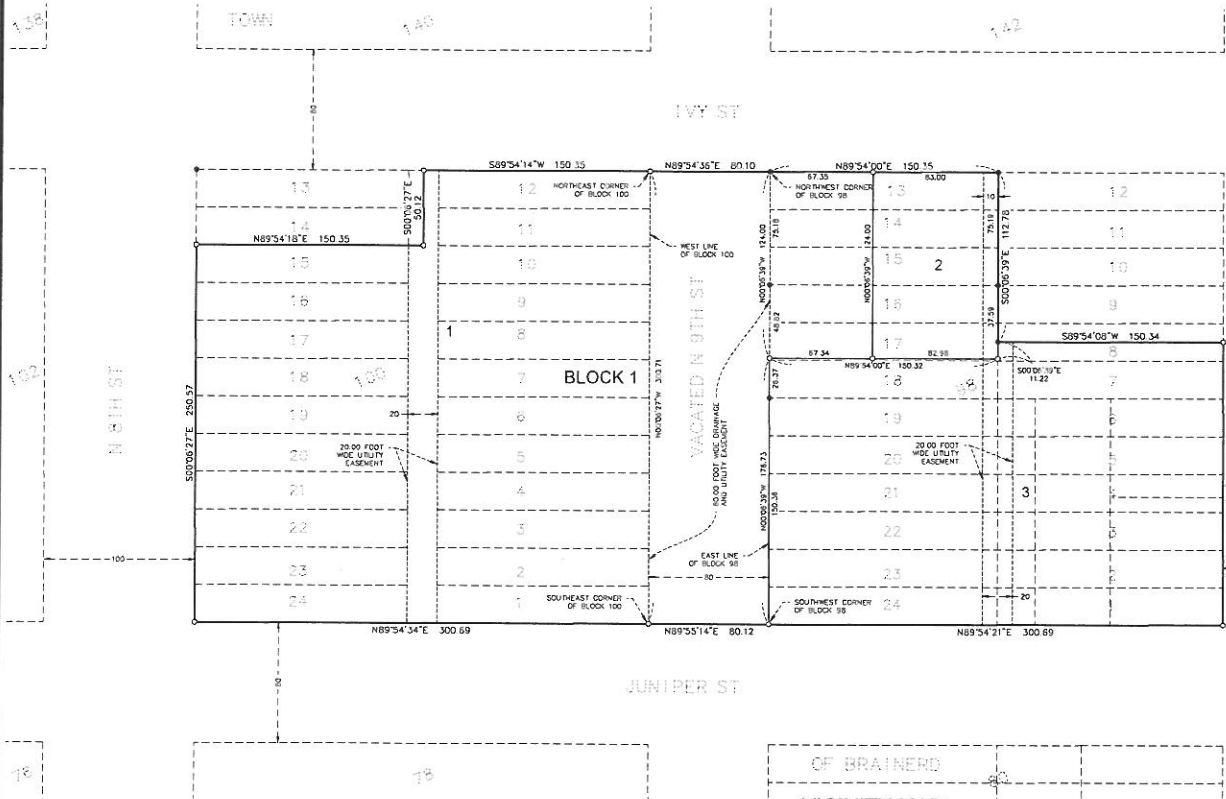
Date

(Please print name)

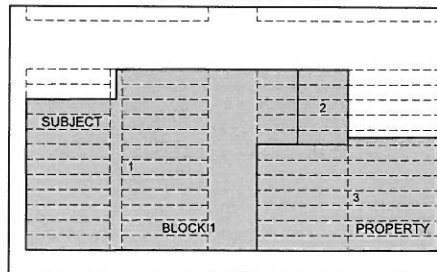
(OVER)

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ST. FRANCIS ADDITION TO BRAINERD



VICINITY MAP
(SCALE 1"=100')
PART OF BLOCKS 98 AND 100, TOWN OF BRAINERD
SECTION 24, TOWNSHIP 45, RANGE 31,
CROW WING COUNTY, MINNESOTA



DRAINAGE AND UTILITY EASEMENTS ARE
AS SHOWN BELOW. THE TOP SIDE
IS THE LOT LINE.
10' 10' 10' 10' 10' 10' 10' 10' 10' 10'
ROAD/OUTLET LINE
BEING 5 FEET IN WIDTH AND ADJOINING ALL
INTERIOR SIDE LOT LINES AND 10 FEET IN
WIDTH ADJOINING ALL ROAD/OUTLET
LINES UNLESS OTHERWISE SHOWN.

• - DENOTES 12 INCH HIGH MONUMENT
○ - DENOTES 12 INCH DIAMETER BY 18 INCH LONG HIGH
PIPE MONUMENT SET AND MARKED AS FOLLOWS

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

© 2025 WIDSETH SMITH HOLDING & ASSOCIATES, INC.

KNOW ALL PERSONS BY THESE PRESENTS: That St. Francis' Church, Brainerd, a Minnesota General Entity, is the owner of the following described property:

Lots 1-7, the South Half of Lot 8 and Lots 13-24, all in Block 98, TOWN OF BRAINERD, according to the recorded plat thereof on file in the Crow Wing County, Minnesota, Recorder's Office.

AND
Lots 1-12 and Lots 15-24, all in Block 100, TOWN OF BRAINERD, according to the recorded plat thereof on file in the Crow Wing County, Minnesota, Recorder's Office.

AND
That part of vacated North 9th Street, TOWN OF BRAINERD, according to the recorded plat thereof on file in the Crow Wing County, Minnesota, Recorder's Office, described as follows: Beginning at the northeast corner of said Block 100, thence North 89 degrees 54 minutes 36 seconds East, bearing based on the Crow Wing County Coordinate Database NAD 83 80.10 feet to the northwest corner of said Block 98, thence South 00 degrees 05 minutes 39 seconds East 300.73 feet along the west line of said Block 98 to the southwest corner of said Block 100, thence South 89 degrees 55 minutes 14 seconds West 80.12 feet to the southeast corner of said Block 100, thence North 00 degrees 05 minutes 27 seconds West 300.71 feet along the east line of said Block 100 to the point of beginning.

AND
That part of the vacated alley lying adjacent to Lots 1-12 and lying adjacent to Lots 15-24, all in said Lot 100. Subject to easements, reservations, or restrictions of record, if any. Subject to mineral reservations of record, if any.

Has caused the same to be surveyed and platted as ST. FRANCIS ADDITION TO BRAINERD and do hereby dedicate to the public for public use the drainage and utility easements as created herewith as shown on this plat.

IN WITNESS WHEREOF, said St. Francis' Church, Brainerd, a Minnesota General Entity, has caused these presents to be signed by its

proper officer this ____ day of ____ 20__.

OWNER:
St. Francis' Church, Brainerd, a Minnesota General Entity,

Father Michael Garry, Pastor

The foregoing instrument was acknowledged before me this ____ day of ____ 20__ by
Father Michael Garry, Pastor of St. Francis' Church, Brainerd, a Minnesota General Entity, on behalf of the
company.

_____, Notary Public

_____, County, Minnesota

My Commission Expires: ____

I, Tyler J. Pogreba, do hereby certify that this plat was prepared by me or under my direct supervision, that I am a duly Licensed Land Surveyor in the State of Minnesota, that this plat is a correct representation of the boundary survey, that all mathematical data and labels are correctly designated on this plat, that all monuments depicted on this plat have been, or will be correctly set within one year, that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat, and all public ways are shown and labeled on this plat.

Tyler J. Pogreba, Land Surveyor
Minnesota License Number 60122
State of Minnesota
County of Crow Wing

The foregoing Surveyor's Certificate was acknowledged before me this ____ day of ____ 20__ by Tyler J. Pogreba, Minnesota License Number 60122.

Darce L. French,
Notary Public
Crow Wing County, Minnesota
My Commission Expires: 01-31-2028

This plat of ST. FRANCIS ADDITION TO BRAINERD was approved by the Planning Commission of the City of Brainerd, Minnesota, on this ____ day of ____ 20__.

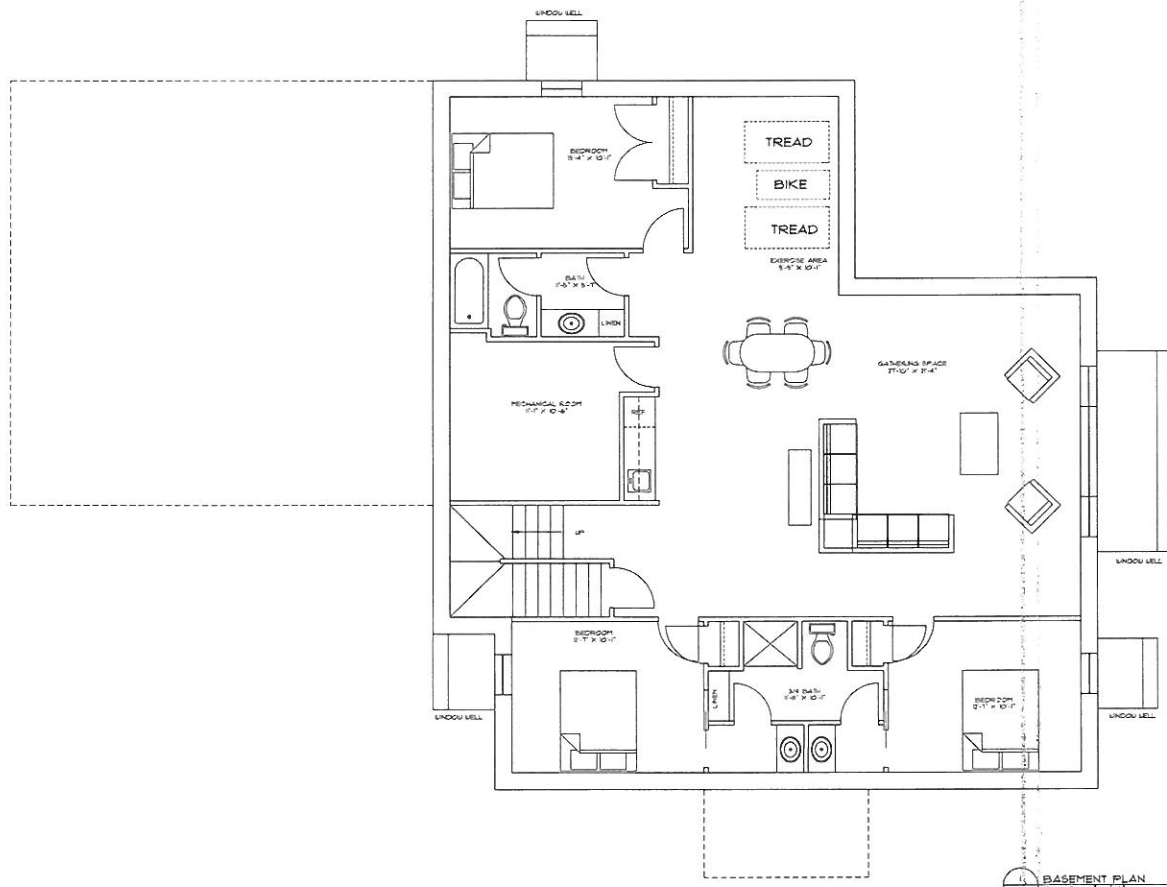
Chairman _____ Secretary _____

This plat of ST. FRANCIS ADDITION TO BRAINERD was approved by the Council for the City of Brainerd, Minnesota, on this ____ day of ____ 20__.

City Administrator _____ Mayor _____

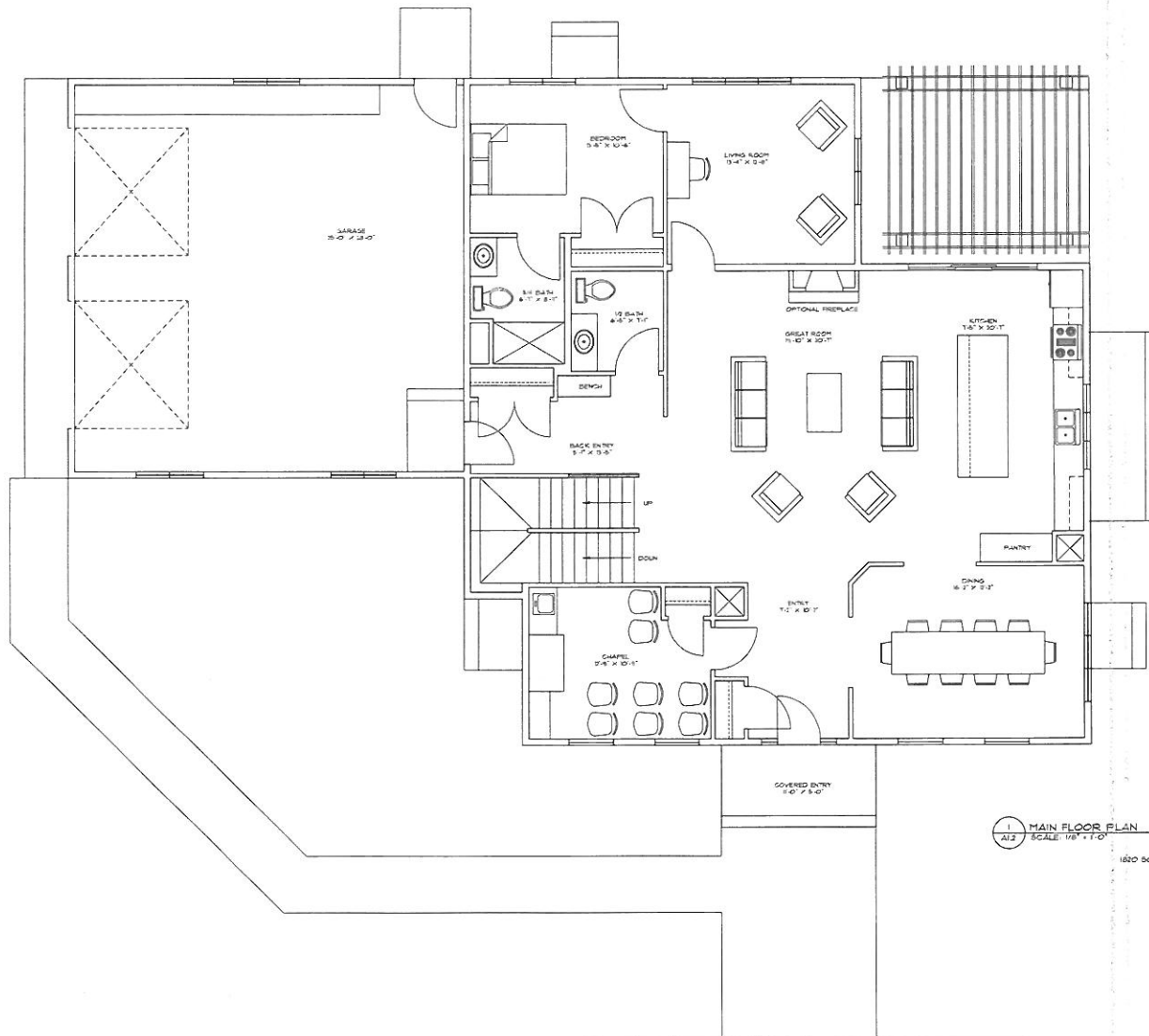
Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable for the year ____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this ____ day of ____ 20__.

Crow Wing County Recorder _____ Deputy Recorder _____



AU
 BASEMENT PLAN
 SCALE 1/8" = 1'-0"
 1820 SQ. FT.

REVISION		DATE
COPYRIGHT 2025		
ST FRANCIS PARISH RECTORY		
404 9TH STREET NORTH		
BRANERO, MINNESOTA		
DATE:	05-01-25	
DRAWN BY:	DPH	
A1.1		



REVISION	DATE	ST FRANCIS PARISH RECTORY 404 9TH STREET NORTH BRainerd, MINNESOTA	
DATE:	05-07-25	ST FRANCIS PARISH RECTORY 404 9TH STREET NORTH BRainerd, MINNESOTA	
DRAWN BY:	DPH		
A1.2		COPYRIGHT 2025	

Page 222 of 295



1 FRONT ELEVATION
A3.1 SCALE: 1/8" = 1'-0"



2 SIDE ELEVATION
A3.1 SCALE: 1/8" = 1'-0"

REVISION	DATE

COPYRIGHT 2025

ST FRANCIS PARISH RECTORY
404 3TH STREET NORTH
BRainerd, MINNESOTA

09-01-25

DATE:

DRAWN BY:

DPH

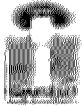
A3.1



REVISION		DATE
COPYRIGHT 2025		
ST FRANCIS PARISH RECTORY		
404 9TH STREET NORTH		
BRainerd, MINNESOTA		
DATE:	05-01-25	
DRAWN BY:	DPH	
A3.2		

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.

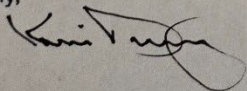
Changes proposed to the St. Francis campus, instigated by the rectory construction, is a strong testament to the long-standing tradition and commitment by our Catholic community within the City. Another blessing to our community is the success of the Catholic school. Its steady growth will present additional 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

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that St. Francis Catholic Church, 411 N 10th St, Brainerd has submitted a request for a Preliminary Plat, Final Plat, and Rezoning of fourteen (14) existing parcels from TN-1 (Traditional Neighborhood-1) District into three (3) new parcels zoned PSP (Public/Semi-Public) District. In addition, the applicant has also applied for Conditional Use Permits to allow for residential use in the rectory in a PSP District and to create a parcel less than one acre in the PSP District. The applicant has altered the preliminary plat from their initial request approved by City Council.

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

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, May 21st, 2025 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

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

Dated this 7th day of May, 2025



James L. Kramvik
Community Development Director

Publication Date: May 10th, 2025



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: First Reading - Proposed Ordinance 1585 - Auto Dealerships, Outdoor Service, Sale and Rental, and Definition of Abutting

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

At the April 7 City Council meeting, the Council directed the Planning Commission to consider an ordinance to remove screening requirements from outside sales areas. At the April 16th Planning Commission meeting, the Commission directed staff to proceed with an ordinance to amend Zoning Code Sections 515-3-6 Auto Dealership, 515-3-29 Outdoor Service, Sale, and Rental, and 515-6-2.B.1 Definitions of Structure, Measurement and Dimension.

The purpose of this ordinance is to regulate outdoor sales areas and provide screening for abutting residential uses and residential zoning districts. Screening requirements were removed for properties located across highways and arterial streets.

At the April 16th meeting, the Planning Commission also directed staff to amend the following language:

1. Remove the following requirement for auto dealerships – “Required parking shall be segregated from the sales display. The area used for sales shall not take up any required parking space.”
2. Remove the following requirement for outdoor service, sale, and rental – “Outside services, sales and equipment rental connected with the principal use is limited to fifty (50) percent of the gross floor area of the principal use.”
3. In the Town Center and Main Street Zoning Districts, increase the allowable outside area from fifteen percent to twenty-five percent.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered the proposed ordinance and held a public hearing at their May 21st meeting. The motion coming out of the meeting is as follows:

Moved and seconded by Commissioners Gorham and Erickson, duly carried, to recommend approval of

the proposed ordinance to amend Auto Dealerships, Outdoor Service, Sales and Rental, and Definition of Abutting as presented.

RECOMMENDED ACTION/MOTION:

1) Conduct the first reading of Proposed Ordinance 1585 and dispense with the actual reading.

Note: A vote to dispense with the actual reading of the ordinance must be unanimous.

FINANCIAL IMPACT: N/A

**ORDINANCE
NO. 1585**

AN ORDINANCE AMENDING SECTIONS 515-3-6 AUTO DEALERSHIP, 515-3-29 OUTDOOR SERVICE, SALE, AND RENTAL, AND 515-6-2.B.1 DEFINITIONS OF STRUCTURE, MEASUREMENT AND DIMENSION

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code, on May 21st, 2025

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

SECTION ONE: Purpose

The purpose of this ordinance is to regulate outdoor sales areas and provide screening for abutting residential uses and residential zoning districts.

SECTION TWO: Section 515-3-6 Auto Dealership, with the following added language underlined and deleted language struck out:

- A. Any Auto Dealership must comply with the following minimum standards:
1. Outdoor sales area shall be set at least five (5) feet back from all property lines⁵ ~~and at least 15 feet back from any Street surface.~~
 2. Outdoor sales shall be physically defined on the site by surfacing, curbing, landscaping, or a fence barrier.
 3. The boulevard portion of the street right-of-way shall not be used for parking, or storage or display of sale items.
 4. Outside sales areas must be ~~fenced or~~ screened from ~~view of neighboring abutting~~ residential uses or ~~abutting R~~residential ~~Z~~zoning ~~D~~districts with a six (6) foot high fence or landscaped screen, providing eighty (80) percent year-round opacity.
 - ~~5. 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.~~
 - 6-5. All display/sales/storage areas must be paved and must comply with any requirements of the City Engineer.
~~Required parking shall be segregated from the sales display. The area used for sales shall not take up any required parking space.~~

SECTION THREE: Section 515-3-29 Outdoor Service, Sale, and Rental, with the following added language underlined and deleted language struck out:

- A. Any outdoor services, sale and rental use must comply with the following minimum standards:
- ~~1. Outside services, sales and equipment rental connected with the principal use is limited to fifty (50) percent of the gross floor area of the principal use.~~
 - 2-1. Outside sales areas must be screened from abutting residential uses or residential zoning districts with a six (6) foot high fence or landscaped screen,

~~providing eighty (80) percent year-round opacity. are fenced and screened from view of neighboring properties and any public rights-of-way.~~

~~3. 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.~~

~~4.2. Any dedicated sales area shall be hard surfaced to control dust and drainage. All display/sales/storage areas must be paved and must comply with any requirements of the City Engineer.~~

~~5.3.~~ Additional standards in Town Center (TC) and Main Street (MS) Zoning Districts.

- a. Outside services, sales, and equipment rental accessory to the principal use and limited in area to ~~fifteen (15)~~ twenty-five (25) percent of the gross floor area of the principal building or ~~fifteen (15)~~ twenty-five (25) 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.

SECTION FOUR: Section 515-6-2.B.1 Definitions of Structure, Measurement and Dimension, with the following added language underlined and deleted language struck out:

1. **Abut (includes abuts and abutting).** To be next to, or to share a common boundary. "Abutting" includes across an alley, local street, minor collector street, or major collector street-street. "Abutting" does not include properties that touch only corner to corner.

SECTION FIVE: 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 – _____

NOTICE OF HEARING

Notice is hereby given that the City of Brainerd Planning Commission will be conducting a public hearing to consider a proposed ordinance amending Sections 513-3-6 Auto Dealerships, 515-3-29 Outdoor Service, Sale, and Rental, and 515-6-2.B.1 Definitions of Structure, Measurement, and Dimension of the Zoning Code. The purpose of this ordinance is to regulate outdoor sales areas and provide screening for abutting residential uses and residential zoning districts. Screening requirements were removed for neighboring properties and rights-of-way. A full copy of the proposed ordinance is available at City Hall in the Community Development Department.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, May 21st, 2025, in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the proposed ordinance.

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

Dated this 7th day of May, 2025



James Kramvik
Community Development Director

Publication Date: May 10th, 2025



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: First Reading - Proposed Ordinance 1586 - Code Enforcement

AGENDA: SPW Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. The City Council listed active code enforcement along thoroughfares as a Council priority at their April 28th workshop meeting.

The City currently administers code enforcement on a complaint-driven basis. This proposed ordinance allows for active code enforcement along major thoroughfares and near city parks as significant numbers of visitors and residents frequent these areas.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

In addition, the proposed ordinance removes language that requires staff to bring non-complaint enforcement violations to the Council for consideration prior to beginning the enforcement process outlined in Section 320 of the City Code. Staff recommend that violations should be started by staff when performing daily duties such as building inspections. However, staff will not drive every street/alley looking for violations of the code.

At the May 19th City Council meeting, the Council directed staff to proceed with the first reading of Proposed Ordinance 1586.

RECOMMENDED ACTION/MOTION:

- 1) Conduct the first reading of Proposed Ordinance 1586 and dispense with the actual reading.
Note: A vote to dispense with the actual reading of the ordinance must be unanimous.
- 2) Call for a public hearing on July 7th.

FINANCIAL IMPACT: N/A

**ORDINANCE
NO. 1586**

AN ORDINANCE AMENDING SECTION 320: ADMINISTRATIVE CITATIONS

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride.

The City currently administers code enforcement through a complaint driven basis. This ordinance allows for active code enforcement along major thoroughfares and near City parks.

SECTION TWO: Section 320.07 of the City Code is hereby amended as indicated, with the following added language underlined and deleted language struck out:

Subd. 7 The administration of the administrative citation program shall be conducted solely-primarily on a complaint driven basis with the exception of properties within three-hundred (300) feet of City parks and properties with street frontage along Business T.H. 371, T.H. 210, T.H. 25, T.H. 18, Oak Street, or County Road 3. ~~Offenses of a nature that may result in bodily harm, damage to property, or significant blight may be brought before the Safety & Public Works Committee without a complaint for determination whether to implement the administrative citation program. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council.~~

SECTION THREE: All other provisions of Section 320 shall remain in full force and effect.

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 – _____



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: First Reading - Proposed Ordinance 1587 - Off-Street Parking Surfaces

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

According to Section 515-4-12 of the Zoning Code, all new multifamily and non-residential driveways and parking areas must consist of concrete, asphalt, or pavers. Existing General Industrial (GI) & Park (P) zoned properties in Brainerd have significant amounts of existing Class 5 parking surfaces. Additions to existing Class 5 parking surfaces would require the property owner to construct the addition with an improved surface consisting of concrete, asphalt, or pavers.

Proposed Ordinance 1587 would allow for unimproved surfaces in the General Industrial (GI) & Park (P) zoned properties. Unimproved surfaces such as Class 5 impact the City's storm sewer and can lead to sediment entering the system if placed too close to the street right-of-way. Due to potential sediment loads, staff recommend that GI properties should be required to place improved surfaces near the street right-of-way, but may be allowed to construct unimproved surfaces in the rear yard to minimize improvement costs associated with expansion or new construction. Also, unimproved surfaces help minimize the urban heat island effect as they do not retain heat like concrete or asphalt.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered the proposed ordinance and held a public hearing at their May 21st meeting. The motion coming out of the meeting is as follows:

Moved and seconded by Commissioners Powell and Erickson, duly carried, to recommend approval of the ordinance for Off-Street Parking Surfaces as presented.

RECOMMENDED ACTION/MOTION:

1) Conduct the first reading of Proposed Ordinance 1587 and dispense with the actual reading.

Note: A vote to dispense with the actual reading of the ordinance must be unanimous.

FINANCIAL IMPACT: N/A

**ORDINANCE
NO. 15XX**

AN ORDINANCE AMENDING SECTIONS 515-4-12 Off-Street Parking

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code, on May 21st, 2025

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

SECTION ONE: Purpose

The purpose of this ordinance is to regulate parking standards in the General Industrial (GI) Zoning District and allow for additional surface materials in the rear yard.

SECTION TWO: Section 515-4-12.G.5.b Surfacing - *Multiple family and non-residential parking surface requirements*, with the following added language underlined and deleted language struck out:

b. *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~~ an approved material as described in this Section. The City may allow up to twenty-five (25) percent of required parking stalls or one hundred (100) percent of seasonal or overflow parking in excess of that required to be provided as green parking with a turf surface which is supported by a City approved parking lot sub-base and turf guard fabric.

- i. All areas intended to be utilized for parking space and driveways in all multiple family and non-residential zoning districts shall be surfaced with concrete or bituminous. The General Industrial (GI) District and Park (P) District are exempt from this requirement.
- ~~i.~~ ii. All areas intended to be utilized for parking space and driveways in the front yard and side yard in the General Industrial (GI) District shall be surfaced with concrete or bituminous. Class V, crushed concrete, and crushed bituminous are permitted surfaces in the rear yard.
 - a. Parking space and driveways in rear yards abutting a public street or alley shall be surfaced with concrete or bituminous within the rear yard setback and right-of-way.
- iii. All areas intended to be utilized for parking space and driveways in the Park (P) District may be surfaced with concrete, bituminous (pervious or impervious), pavers (pervious or impervious), brick, Class V, crushed concrete, and crushed bituminous.
- iv. Plans for surfacing and drainage of driveways and stalls for ten (10) or more vehicles shall be submitted to the City Engineer for review and the final plans shall be subject to the City Engineer's written approval.

ii.v. Plans for surfacing and drainage of driveways shall be reviewed and approved by the Zoning Administrator prior to issuance of a building permit. Said surfacing shall be completed within one (1) year following the date of building occupancy permit.

SECTION THREE: 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 – _____

NOTICE OF HEARING

Notice is hereby given that the City of Brainerd Planning Commission will be conducting a public hearing to consider a proposed ordinance amending Section 515-4-12 Off-Street Parking of the Zoning Code. The purpose of this ordinance is to allow for parking surfaces other than concrete or bituminous in the General Industrial Zoning District and Park District. A full copy of the proposed ordinance is available at City Hall in the Community Development Department.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, May 21st, 2025, in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the proposed ordinance.

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

Dated this 7th day of May, 2025

A handwritten signature in dark ink, appearing to read "James A. Kramvik", written over a horizontal line.

James Kramvik
Community Development Director

Publication Date: May 10th, 2025



City Council Agenda Request

MEETING DATE: June 2, 2025

TITLE OF ITEM: Authorize Greater Minnesota Housing Grant Application- Outlot F

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Eric Charpentier, James Kramvik,
Community Development Director

DEPARTMENT: Community Development

PRESENTER: Eric Charpentier, James Kramvik,
Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE: See Memo

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: See Memo

RECOMMENDED ACTION/MOTION:

Staff recommends that the City Council consider allowing City staff to apply for the Greater Minnesota Infrastructure Grant Program in support of the qualifying housing development that will be proposed.

FINANCIAL IMPACT: N/A

MEMO



TO: City Council

FROM: James Kramvik, Community Development Director
Eric Charpentier, Brainerd HRA

DATE: May 28th, 2025

RE: Consider a Grant Application for the Proposed Brainerd Oaks Outlot F Development

INTRODUCTION

The Brainerd HRA currently owns Outlots E & F, which are .31-acre and 4.3-acre parcels of land within the Brainerd Oaks subdivision in East Brainerd. At the January 24th, 2024 Brainerd HRA board meeting, the board agreed to convey this outlot to the Crow Wing County HRA at no cost with the understanding that the lot would then be conveyed and included in the current purchase and redevelopment agreement with Level Contracting for the purpose of the development of housing units on this parcel. At the February 13th, 2024 Crow Wing County HRA board meeting, the board moved to accept the conveyance of Outlot F from the Brainerd HRA and facilitate adding this land to, via conveyance, to the purchase and development agreement with Level Contracting. The Brainerd HRA has authorized grant funding in the amount of \$100,000 to be used towards the construction of the roadway, water and sewer infrastructure and the Crow Wing County HRA has pledged an additional \$150,000 in support for the same.

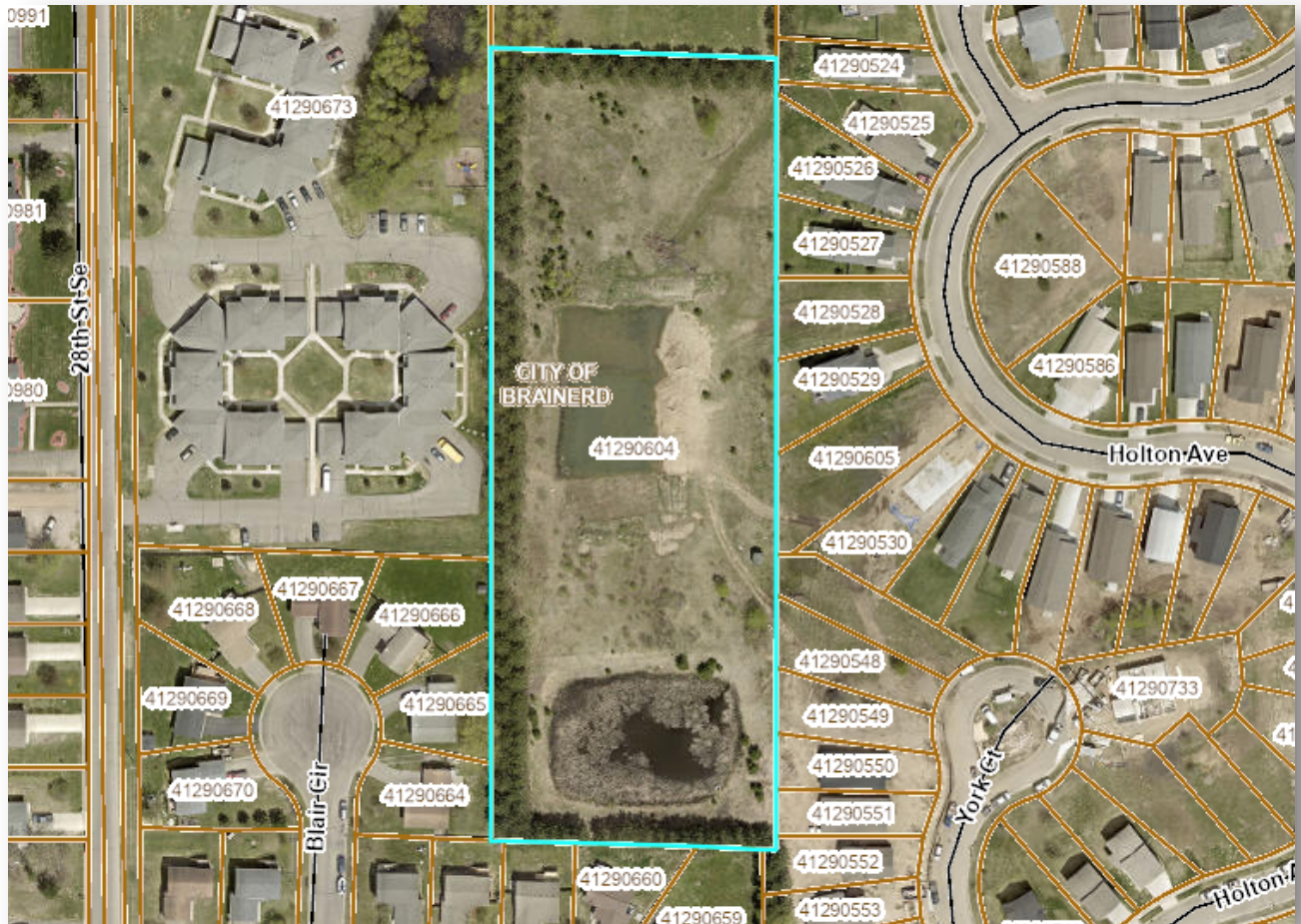
The Brainerd HRA has owned this parcel since 2003 and was originally intended to be parkland space donated to the City after the Brainerd Oaks development was completed. Since that time the Park Board has indicated that they are not interested in the land donation and the HRA has in recent years attempted to sell the land or to convey this property to surrounding landowners at no cost, without success. The HRA staff and board believe that the highest and best use of this land would be to develop this land to add additional housing units. Level Contracting has expressed interest in building 9 twin homes on the property.

Level Contracting would like to apply for the Greater Minnesota Housing Infrastructure Grant Program which is allocating up to \$7.75 million dollars in one-time grant funding to provide up to 50% of the capital costs of the physical public infrastructure necessary for eligible Workforce Housing development projects. The Minnesota legislature authorized and appropriated funds for this program in 2023 with the program application deadline of June 12th, 2025. The grant would help Level Contracting pay for road and utility infrastructure construction costs. Level Contracting will be applying for a Planned Unit Development (PUD) in the near future and has been working with City staff. This project has been in the works since early 2024 and the City Council approved staff applying for a previous grant opportunity from Minnesota Housing in 2024, which it was not

selected for funding for that grant. As there is not a formal land use application yet, staff would be looking only for authorization to apply for this grant on behalf of the HRA and the developer.

All feedback and recommendations shall be considered as guidance to the applicant and Council. Comments and recommendations do not convey any development rights or privileges to the applicant.

AERIAL MAP



CONTEXT

Parcel Number: 41290604
Zoning District: Contemporary Neighborhood 2 (CN-2) District
Property Area: Approximately 4.29 Acres

Adjacent Uses:
North: Church
East: Multi-family & Single-family homes
South: Single-family homes

West: Single-family homes

Adjacent Zoning: North: PSP (Public-Semi Public) District
East: CN-2 (Contemporary Neighborhood 2) District
South: CN-2 (Contemporary Neighborhood 2) District
West: CN-2 (Contemporary Neighborhood 2) District

1. The property at PID 41290604 is in a CN-2 (Contemporary Neighborhood 2) District. Zoning Ordinance [515-3 Allowed Uses, Appendix A: Table of Uses](#) allows Single Family Attached Dwelling Units (2-4 Units) as a permitted use.
 - a. *The applicant proposes nine (9) duplex units.*
2. According to [Table 515-2-7.1. CN-2 Zoning District Dimensional Standards – Density, Lot Size, Coverage and Height Standards](#) for the CN-2 District the following standards apply:
 - a. The density range is 4 – 12 DU/AC
 - i. *The applicant is proposing nine (9) duplexes, which equates to a total of 18 units and 4.2 dwelling units per acre. Consideration should be given that a large portion of Outlot F is for stormwater retention of other properties in the Brainerd Oaks subdivision.*
 - b. The front yard setback requirement is 25'.
 - i. *The applicant is proposing a 20' front yard setback which is the typical length of a parking space.*
 - c. The rear yard setback requirement is 25'.
 - i. *All proposed duplexes maintain at least a 25' setback.*
 - d. The side yard setback requirement is 10'.
 - i. *The setback depicted in the site plan exceeds 10'.*
 - e. *The proposed development would be set up as an association with common property and must go through the PUD process which encourages a more creative and efficient development of land and its improvements than is possible under the strict application of the Base Zoning District requirements such as lot sizes and building setbacks, while at the same time meeting the standards and purposes of the Comprehensive Plan for Brainerd and preserving the health, safety, and welfare of the citizens of Brainerd.*
3. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - a. *The preliminary right-of-way plan has been reviewed by the City Engineer and he has no concerns at this time. The 56' right-of-way width is consistent with the Brainerd Oaks Subdivision. The applicant is proposing a sidewalk on the East side of the road.*
 - b. *The proposed duplexes are consistent with the architecture of the Brainerd Oaks Subdivision as living space is built over the attached garage.*
4. 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.

STAFF RECOMMENDATION

Staff recommends that the City Council consider allowing City staff to apply for the Greater Minnesota Infrastructure Grant Program in support of the qualifying housing development that will be proposed.

Greater Minnesota Housing Infrastructure Grant Program Request for Proposal (RFP) Application Content

This document is for reference only. To be considered for funding, you must apply through the [online Cvent application tool](#) before **Thursday, June 12, 2025, 5 p.m. Central time.**

About the Application

Before completing the Greater Minnesota Housing Infrastructure Grant Program RFP Application, please review the [RFP Instructions](#) and [Program Guide](#) for program details, including eligibility requirements, eligible uses, definitions and related program information.

How to Apply

Complete the [application in Cvent](#), including uploading all required Application Checklist items below, before the Application Deadline of **Thursday, June 12, 2025, 5 p.m. Central time.**

Application Checklist

All the following checklist items must be completed properly and submitted in order for an application to meet threshold criteria and be considered for funding:

Application Checklist	
☐	Application (in Cvent)
☐	Resolution(s) Regarding Nonstate Matching Resources
☐	Application Signature Page
☐	Pre-Award Risk Assessment Form for Political Subdivisions
☐	Optional Supporting Documents

Before You Begin: Instructions, Questions and Technical Assistance Webinars

Please refer to the [RFP Instructions](#), [Program Guide](#) and [Application Reference Document](#) for more detail, including contacts for questions and information about participating in and viewing technical assistance webinars.

Minnesota Housing strongly recommends that Applicants prepare their responses outside of the application website (such as in a Microsoft Word document) before beginning the online application.

Minnesota Housing also recommends that applicants review all portions of the application, ask any questions and receive responses before submitting an application. Questions are due to infrastructuregrants.mhfa@state.mn.us by 5 p.m. Central time on Friday, May 16, 2025.

Sign up for [Local Government Housing Programs eNews](#) to receive updates about this RFP.

Application Content

This document is for reference only. To be considered for funding, you must apply through the [online Cvent application tool](#) before **Thursday, June 12, 2025, 5 p.m. Central time.**

Part 1 of 8: Applicant Information

Applicant Information

1. Name of the city, county, Tribal Nation or Tribally Designated Housing Entity applying for funds (the "Applicant"): City of Brainerd_____

(Enter the name of the entity applying for funds. This will become the Grantee, if awarded.)

2. Please provide contact information below:

a. Applicant Mailing Street Address: 501 Laurel Street

b. Applicant Mailing City: Brainerd

c. State: Minnesota

d. Zip: 56401

e. Application Primary Contact: James Kramvik

f. Primary Contact Title: Community Development Director

g. Primary Contact Phone: 218-454-3408

h. Primary Contact Email Address: james@ci.brainerd.mn.us

i. Application Secondary Contact (optional): _____

j. Secondary Contact Title: _____

k. Secondary Contact Phone: _____

l. Secondary Contact Email Address: _____

3. Please describe the experience of the Applicant and any others involved (for example, developers, engineers and other consultants) with capital projects funded by State of Minnesota general obligation bond proceeds. **This question is not scored.**

Experience with appropriated grant funds is addressed through the Pre-Award Risk Assessment. Minnesota Housing may use the information gathered through this question and the Pre-Award Risk Assessment to tailor funding types and technical assistance for grantees.

For more information about general obligation bond-funded capital projects, see Minnesota Management and Budget's capital projects webpage at <https://mn.gov/mmb/debt-management/capital-projects/>

(Limit 1500 characters) _____

Part 2 of 8: Infrastructure Project Information

4. How much grant funding does the Applicant request?

\$ 266,850. (You must enter a number.)

Please refer to the RFP Instructions for information on maximum grant amounts.

5. Is there a minimum amount of Grant Proceeds the Applicant will accept? No

If yes: What is the minimum amount the Applicant will accept? \$.

6. What are the total Capital Costs of the Eligible Infrastructure Project(s)?

\$471,315. (You must enter a number.)

- a. Please describe how you arrived at this number (total Capital Costs). (Limit 1500 characters)

- b. Upload any sources and uses documents, cost estimates or relevant supporting documents, if available.

7. Please indicate the amount of matching resources available to the Eligible Infrastructure Project(s):

\$315,200. (You must enter a number.)

Please see the [RFP Instructions](#) for explanation of the matching resources requirement.

8. Please upload the Applicant's resolution(s) regarding nonstate matching resources.

(Note: Applicants must provide a resolution or resolutions of the Applicant's governing body (for example, its county board, city council or Tribal governing body) certifying that the required nonstate portion of matching resources is available. If the upload exceeds the file size limit, please refer to the LeapFILE upload instructions in the [RFP Instructions](#) document.)

9. In which municipality (if any) and county is the infrastructure project located? (If the project covers more than one municipality or county, please identify each one.)

- a. Municipality (if applicable) Brainerd

- b. County Crow Wing County

- c. Is the infrastructure project located within a Tribal reservation or on Tribal land? No

- i. If yes, please explain.

10. Please describe the type(s) of physical public infrastructure that will be funded with this grant. In the description, please describe the location of the infrastructure in relation to the Qualifying Housing Development. If the Qualifying Housing Development is located on a different site, please describe how the infrastructure will support the Qualifying Housing Development. (Limit 2000 characters) _____
11. Describe the Qualifying Housing Development that will be supported by the physical public infrastructure (Limit 2000 characters) _____

Part 3 of 8: Project Readiness

Infrastructure Project Readiness (15 points)

12. Please describe in detail the current status of the infrastructure project(s). Include descriptions of site control (who controls the site(s) currently, and will ownership need to be transferred to complete the project?), any feasibility assessments (surveys, plans/plats, scopes of work, assessments or inspections, cost estimates, etc.) conducted to date, and any public notices/hearings/regulatory approvals that have occurred or may be required for the project. (Limit 1500 characters)

If you would like to upload documents to support your response, please upload them below. Examples may include evidence of site control; surveys, plans/plats, scopes of work, inspection reports, cost estimates and other feasibility assessments; resolutions, minutes or other records of public hearings and regulatory approvals. If you are uploading documents, please include the language "Please see uploaded document[s]" in your narrative response.

13. How will you track progress or completion of the infrastructure project during the term of the Grant Contract Agreement? Are there multiple phases of the project and, if so, how are they determined? (Limit 1500 characters)

If you would like to upload documents (for example, a Gantt chart or other timeline) to support your response, please upload them below. If you are uploading documents, please include the language "Please see uploaded document[s]" in your narrative response.

14. Please describe the capacity and relevant experience of the Applicant and any others involved (for example, developers, engineers and other consultants) with similar projects. (Limit 1500 characters)
- _____

Qualifying Housing Development Readiness (10 points)

15. Please describe the current stage(s) of the Qualifying Housing Development, such as planning, pre-development, development and/or post-development. (Limit 2000 characters)

16. Please describe in detail the Qualifying Housing Development. Include details on site control, feasibility assessments and timeline. (Limit 2000 characters) _____

If you would like to upload documents to support your response, please upload them here. (Examples of optional supporting documents include a timeline for the Qualifying Housing Development, evidence of site control, market and feasibility assessments and other supporting documents.)

Part 4 of 8: Scale of Investment (40 points)

Scale of investment is evaluated by Minnesota Housing using available data and the number of units proposed in the Applicant's Qualifying Housing Development(s). Please review the [Scale of Investment and Community Need Methodology](#) document for more information.

Note: For funding limits per lot and for definition of terms including Manufactured, Affordable and Workforce Housing, please refer to the [RFP Instructions](#).

Housing developments with only Market Rate units are not eligible for funding consideration. Plans for the Qualifying Housing Development must contain at least one Affordable Housing or Workforce Housing unit.

17. How many **lots** do you anticipate will be in your Qualifying Housing Development?
- a. Single Family (Site-built housing with one to four units): 18 lots
 - b. Manufactured Housing: N/A
 - c. Multifamily (Buildings with five or more units): N/A
18. How many **units** do you anticipate will be created in your Qualifying Housing Development?
- a. Single Family
 - i. Affordable or Workforce: 18
 - ii. Market Rate: _____
 - b. Manufactured Housing
 - i. Affordable or Workforce: 0
 - ii. Market Rate: 0
 - c. Multifamily
 - i. Affordable or Workforce: 0
 - ii. Market Rate: 0
 - d. Total number of units being created: 18

19. How many units will be **removed** through condemnation or demolition? 0 _____
- a. Please explain how and why the units are being removed and how recently they were occupied. (Limit 1500 characters)
20. What is the **net total** number of units anticipated for this Qualifying Housing Development? (Take the total number of units being created and subtract the number of units being removed through condemnation or demolition).18 _____

Part 5 of 8: Community Need (15 points)

Community need is evaluated by Minnesota Housing using available data. There are no questions asked in this section. Please review the [Scale of Investment and Community Need Methodology](#) document for more information.

Part 6 of 8: Community Impact (10 points)

Communities Most Impacted by Housing Instability, as defined in Minnesota Housing's [Strategic Plan](#), include: Lowest Income, People of Color, Indigenous Individuals, LGBTQ+, People Experiencing Homelessness, People With Disabilities, Immigrants, Large Families, Seniors and Children. This also includes people facing barriers and/or limited choices due to poor credit, limited savings, criminal history, prior evictions, and transitioning out of foster care, prison or other systems.

21. Which communities are the focus of the proposal? Considering the definition of Communities Most Impacted by Housing Instability, are there communities in that definition that will benefit most from this project? What opportunities, needs and challenges do they face? Please describe how the Applicant identified these opportunities and challenges and incorporated these communities in this process. (Limit 2000 characters) (5 points)
- _____
22. Please describe how the needs of the communities identified in the previous question will be prioritized in the Applicant's infrastructure project(s) and Qualifying Housing Development(s), such as through infrastructure design, housing design, workforce development initiatives and marketing. (Limit 2000 characters) (5 points)
- _____

Part 7 of 8: Collaboration and Local Actions to Support Housing (10 points)

23. Please describe the Applicant's efforts to collaborate with both key public and private sector stakeholders. Describe the entities with which the Applicant has collaborated and whether and how these collaborations informed the Applicant's proposal. Describe how the Applicant will collaborate with these entities and stakeholders as the Applicant carries out grant-funded activities.

(Limit 2000 characters) (5 points) _____

24. Please describe actions taken by the Applicant over the past five years to encourage creation of Affordable Housing, Workforce Housing and Market-Rate Housing. *You may include, but please do not limit your response to, actions related to the Qualifying Housing Development described in this Application.*

These may include but are not limited to the following:

- a. Zoning and land-use updates to increase density and affordability, including but not limited to increased or eliminated height restrictions, allowing more units per lot, lowered or eliminated parking minimums, higher floor area ratios, relaxed or eliminated design standards, reduced lot or building width minimums, allowance for “by right” development, and higher occupancy limits.
- b. Investment of local financial resources, including but not limited to an HRA (housing and redevelopment authority) or Economic Development Authority (EDA) levy, TIF (tax increment financing), tax abatement, or local housing trust fund. The purpose of these investments must be to support housing creation or improve physical conditions expressly for housing creation such as through site preparation or infrastructure expansion.

(Limit 2000 characters) (5 points) _____

Part 8 of 8: Signature Page, Pre-Award Risk Assessment and Optional Uploads

Application Signature Page

Complete and upload the [Application Signature Page](#).

If the upload exceeds the file size limit, please refer to the LeapFILE upload instructions in the [RFP Instructions](#) document.

Pre-Award Risk Assessment

Complete and upload the [Pre-Award Risk Assessment Form for Political Subdivisions](#) and accompanying list of principals for whom you are certifying in the Form.

If the upload exceeds the file size limit, please refer to the LeapFILE upload instructions in the [RFP Instructions](#) document.

Optional Uploads

Applicants may, but are not required to, upload other documents to support their proposals. If the file size is large or the upload will contain sensitive information, please refer to the Secure Upload Tool instructions included in the RFP Instructions.

Remember: Use the Cvent Application Tool

Do not submit this application content reference document. Instead, use the [Cvent application tool](#) to apply. Required application materials are summarized in the Application Checklist below.

Application Checklist

All of the following checklist items must be completed properly and submitted in order for an application to meet the threshold criteria and be considered for funding:

Application Checklist	
☐	Application (in Cvent)
☐	Resolution(s) Regarding Nonstate Matching Resources (Upload via the Application in Cvent or see Upload Instructions in the RFP Instructions)
☐	Application Signature Page (Upload via the Application in Cvent or see Upload Instructions in the RFP Instructions)
☐	Pre-Award Risk Assessment Form for Political Subdivisions (Upload via the Application in Cvent or see Upload Instructions in the RFP Instructions)
☐	Optional Supporting Documents (Upload via the Application in Cvent or see Upload Instructions in the RFP Instructions)

Greater Minnesota Housing Infrastructure Grant Program Request for Proposal Application
content questions with narrative answer responses.

3: The City of Brainerd has limited experience with capital projects funded by the State of Minnesota. The previous experience comes from projects that were funded for Brainerd Public Utilities.

6a: Capital costs have been estimated at \$471,315 per an estimate for services that was submitted to the City by the developer, Level Contracting LLC, for the work that is to be completed by the excavation company, Pratt's Affordable Excavating. The cost estimate will be included in the supporting documentation.

10: The public infrastructure that will be funded will include a public roadway connecting Holton Avenue with the subject property which will include class 5 and paving the surface. Sewer, water and stormwater work will be completed prior to the construction of the roadway. Curb and gutter installation will also be included in this work to prepare the subject property for development of 9 twin homes for a total of 18 housing units. The location of the infrastructure will be within the proposed Qualifying Housing Development and will serve as the access roadway servicing the proposed housing development.

11: The Qualifying Housing Development calls for the new construction of 9 twin homes for a total of 18 single family home units which will be connected to the proposed public infrastructure roadway. This subject property is currently owned by the Brainerd HRA which has agreed to convey this property to Level Contracting LLC in support of continued housing development to maximize the dwelling units in the Brainerd Oaks development while adding a variety of housing types. As with many communities throughout the State, Brainerd has a housing shortage and the proposed buildout of this current outlot in this development will help address the housing needs of the community.

12: The proposed infrastructure project is currently in the planning phase with the proposed developer of the Qualified Housing Development working with the City on final plans and specifications. The developer has received an estimate for the infrastructure to be completed which includes roadway, water, sewer, stormwater, curb and gutter. The

developer of the Qualified Housing Development has plans drawn up for the proposed construction of 9 twin homes for a total of 18 housing units on an approximate 4-acre outlot parcel currently owned by the Brainerd HRA. The Brainerd HRA has agreed to convey 2 outlots in support of this proposed housing development. The Brainerd HRA owns both outlots E and F and by way of resolution have agreed to convey those lots to the Crow Wing County HRA so that this property can be included in an existing purchase and development agreement within the Brainerd Oaks subdivision between the Crow Wing County HRA and Level Contracting LLC. Ownership of the two parcels will ultimately transfer to Level Contracting LLC with plans on having the infrastructure and roadway constructed and the housing units built out by the end of 2027. The infrastructure will be turned over to the City of Brainerd upon completion of the development. This will be a multi-agency collaboration with the Brainerd HRA, Crow Wing County HRA, the City of Brainerd and Level Contracting LLC. Due to the continued rise in construction costs, the Brainerd HRA has pledged \$100,000 in financial support for the infrastructure and the Crow Wing County HRA has pledged \$150,000 in financial support towards the same. Between the land conveyance and financial support, this project will have \$315,200 in direct support for the infrastructure and the Qualified Housing Development. Level Contracting is working with the City of Brainerd on a Planned Unit Development for this project. The project will require an approved preliminary plat, final plat, and planned unit development as the developer has proposed a zero lot line subdivision. Public notices will be required for the preliminary plat and planned unit development. The proposed project has been preliminarily reviewed by City Council and the Planning Commission in 2024 and received general support for the project. The property is zoned Contemporary Neighborhood 2 District, which allows for the construction of duplexes and the proposed development density.

13: City staff would monitor the project progress through Gantt charts or other construction scheduling programs to ensure that the project stays on pace for completion within the necessary timeframes laid out in the grant agreement. Typically, this can be checked at recurring construction meetings.

14: City staff has extensive experience with administering contracts with consulting engineers and construction contractors. Level Contracting LLC has experience throughout Brainerd with similar projects and would be well-suited for this type of work. Both City staff and Level Contracting LLC have efficiently coordinated those similar projects and would leverage that experience on this project as well. Pratt Excavating, the entity that would be providing the infrastructure and roadwork has extensive experience with excavation and

infrastructure building for roadways, water, sewer, curb and gutter. They have worked with this developer before and have worked within the City of Brainerd on projects such as this.

15: Level Contracting LLC has engaged in multiple pre-development meetings with the City Planner, City Engineer, and Building Official regarding the proposed development to ensure project feasibility. As proposed, the right-of-way infrastructure will work for Outlots E and F. The property is currently zoned CN-2, which allows for the construction of duplexes and the preliminary designs have been reviewed by the Building Official. The proposed duplexes are consistent with the surrounding development density and design aesthetics. The project will require an approved Planned Unit Development, but it has already been preliminarily reviewed by the Planning Commission and the City Council and received general support from the two governing bodies.

16: Based on a workforce housing study that was commissioned by the Crow Wing County HRA in 2019 and completed in 2020, the study found that there are significant housing needs in the County to the tune of an additional 4,800 housing units needed County wide between 2018 and 2033. Of those housing units, it was estimated that between 1,500 and 1,700 units of workforce housing is needed to keep pace with the projected growth within the County. The proposed Qualifying Housing Development would add 18 units within the workforce housing spectrum. This information was used in working with Level Contracting who has been a partner in completing the Brainerd Oaks neighborhood via a purchase and development agreement with the Crow Wing County HRA. The project will blend in with the neighborhood and add additional density in this neighborhood. Brainerd is the population center for Crow Wing County and is where the core of the supportive services are located as well as many amenities for residents. This proposed development is a high priority for both the Brainerd HRA and the Crow Wing County HRA which is why they have both put forward supporting funds to help with the infrastructure costs to get the project moving forward. The proposed project timeline sees the developer already in process with planning for the construction of both the infrastructure and the housing units. The plans and specifications are being finalized, the site control for the developer is estimated to be completed in the fall of 2025 with staging and excavation starting as soon as March of 2026. Grading and filling of the site is planned for spring of 2026 with the first construction of housing units to start in May or June of 2026. The estimated completion date of all 18 units is projected out to October of 2027. The specific build structures will be 9 twin homes

21: The focus of the Qualified Housing Project is for the addition of workforce housing that is reinforced by the workforce housing study that was completed by the Crow Wing County HRA in 2020. The report studies the housing market of Crow Wing County at all price points and for all types of housing. Some of the areas of focus were on affordable housing, cost-burdened housing, the aging population in the County. 54% of rental households and 30% of homeowners are cost-burdened and are paying more than 30% of their income towards rent or mortgage payments. The highest number of cost-burdened renters are in Brainerd (1,403 households). Because of the high percentages of cost-burdened households within the City we are focused primarily on adding households to create a more robust supply of housing.

22: The housing needs of the community will be improved upon with this infrastructure grant by directly impacting the creation of 18 housing units that are aimed at our workforce population. But for additional support for the development the contractor will be unable to keep these units affordable to our local workforce causing additional cost burdening of our population. The infrastructure grant would allow for cost savings on the development which the contractor will be able to pass along to the end user, to the housing inhabitants.

23: The City of Brainerd is collaborating with both the Brainerd Housing and Redevelopment Authority, and the Crow Wing County Housing and Redevelopment Authority on this qualifying housing development. Each of the HRAs have committed funding specifically for the development of the roadway and infrastructure to support the development of these 18 housing units. The City is also working with Level Contracting, LLC, a private development company that will be building 9 twin homes for a total of 18 housing units on property that was previously not going to be developed by the Brainerd HRA. This will increase the housing density in this local neighborhood and help to increase the number of workforce housing units that are needed within the City to support local area businesses. The collaboration between the City and the two HRAs will continue throughout the grant period to help bring these units to market.

24: The City of Brainerd has approved a redevelopment TIF district in our downtown corridor to support the redevelopment of 3 blighted buildings in the downtown core. The

tax increment will go to help the redevelopment of a mixed-use multi-story building with at least 65 housing units along with commercial space on the ground floor.

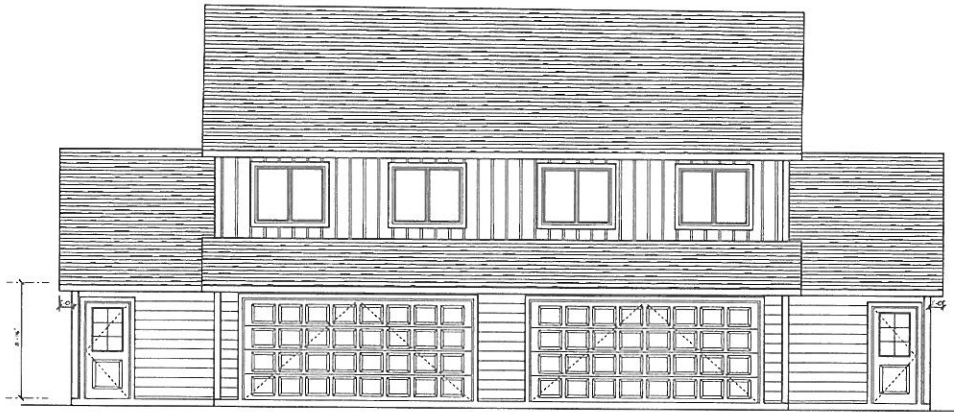
The City regularly supports the efforts of the Brainerd Housing and Redevelopment Authority by authorizing the use of their local levy authority to support the creation and preservation of housing within the City.

The City has supported affordable housing projects with our allotment of Statewide Affordable Housing Aid, directly granting funds to Lakes Area Habitat for Humanity for the development of affordable housing within the City limits.

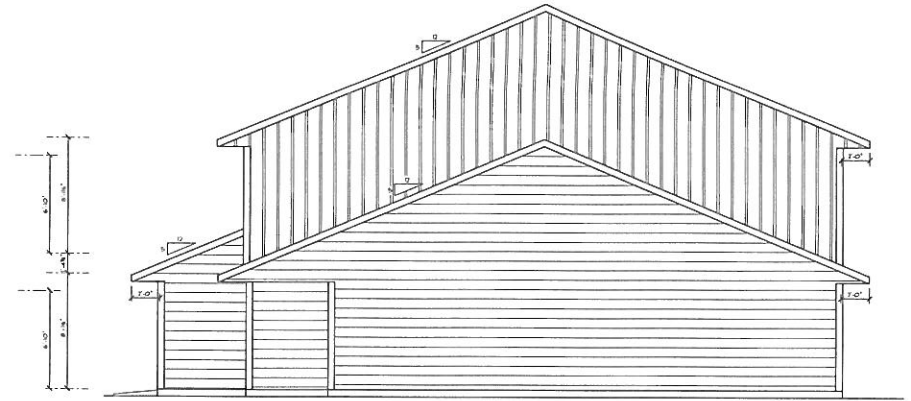
The City recently approved tax abatement for a senior housing development in the amount of \$1,200,000. This development will include 106 senior housing units.

The City revamped its zoning code starting in 2021. Within the zoning updates the City has aimed to ease restrictions on housing and to be proactive in allowing additional housing density to be built within traditionally single-family home neighborhoods.

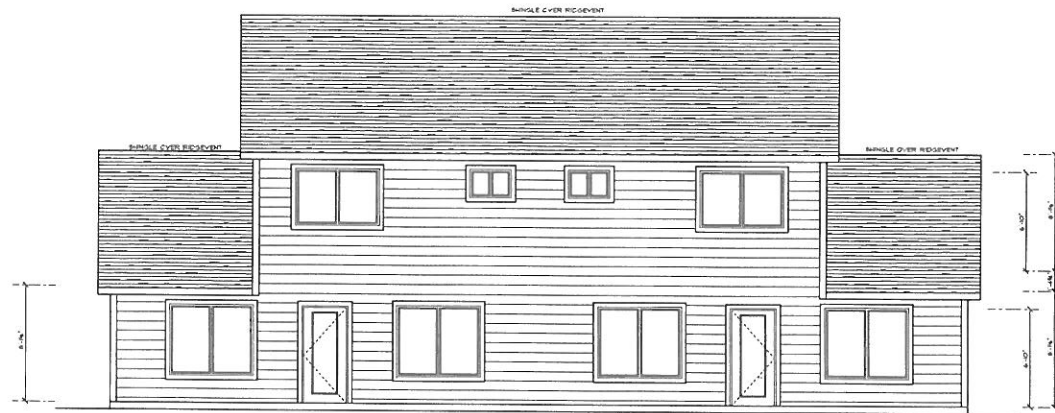
The City of Brainerd recently updated our comprehensive plan in 2021 to provide high-quality, year-round recreation, a strong workforce, and a variety of life experiences that support a welcoming place to live, work, play, stay, and learn for all. The comprehensive plan is the City's guiding document and references the need for additional housing in many of the goals and policies. The comprehensive plan continues to guide the City and in 2021, Brainerd undertook an ambitious overhaul of our zoning code that promotes housing density. The City no longer has R-1 Single-Family Zoning and has expanded many areas for multifamily development. Our historic neighborhoods now allow up to four units if it fits the property size and the characteristics of the neighborhood. This change has had a positive impact on Brainerd's infill development since the new Zoning Code was adopted three years ago.



ROADSIDE ELEVATION
SCALE: 1/4"=1'-0"



RIGHTSIDE ELEVATION
SCALE: 1/4"=1'-0"

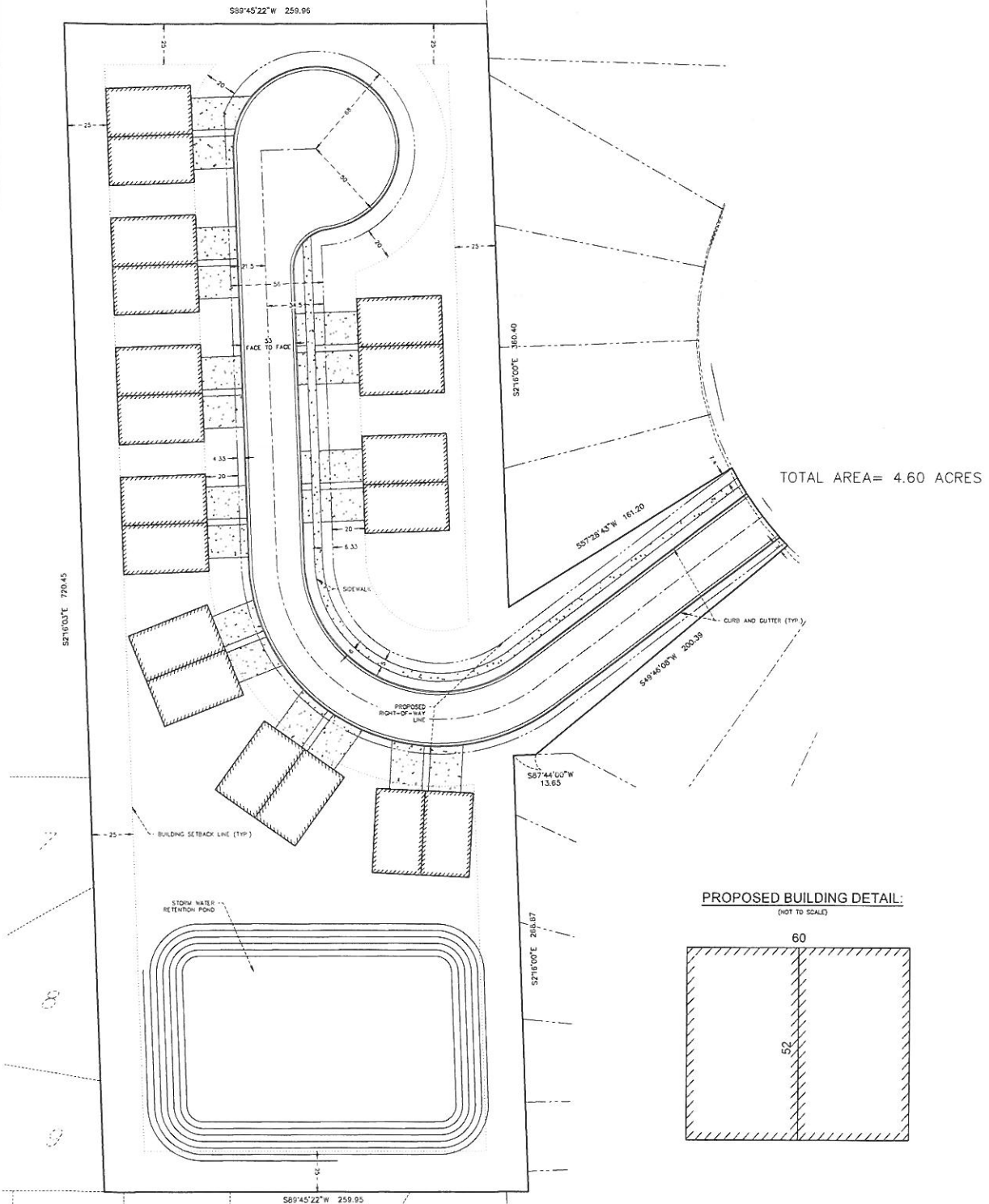


REAR YARD ELEVATION
SCALE: 1/4"=1'-0"

P.F.S. DESIGN LLC	
218-821-0630	
PROJECT FOR: LEVEL CONTRACTING - DUPLEX	PAGE NO.
DATE: APRIL 5, 2024	1 of 4

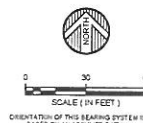
SKETCH PLAN

BRAINERD OAKS WEST
SECTION 29, TOWNSHIP 45, RANGE 30,
CROW WING COUNTY, MINNESOTA



THE WILLOWS

11 12 13 14



DATE	3-24-2024	DATE		AMENDMENTS	BY	PREPARED FOR	LEVEL CONTRACTING
SCALE	AS SHOWN						
DRAWN BY	AS						
CHECKED BY	ONG						
FILE NUMBER	2222222						

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS