



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, June 16, 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: 2499 297 0722

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

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

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

1. **Call To Order**

2. **Roll Call**

___ J. Cieczok ___ 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. **Ratify Hiring 2025 Summer Temporary Employees**

E. **Approve Temporary On-sale Liquor license submitted by Brainerd Jaycees for an event to be held on 8/6/25 at Lyman P. White Park**

F. **Approve Temporary On-sale Liquor license submitted by Lakes Area Music Festival for an event to be held on 7/25/25 at the Gichi-Ziibi Center, 702 S. 5th Street.**

G. **Approve Temporary On-sale Liquor license submitted by Lakes Area Music Festival for an event to be held on 7/30/25 at the Gichi-Ziibi Center, 702 S. 5th Street.**

- H. **Approve Temporary On-sale Liquor license submitted by Lakes Area Music Festival for an event to be held on 8/1/25 at the Gichi-Ziibi Center, 702 S. 5th Street.**
- I. **Approve Temporary On-sale Liquor license submitted by Lakes Area Music Festival for an event to be held on 8/9/25 at the Gichi-Ziibi Center, 702 S. 5th Street.**
- J. **Approve Temporary On-sale Liquor license submitted by Lakes Area Music Festival for an event to be held on 8/13/25 at the Gichi-Ziibi Center, 702 S. 5th Street.**
- K. **Approve Temporary On-sale Liquor license submitted by Lakes Area Music Festival for an event to be held on 8/16/25 at the Gichi-Ziibi Center, 702 S. 5th Street.**
- 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. Authorize Staff to Enter into the Proposed School Resource Services Agreement
 - 2. Ratify Hiring Kyle Glass for the Laborer Position
 - 3. Approve the Reclassification of David Nelson to Meter Tech/Locator
 - 4. Approve Custodial Services Contract
 - 5. Clarification Regarding Roles and Responsibilities of the Council and Public Utilities Commission
 - B. **Safety & Public Works Committee**
 - 1. Approve Engineering Services Proposal - SEH - East River Road Sanitary Interceptor Lining
 - 2. Approve Proposed Costs - GoodPointe Technology - Pavement Management Software
 - 3. Consider an Ordinance Prohibiting the Feeding of Stray and Wild Animals
 - 4. Approval Of Buffalo Hills Lions Park Name Change To Lions Park
- 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. **Information- Point in Time and Data Request**
- C. **Public Hearing, Adopt Resolution - N. 9th Street Vacation, Final Reading Proposed Ordinance 1584 - Rezoning St. Francis School and Church/ Final and Preliminary Plat/ CUP - 411 10th St N.**
- D. **Final Reading - Proposed Ordinance 1585 - Auto Dealerships, Outdoor Service, Sale and Rental, and Definition of Abutting**
- E. **Final Reading - Proposed Ordinance 1587 - Off-Street Parking Surfaces**
- 9. **New Business**
 - A. **Adopt Resolution - Approve Plans/Specifications and Authorize Advertisement - Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing Project**
 - B. **Adopt Resolution - Award Bid - Improvement 21-13 - Beech/Oakridge Reconstruction Project**
 - C. **Consider Letter of Intent - River Birch Investments - Thiesse Dr**
- 10. **Staff Reports**
(Verbal: Any Updates since Packet)
- 11. **Mayor's Report**
- 12. **Council Member Reports**
- 13. **Adjourn**
- 14. **Council Communications**
 - A. **Glynn Letter- Bridge**

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"

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User: pziemer

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/01/2025 - 05/31/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 1/4

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 2740 - AT&T MOBILITY:							
X05032025/FIRE							
87987	AT&T MOBILITY	04/25/2025	05/13/2025	344.07	0.00	Paid	Y
	ACCT 287312856222 FIRE DEPT PHONES	pziemer					05/13/2025
225-2220-43321	TELEPHONE			344.07			
X05032025/PD							
87990	AT&T MOBILITY	04/25/2025	05/13/2025	2,066.99	0.00	Paid	Y
	ACCT 287287520356 POLICE DEPT PHONES	pziemer					05/13/2025
225-2120-43309	COMPUTER TECHNICAL SUPPORT			726.37			
225-2120-43321	TELEPHONE			1,340.62			
X05032025/TRANSIT							
87991	AT&T MOBILITY	04/25/2025	05/13/2025	49.93	0.00	Paid	Y
	ACCT 287292136423 TRANSIT PHONE	pziemer					05/13/2025
203-9000-43321	TELEPHONE			49.93			
X05032025/HR							
87992	AT&T MOBILITY	04/25/2025	05/13/2025	49.93	0.00	Paid	Y
	ACCT 287292136423 HR PHONE	pziemer					05/13/2025
101-1400-43321	TELEPHONE			49.93			
X05032025/STRTS							
87993	AT&T MOBILITY	04/25/2025	05/13/2025	209.50	0.00	Paid	Y
	ACCT 287292136423 STREET PHONES	pziemer					05/13/2025
235-3100-43321	TELEPHONE			88.16			
237-3190-43321	TELEPHONE			121.34			
X05032025/PARKS							
87994	AT&T MOBILITY	04/25/2025	05/13/2025	204.09	0.00	Paid	Y
	ACCT 287292136423 PARKS PHONE	pziemer					05/13/2025
230-5200-43321	TELEPHONE			167.62			
230-5204-42210	OPERATING SUPPLIES			36.47			
X05032025/ENG							
87995	AT&T MOBILITY	04/25/2025	05/13/2025	359.29	0.00	Paid	Y
	ACCT 287292136423 ENG PHONES	pziemer					05/13/2025
101-1700-43321	TELEPHONE			226.25			
101-1700-43321	TELEPHONE			49.93			
238-3160-43321	TELEPHONE			41.55			
238-0000-13200	DUE FROM OTHER GOVTS			41.56			
X05032025/CDD							
87996	AT&T MOBILITY	04/25/2025	05/13/2025	149.79	0.00	Paid	Y
	ACCT 287292136423 COM DEV PHONES	pziemer					05/13/2025
101-2400-43321	TELEPHONE			149.79			
X05032025/ADM							
87997	AT&T MOBILITY	04/25/2025	05/13/2025	99.86	0.00	Paid	Y
	ACCT 287292136423 ADMIN PHONES	pziemer					05/13/2025
101-1400-43321	TELEPHONE			99.86			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
X05032025/IT							
87998	AT&T MOBILITY	04/25/2025	05/13/2025	119.86	0.00	Paid	Y
	ACCT 287292136423 IT PHONES	pziemer					05/13/2025
	101-1800-43321 TELEPHONE			119.86			
	Total for vendor 2740 - AT&T MOBILITY:			3,653.31	0.00		

Vendor 4273 - ATLAS ABSTRACT & TITLE, INC:

1/16/25 -HRA

86545	ATLAS ABSTRACT & TITLE, INC	05/01/2025	05/30/2025	400.00	0.00	Paid	Y
	SCDP O&E REPORT - PUERINGER X4: 714 Ipziemer						05/30/2025
	202-6323-45520 SE BRD - CAPITAL - SINGLE FAM RENTAL			400.00			
	Total for vendor 4273 - ATLAS ABSTRACT & TITLE, INC:			400.00	0.00		

Vendor 1343 - CHARTER COMMUNICATIONS:

138389901050725

88219	CHARTER COMMUNICATIONS	05/07/2025	05/30/2025	120.00	0.00	Paid	Y
	REDUNDANT INTERNET 5/12-6/11	pziemer					05/30/2025
	101-1800-43321 TELEPHONE			120.00			
	Total for vendor 1343 - CHARTER COMMUNICATIONS:			120.00	0.00		

Vendor MISC - CORY HEINLEN:

86332722

88054	CORY HEINLEN	05/07/2025	05/13/2025	445.00	0.00	Paid	Y
	REFUND MS2 SUMMER SOFTBALL - SPONSOR pziemer						05/13/2025
	230-5215-34715 ADULT SOFTBALL USER FEES			445.00			
	Total for vendor MISC - CORY HEINLEN:			445.00	0.00		

Vendor 0566 - CROW WING COUNTY DISTRICT COURT:

23:13 EASMENT

87999	CROW WING COUNTY DISTRICT COURT	05/08/2025	05/09/2025	42,606.00	0.00	Paid	Y
	TH371B & WILLOW ROUNDABOUT	pziemer					05/09/2025
	401-9030-43430-23:13 MISCELLANEOUS			42,606.00			
	Total for vendor 0566 - CROW WING COUNTY DISTRICT COURT:			42,606.00	0.00		

Vendor 4414 - DEJAEGHERE, NICOLE:

23:13 EASEMENT

88121	DEJAEGHERE, NICOLE	05/13/2025	05/13/2025	110.00	0.00	Paid	Y
	41361071 - 616 WILLOW STREET	pziemer					05/13/2025
	401-9030-43430-23:13 MISCELLANEOUS			110.00			
	Total for vendor 4414 - DEJAEGHERE, NICOLE:			110.00	0.00		

Vendor 0260 - MN BUREAU OF CRIM APPREHENSION:

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 05/01/2025 - 05/31/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
5/8/25							
88002	MN BUREAU OF CRIM APPREHENSION	05/08/2025	05/08/2025	15.00	0.00	Paid	Y
	QTY 1 BACKGROUND CHECK - CONCESSIONS pziemer						05/08/2025
230-5204-42210	OPERATING SUPPLIES			15.00			
	Total for vendor 0260 - MN BUREAU OF CRIM APPREHENSION:			15.00	0.00		

Vendor 3886 - UNCLAIMED PROPERTY PROGRAM:

2021-2023

88381	UNCLAIMED PROPERTY PROGRAM	05/28/2025	05/30/2025	1,484.05	0.00	Paid	Y
	REMIT ESCHEATED CHECKS TO UNCLAIMED Ipziemer						05/30/2025
101-0000-20800	DUE TO OTHER GOVT UNITS			660.44			
225-0000-20800	DUE TO OTHER GOVT UNITS			283.50			
227-0000-20800	DUE TO OTHER GOVT UNITS			50.00			
230-0000-20800	DUE TO OTHER GOVT UNITS			16.61			
401-0000-20800	DUE TO OTHER GOVT UNITS			473.50			
	Total for vendor 3886 - UNCLAIMED PROPERTY PROGRAM:			1,484.05	0.00		

# of Invoices:	17	# Due:	0	Totals:	48,833.36	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					48,833.36	0.00

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20800	DUE TO OTHER GOVT UNITS	660.44
101-1400-43321	TELEPHONE	149.79
101-1700-43321	TELEPHONE	276.18
101-1800-43321	TELEPHONE	239.86
101-2400-43321	TELEPHONE	149.79
202-6323-45520	CAPITAL - SINGLE FAM RENTAL	400.00
203-9000-43321	TELEPHONE	49.93
225-0000-20800	DUE TO OTHER GOVT UNITS	283.50
225-2120-43309	COMPUTER TECHNICAL SUPPORT	726.37
225-2120-43321	TELEPHONE	1,340.62
225-2220-43321	TELEPHONE	344.07
227-0000-20800	DUE TO OTHER GOVT UNITS	50.00
230-0000-20800	DUE TO OTHER GOVT UNITS	16.61
230-5200-43321	TELEPHONE	167.62
230-5204-42210	OPERATING SUPPLIES	51.47
230-5215-34715	ADULT SOFTBALL USER FEES	445.00
235-3100-43321	TELEPHONE	88.16
237-3190-43321	TELEPHONE	121.34
238-0000-13200	DUE FROM OTHER GOVTS	41.56
238-3160-43321	TELEPHONE	41.55
401-0000-20800	DUE TO OTHER GOVT UNITS	473.50
401-9030-43430-23:13	MISCELLANEOUS	42,716.00

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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						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			1,476.06	0.00		
	202 - SCDP GRANTS			400.00	0.00		
	203 - TRANSIT FUND			49.93	0.00		
	225 - PUBLIC SAFETY FUND			2,694.56	0.00		
	227 - RECYCLING FUND			50.00	0.00		
	230 - PARK & RECREATION FUND			680.70	0.00		
	235 - STREET & SEWER FUND			88.16	0.00		
	237 - SANITARY SEWER FUND			121.34	0.00		
	238 - STORM SEWER FUND			83.11	0.00		
	401 - CONSTRUCTION FUND			43,189.50	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			1,525.61	0.00		
	1400 - ADMINISTRATION			149.79	0.00		
	1700 - ENGINEERING			276.18	0.00		
	1800 - IT/GIS			239.86	0.00		
	2120 - POLICE DEPARTMENT			2,066.99	0.00		
	2220 - FIRE DEPARTMENT			344.07	0.00		
	2400 - COMMUNITY DEVL/INSPECTION			149.79	0.00		
	3100 - S & S MAINTENANCE			88.16	0.00		
	3160 - STORM SEWER EXPENSE			41.55	0.00		
	3190 - SANITARY SEWER EXPENSE			121.34	0.00		
	5200 - PARK MAIN/ADMINISTRATION			167.62	0.00		
	5204 - CONCESSIONS			51.47	0.00		
	5215 - ADULT SOFTBALL			445.00	0.00		
	6323 - SE BRAINERD SCDP GRANT			400.00	0.00		
	9000 - TRANSIT FUND			49.93	0.00		
	9030 - CONSTRUCTION PROJ-MISC			42,716.00	0.00		

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 06/16/2025 - 06/16/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 3572 - AAA EQUIPMENT CENTER:							
124762 88630	AAA EQUIPMENT CENTER 2025 EXMARK MOWER	06/11/2025 pziemer	06/18/2025	44,598.00	44,598.00	Open	N 06/18/2025
400-5200-45500	PARKS CAPITAL OUTLAY			44,598.00			
	Total for vendor 3572 - AAA EQUIPMENT CENTER:			44,598.00	44,598.00		
Vendor 4080 - ABRA - BRAINERD:							
12144 88607	ABRA - BRAINERD SQD 414 BODY REPAIR	06/09/2025 pziemer	06/18/2025	408.00	408.00	Open	N 06/18/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			408.00			
	Total for vendor 4080 - ABRA - BRAINERD:			408.00	408.00		
Vendor 0011 - ACE HARDWARE:							
332771/1 88463	ACE HARDWARE 40 TAPE MEASURE	05/30/2025 pziemer	06/18/2025	40.49	40.49	Open	N 06/18/2025
237-3190-42240	SMALL TOOLS			40.49			
332810/1 88483	ACE HARDWARE SHOP VAC/CORD - CH VEHICLE MAINT	06/02/2025 pziemer	06/18/2025	97.98	97.98	Open	N 06/18/2025
101-1940-42220	REPAIR & MAINT			97.98			
332853/1 88491	ACE HARDWARE MAGIC ERASER - CLEANING SUPPLIES	06/03/2025 pziemer	06/18/2025	5.39	5.39	Open	N 06/18/2025
225-2120-42220	REPAIR & MAINT			5.39			
332978/1 88557	ACE HARDWARE KEYS X24 - PARKS	06/09/2025 pziemer	06/18/2025	71.76	71.76	Open	N 06/18/2025
230-5200-42220	REPAIR & MAINT			71.76			
332970/1 88559	ACE HARDWARE LEATHER GLOVES	06/09/2025 pziemer	06/18/2025	17.99	17.99	Open	N 06/18/2025
235-3100-42209	SAFETY EQUIPMENT SUPPLIES			17.99			
332688/1 88567	ACE HARDWARE ELBOW	05/28/2025 pziemer	06/18/2025	5.39	5.39	Open	N 06/18/2025
230-5200-42220	REPAIR & MAINT			5.39			
332725/1 88568	ACE HARDWARE DUCT TAPE & X15 KEYS	05/29/2025 pziemer	06/18/2025	57.88	57.88	Open	N 06/18/2025
230-5200-42220	REPAIR & MAINT			57.88			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
332841/1							
88569	ACE HARDWARE	06/03/2025	06/18/2025	25.98	25.98	Open	N
	CONCRETE MIX	pziemer					06/18/2025
230-5200-42220	REPAIR & MAINT			25.98			
332870/1							
88571	ACE HARDWARE	06/04/2025	06/18/2025	14.95	14.95	Open	N
	QTY 5 KEYS	pziemer					06/18/2025
230-5200-42210	OPERATING SUPPLIES			14.95			
332907/1							
88572	ACE HARDWARE	06/05/2025	06/18/2025	19.78	19.78	Open	N
	PRIMER/PAINT	pziemer					06/18/2025
230-5200-42220	REPAIR & MAINT			19.78			
332913/1							
88573	ACE HARDWARE	06/05/2025	06/18/2025	17.98	17.98	Open	N
	MOP/DUSTER	pziemer					06/18/2025
225-2220-42210	OPERATING SUPPLIES			17.98			
332996/1							
88589	ACE HARDWARE	06/10/2025	06/18/2025	80.97	80.97	Open	N
	RAKE X3	pziemer					06/18/2025
230-5200-42220	REPAIR & MAINT			80.97			
333021/1							
88601	ACE HARDWARE	06/11/2025	06/18/2025	39.98	39.98	Open	N
	#2 SPADE SHOVELS	pziemer					06/18/2025
235-3100-42220	REPAIR & MAINT			39.98			
333043/1							
88611	ACE HARDWARE	06/11/2025	06/18/2025	12.58	12.58	Open	N
	CONSTRUCTION MARKERS	pziemer					06/18/2025
401-9030-42210	OPERATING SUPPLIES			12.58			
Total for vendor 0011 - ACE HARDWARE:				509.10	509.10		
Vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:							
6574515523443							
88479	ADVANCE AUTO PARTS - FINANCIAL SVCS	06/04/2025	06/18/2025	64.78	64.78	Open	N
	ENG TRUCKS - STROBE HARDWARE	pziemer					06/18/2025
400-1700-45500	ENGINEERING CAPITAL OUTLAY			64.78			
Total for vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:				64.78	64.78		
Vendor 3523 - ALERT-ALL CORP:							
W50520							
88614	ALERT-ALL CORP	06/11/2025	06/18/2025	172.50	172.50	Open	N
	FIRE SHIELD STICKERS	pziemer					06/18/2025
225-2220-43430	MISCELLANEOUS			172.50			
Total for vendor 3523 - ALERT-ALL CORP:				172.50	172.50		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 2846 - AMERICAN WELDING-GAS INC:							
0010901283 88465	AMERICAN WELDING-GAS INC WELDING GAS CYLINDER RENTAL	05/31/2025 pziemer	06/18/2025	108.37	108.37	Open	N 06/18/2025
235-3100-43430	MISCELLANEOUS			108.37			
Total for vendor 2846 - AMERICAN WELDING-GAS INC:				108.37	108.37		
Vendor 3343 - ARROW MANAGEMENT - ZACH MCKAY:							
34569 88506	ARROW MANAGEMENT - ZACH MCKAY ABATEMENTS X5: 408 2ND, 1201 NORWOOD,	06/06/2025 pziemer	06/18/2025	400.00	400.00	Open	N 06/18/2025
101-2400-43405	NUISANCES			400.00			
Total for vendor 3343 - ARROW MANAGEMENT - ZACH MCKAY:				400.00	400.00		
Vendor 4179 - ASSET PANDA LLC:							
INV00008139 88543	ASSET PANDA LLC ASSETPANDA UPGRADE TO 2.0	06/06/2025 pziemer	06/18/2025	772.77	772.77	Open	N 06/18/2025
101-1800-43309	COMPUTER SUPPORT			643.98			
101-0000-15510	PREPAID OTHER			128.79			
Total for vendor 4179 - ASSET PANDA LLC:				772.77	772.77		
Vendor 4310 - AUTOSMITH SERVICE GROUP:							
2319 88445	AUTOSMITH SERVICE GROUP C2 OIL CHANGE/MAINT	05/23/2025 pziemer	06/18/2025	125.78	125.78	Open	N 06/18/2025
225-2220-42220	REPAIR & MAINT			125.78			
2321 88446	AUTOSMITH SERVICE GROUP TAHOE - OIL CHANGE	05/23/2025 pziemer	06/18/2025	91.86	91.86	Open	N 06/18/2025
225-2220-42220	REPAIR & MAINT			91.86			
Total for vendor 4310 - AUTOSMITH SERVICE GROUP:				217.64	217.64		
Vendor 3120 - BOLTON & MENK:							
0364080 88592	BOLTON & MENK 23:16 PROF SVCS 4/12/25-5/9/25	05/30/2025 pziemer	06/18/2025	1,767.00	1,767.00	Open	N 06/18/2025
401-9030-43300-23:16	PROFESSIONAL SERVICES			1,767.00			
Total for vendor 3120 - BOLTON & MENK:				1,767.00	1,767.00		
Vendor 0079 - BRAINERD LICENSE OFFICE:							

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution GRANT						
SQD 401 - 2025							
88585	BRAINERD LICENSE OFFICE	06/09/2025	06/18/2025	16.25	16.25	Open	N
	SQD 401 REGISTRATION RENEWAL	pziemer					06/18/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			16.25			
SQD 402 - 2025							
88586	BRAINERD LICENSE OFFICE	06/09/2025	06/18/2025	16.25	16.25	Open	N
	SQD 402 REGISTRATION RENEWAL	pziemer					06/18/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			16.25			
SQD 406 - 2025							
88587	BRAINERD LICENSE OFFICE	06/09/2025	06/18/2025	16.25	16.25	Open	N
	SQD 406 REGISTRATION RENEWAL	pziemer					06/18/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			16.25			
	Total for vendor 0079 - BRAINERD LICENSE OFFICE:			48.75	48.75		
Vendor 2684 - BRAINERD PARKS & RECREATION:							
6/12/25							
88618	BRAINERD PARKS & RECREATION	06/12/2025	06/18/2025	75.00	75.00	Open	N
	ADDTL CONCESSION CHANGE FUNDS	pziemer					06/18/2025
230-0000-10300	CHANGE FUND			75.00			
	Total for vendor 2684 - BRAINERD PARKS & RECREATION:			75.00	75.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
INV22561							
88484	BRAINERD PUBLIC UTILITIES	05/09/2025	06/18/2025	19,802.00	19,802.00	Open	N
	JAYCEES PARK 15TH & ROSEWOOD	pziemer					06/18/2025
6/12/25							
88619	BRAINERD PUBLIC UTILITIES	06/12/2025	06/18/2025	122,981.50	122,981.50	Open	N
	REMIT LOST THRU 6/10/25	pziemer					06/18/2025
251-9360-43467	REMIT LOCAL SALES TAX COLLECT			122,981.50			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			142,783.50	142,783.50		
Vendor 0092 - BRIAN'S WELDING:							
54750							
88620	BRIAN'S WELDING	05/29/2025	06/18/2025	178.00	178.00	Open	N
	REPAIR ALUMINUM TRAILER	pziemer					06/18/2025
230-5200-42220	REPAIR & MAINT			178.00			
	Total for vendor 0092 - BRIAN'S WELDING:			178.00	178.00		
Vendor 4209 - CALLTOWER:							
202582322							
88477	CALLTOWER	06/01/2025	06/18/2025	348.16	348.16	Open	N
	CALLTOWER 6/1/25-6/30/25	pziemer					06/18/2025

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
101-1800-43321	TELEPHONE			348.16			
	Total for vendor 4209 - CALLTOWER:			348.16	348.16		
Vendor 0102 - CANON FINANCIAL SERVICE:							
40981879							
88437	CANON FINANCIAL SERVICE	05/23/2025	06/18/2025	77.97	77.97	Open	N
	6/1/25-6/30/25 LIBRARY COPIER CONTRA	pziemer					06/18/2025
211-5505-43430	MISC - COPY MACHINE PYMTS			77.97			
40978376							
88438	CANON FINANCIAL SERVICE	05/22/2025	06/18/2025	19.73	19.73	Open	N
	6/1/25-6/30/25 LIB COPIER CONTRACT -	pziemer					06/18/2025
211-5505-43430	MISC - COPY MACHINE PYMTS			19.73			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			97.70	97.70		
Vendor 4303 - CLIMATE MAKERS:							
PM2387							
88544	CLIMATE MAKERS	06/09/2025	06/18/2025	2,016.00	2,016.00	Open	N
	1ST HALF PREVENTATIVE MAINT 6/1/25-5	pziemer					06/18/2025
211-5500-42220	REPAIR & MAINT			2,016.00			
	Total for vendor 4303 - CLIMATE MAKERS:			2,016.00	2,016.00		
Vendor 4269 - COLUMN SOFTWARE:							
425BB603-0117							
88588	COLUMN SOFTWARE	05/20/2025	06/18/2025	76.36	76.36	Open	N
	NOH: 9TH ST VACATION ST. FRANCIS	pziemer					06/18/2025
101-1700-43350	PRINTING/LEGAL PUBLICATION			76.36			
425BB603-0119							
88595	COLUMN SOFTWARE	06/03/2025	06/18/2025	112.23	112.23	Open	N
	ORD 1582 - CANNABIS RETAIL 6-7-2025	pziemer					06/18/2025
101-9200-43350	LEGAL PUBLICATIONS			112.23			
425BB603-0118							
88596	COLUMN SOFTWARE	06/03/2025	06/18/2025	98.78	98.78	Open	N
	ORD 1583 RURAL SVC DISTRICT SUMMARY	pziemer					06/18/2025
101-9200-43350	LEGAL PUBLICATIONS			98.78			
425BB603-0120							
88609	COLUMN SOFTWARE	06/04/2025	06/18/2025	49.93	49.93	Open	N
	NOH: VARIANCE HYTEC 6-7-25	pziemer					06/18/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			49.93			
425BB603-0121							
88610	COLUMN SOFTWARE	06/04/2025	06/18/2025	32.24	32.24	Open	N
	NOH: ZONING OFFICE/INDUSTRIAL USE 6-	pziemer					06/18/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			32.24			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
425BB603-0122							
88616	COLUMN SOFTWARE	06/04/2025	06/18/2025	36.97	36.97	Open	N
	NOH: PROP ORD FENCE CORNER LOT 6-4-25	pziemer					06/18/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			36.97			
	Total for vendor 4269 - COLUMN SOFTWARE:			406.51	406.51		

Vendor 0122 - COMMUNITY ACTION:

2025 FIREWORKS

88459	COMMUNITY ACTION	06/02/2025	06/18/2025	8,000.00	8,000.00	Open	N
	2025 FIREWORKS DONATION	pziemer					06/18/2025
101-9200-43438	MISC SPECIAL PROJECTS			8,000.00			

JUNE 2025

88550	COMMUNITY ACTION	06/09/2025	06/18/2025	8,698.73	8,698.73	Open	N
	JUN 25 LEVY PAYMENT	pziemer					06/18/2025
101-9200-43460	REMIT COMMUNITY ACTION LEVY			8,698.73			
	Total for vendor 0122 - COMMUNITY ACTION:			16,698.73	16,698.73		

Vendor 0900 - CUB FOODS - BRAINERD:

TRX 190724							
88494	CUB FOODS - BRAINERD	06/03/2025	06/18/2025	20.47	20.47	Open	N
	FBI-LEEDA TRAINING - HOST SUPPLIED	pziemer					06/18/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT			20.47			
TRX 185175							
88495	CUB FOODS - BRAINERD	05/30/2025	06/18/2025	116.44	116.44	Open	N
	FBI-LEEDA CLI TRAINING - HOST SUPPLI	pziemer					06/18/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT			116.44			
TRX 186835							
88499	CUB FOODS - BRAINERD	06/05/2025	06/18/2025	40.25	40.25	Open	N
	FBI-LEEDA TRAINING SUPPLIES - HOST S	pziemer					06/18/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT			40.25			
TRX 188008							
88500	CUB FOODS - BRAINERD	06/04/2025	06/18/2025	14.99	14.99	Open	N
	FBI LEEDA CLI TRAINING SUPPLIES - HO	pziemer					06/18/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT			14.99			
TRX 191364							
88526	CUB FOODS - BRAINERD	06/05/2025	06/18/2025	4.99	4.99	Open	N
	FBI-LEEDA CLI HOST TRAINING	pziemer					06/18/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT			4.99			
TRX 191698							
88527	CUB FOODS - BRAINERD	06/06/2025	06/18/2025	23.86	23.86	Open	N
	FBI-LEEDA CLI HOST TRAINING SUPPLY	pziemer					06/18/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT			23.86			

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	GL Distribution GRANT						
TRX 189775							
88608	CUB FOODS - BRAINERD	06/10/2025	06/18/2025	10.18	10.18	Open	N
	DISH SOAP/SPONGE	pziemer					06/18/2025
225-2120-42220	REPAIR & MAINT			10.18			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			231.18	231.18		
Vendor 0133 - CWC RECORDER:							
25-5105							
88581	CWC RECORDER	06/04/2025	06/18/2025	138.00	138.00	Open	N
	23:13 RECORD X3 EASMENTS	pziemer					06/18/2025
401-9030-43350-23:13	LEGAL PUBLICATIONS			138.00			
	Total for vendor 0133 - CWC RECORDER:			138.00	138.00		
Vendor 0135 - CWC TREASURER:							
8329/LIB							
88480	CWC TREASURER	06/01/2025	06/18/2025	675.00	675.00	Open	N
	SHARED SERVICES - LIBRARY	pziemer					06/18/2025
211-5500-43300	PROFESSIONAL SERVICES			675.00			
8329/CH							
88481	CWC TREASURER	06/01/2025	06/18/2025	7,975.00	7,975.00	Open	N
	SHARED SERVICES - CITY HALL	pziemer					06/18/2025
101-9200-43300	PROFESSIONAL SERVICES			7,975.00			
	Total for vendor 0135 - CWC TREASURER:			8,650.00	8,650.00		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2471917							
88621	DAHLHEIMER BEVERAGE	05/22/2025	06/18/2025	716.10	716.10	Open	N
	JANITORIAL SUPPLIES - PARKS	pziemer					06/18/2025
230-5200-42210	OPERATING SUPPLIES			716.10			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			716.10	716.10		
Vendor 4396 - DEUEL CONSTRUCTION LLC:							
061025							
88615	DEUEL CONSTRUCTION LLC	06/10/2025	06/18/2025	17,603.00	17,603.00	Open	N
	SCDP SE BRD - 709 5TH AVE NE YAGER	pziemer					06/18/2025
202-6323-45510	SE BRD - CAPITAL - RESIDENTIAL			17,603.00			
	Total for vendor 4396 - DEUEL CONSTRUCTION LLC:			17,603.00	17,603.00		
Vendor 4375 - DSC COMMUNICATIONS:							
2506005							
88523	DSC COMMUNICATIONS	06/02/2025	06/18/2025	2,065.00	2,065.00	Open	N
	QTY 4 PAGERS	pziemer					06/18/2025
404-9055-45580	CAPITAL - RADIOS & PAGERS			2,065.00			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Total for vendor 4375 - DSC COMMUNICATIONS:				2,065.00	2,065.00		

Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:

FBN5348502/SALE

88536	ENTERPRISE FM TRUST - ATTN: BILLING	06/05/2025	06/18/2025	(10,443.01)	(10,443.01)	Open	N
	23JTPT - PROCEEDS CSO 442	pziemer					06/18/2025
225-0000-39101	SALE OF ASSETS			(10,443.01)			

FBN5348502/CDD

88537	ENTERPRISE FM TRUST - ATTN: BILLING	06/05/2025	06/18/2025	890.66	890.66	Open	N
	JUNE 25 VEHICLE LEASE -CDD	pziemer					06/18/2025
101-2400-43331	LEASE EXPENSE			890.66			

FBN5348502/ENG

88538	ENTERPRISE FM TRUST - ATTN: BILLING	06/05/2025	06/18/2025	3,157.72	3,157.72	Open	N
	JUNE 25 ENG VEHICLE LEASES	pziemer					06/18/2025
101-1700-43331	LEASE PAYMENTS			2,302.43			
238-3160-43331	LEASE PAYMENTS			855.29			

FBN5348502/FD

88539	ENTERPRISE FM TRUST - ATTN: BILLING	06/05/2025	06/18/2025	1,833.36	1,833.36	Open	N
	JUNE 25 FIRE DEPT VEHICLE LEASES	pziemer					06/18/2025
225-2220-43331	LEASED PAYMENTS			1,833.36			

FBN5348502/PD

88540	ENTERPRISE FM TRUST - ATTN: BILLING	06/05/2025	06/18/2025	16,796.08	16,796.08	Open	N
	JUNE 25 POLICE DEPT VEHICLE LEASES	pziemer					06/18/2025
225-2120-43331	LEASED PAYMENTS			16,796.08			

FBN5348502/PKS

88541	ENTERPRISE FM TRUST - ATTN: BILLING	06/05/2025	06/18/2025	6,232.15	6,232.15	Open	N
	JUNE 25 VEHICLE LEASES	pziemer					06/18/2025
230-5200-43331	LEASE PAYMENTS			6,232.15			

FBN5348502/STRTS

88542	ENTERPRISE FM TRUST - ATTN: BILLING	06/05/2025	06/18/2025	6,848.28	6,848.28	Open	N
	JUNE 25 STREET DEPT VEHICLE LEASES	pziemer					06/18/2025
235-3100-43331	LEASE PAYMENTS			4,969.12			
237-3190-43331	LEASE PAYMENTS			1,879.16			
Total for vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:				25,315.24	25,315.24		

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

7528

88440	F.I.R.E. CROSSLAKE	06/02/2025	06/18/2025	1,200.00	1,200.00	Open	N
	TRAINING - FORCIBLE ENTRY TRAILER	pziemer					06/18/2025
225-2220-43330	PROFESSIONAL DEVELOPMENT			1,200.00			

Total for vendor 1815 - F.I.R.E. CROSSLAKE:

1,200.00 1,200.00

Vendor 2716 - FBI/LEEDA:

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
200125343							
88558	FBI/LEEDA	06/10/2025	06/18/2025	795.00	795.00	Open	N
	FBI-LEEDA CLI TRAINING 703,708,707	pziemer					06/18/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT			795.00			
	Total for vendor 2716 - FBI/LEEDA:			795.00	795.00		

Vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:

2109-015283							
88553	FIRST CHOICE FOOD & BEVERAGE	06/04/2025	06/18/2025	779.68	779.68	Open	N
	BANE CONCESSIONS - BEVERAGES	pziemer					06/18/2025
230-5204-42210	OPERATING SUPPLIES			779.68			
2109-015285							
88554	FIRST CHOICE FOOD & BEVERAGE	06/04/2025	06/18/2025	849.44	849.44	Open	N
	JAYCEES CONCESSIONS - BEVERAGES	pziemer					06/18/2025
230-5204-42210	OPERATING SUPPLIES			849.44			
	Total for vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:			1,629.12	1,629.12		

Vendor 0177 - FIRST IMPRESSION PRINTING:

94267							
88629	FIRST IMPRESSION PRINTING	06/10/2025	06/18/2025	165.00	165.00	Open	N
	NO PARKING SIGNS -STRTS/PARKS	pziemer					06/18/2025
237-3190-43350	PRINTING/LEGAL PUBLICATIONS			110.00			
230-5200-43350	PRINTING/LEGAL PUBLICATION			55.00			
	Total for vendor 0177 - FIRST IMPRESSION PRINTING:			165.00	165.00		

Vendor 0186 - GALLS LLC:

031387276							
88517	GALLS LLC	05/20/2025	06/18/2025	163.46	163.46	Open	N
	718 UNIFORM BOOTS	pziemer					06/18/2025
225-2120-41113	UNIFORM ALLOWANCE			163.46			
031416690							
88518	GALLS LLC	05/22/2025	06/18/2025	133.53	133.53	Open	N
	709 UNIFORM BOOTS	pziemer					06/18/2025
225-2120-41113	UNIFORM ALLOWANCE			133.53			
031461541							
88519	GALLS LLC	05/28/2025	06/18/2025	179.20	179.20	Open	N
	710 UNIFORM BOOTS	pziemer					06/18/2025
225-2120-41113	UNIFORM ALLOWANCE			179.20			
	Total for vendor 0186 - GALLS LLC:			476.19	476.19		

Vendor MISC - GOLDENSTEIN, ANNA:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
6/5/25							
88490	GOLDENSTEIN, ANNA	06/05/2025	06/18/2025	43.15	43.15	Open	N
	REFUND - CANCELLED PARKING SPOT	pziemer					06/18/2025
101-0000-22801	Refund: MR Unapplied Payments			43.15			
	Total for vendor MISC - GOLDENSTEIN, ANNA:			43.15	43.15		
Vendor 0193 - GOODIN COMPANY :							
6682210-00							
88570	GOODIN COMPANY	05/20/2025	06/18/2025	19.61	19.61	Open	N
	SHOP REPAIR	pziemer					06/18/2025
230-5200-42220	REPAIR & MAINT			19.61			
6682116-00							
88603	GOODIN COMPANY	05/16/2025	06/18/2025	474.75	474.75	Open	N
	PIPES/COUPLERS	pziemer					06/18/2025
230-5200-42220	REPAIR & MAINT			474.75			
6682212-00							
88604	GOODIN COMPANY	05/20/2025	06/18/2025	(381.91)	(381.91)	Open	N
	RETURN PIPES/COUPLERS	pziemer					06/18/2025
230-5200-42220	REPAIR & MAINT			(381.91)			
	Total for vendor 0193 - GOODIN COMPANY :			112.45	112.45		
Vendor 3011 - GUARDIAN PEST CONTROL INC:							
2662515							
88612	GUARDIAN PEST CONTROL INC	05/02/2025	06/18/2025	59.00	59.00	Open	N
	PEST CONTROL	pziemer					06/18/2025
225-2220-42221	R&M BUILDING			59.00			
	Total for vendor 3011 - GUARDIAN PEST CONTROL INC:			59.00	59.00		
Vendor 3965 - HEALTHSOURCE SOLUTIONS LLC:							
20251859							
88563	HEALTHSOURCE SOLUTIONS LLC	05/27/2025	06/18/2025	98.00	98.00	Open	N
	WELLNESS SCREENINGS	pziemer					06/18/2025
278-6515-43430	MISCELLANEOUS			98.00			
	Total for vendor 3965 - HEALTHSOURCE SOLUTIONS LLC:			98.00	98.00		
Vendor 0200 - HEARTLAND ANIMAL RESCUE:							
MAY 2025							
88476	HEARTLAND ANIMAL RESCUE	05/31/2025	06/18/2025	2,947.33	2,947.33	Open	N
	MAY 25 ADMIN/BOARDING	pziemer					06/18/2025
225-2700-43430	MISCELLANEOUS			1,028.00			
225-2700-43300	PROFESSIONAL SERVICES			1,919.33			
	Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:			2,947.33	2,947.33		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 0203 - HOLDEN ELECTRIC:							
80361							
88576	HOLDEN ELECTRIC	06/05/2025	06/18/2025	725.00	725.00	Open	N
	QTY 5 LIGHTS	pziemer					06/18/2025
230-5200-42220	REPAIR & MAINT			725.00			
Total for vendor 0203 - HOLDEN ELECTRIC:				725.00	725.00		

Vendor 0769 - HYTEC CONSTRUCTION INC:

15102							
88485	HYTEC CONSTRUCTION INC	05/27/2025	06/18/2025	43,335.20	43,335.20	Open	N
	PAY REQ 6 - BRD WATERTOWER WINDOWS	pziemer					06/18/2025
400-1481-45530	PYMTS TO CONTRACTORS			43,335.20			
15118							
88511	HYTEC CONSTRUCTION INC	05/30/2025	06/18/2025	45,647.50	45,647.50	Open	N
	PAY REQ 3 BRD PD EXTERIOR	pziemer					06/18/2025
400-9050-45530	CAPITAL - OTHER			45,647.50			
Total for vendor 0769 - HYTEC CONSTRUCTION INC:				88,982.70	88,982.70		

Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:

IN4838185							
88441	INNOVATIVE OFFICE SOLUTIONS LLC	05/14/2025	06/18/2025	98.96	98.96	Open	N
	COPY PAPER	pziemer					06/18/2025
225-2220-42200	OFFICE SUPPLIES			98.96			
IN4854489							
88520	INNOVATIVE OFFICE SOLUTIONS LLC	06/05/2025	06/18/2025	193.61	193.61	Open	N
	FRONT DESK TONER/COPY PAPER	pziemer					06/18/2025
225-2120-42200	OFFICE SUPPLIES			193.61			
Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:				292.57	292.57		

Vendor 3488 - JEFFERSON FIRE & SAFETY:

IN327606							
88442	JEFFERSON FIRE & SAFETY	06/02/2025	06/18/2025	192.22	192.22	Open	N
	FLAMEFIGHTER BLACK CYLINDER CLIP	pziemer					06/18/2025
225-2220-42210	OPERATING SUPPLIES			192.22			
IN327832							
88524	JEFFERSON FIRE & SAFETY	06/05/2025	06/18/2025	808.14	808.14	Open	N
	EVAC SYSTEMS - ASAP LOCK ASSEMBLY KIT	pziemer					06/18/2025
225-2220-42210	OPERATING SUPPLIES			808.14			
Total for vendor 3488 - JEFFERSON FIRE & SAFETY:				1,000.36	1,000.36		

Vendor MISC - KELLY STENSON:

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
REFUND 6/5/25							
88505	KELLY STENSON	06/05/2025	06/18/2025	480.00	480.00	Open	N
	REFUND CAMPING	pziemer					06/18/2025
	230-5280-34710	CAMPGROUND REVENUE		432.92			
	101-0000-31410	LODGING TAX		12.99			
	101-0000-20810	STATE TAX PAYABLE		29.77			
	101-0000-20811	COUNTY SALES TAX		2.16			
	101-0000-20812	CITY TAX PAYABLE		2.16			
	Total for vendor MISC - KELLY STENSON:			480.00	480.00		

Vendor 0313 - LAKES AREA SENIOR CENTER:

JUNE 2025							
88551	LAKES AREA SENIOR CENTER	06/09/2025	06/18/2025	8,698.73	8,698.73	Open	N
	JUN 25 LEVY PAYMENT	pziemer					06/18/2025
	101-9200-43461	REMIT SENIOR CITIZEN LEVY		8,698.73			
	Total for vendor 0313 - LAKES AREA SENIOR CENTER:			8,698.73	8,698.73		

Vendor 3469 - LAMS INC:

39233							
88466	LAMS INC	06/03/2025	06/18/2025	48.64	48.64	Open	N
	CITY HALL FLOOR MATS	pziemer					06/18/2025
	101-1940-43410	RENTAL EXPENSE		48.64			
39336							
88467	LAMS INC	06/03/2025	06/18/2025	58.88	58.88	Open	N
	POLICE DEPT FLOOR MATS	pziemer					06/18/2025
	225-2120-43300	PROFESSIONAL SERVICES		58.88			
	Total for vendor 3469 - LAMS INC:			107.52	107.52		

Vendor 0232 - LEAGUE MN CITIES C/O BERKLEY ADMIN:

10002612/3RD 2025							
88602	LEAGUE MN CITIES C/O BERKLEY ADMIN	06/04/2025	06/18/2025	74,797.25	74,797.25	Open	N
	3RD QTR 25 WORK COMP PREMIUM	pziemer					06/18/2025
	280-0000-41150	WORKERS COMP		62,546.25			
	101-1110-41150	WORKERS COMP		12.25			
	225-2225-41150	WORKERS COMP		12,238.75			
	Total for vendor 0232 - LEAGUE MN CITIES C/O BERKLEY ADMIN:			74,797.25	74,797.25		

Vendor 0607 - LEGIONVILLE SCHOOL SAFETY PATROL CA:

2025 GARFIELD							
88507	LEGIONVILLE SCHOOL SAFETY PATROL CA	06/06/2025	06/18/2025	3,500.00	3,500.00	Open	N
	QTY 7 FROM GARFIELD ELEMENTARY	pziemer					06/18/2025
	226-2160-43430	MISCELLANEOUS		3,500.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
2025 HARRISON							
88508	LEGIONVILLE SCHOOL SAFETY PATROL CA	06/06/2025	06/18/2025	3,000.00	3,000.00	Open	N
	QTY 6 HARRISON ELEMENTARY	pziemer					06/18/2025
226-2160-43430	MISCELLANEOUS			3,000.00			
	Total for vendor 0607 - LEGIONVILLE SCHOOL SAFETY PATROL CA:			6,500.00	6,500.00		

Vendor 0237 - LOCATORS - SUPPLIES INC:

0321039-IN							
88464	LOCATORS - SUPPLIES INC	05/29/2025	06/18/2025	271.73	271.73	Open	N
	WYATT PRIBYL HI VIS WINTER GEAR	pziemer					06/18/2025
235-3170-42209	SAFETY EQUIPMENT SUPPLIES			271.73			
	Total for vendor 0237 - LOCATORS - SUPPLIES INC:			271.73	271.73		

Vendor 1753 - MARCO - NW 7128:

INV13765485							
88077	MARCO - NW 7128	04/17/2025	06/18/2025	6,624.00	6,624.00	Open	N
	CISCO DUO 9/25/25-9/26/26	pziemer					06/18/2025
INV13796438							
88584	MARCO - NW 7128	05/01/2025	06/18/2025	2,671.50	2,671.50	Open	N
	MICROSOFT 365 3/16/25-4/15/25	pziemer					06/18/2025
101-1800-43309	COMPUTER SUPPORT			2,671.50			
INV13957767							
88598	MARCO - NW 7128	06/06/2025	06/18/2025	300.00	300.00	Open	N
	CISCO HARDWARE TOKENS QTY10	pziemer					06/18/2025
101-1800-42210	OPERATING SUPPLIES			300.00			
	Total for vendor 1753 - MARCO - NW 7128:			9,595.50	9,595.50		

Vendor 2392 - MENARDS:

46870							
88560	MENARDS	06/09/2025	06/18/2025	19.96	19.96	Open	N
	KNEE PADS - DOWNTOWN PAVER REPAIRS	pziemer					06/18/2025
235-3100-42240	SMALL TOOLS			19.96			
	Total for vendor 2392 - MENARDS:			19.96	19.96		

Vendor 0889 - MENARDS - BAXTER :

46506							
88577	MENARDS - BAXTER	06/04/2025	06/18/2025	59.32	59.32	Open	N
	COM DOCK REPAIR	pziemer					06/18/2025
230-5200-42220	REPAIR & MAINT			59.32			
46696							
88578	MENARDS - BAXTER	06/06/2025	06/18/2025	16.69	16.69	Open	N
	BAP -REPAIRS	pziemer					06/18/2025

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GL Distribution	GRANT						
230-5200-42220	REPAIR & MAINT			16.69			
Total for vendor 0889 - MENARDS - BAXTER :				76.01	76.01		

Vendor 3394 - MIDWEST MACHINERY CO:

10504068							
88627	MIDWEST MACHINERY CO	06/06/2025	06/18/2025	239.99	239.99	Open	N
	JD MOWER REPAIR	pziemer					06/18/2025
230-5200-42220	REPAIR & MAINT			239.99			
10496855							
88628	MIDWEST MACHINERY CO	06/02/2025	06/18/2025	342.97	342.97	Open	N
	JD SKIDSTEER REPAIRS	pziemer					06/18/2025
230-5200-42220	REPAIR & MAINT			342.97			
Total for vendor 3394 - MIDWEST MACHINERY CO:				582.96	582.96		

Vendor 0264 - MN DEPT LABOR & INDUSTRY:

ALR0176861X							
88582	MN DEPT LABOR & INDUSTRY	05/31/2025	06/18/2025	100.00	100.00	Open	N
	ANNUAL OPERATING LICENSE - ANNEX ELE	pziemer					06/18/2025
101-1940-42220	REPAIR & MAINT			100.00			
Total for vendor 0264 - MN DEPT LABOR & INDUSTRY:				100.00	100.00		

Vendor 3168 - MOTORS-N-MORE:

31141							
88496	MOTORS-N-MORE	05/30/2025	06/18/2025	50.00	50.00	Open	N
	SQD 414 OIL CHANGE	pziemer					06/18/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			50.00			
31142							
88497	MOTORS-N-MORE	05/30/2025	06/18/2025	50.00	50.00	Open	N
	SQD 415 OIL CHANGE	pziemer					06/18/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			50.00			
31144							
88498	MOTORS-N-MORE	05/30/2025	06/18/2025	455.93	455.93	Open	N
	SQD 410 BRAKE REPAIR	pziemer					06/18/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			455.93			
31150							
88521	MOTORS-N-MORE	06/05/2025	06/18/2025	50.00	50.00	Open	N
	SQD 411 OIL CHANGE	pziemer					06/18/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			50.00			
Total for vendor 3168 - MOTORS-N-MORE:				605.93	605.93		

Vendor 0798 - MR TIRE:

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	GL Distribution GRANT						
41183							
88625	MR TIRE	06/11/2025	06/18/2025	295.65	295.65	Open	N
	REPAIR TORO MOWER TIRES	pziemer					06/18/2025
	230-5200-42220			295.65			
	REPAIR & MAINT						
41097							
88626	MR TIRE	06/03/2025	06/18/2025	45.29	45.29	Open	N
	JOHN DEERE REPAIR	pziemer					06/18/2025
	230-5200-42220			45.29			
	REPAIR & MAINT						
	Total for vendor 0798 - MR TIRE:			340.94	340.94		

Vendor 0273 - NAPA AUTO PARTS:

810867							
88444	NAPA AUTO PARTS	06/02/2025	06/18/2025	25.38	25.38	Open	N
	WINDSHIELD CLEANER	pziemer					06/18/2025
	225-2220-42210			25.38			
	OPERATING SUPPLIES						
810006							
88450	NAPA AUTO PARTS	05/29/2025	06/18/2025	583.92	583.92	Open	N
	LIGHT BAR - ENG VEHICLES	pziemer					06/18/2025
	400-1700-45500			583.92			
	ENGINEERING CAPITAL OUTLAY						
812213							
88561	NAPA AUTO PARTS	06/05/2025	06/18/2025	39.99	39.99	Open	N
	HOSE PINCH PLIERS	pziemer					06/18/2025
	235-3100-42240			39.99			
	SMALL TOOLS						
811790							
88562	NAPA AUTO PARTS	06/04/2025	06/18/2025	111.00	111.00	Open	N
	WIRING FOR STROBES - ENG VEHICLES	pziemer					06/18/2025
	400-1700-45500			111.00			
	ENGINEERING CAPITAL OUTLAY						
	Total for vendor 0273 - NAPA AUTO PARTS:			760.29	760.29		

Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:

PP01522/CH							
88512	NORTH COUNTRY JANITORIAL & SUPPLY I	06/03/2025	06/18/2025	1,077.00	1,077.00	Open	N
	MAY 25 CITY HALL JANITORIAL	pziemer					06/18/2025
	101-1940-43300			1,077.00			
	PROFESSIONAL SERVICES						
PP01522/PD							
88513	NORTH COUNTRY JANITORIAL & SUPPLY I	06/03/2025	06/18/2025	1,093.00	1,093.00	Open	N
	MAY 25 POLICE DEPT JANITORIAL	pziemer					06/18/2025
	225-2120-43300			1,093.00			
	PROFESSIONAL SERVICES						
PP01522/FD							
88514	NORTH COUNTRY JANITORIAL & SUPPLY I	06/03/2025	06/18/2025	383.00	383.00	Open	N
	MAY 25 FIRE DEPT JANITORIAL	pziemer					06/18/2025
	225-2220-43300			383.00			
	PROFESSIONAL SERVICES						

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
PP01522/PW							
88515	NORTH COUNTRY JANITORIAL & SUPPLY I	06/03/2025	06/18/2025	382.00	382.00	Open	N
	MAY 25 PW JANITORIAL	pziemer					06/18/2025
235-3100-43300	PROFESSIONAL SERVICES			191.00			
235-3100-43300	PROFESSIONAL SERVICES			191.00			
Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:				2,935.00	2,935.00		
Vendor 1153 - NORTHLAND ARBORETUM:							
JUNE 2025							
88552	NORTHLAND ARBORETUM	06/09/2025	06/18/2025	8,698.73	8,698.73	Open	N
	JUN 25 LEVY PAYMENT	pziemer					06/18/2025
101-9200-43462	REMIT ARBORETUM LEVY			8,698.73			
Total for vendor 1153 - NORTHLAND ARBORETUM:				8,698.73	8,698.73		
Vendor 0736 - NORTHLAND FIRE PROTECTION:							
63486							
88556	NORTHLAND FIRE PROTECTION	06/09/2025	06/18/2025	91.30	91.30	Open	N
	RECHARGE FIRE EXTINGUISHERS	pziemer					06/18/2025
225-2120-43300	PROFESSIONAL SERVICES			91.30			
Total for vendor 0736 - NORTHLAND FIRE PROTECTION:				91.30	91.30		
Vendor 2064 - NUSS TRUCK & EQUIPMENT:							
PSO211845-1							
88591	NUSS TRUCK & EQUIPMENT	06/09/2025	06/18/2025	59.26	59.26	Open	N
	TRUCK 105 HAND PRIMING PUMP	pziemer					06/18/2025
235-3100-42220	REPAIR & MAINT			59.26			
Total for vendor 2064 - NUSS TRUCK & EQUIPMENT:				59.26	59.26		
Vendor 0284 - OFFICE SHOP:							
1155526-0							
88439	OFFICE SHOP	06/02/2025	06/18/2025	142.24	142.24	Open	N
	COPY PAPER 11X17	pziemer					06/18/2025
101-1940-42200	OFFICE SUPPLIES			142.24			
1155045-1							
88546	OFFICE SHOP	05/19/2025	06/18/2025	399.00	399.00	Open	N
	CHAIRS QTY2	pziemer					06/18/2025
400-1800-45500-00001	IT/GIS CAPITAL OUTLAY			399.00			
1155241-0							
88547	OFFICE SHOP	05/20/2025	06/18/2025	299.00	299.00	Open	N
	BOOKCASE - 6 SHELF	pziemer					06/18/2025
400-1800-45500-00001	IT/GIS CAPITAL OUTLAY			299.00			

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	GL Distribution GRANT						
C1155045-0							
88548	OFFICE SHOP	05/20/2025	06/18/2025	(219.00)	(219.00)	Open	N
	CREDIT - LLR BRIDGE	pziemer					06/18/2025
400-1800-45500-00001	IT/GIS CAPITAL OUTLAY			(219.00)			
1155691-0							
88549	OFFICE SHOP	06/09/2025	06/18/2025	239.00	239.00	Open	N
	BOOKCASE 4 SHELFs	pziemer					06/18/2025
400-1800-45500-00001	IT/GIS CAPITAL OUTLAY			239.00			
1155045-0							
88579	OFFICE SHOP	05/16/2025	06/18/2025	1,915.00	1,915.00	Open	N
	TABLES QTY2, CHAIRS QTY4, BRIDGE	pziemer					06/18/2025
400-1800-45500-00001	IT/GIS CAPITAL OUTLAY			1,915.00			
1155719-0							
88583	OFFICE SHOP	06/10/2025	06/18/2025	83.58	83.58	Open	N
	CONCESSIONS - POUCHES, PAPER	pziemer					06/18/2025
230-5204-42210	OPERATING SUPPLIES			83.58			
1155720-1							
88605	OFFICE SHOP	06/11/2025	06/18/2025	183.78	183.78	Open	N
	COPY PAPER - CH	pziemer					06/18/2025
101-1940-42200	OFFICE SUPPLIES			183.78			
1155720-0							
88606	OFFICE SHOP	06/10/2025	06/18/2025	67.30	67.30	Open	N
	LAMINATE POUCHES -PW	pziemer					06/18/2025
101-1940-42200	OFFICE SUPPLIES			67.30			
Total for vendor 0284 - OFFICE SHOP:				3,109.90	3,109.90		

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

1647-356426							
88622	O'REILLY AUTOMOTIVE STORES INC.	05/23/2025	06/18/2025	103.95	103.95	Open	N
	BATTERY	pziemer					06/18/2025
230-5200-42220	REPAIR & MAINT			103.95			
Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:				103.95	103.95		

Vendor 0561 - PEOPLES SECURITY:

268389							
88555	PEOPLES SECURITY	05/31/2025	06/18/2025	23.99	23.99	Open	N
	SECURITY MONITORING	pziemer					06/18/2025
211-5500-42220	REPAIR & MAINT			23.99			
Total for vendor 0561 - PEOPLES SECURITY:				23.99	23.99		

Vendor 0521 - PITNEY BOWES INC:

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
3107259151							
88594	PITNEY BOWES INC	06/10/2025	06/18/2025	398.82	398.82	Open	N
	4/30/25-7/29/25 POSTAGE LEASE	pziemer					06/18/2025
101-1940-43331	LEASE PAYMENTS			398.82			
	Total for vendor 0521 - PITNEY BOWES INC:			398.82	398.82		

Vendor 3027 - PRATT'S AFFORDABLE EXCAVATING INC.:

5317							
88617	PRATT'S AFFORDABLE EXCAVATING INC.	05/12/2025	06/18/2025	3,500.00	3,500.00	Open	N
	HYDROSEED BUFFALO HILLS PARK	pziemer					06/18/2025
400-5200-45500	PARKS CAPITAL OUTLAY			3,500.00			
	Total for vendor 3027 - PRATT'S AFFORDABLE EXCAVATING INC.:			3,500.00	3,500.00		

Vendor 3793 - SAFETYFIRST PLAYGROUND EQUIPMENT:

9837							
88590	SAFETYFIRST PLAYGROUND EQUIPMENT	06/10/2025	06/18/2025	3,251.30	3,251.30	Open	N
	PLAYGROUND SURFACING	pziemer					06/18/2025
400-5200-45500	PARKS CAPITAL OUTLAY			3,251.30			
	Total for vendor 3793 - SAFETYFIRST PLAYGROUND EQUIPMENT:			3,251.30	3,251.30		

Vendor 0317 - SHORT ELLIOTT HENDRICKSON:

487523							
88478	SHORT ELLIOTT HENDRICKSON	05/13/2025	06/18/2025	2,542.66	2,542.66	Open	N
	23:13 WILLOW/6TH ROUNDABOUT THRU 4/3	pziemer					06/18/2025
401-9030-43300-23:13	PROFESSIONAL SERVICES			2,542.66			
	Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:			2,542.66	2,542.66		

Vendor 4302 - SPACES LLC:

92891FCB-0005							
88443	SPACES LLC	06/02/2025	06/18/2025	300.00	300.00	Open	N
	PRIVATE OFFICE RENTAL	pziemer					06/18/2025
225-2220-43330	PROFESSIONAL DEVELOPMENT			300.00			
	Total for vendor 4302 - SPACES LLC:			300.00	300.00		

Vendor 3710 - SRFAX:

16811.00-22							
88599	SRFAX	05/31/2025	06/18/2025	15,457.01	15,457.01	Open	N
	23:05: TH210 WATERMAIN & SAN/SWR REL	pziemer					06/18/2025
401-9030-43300-23:05	PROFESSIONAL SERVICES			15,457.01			
	Total for vendor 3710 - SRFAX:			15,457.01	15,457.01		

Vendor 0841 - SUPERIOR DIVING REPAIR, INC.:

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
8396							
88525	SUPERIOR DIVING REPAIR, INC.	05/01/2025	06/18/2025	245.00	245.00	Open	N
	RESCUE SUIT REPAIRS	pziemer					06/18/2025
225-2220-42220	REPAIR & MAINT			245.00			
	Total for vendor 0841 - SUPERIOR DIVING REPAIR, INC.:			245.00	245.00		

Vendor 4182 - TAPCO:

1801566							
88487	TAPCO	05/12/2025	06/18/2025	189.78	189.78	Open	N
	CAP SIGNAL	pziemer					06/18/2025
235-3170-42220	REPAIR & MAINT			189.78			
	Total for vendor 4182 - TAPCO:			189.78	189.78		

Vendor 3428 - TURFCARE, INC.:

4043							
88613	TURFCARE, INC.	05/05/2025	06/18/2025	237.25	237.25	Open	N
	STATION 2 - LAWN CARE ROUND 1	pziemer					06/18/2025
225-2220-43300	PROFESSIONAL SERVICES			237.25			
	Total for vendor 3428 - TURFCARE, INC.:			237.25	237.25		

Vendor 0039 - VESTIS:

2530409484							
88461	VESTIS	05/29/2025	06/18/2025	65.85	65.85	Open	N
	RUGS AND OVERALLS	pziemer					06/18/2025
235-3100-43430	MISCELLANEOUS			65.85			
2530412123							
88522	VESTIS	06/05/2025	06/18/2025	91.58	91.58	Open	N
	RUGS AND OVERALLS	pziemer					06/18/2025
235-3100-43430	MISCELLANEOUS			91.58			
	Total for vendor 0039 - VESTIS:			157.43	157.43		

Vendor 0349 - W.W. THOMPSON CONCRETE:

2505-767214							
88509	W.W. THOMPSON CONCRETE	05/22/2025	06/18/2025	268.25	268.25	Open	N
	CONCRETE, STAKES	pziemer					06/18/2025
235-3100-42220	REPAIR & MAINT			268.25			
2505-768620							
88510	W.W. THOMPSON CONCRETE	05/29/2025	06/18/2025	(30.00)	(30.00)	Open	N
	DEPOSIT RETURN FOR PALLET	pziemer					06/18/2025
235-3100-42220	REPAIR & MAINT			(30.00)			
2506-770819							
88580	W.W. THOMPSON CONCRETE	06/04/2025	06/18/2025	12.25	12.25	Open	N
	GGP - REPAIRS	pziemer					06/18/2025

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
230-5200-42220	REPAIR & MAINT			12.25			
	Total for vendor 0349 - W.W. THOMPSON CONCRETE:			250.50	250.50		
Vendor 0344 - WASTE PARTNERS INC:							
55X18069							
88468	WASTE PARTNERS INC	05/31/2025	06/18/2025	69.88	69.88	Open	N
	MAY 2025 CAMPGROUND WASTE REMOVAL	pziemer					06/18/2025
230-5280-43380	UTILITIES			69.88			
55X18070							
88469	WASTE PARTNERS INC	05/31/2025	06/18/2025	128.70	128.70	Open	N
	MAY 25 PW GARAGE WASTE REMOVAL	pziemer					06/18/2025
235-3100-43380	UTILITIES			64.35			
230-5200-43380	UTILITIES			64.35			
55X18071							
88470	WASTE PARTNERS INC	05/31/2025	06/18/2025	128.70	128.70	Open	N
	MAY 25 FIRE DEPT WASTE REMOVAL	pziemer					06/18/2025
225-2220-43380	UTILITIES			128.70			
55X18073							
88471	WASTE PARTNERS INC	05/31/2025	06/18/2025	276.12	276.12	Open	N
	MAY 25 DOWNTOWN WASTE REMOVAL	pziemer					06/18/2025
401-1003-43300	PROFESSIONAL SERVICES			276.12			
55X18074							
88472	WASTE PARTNERS INC	05/31/2025	06/18/2025	157.70	157.70	Open	N
	MAY 25 POLICE DEPT WASTE REMOVAL	pziemer					06/18/2025
225-2120-43380	UTILITIES			157.70			
55X18075							
88473	WASTE PARTNERS INC	05/31/2025	06/18/2025	76.05	76.05	Open	N
	MAY 25 WASTE OIL LOCATION	pziemer					06/18/2025
227-3230-43428	USED OIL RECYCLING EXPENSE			76.05			
55X18072							
88488	WASTE PARTNERS INC	05/31/2025	06/18/2025	163.05	163.05	Open	N
	MAY 25 CITYHALL WASTE REMOVAL	pziemer					06/18/2025
101-1940-43380	UTILITIES			163.05			
55X18076							
88489	WASTE PARTNERS INC	05/31/2025	06/18/2025	936.00	936.00	Open	N
	MAY 25 PARKS DEPT WASTE REMOVAL	pziemer					06/18/2025
230-5200-43380	UTILITIES			936.00			
55X15844							
88545	WASTE PARTNERS INC	05/31/2025	06/18/2025	102.83	102.83	Open	N
	MAY 25 LIBRARY WASTE REMOVAL	pziemer					06/18/2025
211-5500-43380	UTILITIES			102.83			
	Total for vendor 0344 - WASTE PARTNERS INC:			2,039.03	2,039.03		

Vendor 3914 - WATSON COMPANY:

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution GRANT						
150135 88564	WATSON COMPANY	06/06/2025	06/18/2025	425.47	425.47	Open	N
	BANE CONCESSIONS - CANDY, FROZEN, TR	pziemer					06/18/2025
	230-5204-42210	OPERATING SUPPLIES		425.47			
150133 88565	WATSON COMPANY	06/06/2025	06/18/2025	155.06	155.06	Open	N
	MMP CONCESSIONS - CANDY, SEEDS, PRET	pziemer					06/18/2025
	230-5204-42210	OPERATING SUPPLIES		155.06			
150134 88566	WATSON COMPANY	06/06/2025	06/18/2025	439.41	439.41	Open	N
	JCP CONCESSIONS - CANDY, SEEDS, TRAY	pziemer					06/18/2025
	230-5204-42210	OPERATING SUPPLIES		439.41			
150186 88600	WATSON COMPANY	06/10/2025	06/18/2025	131.08	131.08	Open	N
	CONCESSIONS - CHIPS, FROZEN - CHEESE	pziemer					06/18/2025
	230-5204-42210	OPERATING SUPPLIES		131.08			
150188 88623	WATSON COMPANY	06/10/2025	06/18/2025	339.00	339.00	Open	N
	CONCESSIONS - CANDY, CHEESE, PRETZEL	pziemer					06/18/2025
	230-5204-42210	OPERATING SUPPLIES		339.00			
150187 88624	WATSON COMPANY	06/10/2025	06/18/2025	44.00	44.00	Open	N
	CONCESSIONS - ICE POPS	pziemer					06/18/2025
	230-5204-42210	OPERATING SUPPLIES		44.00			
	Total for vendor 3914 - WATSON COMPANY:			1,534.02	1,534.02		

Vendor 3199 - WEX BANK:

105060335/FD 88447	WEX BANK	05/31/2025	06/18/2025	2,324.90	2,324.90	Open	N
	MAY 25 FIRE DEPT FUEL	pziemer					06/18/2025
	225-2220-42212	MOTOR FUELS		2,324.90			
105060335/PKS 88448*	WEX BANK	05/31/2025	06/18/2025	1,924.83	1,924.83	Open	N
	MAY 25 PARKS DEPT FUEL	pziemer					06/18/2025
	230-5200-42212	MOTOR FUELS		1,925.20			
	230-5200-42212	MOTOR FUELS		(0.37)			
105060335/PD 88449*	WEX BANK	05/31/2025	06/18/2025	5,380.12	5,380.12	Open	N
	MAY 25 POLICE DEPT FUEL	pziemer					06/18/2025
	225-2120-42212	MOTOR FUELS		5,470.72			
	225-2120-42212	MOTOR FUELS		(90.60)			
105060335/ADM 88451	WEX BANK	05/31/2025	06/18/2025	(37.21)	(37.21)	Open	N
	MAY 25 WEX EDGE REBATE	pziemer					06/18/2025

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)			(37.21)			
105060335/TRANSIT							
88452*	WEX BANK	05/31/2025	06/18/2025	6,456.79	6,456.79	Open	N
	MAY 25 TRANSIT DEPT FUEL	pziemer					06/18/2025
203-9000-42212	MOTOR FUELS			6,499.20			
203-9000-42212	MOTOR FUELS			(42.41)			
105060335/STREET							
88460*	WEX BANK	05/31/2025	06/18/2025	3,563.96	3,563.96	Open	N
	MAY 25 STREET DEPT FUEL	pziemer					06/18/2025
237-3190-42212	MOTOR FUELS			592.72			
235-3100-42212	MOTOR FUELS			2,972.46			
235-3100-42212	MOTOR FUELS			(1.22)			
105060335/CDD							
88474	WEX BANK	05/31/2025	06/18/2025	85.03	85.03	Open	N
	MAY 25 COM DEV FUEL/CAR WASH	pziemer					06/18/2025
101-2400-42212	MOTOR FUELS			66.08			
101-2400-42220	REPAIR & MAINT			18.95			
105060335/ENG							
88475*	WEX BANK	05/31/2025	06/18/2025	325.01	325.01	Open	N
	MAY 25 ENG DEPT FUEL/CAR WASH	pziemer					06/18/2025
401-9030-42212	MOTOR FUELS			149.32			
238-3160-42212	MOTOR FUELS			168.19			
238-3160-42220	REPAIR & MAINT			8.00			
401-9030-42212	MOTOR FUELS			(0.50)			
Total for vendor 3199 - WEX BANK:				20,023.43	20,023.43		

Vendor 3899 - WEX HEALTH INC:

0002178095-IN							
88593	WEX HEALTH INC	05/31/2025	06/18/2025	43.50	43.50	Open	N
	MAY 2025 COBRA	pziemer					06/18/2025
101-9200-43300	PROFESSIONAL SERVICES			43.50			
0002163741-IN							
88597	WEX HEALTH INC	05/31/2025	06/18/2025	70.00	70.00	Open	N
	MAY 25 CAFE PLAN ADMINISTRATION	pziemer					06/18/2025
101-9200-43300	PROFESSIONAL SERVICES			70.00			
Total for vendor 3899 - WEX HEALTH INC:				113.50	113.50		

Vendor 1159 - WINNERS TROPHY - KATHY BINDER:

13877/FD							
88574	WINNERS TROPHY - KATHY BINDER	06/06/2025	06/18/2025	163.50	163.50	Open	N
	TOWER AWARDS X3 POC	pziemer					06/18/2025
225-2220-43430	MISCELLANEOUS			163.50			
13877/ADM							
88575	WINNERS TROPHY - KATHY BINDER	06/06/2025	06/18/2025	32.00	32.00	Open	N
	NAMEPLATE - CLC STAFF/CHAMBERS	pziemer					06/18/2025

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
101-9200-43430	MISCELLANEOUS			32.00			
	Total for vendor 1159 - WINNERS TROPHY - KATHY BINDER:			195.50	195.50		

Vendor 1712 - WSB & ASSOCIATES:

R-028470-000-2

88462	WSB & ASSOCIATES	05/30/2025	06/18/2025	1,702.50	1,702.50	Open	N
	APR 2025 M STREET STORM SEWER OUTFAL	pziemer					06/18/2025
401-9030-43300-24:08	PROFESSIONAL SERVICES			1,702.50			
	Total for vendor 1712 - WSB & ASSOCIATES:			1,702.50	1,702.50		

# of Invoices:	167	# Due:	167	Totals:	546,122.71	546,122.71
# of Credit Memos:	5	# Due:	5	Totals:	(11,111.13)	(11,111.13)
Net of Invoices and Credit Memos:					535,011.58	535,011.58

* 5 Net Invoices have Credits Totalling: (135.10)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-15510	PREPAID OTHER	128.79
101-0000-20810	STATE TAX PAYABLE	29.77
101-0000-20811	COUNTY SALES TAX	2.16
101-0000-20812	CITY TAX PAYABLE	2.16
101-0000-22801	Refund: MR Unapplied Payments	43.15
101-0000-31410	LODGING TAX	12.99
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)	(37.21)
101-1110-41150	WORKERS COMP	12.25
101-1700-43331	LEASE PAYMENTS	2,302.43
101-1700-43350	PRINTING/LEGAL PUBLICATION	76.36
101-1800-42210	OPERATING SUPPLIES	300.00
101-1800-43309	COMPUTER SUPPORT	3,315.48
101-1800-43321	TELEPHONE	348.16
101-1940-42200	OFFICE SUPPLIES	393.32
101-1940-42220	REPAIR & MAINT	197.98
101-1940-43300	PROFESSIONAL SERVICES	1,077.00
101-1940-43331	LEASE PAYMENTS	398.82
101-1940-43380	UTILITIES	163.05
101-1940-43410	RENTAL EXPENSE	48.64
101-2400-42212	MOTOR FUELS	66.08
101-2400-42220	REPAIR & MAINT	18.95
101-2400-43331	LEASE EXPENSE	890.66
101-2400-43350	PRINTING/LEGAL PUBLICATION	119.14
101-2400-43405	NUISANCES	400.00
101-9200-43300	PROFESSIONAL SERVICES	8,088.50
101-9200-43350	LEGAL PUBLICATIONS	211.01
101-9200-43430	MISCELLANEOUS	32.00
101-9200-43438	MISC SPECIAL PROJECTS	8,000.00
101-9200-43460	REMIT COMMUNITY ACTION LEVY	8,698.73
101-9200-43461	REMIT SENIOR CITIZEN LEVY	8,698.73
101-9200-43462	REMIT ARBORETUM LEVY	8,698.73
202-6323-45510	CAPITAL - RESIDENTIAL	17,603.00
203-9000-42212	MOTOR FUELS	6,456.79
211-5500-42220	REPAIR & MAINT	2,039.99

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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						
	211-5500-43300	PROFESSIONAL SERVICES		675.00			
	211-5500-43380	UTILITIES		102.83			
	211-5505-43430	MISC - COPY MACHINE PYMTS		97.70			
	225-0000-39101	SALE OF ASSETS		(10,443.01)			
	225-2120-41113	UNIFORM ALLOWANCE		476.19			
	225-2120-42200	OFFICE SUPPLIES		193.61			
	225-2120-42212	MOTOR FUELS		5,380.12			
	225-2120-42220	REPAIR & MAINT		15.57			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		1,062.68			
	225-2120-43300	PROFESSIONAL SERVICES		1,243.18			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		1,016.00			
	225-2120-43331	LEASED PAYMENTS		16,796.08			
	225-2120-43380	UTILITIES		157.70			
	225-2220-42200	OFFICE SUPPLIES		98.96			
	225-2220-42210	OPERATING SUPPLIES		1,043.72			
	225-2220-42212	MOTOR FUELS		2,324.90			
	225-2220-42220	REPAIR & MAINT		462.64			
	225-2220-42221	R&M BUILDING		59.00			
	225-2220-43300	PROFESSIONAL SERVICES		620.25			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		1,500.00			
	225-2220-43331	LEASED PAYMENTS		1,833.36			
	225-2220-43380	UTILITIES		128.70			
	225-2220-43430	MISCELLANEOUS		336.00			
	225-2225-41150	WORKERS COMP		12,238.75			
	225-2700-43300	PROFESSIONAL SERVICES		1,919.33			
	225-2700-43430	MISCELLANEOUS		1,028.00			
	226-2160-43430	MISCELLANEOUS		6,500.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		76.05			
	230-0000-10300	CHANGE FUND		75.00			
	230-5200-42210	OPERATING SUPPLIES		731.05			
	230-5200-42212	MOTOR FUELS		1,924.83			
	230-5200-42220	REPAIR & MAINT		2,393.32			
	230-5200-43331	LEASE PAYMENTS		6,232.15			
	230-5200-43350	PRINTING/LEGAL PUBLICATION		55.00			
	230-5200-43380	UTILITIES		1,000.35			
	230-5204-42210	OPERATING SUPPLIES		3,246.72			
	230-5280-34710	CAMPGROUND REVENUE		432.92			
	230-5280-43380	UTILITIES		69.88			
	235-3100-42209	SAFETY EQUIPMENT SUPPLIES		17.99			
	235-3100-42212	MOTOR FUELS		2,971.24			
	235-3100-42220	REPAIR & MAINT		337.49			
	235-3100-42240	SMALL TOOLS		59.95			
	235-3100-43300	PROFESSIONAL SERVICES		382.00			
	235-3100-43331	LEASE PAYMENTS		4,969.12			
	235-3100-43380	UTILITIES		64.35			
	235-3100-43430	MISCELLANEOUS		265.80			
	235-3170-42209	SAFETY EQUIPMENT SUPPLIES		271.73			
	235-3170-42220	REPAIR & MAINT		189.78			
	237-3190-42212	MOTOR FUELS		592.72			
	237-3190-42240	SMALL TOOLS		40.49			
	237-3190-43331	LEASE PAYMENTS		1,879.16			
	237-3190-43350	PRINTING/LEGAL PUBLICATIONS		110.00			
	238-3160-42212	MOTOR FUELS		168.19			
	238-3160-42220	REPAIR & MAINT		8.00			
	238-3160-43331	LEASE PAYMENTS		855.29			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		122,981.50			
	278-6515-43430	MISCELLANEOUS		98.00			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	280-0000-41150	WORKERS COMP		62,546.25			
	400-1481-45530	PYMTS TO CONTRACTORS		43,335.20			
	400-1700-45500	ENGINEERING CAPITAL OUTLAY		759.70			
	400-1800-45500-00001	IT/GIS CAPITAL OUTLAY		2,633.00			
	400-5200-45500	PARKS CAPITAL OUTLAY		51,349.30			
	400-9050-45530	CAPITAL - OTHER		45,647.50			
	401-1003-43300	PROFESSIONAL SERVICES		276.12			
	401-9030-42210	OPERATING SUPPLIES		12.58			
	401-9030-42212	MOTOR FUELS		148.82			
	401-9030-43300-23:05	PROFESSIONAL SERVICES		15,457.01			
	401-9030-43300-23:13	PROFESSIONAL SERVICES		2,542.66			
	401-9030-43300-23:16	PROFESSIONAL SERVICES		1,767.00			
	401-9030-43300-24:08	PROFESSIONAL SERVICES		1,702.50			
	401-9030-43350-23:13	LEGAL PUBLICATIONS		138.00			
	404-9055-45580	CAPITAL - RADIOS & PAGERS		2,065.00			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
--- TOTALS BY FUND ---							
101 -	GENERAL FUND			52,737.83	52,737.83		
202 -	SCDP GRANTS			17,603.00	17,603.00		
203 -	TRANSIT FUND			6,456.79	6,456.79		
211 -	LIBRARY FUND			2,915.52	2,915.52		
225 -	PUBLIC SAFETY FUND			39,491.73	39,491.73		
226 -	SCHOOL PATROL FUND			6,500.00	6,500.00		
227 -	RECYCLING FUND			76.05	76.05		
230 -	PARK & RECREATION FUND			16,161.22	16,161.22		
235 -	STREET & SEWER FUND			9,529.45	9,529.45		
237 -	SANITARY SEWER FUND			2,622.37	2,622.37		
238 -	STORM SEWER FUND			1,031.48	1,031.48		
251 -	LOCAL OPTION SALES TAX			122,981.50	122,981.50		
278 -	HEALTHY EMPLOYEE INITIATIVE			98.00	98.00		
280 -	PACKAGE INSURANCE FUND			62,546.25	62,546.25		
400 -	CAPITAL PROJECTS FUND			143,724.70	143,724.70		
401 -	CONSTRUCTION FUND			22,044.69	22,044.69		
404 -	FIRE DEPARTMENT CAPITAL			2,065.00	2,065.00		
--- TOTALS BY DEPT/ACTIVITY ---							
0000 -				52,360.05	52,360.05		
1003 -	10:03 DWNTWN MAIN CNTRACT			276.12	276.12		
1110 -	MAYOR & COUNCIL			12.25	12.25		
1481 -	HISTORIC WATER TOWER REPA			43,335.20	43,335.20		
1700 -	ENGINEERING			3,138.49	3,138.49		
1800 -	IT/GIS			6,596.64	6,596.64		
1940 -	CITY HALL			2,278.81	2,278.81		
2120 -	POLICE DEPARTMENT			26,341.13	26,341.13		
2160 -	SCHOOL PATROL EXPENSE			6,500.00	6,500.00		
2220 -	FIRE DEPARTMENT			8,407.53	8,407.53		
2225 -	PAID ON-CALL FIRE DEPT			12,238.75	12,238.75		
2400 -	COMMUNITY DEVL/INSPECTION			1,494.83	1,494.83		
2700 -	ANIMAL CONTROL			2,947.33	2,947.33		
3100 -	S & S MAINTENANCE			9,067.94	9,067.94		
3160 -	STORM SEWER EXPENSE			1,031.48	1,031.48		
3170 -	TRAFFIC CONTROL			461.51	461.51		
3190 -	SANITARY SEWER EXPENSE			2,622.37	2,622.37		
3230 -	RECYCLING EXPENSE			76.05	76.05		
5200 -	PARK MAIN/ADMINISTRATION			63,686.00	63,686.00		
5204 -	CONCESSIONS			3,246.72	3,246.72		
5280 -	CAMPGROUND			502.80	502.80		
5500 -	LIBRARY-BUDGETED			2,817.82	2,817.82		
5505 -	TAXABLE FEES			97.70	97.70		

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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						
--- TOTALS BY DEPT/ACTIVITY ---							
	6323 - SE BRAINERD SCDP GRANT			17,603.00	17,603.00		
	6515 - HEALTHY EMPLOYE INITIATIVE			98.00	98.00		
	9000 - TRANSIT FUND			6,456.79	6,456.79		
	9030 - CONSTRUCTION PROJ-MISC			21,768.57	21,768.57		
	9050 - CAPITAL PROJECTS-MISC			45,647.50	45,647.50		
	9055 - FIRE DEPARTMENT CAPITAL			2,065.00	2,065.00		
	9200 - CITY-WIDE			42,427.70	42,427.70		
	9360 - LOCAL OPTION SALES TAX			122,981.50	122,981.50		

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, Yeager, Erickson, Bevans, and O'Day. Mayor Badeaux was also noted as present. Member Stunek was noted as absent.

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

Member Czeczok requested an additional item be added to the agenda for requesting of the point in time and grant funding for the homeless data. He will send the Chair and Finance Director Hillman an email with the details of the agenda item he would like to be added to the agenda.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF REQUESTING POINT IN TIME AND GRANT FUNDING FOR HOMELESS FUNDING.

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

- 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

Upon roll call, Council Members Czeczok, Johnson, 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.

Marcia Ferris, 520 3rd Ave NE, Brainerd, stated that she has spent time volunteering and interviewing visitors to the Bridge on 7th. She asked the Council to consider the public perception of denying the Bridge on 7th a year-round opportunity to operate.

Paul Skogen, 13347 Norway Dr, Baxter, gave an update on the Water Tower. The new windows have been placed, and fundraising continues phase III of the project which is for the stucco repairs. He invited the public to the Chamber After Hours event on June 24th at the Water Tower from 4:30 p.m. to 6:00 p.m.

The chair closed the public forum at 7:36 p.m.

Council Committee Reports

Personnel and Finance Committee

Discussion on Riverside Drive Utility Connection Charges

Committee Chair Johnson stated that the Council was given a couple of options to consider. The committee felt that the original amount was the fairest for all involved. The property will also be charged the SAC/WAC charges.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO SET THE CONNECTION CHARGE AT \$17,287.87 AS IS A PART OF THE LATEST COUNCIL RESOLUTION.

Retirement of Firefighter LaWayne Mann

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO ACCEPT THE RESIGNATION OF FIREFIGHTER LAWAYNE MANN EFFECTIVE JUNE 30TH, 2025.

Retirement of Firefighter Cory Zeien

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO ACCEPT THE RESIGNATION OF FIREFIGHTER CORY ZEIEEN EFFECTIVE JULY 10TH, 2025.

Retirement of Firefighter Dennis Howard

Committee Chair Johnson stated that with the three retirements the City is losing 60 years of experience.

Member Czczok asked whether there was a requirement to retire after 20 years.

Fire Chief Holmes stated that Firefighters are eligible for 100% of their relief association pension at 20 years of service, so many choose to retire at that time.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO ACCEPT THE RESIGNATION OF FIREFIGHTER DENNIS HOWARD EFFECTIVE JUNE 30TH, 2025.

Paid On-call Firefighter Hiring 2025

Committee Chair Johnson stated that with the retirements there will be 36 firefighters, and the City budgets for 40 Paid on-call Firefighters.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE FIRE DEPARTMENT TO ESTABLISH A PAID ON-CALL FIREFIGHTER HIRING LIST AND TO HIRE UP TO 4 PAID ON-CALL FIREFIGHTERS.

Ratify the Hiring of Connor Plagge as GIS Specialist

Committee Chair Johnson stated that there were 45 applicants for the position.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO 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).

Ratify the Hiring of Jacob Walz as Network Administrator

Committee Chair Johnson stated that there were 21 applicants. Mr. Walz's recommended step placement is step 4 as he has experience in a different municipality as a Network Administrator.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO 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).

Approve Promotion of Steven Dryburgh to Meter Service Worker

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE PROMOTION STEVEN DRYBURGH TO THE METER SERVICE WORKER POSITION EFFECTIVE JUNE 3, 2025; FURTHER, THAT HE BE PLACED ON STEP 6 OF THE METER SERVICE WORKER WAGE GRID (\$41.59 PER HOUR).

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO 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.

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

Member Bevans stated that there has been discussion about integration and from our previous Public Utilities Director resignation regarding the position. It would be unfortunate to hire a Public Utilities Director at this time until we satisfy what is best moving forward. He has a lot of faith in our staff as they've done a great job since Mr. Evans' resignation.

Committee Chair Johnson stated that there should be a final discussion on integration, but he also believes that there are items not related to integration that has caused problems that the Council should resolve before a full time director is hired. He would like to see all items presented in black and white. The Council needs to make decisions on how to handle things moving forward so that the next Director doesn't feel they were given a false deal.

Member Bevans stated that there is no set timeline on the decision, but obviously as soon as possible is best.

Member Czczok asked about the email regarding the City Charter that stated that the Public Utilities Commission Members are appointed and in charge of the operations of the utility. The Charter states "the City shall employ all necessary personnel". He is concerned that the Council is not following the recommendation from the Commission. He will vote no, as he doesn't feel the Council is following the Charter.

Member Johnson would like to have an agenda item to address the problems before employing a new Director.

Member Erickson stated that he will support holding off hiring as he did have a chance to watch the Public Utility Commission meeting which was a split vote to proceed with hiring. As was stated, the Council will hire a Public Utilities Director eventually, but this is just putting a pause on it.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS TO WITHDRAW THE INTERIM SEARCH AND CONTINUE TO WORK TOWARDS THE BEST CIRCUMSTANCES FOR PUBLIC UTILITIES IN THE CITY OF BRAINERD.

Upon roll call Members Johnson, Erickson, Bevans, and O'Day voted "aye". Members Czczok and Yeager voted "nay". The Chair declared the motion carried.

Member Johnson stated there were two other recommendations that the committee did not make a motion on which were utilizing GMP guarantee for the public utility recruitment process for the cost of expenses only and creating a hiring work group. He asked HR Director Schubert to give the Council an update on the discussions Staff has had with GMP in regards to the timeframe for the hiring guarantee.

HR Director Schubert stated that Mr. Wheldon from GMP is fully aware of the circumstances and GMP will honor the guarantee when the Council chooses to hire for the position, he wants the process to be successful.

Consider Request from Brainerd Community Action for 4th of July Fireworks

Committee Chair Johnson stated that there will be a balance of \$14,500 in the special projects budgeted line item after this expenditure. He also stated that since 2016, the Council has contributed \$8,000.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE 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.

Safety and Public Works Committee

Approval of The Local 218 Liquor License

Committee Chair Erickson stated that this item was on the committee agenda as State Statute allows a municipality to approve or deny a renewal of a liquor license for applicants who have a felony. He stated that the applicant submitted a very nice letter and was present at the committee meeting.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE A CLASS 2 RESTAURANT LICENSE AND A SUNDAY ON SALE INTOXICATING LIQUOR LICENSE RENEWAL FOR 10 BUCK INVESTORS OPERATING AS LOCAL 218.

Consider an Ordinance Prohibiting the Feeding of Stray and Wild Animals

Committee Chair Erickson stated that staff has had a complaint about feeding stray cats. There is not an ordinance that deals with feeding stray or wild animals. There was discussion by the committee whether the code compliance or animal control could handle this issue without an ordinance. The ordinance would allow animal control recourse for feeding stray animals.

Member Johnson questioned how the City would be able to enforce the ordinance.

Community Development Director Kramvik stated that it would still need to be on a complaint base to animal control. With an ordinance the City's Animal Control officer could issue a citation if an issue were to persist.

Member Johnson supports the idea of an ordinance restricting the feeding of stray animals but struggles with the enforcement.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO DIRECT STAFF TO DRAFT AN ORDINANCE PROHIBITING THE FEEDING OF STRAY AND WILD ANIMALS.

Adopt Resolution Authorizing Transit Operations in 2026

Chair Erickson stated that this is the annual transit grant agreement, MnDOT will support 90% of operations in 2026. He stated that he would abstain from voting due to his employment.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK TO ADOPT RESOLUTION ENTERING INTO THE GRANT AGREEMENT WITH MNDOT FOR PROVIDING TRANSIT SERVICES.

RESOLUTION 42:25

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

Approve Bolton & Menk Proposal - New Bridge Inspection and Rating

Committee Chair Erickson stated the City's Lum Park box culvert is considered a bridge as it is over 10 feet long. The bridge will need to be inspected and the load rating determined.

Chair O'Day asked how often bridges are inspected.

City Engineer Dehn stated that bridges are inspected every two to four years. The cost will be less in future years for the inspection as it will not include the load rating.

Member Johnson stated that in the future, the City should ensure future culverts are shorter.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE PROPOSAL FROM BOLTON & MENK IN THE AMOUNT OF \$4,200 FOR BRIDGE INSPECTION AND LOAD RATING ANALYSIS.

Approve Final Pay Estimate - Imp 23-11 - O Street Outfall Repair Project

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE FINAL PAY ESTIMATE FOR IMPROVEMENT 23-11 TO DECHANTAL EXCAVATING IN THE AMOUNT OF \$2,892, TOTALING \$61,452.

Unfinished Business

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**

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

Finance Director Hillman gave an overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON, DULY CARRIED, TO CONDUCT THE FINAL READING OF ORDINANCE 1582 AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON TO ADOPT ORDINANCE 1582.

ORDINANCE 1582

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

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

Community Development Director Kramvik gave an overview of the ordinance.

The Chair opened the public hearing at 8:09 p.m.

Rick Sweet, 8742 Dal-Mar Dr, stated that his primary residence (PID 41280534) is proposed to be removed from the Rural Services District. He believes that his property should be reconsidered as the utility is not easily accessible to his property.

The Chair closed the public hearing at 8:11 p.m.

Member Bevans asked to take a closer look at the property described by Mr. Sweet. He stated that the property seems impractical to hookup to the utility lines.

Engineer Dehn stated that the sanitary and water extend beyond the parcel corner. He would have the ability to connect, but there is not an exact service line available.

Member Erickson asked whether the mainline stub would need to be extended further in order for this property to eventually connect.

Engineer Dehn stated that without knowing how the plumbing of the house runs and other potential challenges he couldn't say for sure.

Member Bevans stated that there were conversations with past Council Members at the time of annexation about the ability to choose whether or not to connect to City utility. Should the property ever hookup, the Rural Service District would be forfeited at that time.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON, DULY CARRIED, TO REMOVE PARCEL 41280534 FROM THE LIST OF PROPERTIES TO BE REMOVED FROM THE RURAL SERVICES DISTRICT; FURTHER, SHOULD THE PROPERTY CONNECT TO THE UTILITY IN THE FUTURE IT WILL BECOME PART OF THE URBAN SERVICES DISTRICT.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND CZECZOK, DULY CARRIED, TO CONDUCT THE FINAL READING OF ORDINANCE 1583 AND DISPENSE WITH THE ACTUAL READING.

Member Johnson thanked staff for putting in the time to make this ordinance possible.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS TO ADOPT ORDINANCE 1583 AS AMENDED.

ORDINANCE 1583

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

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS TO ADOPT RESOLUTION APPROVING A SUMMARY PUBLICATION OF ORDINANCE 1583.

RESOLUTION 45:25

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

New Business

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

Public Works Director Habighorst gave an overview of the vacation.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON TO ADOPT 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.

RESOLUTION 43:25

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

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

Public Works Director Habighorst gave an overview of the vacation.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS TO ADOPT 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.

RESOLUTION 44:25

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

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

Community Development Director Kramvik gave an overview of the petition for annexation.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK, DULY CARRIED, TO SET THE PUBLIC HEARING FOR JULY 21ST FOR THE ANNEXATION DUNMIRE'S (PID 81160517).

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

Community Development Director Kramvik gave an overview of the variance.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND CZECZOK, DULY CARRIED, TO APPROVE THE VARIANCE REQUEST WITH THE FOLLOWING CONDITIONS: 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 AND THE DRIVEWAY MUST BE PAVED WITH A BITUMINOUS OR CONCRETE SURFACE.

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

Community Development Director Kramvik gave an overview of the rezoning.

Member Johnson asked about the increased impervious surface and whether that meant there would be more stormwater ponds.

Engineer Dehn stated that the zoning code has limitation on impervious cover, the stormwater rules do not change. The underground stormwater structures may need to be expanded.

Member Erickson stated that at Planning Commission the applicant talked about expanding the underground stormwater structures.

Chair O'Day asked whether the stormwater requirements needed to be included in the motion.

Attorney Langel stated that if the stormwater rules are established, the applicant will need to follow them. His understanding is that the applicant is going to expand the existing underground stormwater system. Whether the City has the authority to require the applicant conduct stormwater a certain way is something he would need to follow up.

Member Czczok asked whether the City could address the issue at the time that the building permits are applied for.

Community Development Director Kramvik stated that whether the parcels are rezoned would be a factor in when or if the City has authority to state that St. Francis needs to ensure that the stormwater is underground.

Member Yeager stated he will vote yes today to dispense with the actual reading of the ordinance. However, he is opposed to the project from the vacation and zoning stand points. Prior to the consideration for this ordinance, he would like to share his vexation with a City that seems to be highly vocal about the homeless population but seems to brandish no resistance to the demolition of three houses in one of the City's historic neighborhoods.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND ERICKSON, DULY CARRIED, TO CONDUCT THE FIRST READING OF ORDINANCE 1584 AND DISPENSE WITH THE ACTUAL READING.

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

Community Development Director Kramvik gave an overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECHOK, DULY CARRIED, TO CONDUCT THE FIRST READING OF ORDINANCE 1585 AND DISPENSE WITH THE ACTUAL READING.

First Reading - Proposed Ordinance 1586 - Code Enforcement

Community Development Director Kramvik gave an overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND ERICKSON, DULY CARRIED, TO CONDUCT THE FIRST READING OF ORDINANCE 1586 AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECHOK AND ERICKSON, DULY CARRIED, TO SET THE PUBLIC HEARING FOR JULY 7TH AT 7:30 P.M. IN THE COUNCIL CHAMBERS.

First Reading - Proposed Ordinance 1587 - Off-Street Parking Surfaces

Community Development Director Kramvik gave an overview of the ordinance.

Mayor Badeaux asked Mr. Kramvik to outline how this ordinance came to be.

Community Development Director Kramvik stated that there have been a few requests citing Just for Krypto and Giovanni's, who have requested expansion of their off-street parking surfaces. Pavement can be cost prohibitive.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND YEAGER, DULY CARRIED, TO CONDUCT THE FIRST READING OF ORDINANCE 1587 AND DISPENSE WITH THE ACTUAL READING.

Authorize Greater Minnesota Housing Grant Application- Outlot F

HRA Executive Director Charpentier gave an overview of the grant. The grant is specifically for infrastructure. The HRA would like to apply on behalf of the City for Outlot F to expand infrastructure in Brainerd Oaks.

Member Johnson stated that this is an exciting project. If there could be infrastructure to be able to access this lot, it is a win for everyone. The developer is proposing 18 housing units if infrastructure is available.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK, DULY CARRIED, TO AUTHORIZE CITY STAFF TO APPLY FOR THE GREATER MINNESOTA INFRASTRUCTURE GRANT PROGRAM IN SUPPORT OF THE QUALIFYING HOUSING DEVELOPMENT THAT WILL BE PROPOSED.

Request Point in Time and Homeless Grant Funding Data (added item)

Member Czeczok stated that he would like to make a data request to Crow Wing County for the point in time data and any funding that has been dispersed by the County for homeless grant funding to Bridges of Hope/ Bridge on 7th. It is his understanding that the grant money dispersed cannot be dispersed if the shelter is not year-round.

Finance Director Hillman stated that Staff will submit an information request based on the e-mail that Member Czeczok sent.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO SUBMIT A DATA REQUEST TO CROW WING COUNTY REGARDING POINT IN TIME AND HOMELESS GRANT FUNDING DATA.

Staff Reports

Engineer Dehn stated that construction season is starting at the beginning of next week.

Public Works Director Habighorst stated that the Street Department has been working on the roundabouts. If you have maintenance requests for the parks, please reach out to Staff with your concerns.

Community Development Director Kramvik stated that Country Manor closed on their final bond documents. He stated that the EDA meeting is on June 5th, an item to highlight is that there is a letter of intent for three lots in the Thiesse Industrial park.

Mayor's Report

Mayor Badeaux stated that the parks are looking great, the activities are starting in our parks. He thanked the organizations facilitating the programming. He attended graduation, he thanked the school district for providing quality education.

Council Member Reports

Member Czeczok stated that the Public Utilities Commission met, the BlockMetrix contract was not on the agenda.

Member Yeager stated that the Airport Commission will conduct interviews for the Interim Director on June 6th at its regular meeting. There was a robust turnout of highly qualified individuals.

Member Erickson stated that he is excited to see the resurfacing of South Brainerd kickoff, the results will be worth it.

Member Bevans stated that he attended DeAnn Barry's retirement from the Center. He welcomed Darcy Walkowiak as the new director.

Chair O'Day stated that the planters, roundabouts, and crosswalks look great. Welcome to summer, get excited for road construction season.

Adjourn

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

The Chair adjourned the meeting at 8:50 p.m

Nicholas W. Broyles
City Administrator



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BOOYAH AWARD

This month's Booyah Winner is Officer Drew Selvestra!

Around May 5th, SRO Selvestra provided valuable assistance to Cass County Sheriff's Department investigators during a significant investigation involving several BHS Students. Cass County Investigator Mike Germain later emailed Deputy Chief Runde to commend Selvestra for his support and contribution to the case.

Per Mike Germain:

"I just wanted to throw an atta boy for SRO Selvestra. He assisted the Cass County Sheriff's Office in providing information for past and current students along with legal guardians to assist our office in tracking down individuals involved in a first- and second-degree assault in Cass County. His willingness to assist Cass County is greatly appreciated. His rapport with students was amazing and made them feel at ease in speaking with law enforcement, which we all know can be difficult if there is not a good connection between law enforcement and the community. Once again, I appreciate his efforts and willingness to assist outside agencies, it was very fruitful in our investigation."

Very nice work Drew!



STAFFING & ASSIGNMENTS



Police Intern/Community Service Officer John Hagen

John is a Criminal Justice student at Mankato State University. He is originally from Brainerd and is back home for our summer Police Intern position.

A fun fact about CSO John, in May 2006 John decided to abruptly enter this world. John's mother went into labor at home and Chief Davis, who was Officer Davis at the time, responded and delivered John on his parent's kitchen floor.

RECOGNITION

MADD Law Enforcement Recognition

Mothers Against Drunk Driving Organization recognized several DUI enforcers throughout the state. Brainerd Officers Nate Peters, Bryce Johnson, Travis Gleason, and Jordan Host were recognized for their efforts making Minnesota roads safer and embracing MADD's mission to end drunk and drugged driving.



Officer Nate Peters had a total of 54 DWI's in 2024, leading the Brainerd Police Department and all other departments in Crow Wing County. Officer Peters strives to provide a safer community by saving lives. How many lives are saved is impossible to calculate due to these drivers being removed from the roadway before causing a life-changing crash. Officer Peters' 54 DWIs are a mix of alcohol and drug impairment.



Officer Bryce Johnson had a total of 43 DWI's in 2024, which is the second highest within the Brainerd Police Department and all other departments in Crow Wing County. Officer Johnson is a young officer who has recognized early in his career the importance of alcohol and drug impairment enforcement. Officer Johnson works with his partners and other officers to expand his knowledge of impaired driving to continue to improve his performance and abilities while enforcing impaired driving.



Officer Travis Gleason (33 DUI Arrests) and Officer Jordan Host (25 DUI Arrests) received the Bronze Pins for their DUI arrests.

Police Department Construction

The police department's building renovation project is entering its second phase in mid-June. This phase will focus on exterior repairs, including EIFS restoration, painting, and the replacement of doors and windows.

Targeted Enforcement

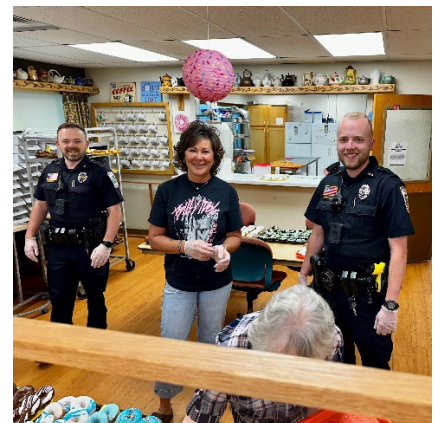
The department maintains its targeted enforcement efforts, which serve as a deterrent to vandalism. The deployment of remote cameras in public areas facilitates officer response to critical locations upon detection of nighttime motion activity. In late May, an incident occurred involving an individual who spray-painted the exteriors of two businesses and a park sidewalk. This investigation, significantly aided by neighborhood and business surveillance footage and social media crowdsourcing, enabled officers to track the subject's movements and positively identify the adult male within 12 hours of the vandalism.

COMMUNITY OUTREACH

Officers Karsnia and Walkowiak were out on patrol and found two kids selling lemonade and decided it was a great spot to take a break and say hi.



Sergeant Rosier, Officers Judd and Walkowiak were able to engage with the community by helping hand out donuts at The Center.



TRAINING & STAFF DEVELOPMENT

Drug Evaluation and Classification Training

Officers Peters and Johnson attended Drug Recognition Expert school. Attendees learned how to distinguish whether an individual is under the influence of drugs other than alcohol, under the combined influence of alcohol and other drugs, or if the individual is suffering from an injury or illness that produces signs similar to alcohol/drug impairment. Attendees learned to identify the broad category or categories of drugs inducing the signs of impairment. Officer Peters and Johnson completed the classroom portion of this certification and will advancing to field practice assessments.

Department Training

This month's department training included Crow Wing County Drone Operation training, injured officer rescue, vehicle pursuits and high-risk vehicle stops training.

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
May	1,858	382	665	367	12.34 Minutes	60



CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address
25007178	05/20/2025	Conduct on Premises	727 Walnut Street, Apt B

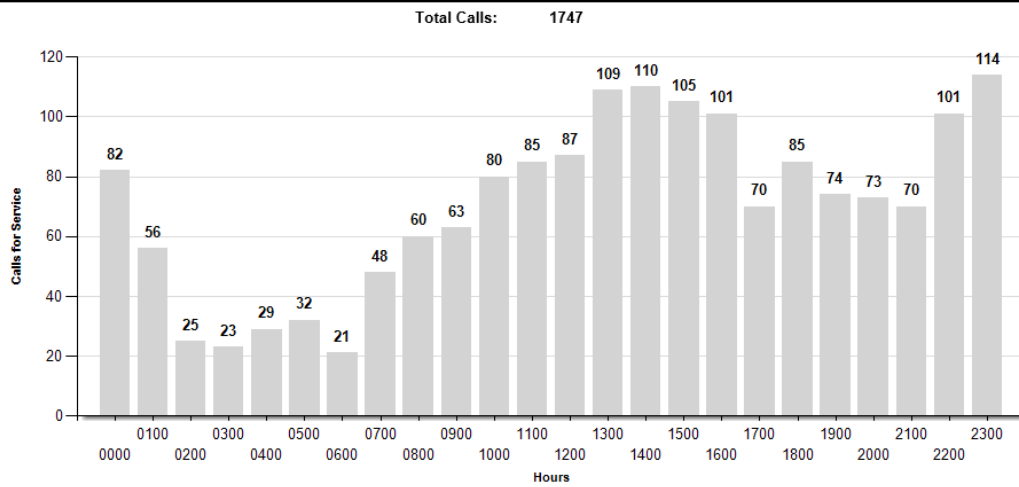
OVERALL CALLS FOR SERVICE

May	2025	2024
Number of Calls for Service	1703	1606



Calls for Service Hourly

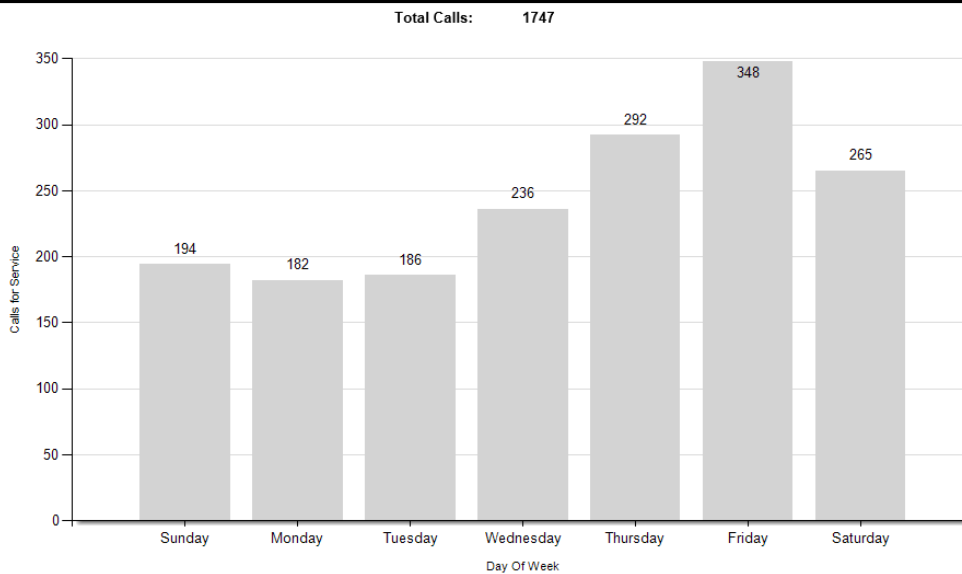
5/1/2025 to 5/31/2025



Calls for Service Day Of Week

Start Date: 5/1/2025

End Date: 5/31/2025



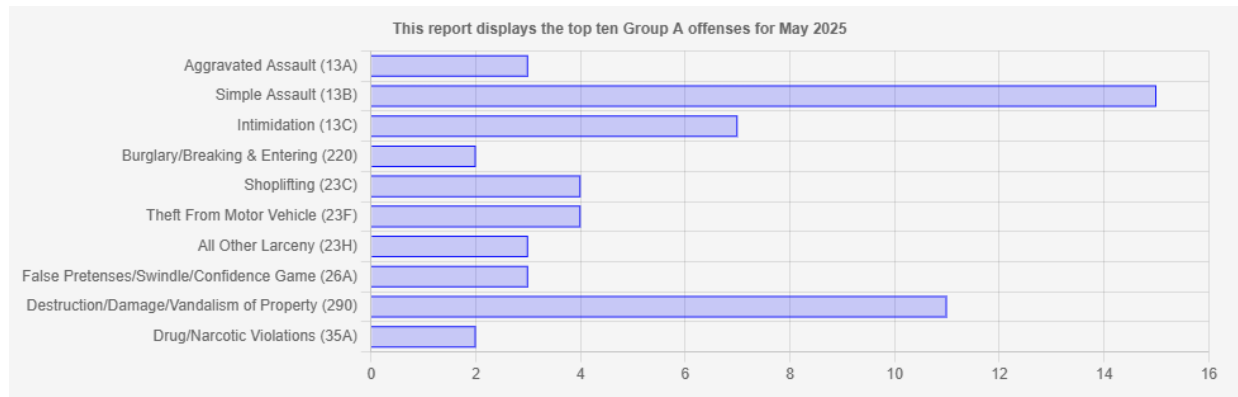
CRIME STATISTICS

Year to Date through May	2025	2024
Group A Offenses Known or Reported to Police	335	393
Group A and B Arrests	320	331

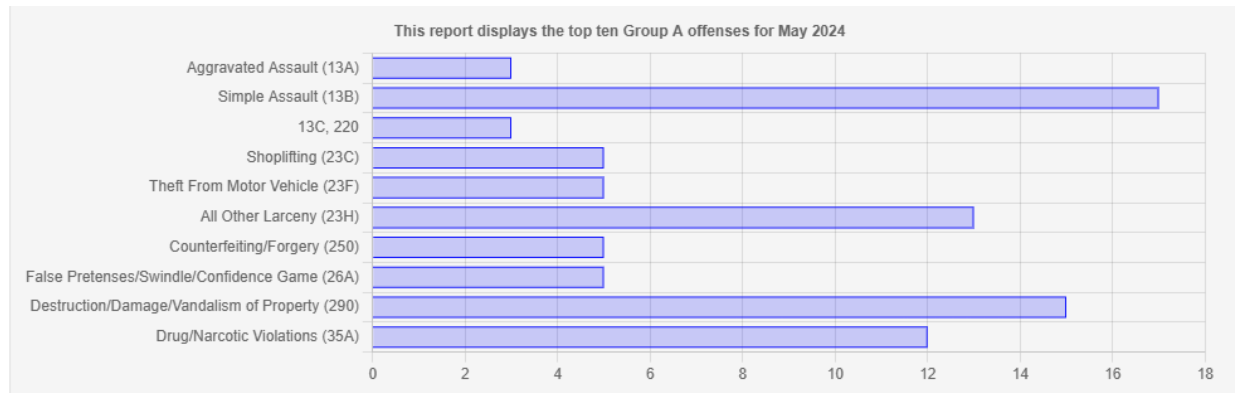
**** Note: 2025 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

May 2025

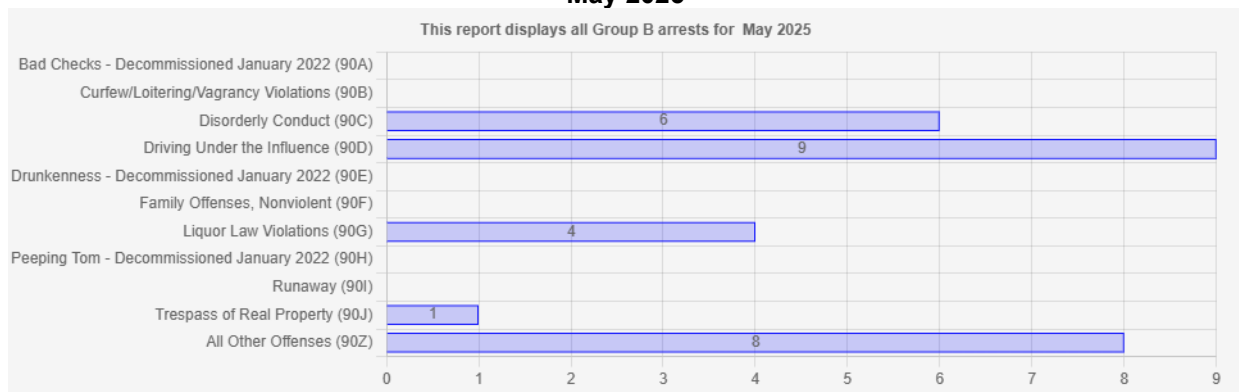


May 2024

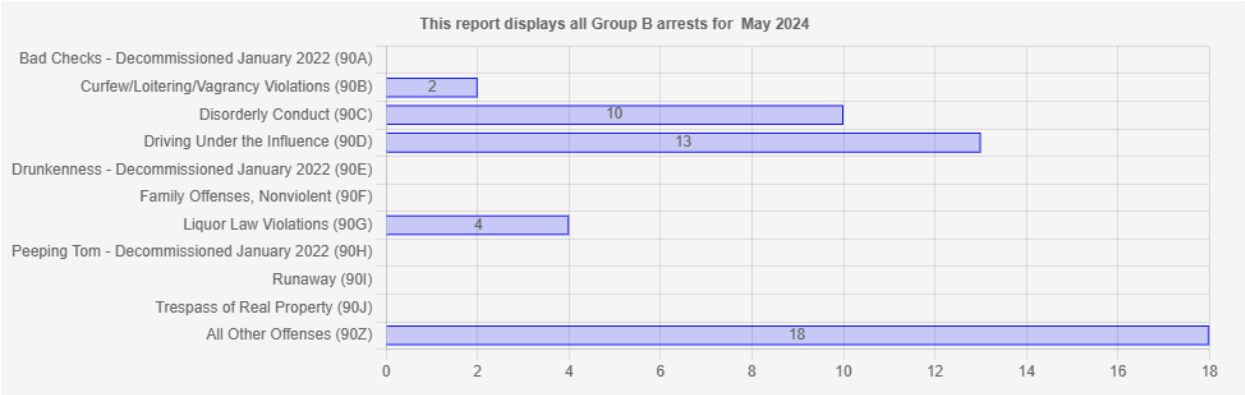


GROUP B ARREST DATA

May 2025



May 2024



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

May	2025	2024
Citations (Inc. Parking Tickets & Written Warnings)	200	222

48 parking tickets were issued in the month of May, with the following dispositions.

2	Dismissed
25	Paid in Full
1	Partial Payments Received
20	No Payment Received

Revenue Recapture Receipts:

2024 Total:	\$8,295.10
2025 To Date:	\$4,989.63



City of Brainerd

Technology Department Monthly Report

May 2025

Projects

- Remodeling Technology office space to accommodate additional staff nearly complete
- City Hall network reconfiguration substantially complete, access control and cooling remain
- Technology integration – 2 of 3 staff onboarded, staff training, inventory, planning, purchasing

Hardware/Software

- Parks cameras – Jaycees – site planning, purchasing process
- Intune – testing rollout, configuration, security, patch management on computers (from WSUS).
- Transit – software replacement (RouteMatch to Spare) meetings, preparations – go live in July
- Parks - various league scheduling and concessions discussions

Other

- New CLC staff operating PEG channel, training, scheduling, contract renewal in June
- Technical support for numerous meetings – City Council, Park Board, Planning Comm, EDA, etc
- Staff additions: Technology Specialist, GIS Specialist, Engineering Interns (2), Police CSO, Seasonal
- Staff departures: Airport Director

Statistics

Telephone: total calls 8057↓ (9036)

City Hall 3342, Police 2973, Transit 1946, Fire 342, Public Works 29

Website: total views 22242↑ (15996) users 6486↓ (6592)

Top 5 pages: main, parks & rec, employment, agendas & minutes, search

Email: sent 9066↓ (9865), received 39823↓ (41916)

YouTube: City channel views 1553↓ (1714), hours watched 348↓ (391), subscribers +5

Facebook (city): followers 3703 (+49), reach 8616↓ (11600), interactions 462↑ (210)

Cisco Secure Endpoint: files scanned 12.6M↓ (13.1M) IPs scanned 1.07M↑ (1.06M)



COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD

May 2025



BUILDING PERMITS

The Community Development Department issued 108 building permits with a total project valuation of \$10,729,002 in the month of May. Within the Central Business District (prev. River to Rail), 18 permits were issued. These improvements resulted in \$8,839 being waived in permit fees.

*Note: project valuation does not include all projects as some permits, such as residential mechanical permits, have a flat fee and are not based on valuation. Therefore, the listed total project valuation is solely based on the permits whose fees are determined by valuation.

Issued Permits for May 2025		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – Demolition	1	\$20,000
Commercial – Building – New/Addition	2	\$2,624,936
Commercial – Building – Remodel	2	\$130,000
Commercial – Building – Roofing	2	\$491,900
Commercial – Building – Siding	1	\$90,000
Commercial – Mechanical – Furnace/Boiler	1	N/A
Commercial – Mechanical – New/Addition	3	\$3,173,055
Commercial – Mechanical – Remodel	1	\$6,200
Commercial – Plumbing – New/Addition	2	\$3,238,231
Commercial – Plumbing – Remodel	4	\$74,621
Engineering – Excavation	15	N/A
Engineering – Curb Cut	1	N/A
Fence	5	N/A
Residential – Building – Accessory Structure	2	\$35,434
Residential – Building – New/Addition	5	\$790,000
Residential – Building – Remodel	2	\$49,500
Residential – Building – Roofing	16	N/A
Residential – Building – Roofing+Garage	1	N/A

Residential – Building – Siding	1	N/A
Residential – Building – Solar Panels	1	N/A
Residential – Building – Windows/Doors	11	N/A
Residential – Mechanical – Air Conditioner	5	N/A
Residential – Mechanical – Furnace/Boiler	1	N/A
Residential – Mechanical – Furnace+AC	5	N/A
Residential – Mechanical – New/Addition	2	N/A
Residential – Plumbing – New/Addition	2	N/A
Residential – Plumbing – Remodel	3	N/A
Residential – Plumbing – Water Heater	5	N/A
Sign	2	\$5,125

There were five (5) single-family home permits, and one multi-family (12-plex) permit issued in the month of May.

BUILDING INSPECTIONS

The Community Development Department conducted 127 building inspections and re-inspections in May.

CODE ENFORCEMENT

The Community Development Department conducted 120 code enforcement inspections and re-inspections in May resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Junk and Debris	6
Outdoor Storage	1
Zoning Code Violation	4
Unlicensed/Inoperable Vehicle	6
Grass and Weeds	12
Tree Diseased or Hazardous	1
Fence Repair	1
Garbage	1
Exterior Structure	8
Total = 40	

**Note: With the adoption of Ordinance No. 1524 on May 4th, 2022, Community Development staff have moved to complaint driven enforcement only.*

Direction on Active Code Enforcement Cases

Staff continue to send citations to the following properties as directed by City Council.

- 1) **823 Willow St** – Unlicensed Rental - Issuing \$300 citation monthly for non-licensed rental. Legal action from the City Attorney is taking place. City Council motion 2/3/2025 to \$100 per day citation.

- 2) **319 N 9th St** – Property Maintenance/ Roof – Issuing a \$300 citation each month until roof is corrected.
- 3) **PID 41191502** – Exterior Structure – Issuing a \$300 citation each month until corrected.
- 4) **401 Holly St** – Fence – Issuing a \$300 citation each month until corrected.
- 5) **113 Washington St NE** – Residing in a commercial business – Issuing \$100 per day until corrected.

VACANT BUILDING REGISTRY

Properties assessed in 2024

408 2nd Ave NE – Vacant Building – No Response

224 5th St N – Fire Damage

Properties that have registered/ applied for permits

1521 Norwood St – Fire Damage – Recently Purchased

1216 6th St S – Owner Repaired Roof

1623 9th Ave NE – Remodel Permit Issued – Work in Progress

1812 Oak St – Roof Damage. Roof permit was obtained and completed.

508 9th St N – Roof Damage and Grass. Property has been purchased and new owners have started to remodel. Vacant building fee has been removed.

Vacant Building Registry Letters Sent after 9/1/2024

715 7th Ave NE – Grass and Structural Issues

1201 L St NE – Returned in Mail – Posted to Door

912 6th Ave NE – Returned in Mail – Posted to Door

1022 13th Ave NE – Siding Uncompleted 3+ years

1420 Quince – Construction debris, Grass, Uncompleted work 15+ years

1119 13th St SE – Roof Damage

1889 Graydon Ave – Open Excavation – No Progress

319 9th St N – Fire Damage

1626 Norwood Street – Non-sided Structure

RENTAL LICENSES & INSPECTIONS

The Community Development Department issued 649 new rental licenses in the month of May.

The annual Rental Housing renewal period is June 1st – May 31st.

The Housing Inspector completed 52 rental property inspections and re-inspections in May.

CONTRACTOR REGISTRATION

The Community Development Department issued 8 contractor registrations in May.

STAFF TRAININGS AND CERTIFICATIONS

Stephanie Bestul (Zoning Specialist/ Permit Tech)

February 28th 2025 – Passed Test and Obtained Permit Technician Certification - City Council approved a promotion for Stephanie Bestul to Zoning Specialist/Permit Tech on May 20th, 2024 with the condition she obtain Permit Technician Certification within one year.

PLANNING AND ZONING

June 18th Planning Commission Agenda:

- 1) Hold Public Hearing and Consider Variance for 525 Washington St
- 2) Hold Public Hearing and Consider Proposed Ordinance to Amend Section 515-3 Allowed Uses Appendix A Table of Uses
- 3) Hold Public Hearing and Consider Proposed Ordinance to Amend Section 515-4-11 Fence Standards
- 4) Review Proposed Sign Standards
- 5) Consider Office Business Use in the General Industrial (GI) District.

Ordinance Itinerary Planning Commission:

- 1) **Crypto Mining/ Data Centers/ AI Centers** - Standards and conditions to further protect neighboring properties from new facilities or expansion. (Approved May 5th – 100% Complete)
- 2) **Industrial Off-Street Parking Requirements** - Review options for off-street parking areas in Industrial Zoned properties, specifically for additions, service drives/ turnarounds, and areas in the rear yard (In Progress – City Council Final Reading – 75% Complete)
- 3) **Outdoor Sales Screening Requirements** - Regulate outdoor sales areas and provide screening for abutting residential uses and residential zoning districts. (In Progress – City Council Final Reading – 75% Complete)
- 4) **Allowed Use Table** – Conduct a thorough review of the Allowed-Use-Table to ease the burden on new development and businesses. (In Progress – Preliminary Draft – 25% Complete)
- 5) **Section 530 – Shoreland Management Regulations** - The City of Brainerd's existing Shoreland Management Ordinance was last approved by the DNR on 7/25/2003. Current zoning districts do not match / align with the zoning districts identified in the City's Shoreland Management Ordinance. (In Progress – 10% Complete)
- 6) **Sign Standards** - Signs should serve to communicate for businesses but should be held to a design standard as they also play an important role in attracting visitors and new businesses to an area. (In Progress Draft Ordinance – 25% Complete)
- 7) **Design Standards - MS, TC, CC, GC District** - Consider enhancing design standards along its major corridors and the downtown area.



- 8) **Comprehensive Plan Update** - The City should consider reviewing the comprehensive plan every five years to ensure all of the goals and objectives listed in the plan are still relevant for the City of Brainerd.
- 9) **Solar Arrays** – Solar fields are currently not allowed in the Zoning Code.
- 10) **Manufactured Home Overlay District: Section 515-2-20** – Standards and Setbacks
- 11) **Sound Requirements** - Currently, most regulations in the zoning code rely on MPCA standards for sound. CUP's have the ability to add barriers to mitigate affects to neighboring properties.

City Council Ordinances

- 1) **Rural Service District** - Ordinance to ensure all future properties annexing into the corporate boundaries of the City of Brainerd are taxed at the general City tax rate. **(Complete)**
- 2) **Code Enforcement Ordinance** - 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. **(In Progress – Final Reading July 7th – 75% Complete)**



ECONOMIC DEVELOPMENT

Approve Preliminary Funds for the Washington Street Mitigation Plan

The Brainerd Lakes Chamber of Commerce and BLAEDC prepared a preliminary plan and proposal to help businesses navigate the Washington Street reconstruction project. The preliminary proposal is in the EDA packet and includes a budgetary estimate of \$90,000 for 2026 and \$65,000 for 2027. The EDA preliminarily approved a contribution of \$30,000 towards the budget but will need to review the final proposal.

Review Proposed Childcare Incentive Policy

City staff and two EDA board members toured Brainerd childcare centers in the first quarter of 2025 to hear what is going well and what issues childcare providers are currently facing, specifically issues with expansion. The EDA held a workshop on April 4th and discussed potential economic incentive programs for childcare centers in the City of Brainerd. The EDA discussed waiving a percentage of the building permit fees and land use permit fees. The EDA board was generally not in favor of waiving SAC and WAC fees. At the June 5th EDA meeting, the board directed staff to create a policy that would waive \$450,00 in project valuation fees for commercial

childcare centers and licensed in home day cares. Staff will create a policy for the EDA to review at the September meeting. Any recommendation from the EDA will need City Council approval.

Review VCV/ Blockmetrix Purchase and Development Agreement

The City Council, EDA Board, and Public Utilities Commission held a joint meeting on May 8th to discuss a request by Blockmetrix to extend the purchased power agreement. Staff were directed to draft a power agreement with certain provisions discussed at the meeting. BPU is working on the revision and it is currently being reviewed by the City Attorney. The purchased power agreement extension will most likely be considered at the June 24th Public Utilities Commission meeting. At the June 5th meeting, the EDA board reviewed the Purchase and Development Agreement as the developer has missed the commencement deadline. The EDA decided to take no action on the Purchase and Development Agreement at this time and will review the PDA again at the September meeting.

PLANNING AND ZONING PROCESSES – CURRENT PROGRESS UPDATE

Address: 1918 Thiesse Dr

DENIED

PZE Process: Interim Use Permit for Outdoor Storage

Date Issued: Denied

Project Description: Outdoor storage as a principal use on an industrial lot.

Project Progress: None

Address: 1123 15th Ave NE

COMPLETED

PZE Process: Interim Use Permit

Date Issued: 8/5/2024

Project Description: The utilization of the property as a short-term rental.

Project Progress: The applicant has obtained a rental license; a local agent has been assigned and the necessary inspections have been completed.

Address: 418 8th Ave NE

COMPLETED

PZE Process: Conditional Use Permit Amendment

Date Issued: 8/5/2024

Project Description: The expansion of a fenced in area of the property to be used as a commercial childcare facility with two Early Head Start Classrooms and a total enrollment of 16 children. Additionally, to allow the expansion of one more classroom later in the year.

Project Progress: The Conditional Use Permit was approved by the City Council at the May 1st, 2024 meeting. A fence permit was applied for and issued, but it was discovered that the fence was too small of an area and needed expansion. A new fence permit was issued to Elite Fencing and the project was completed.

Address: 703 Oak St

COMPLETED

PZE Process: Conditional Use Permit Amendment

Date Issued: 9/3/2024

Project Description: To construct an outdoor playground at the current childcare facility

Project Progress: The property owner will be submitting the necessary permit applications.

Address: 1306 Chicago Ave

IN PROGRES

PZE Process: Variance

Date Issued: 10/8/2024

Project Description: To split two parcels into equal lots to construct a duplex and variances from rear and front yard setback requirements.

Project Progress: The property owner has submitted the necessary permit applications and is working with the county on recordings.

Address: 2602 S 11th St

IN PROGRESS

PZE Process: Conditional Use Permit

Date Issued: 10/21/2024

Project Description: To add a propane storage tank to the property site.

Project Progress: Temporary tank was installed. The property owner will be submitting the necessary permit applications for the final tank.

Address: 502 Juniper St

COMPLETED

PZE Process: Interim Use Permit Renewal

Date Issued: 12/2/2024

Project Description: The utilization of the property as a short-term rental.

Project Progress: The applicant has obtained a rental license; a local agent has been assigned and the necessary inspections have been completed. This is a renewal.

Address: 524 N 8th St

COMPLETED

PZE Process: Interim Use Permit Renewal

Date Issued: 12/2/2024

Project Description: The utilization of the property as a short-term rental.

Project Progress: The applicant has obtained a rental license; a local agent has been assigned and the necessary inspections have been completed. This is a renewal.

Address: 203 Hawkins Dr

COMPLETED

PZE Process: Interim Use Permit Renewal

Date Issued: 12/2/2024

Project Description: The utilization of the property as a short-term rental.

Project Progress: The applicant has obtained a rental license; a local agent has been assigned and the necessary inspections have been completed. This is a renewal.

Address: 214 S 8th St

COMPLETED

PZE Process: Conditional Use Permit

Date Issued: 12/2/2024

Project Description: To operate a brew pub at the Last Turn Saloon.

Project Progress: In progress

Address: 722 Laurel St

IN PROGRESS

PZE Process: Conditional Use Permit

Date Issued: 12/2/2024

Project Description: To convert the existing main floor commercial space into two (2) commercial units and the second floor into seven (7) residential apartment units

Project Progress: Property owner will submit the necessary applications.

Address: 722 Laurel St

PZE Process: Variance

IN PROGRESS

Date Issued: 12/2/2024

Project Description: From the parking requirements for the seven (7) units of additional housing and one (1) additional commercial space.

Project Progress: In progress with the CUP in the remodel process.

Address: 303 J St NE **COMPLETED**
PZE Process: Variance **Date Issued:** 01/06/2025
Project Description: Variance to exceed the fence height on the side yard (corner) setback requirement for 6' high fences.
Project Progress: Approved and completed.
Address: 9040 Country Manor Way **IN PROGRESS**
PZE Process: PUD Amendment **Date Issued:** 02/03/2025
Project Description: Amending the original planned unit development plans
Project Progress: In progress – building permits issued and work has started.

Address: 324 5th St S **IN PROGRESS**
PZE Process: Conditional Use Permit & Variance **Date Issued:** 03/03/2025
Project Description: Adding two (2) residential apartment units on the second floor and variance from the landscaping requirements.
Project Progress: In progress with the CUP in the remodel process. No permits have been applied for yet.

Address: 15770 Dellwood Dr **IN PROGRESS**
PZE Process: Plat for Common Interest Community (CIC) **Date Issued:** 03/03/2025
Project Description: Create a Common Interest Community for twelve (12) individually owned commercial or private storage units
Project Progress: In progress with CIC plat recording process.

Address: 310 W Laurel St **DENIED**
PZE Process: Rezoning and Zoning Text Amendment **Date Issued:**
Project Description: Rezoning commercial property from town Center(TC) to Makers & Employment (ME) to allow for the operation of U-Haul/vehicle rental business.
Project Progress: Denied – options for land swap have been presented to the property owner.

Address: 411 N 10th St
PZE Process: Preliminary Plat **Date Issued:** 03/03/2025
Project Description: Consolidate fourteen (14) parcels into three (3) lots; one each for the Church, School and Rectory
Project Progress: Project is in the land use permit phase and the applicant has applied for a Final Plat, Rezoning, and CUP.

Address: 1926 S 7th St **COMPLETED**
PZE Process: Interim Use Permit **Date Issued:** 04/07/2025
Project Description: Renewal of the Interim Use Permit for the Bridges on 7th Warming Shelter
Project Progress: The Interim Use Permit was approved for September – May 2025-2026.

Address: NW 3rd Street PID 41040800 **DENIED**
PZE Process: Conditional Use Permit **Date Issued:**
Project Description: Constructing a Boarding House with Attached Apartment

Project Progress: Project was denied due to lack of density.

Address: 1811 Mill Ave

COMPLETED

PZE Process: Conditional Use Permit

Date Issued: 04/07/2025

Project Description: Allowing a Third-Party to Operate Sales of Trailers and Equipment

Project Progress: Approved and completed.

Address: 1511 Northern Pacific Rd

IN PROGRESS

PZE Process: Conditional Use Permit

Date Issued: 04/21/2025

Project Description: For the Construction of a Church to Hold Services at the 1481 location

Project Progress: Approved – in the design and permitting process

Address: 1919 S 6th St

IN PROGRESS

PZE Process: Conditional Use Permit

Date Issued: 04/21/2025

Project Description: For the Expansion of Adult Day Care Services

Project Progress: Approved – building permit issued for the remodel.

Address: 714 7th St S

COMPLETED

PZE Process: Interim Use Permit Renewal

Date Issued: 04/21/2025

Project Description: To continue Operating a Short-Term Rental

Project Progress: Approved and completed.

Address: 2517 Greenwood St

IN PROGRESS

PZE Process: Variance

Date Issued: 06/02/2025

Project Description: To allow for the construction of an accessory building off Greenwood Street in the front yard

Project Progress: Approved – applicant will apply for the building permit.

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

- 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

New sprinkler at Jaycees for grass beautification



Memorial Bench Placement

Lum Park Beach-Picture after
Waterfront Restoration Cleanup



Shade structure is up at Lum Park



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



STREETS & SEWER

- Jet Sanitary sewer grease lines
- Repair boulevard sidewalks
- Perform MNDOT inspections of commercial vehicles (S&S and Transit)
- Grade, gravel alleys
- Paint crosswalks
- Round-about, weeding
- Haul Class 5

ENGINEERING

Beech/Oakridge Reconstruction Project

This project is currently advertising for bids. Centerpoint Gas is completing work over the next couple weeks on their trunk gas main relocation. It is anticipated that street construction will start shortly following the relocation. Following award of the project, staff will continue to coordinate with project partners and send out flyers for residents preparing them for the construction season.

Wright/10th Reconstruction Project

Landwehr is the contractor on the project. Staff and the contractor have held a Pre-Construction Meeting with project partners to discuss key details such as schedule, progression, and other items. It is expected that construction will occur throughout the summer with close coordination with adjacent properties and the County Fairgrounds.

TH 371B/Willow Roundabout Project

All easements have been acquired and staff is waiting on clearance to advertise the project from MnDOT. Staff will meet with SEH and MnDOT to discuss final timing details before

advertisement to ensure that key items such as the County Fair and school start dates are considered. Coordination with all stakeholders will be taken into consideration during the construction project.

South Brainerd Resurfacing Project

Traffic control is installed and fire hydrant and curb replacement work is anticipated to occur over the next couple weeks. Following that work, in late June, it is anticipated that the milling and paving of the new surface will occur. A project newsletter has been mailed to adjacent properties and posted on the City's website.

Hawkins-Ronald-Joseph Resurfacing Project

Moore Engineering is continuing development of the design plans. It is intended to have this project occur during the 2025 season with close coordination with the TH 371B/Willow Street Roundabout project as the local detour for that project will utilize Joseph Street during construction of the roundabout.

2025 Lowell Safe Routes to School Project

DeChantal Excavating is expected to begin work on this project with closure of H Street beginning on June 9th, per the allowed start in the contract. It is anticipated that the project will take place throughout June and July.

TH 210/Washington Street Reconstruction Project

MnDOT is continuing to develop plans to the 90% stage. Staff was able to meet with a couple members on the Council Aesthetics PMT to collect input and comments on the aesthetics plan details to be included in the final plans. Staff has received initial feedback from MnDOT on those comments and is collecting more information. Staff continues to work with SRF and MnDOT to develop utility and street lighting plans that will be included with the street reconstruction.

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

The Contractor has completed installation of the sanitary sewer and new watermain. Final restoration items remain in the 15th Street intersection.

M Street Storm Sewer Outfall Repair Project

Staff was able to meet with WSB staff on-site to review the project area and begin work on preparing the repair designs. Staff provided clarification to WSB regarding the additional work scope on the BIC fence repair to be included in the plans. City staff is meeting with Mike Higgins and Senator and Representative Heintzeman's on May 30th to walk through the project. It is intended that this work will be completed in 2025.

2025 Chip Sealing Project

The project has been awarded. Staff will coordinate with the contractor on a proposed schedule for this work.

2025 Large Patching Project

Project has been awarded and contracts executed. Staff is coordinating with the contractor on a proposed schedule for this work.

Library Exterior and Mechanical Repairs Project

Staff is meeting with the contractor to discuss schedule for some of the portions of work over the summer. It is anticipated that work will take place over the course of the summer and fall 2025.

2025 City Tree Plantings Project

The contractor is planning to complete plantings shortly to beat the heat of summer and establish the trees. Street tree locations include the remaining tree locations on College Drive. Parks tree locations are planned for Jaycees and Triangle Parks.

Buffalo Hills Parking Lot Project

This work is complete and the area has been hydroseeded.

South Brainerd Reconstruction Project (2024)

Work is complete on this project. Staff is waiting on final turf restoration to be complete before final acceptance and contract close out.

Laurel Street Bridge Repair Project (2024)

Work is complete on this project. Staff is waiting on final turf restoration to be complete before final acceptance and contract close out.

Parks ARPA Projects (2024)

Work is complete on this project with excepting minor punchlist items. Staff is waiting on final turf restoration to be complete before final acceptance and contract close out.

Historic Water Tower Project – Phase 2 (2024)

Window replacement is now complete. Final payment is under review for final acceptance and contract close out.

Police Department Exterior Repairs Project (2024)

Staff and the contractor have met to discuss timeline on the remaining exterior work including the EIFS repairs and window/door replacements. Once complete, staff will review the project items for completion for final acceptance and contract close out.

Other Activities

- Participated in weekly check-in meetings for TH 371B/Willow Street Roundabout Project
- Reviewed building permits for appropriate erosion control plans and requirements
- Reviewed and approved excavation and utility permits
- Continued coordination for relocation work on 2025 construction projects with utilities
- Began advertisement for Beech/Oakridge Reconstruction project
- Participated in PW Department Division meeting
- Met with MnDOT staff to discuss comments on current scope of aesthetics on TH 210 Reconstruction project
- Researched artificial turf boulevard alternative options and examples in other communities
- Answered assessment questions on Hawkins-Ronald-Joseph Resurfacing Project
- Answered assessment questions on 2025 South Brainerd Resurfacing Project
- Reviewed shop drawings for Wright/10th Reconstruction project

- Assisted with questions regarding DEED grant application for Outlot F project
- Reviewed detour routing and mitigation for TH 210 Reconstruction project
- Participated in LRRB Need Statement reviews for two topics
- Met with Mike Higgins and CWC to discuss BNSF crossing at 13th Street
- Attended NWS Training workshop
- Attended APWA-MN Spring Conference
- Attended workshop regarding Functional Classification review following census
- Met with KLJ regarding upcoming projects and solicitations
- Attended meeting regarding discussion of process of reviewing water service line installations on private properties
- Attended CWC/HSEM Senior Officials Training for disasters
- Participated in District 3 Pre-Screening Meeting with City Engineers
- Reviewed Local Partnership Program applications for MnDOT District 3
- Attended Pre-Construction meeting for South Brainerd Resurfacing Project
- Attended various locate meets for work on City construction projects
- Attended Planning Commission meeting to provide clarification for questions regarding St. Francis project
- Hosted Pre-Construction meeting for Wright/10th Reconstruction project
- Attended Pre-Construction meeting for Library Exterior and Mechanical Repairs project
- Walkthrough for M Street Outfall Repair project with Higgins/Heintzeman's/Staff
- Prepared and solicited proposals for Ash Tree removals and replacements
- Reviewed petitions for right of way vacations
- Sent out solicitations for miscellaneous sidewalk repairs

MEMORANDUM

TO: Mayor Badeaux and City Councilmembers
FROM: Nick Broyles, City Administrator
DATE: 16 June 2025
SUBJ: City Administrator Report

In addition to routine administrative matters and in preparation of topics and business action items on the Council's work sessions and meeting agendas, the following is a summary of tasks and activities the City Administrator's office has been working on since the last report of 19 May 2025.

Community Engagement

21 May: Met w/Mike H. and Council President O'Day to discuss various issues
29 May: DeAnn Barry retired from The Center
30 May: Visited outfall property at BIC w/Mike H., staff, and two state legislators
09 Jun: Attended YMCA Board of Directors meeting
10 Jun: Discussed Certificate of Liability Insurance w/Connie and Nate Oland
10 Jun: Attended groundbreaking ceremony for Country Manor at the NP Center

Legislative Update

Lawmakers returned to the Capitol on 09 Jun for a special session to complete their remaining work. During the one-day special session, the House and Senate passed 14 bills. Here of some of the highlights.

Bonding

Capital project funding includes a net of \$700 million in new general obligation bonds, and \$10.5 million of general fund appropriations. Most of the funding supports state facility preservation and construction, and programs that allocate funds to local governments for specific purposes. Notable allocations include:

- \$176 million for Public Facilities Authority (PFA) programs
 - \$39 million for state match for federal loan funds
 - \$87 million for Water Infrastructure Fund (WIF)
 - \$32 million for Point Source Implementation Grants (PSIG)
 - \$18 million for a new Emerging Contaminants Grant Program for drinking water
- \$1.5 million for Business Development Public Infrastructure (BDPI)
- \$1.5 million for Transportation Economic Development Infrastructure (TEDI)
- \$42 million for Local Road Improvement Program (LRIP)
- \$20 million for Local Bridge Replacement
- \$11 million for Major Bridge Replacement
- \$5 million for Local Road Wetland Replacement
- The cash bill also transferred a skatepark grant program that had been created last biennium to DEED and specified a few communities as recipients, including **Brainerd**.

Taxes

The taxes omnibus bill increases state revenue by \$118 million in the first biennium and \$190 million in the second. **The final bill does not reduce local government aid (LGA), despite earlier proposals.** Key city-related provisions include:

- Cannabis gross receipts tax change: The bill increases the tax rate from 10% to 15% and repeals local government cannabis aid (LGCA). LGCA was to be distributed to cities based on the number of licensed cannabis retailers in each city. The increase in the tax rate and the repeal of LGCA is expected to raise \$80 million in the first biennium and \$132 million in the second.
- Tax increment financing (TIF): There are 19 special-local TIF provisions for 15 cities. It also extends temporary pooled increment authority by one year (from 2025 to 2026) for projects that help create and retain jobs.
- Low-income rental housing property tax treatment: A 2024 Minnesota Supreme Court decision ruled that certain low-income housing owned by qualifying nonprofit entities are exempt from property taxes. These properties fell under the 4(d)-class rate, and the implication of this ruling meant tenants of the property would be liable for personal property tax. This bill limits the exemption so rental housing is not eligible for the exemption, and tenants will not be liable for personal property taxes, as they will be paid by the building owner.
- Local sales tax authority: This bill does not make changes to the general local sales tax laws. The moratorium expired on 31 May 25 and was not extended in this bill. The proposal to provide general authority to cities was also not included.
- Other: The bill provides LGA forgiveness for multiple cities, updates public finance statutes, and makes various smaller property tax changes.

Transportation

The transportation finance and policy omnibus bill contains no major changes to city street funding. The 2023 revenue increases remain intact, though cities may see small reductions in municipal state aid and Transportation Advancement Account payments due to lower-than-expected revenue collections. Greater Minnesota transit funding is reduced by \$22 million for the biennium.

Jobs, Labor, and Economic Development

The jobs, labor, and economic development omnibus bill has a net reduction of \$28 million in fiscal years 2026-2027 and a net reduction of \$40 million in fiscal years 2028-2029.

It include minor updates to Minnesota Paid Leave and changes to earned sick and safe time (ESST), which were originally passed into law in 2023. The change to Minnesota Paid Leave reduces the maximum premium levied by DEED from 1.2% of taxable wages to 1.1%. No other changes were agreed to by the House and Senate this year. It also includes four policy changes to ESST that were agreed upon in the final days before the special session. The changes, effective 01 Jan 26, apply to:

- Notices: Previously, employers could require notice from employees on the usage of ESST “as soon as practicable.” Notice can now be required as “reasonably required by the employer.”

- Documentation: Allows employers to require documentation if ESST is used for two or more consecutive scheduled workdays (it was previously three consecutive days).
- Replacement workers: Clarifies that ESST statute does not prohibit an employee from voluntarily seeking or trading shifts with a replacement worker to cover ESST hours used.
- Prorating frontloaded hours: Employers may advance ESST hours based on an employee's projected work hours for the remaining portion of the accrual year.

Now that the two-year state budget is complete, it is unlikely that there will be another special session called. The Legislature will return for the 2026 regular session on 17 Feb 26.

Finance

Annual Audit: Financial auditors started fieldwork on the week of 28 Apr. The audit will be complete by the deadline of 30 Jun. We received a draft of the audit in the week of 09 Jun, and the final audit will be presented to the City Council in July.

Human Resources

Teamsters Interest Arbitration hearing is scheduled for 31 Jul.

Community Development/Building Official

Country Manor: A groundbreaking ceremony took place, and the clearing of the property has begun.

Front Street Fire: State Fire Marshalls office completed the onsite investigation portion of the fire and has turned the building over to Dave P. Insurance adjusters were on-site and were able to review the building; unknown timeline for their response. Per Dave Pueringer, a structural engineer performed an evaluation of the damage to the structure. It was determined that the front facade was compromised. We are still awaiting the formal report. Over the weekend the tenants on the second floor were given access to their units to remove their possessions. Dave P. is considering his options: remodel the entire structure, remove the upper floor of the structure and remodeling the business tenant spaces, or complete removal of the structure. Insurance settlement and further structural evaluations are going to determine the timeline for this structure. Dave wants to move fast with whatever his final plans do end up being, but the insurance company will be dictating the pace of when that will happen and what viable options Dave will have.

Public Works/Utilities/Parks/Transit

Transit

- Working with MnDOT and consultants to improve Transit operations. Staff are working on the 2026 operation budget

Recreation

- Softball and Pickleball leagues ongoing
- Organizing National Guard volunteers for large park clean-up improvements on 21 Jun

Parks

- Ongoing maintenance is a priority
- Preparing for little league tournaments
- Staff logging Customer Service Log tracking concerns/projects completed

Streets

- MnDOT inspections of commercial vehicles
- Completed roundabout maintenance
- Alley and crosswalk improvements ongoing

Engineering

- 371/Willow Roundabout: Staff will meet with SEH and MnDOT to discuss final timing details before advertisement to ensure that key items such as the County Fair and school start dates are considered. Coordination with all stakeholders will be taken into consideration during the construction project.
- Preconstruction meeting conducted for the Library Improvement Project
- Buffalo Hills Lions Park project is completed

Fire

04 Jun: There was a fire at 614 Front Street causing the temporary closure of the street until a structural engineer could provide an initial assessment. The street was reopened to two-way traffic on 05 Jun, and we are still waiting for the engineer's formal assessment.

Technology

Remodel of office space and network reconfiguration to accommodate new staff nearly complete and onboarding and training of new employees is ongoing. BPU inventory continues as their current computers need to be replaced before Windows 10 end-of-life in October. The Network Administrator begins 30 Jun and will quickly jump into large networking projects at BPU. Transit software replacement is in July and CLC staff are running most of our meetings for the PEG channel.

Airport

12 Jun: Interim Airport Director, Neil Planzer, begins work.

HRA

Staff submitted the Greater Minnesota Housing Infrastructure Grant in support of a housing development in the Brainerd Oaks neighborhood and are anticipating that Minnesota Housing will make their decision on funding by September.

Suspense Tracker

Subject	Start Date	Department	Notes	Due Date	Date Completed	% Complete	Status
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 First Reading 6/2 Final Reading 6/16	6/16/2025		75%	In Progress
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 First Reading 6/2 Final Reading 6/16	6/16/2025		75%	In Progress
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 EDA took no action at the June 5th meeting Power Agreement is currently being reviewed by staff and will be reviewed by the PUC on 6/24	6/30/2025		50%	In Progress
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.	7/7/2025		10%	In Progress
Code Enforcement Ordinance		Community Dev	Review Draft Ordinance 5/19 First Reading of Proposed Ordinance 6/2 Final Reading and public hearing 7/7	7/7/2025		75%	In Progress
Office Business in the GI District	6/5/2025	Community Dev	Developer submitted letter of intent to purchase three City owned industrial lots for a medical clinic – 6/5 EDA recommended that Office Business should be an allowed use in the GI District – 6/5 Planning Commission will consider request and conduct public hearing on 6/18	7/21/2025		25%	In Progress

Arbitration Hearing with Teamsters Union	Human Resources	The Arbitration Hearing with the Teamsters (Police Lieutenant and Sergeants) Union is scheduled for July 31st. Phillip Finkelstein was selected as the Arbitrator. Staff is working with our Attorney to prepare for the Arbitration Hearing.	7/31/2025	25%	In Progress
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 at Planning	8/2/2025	25%	In Progress
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	8/4/2025	50%	In Progress
Airport Resolution	Administration	Staff continues work on resolution. Interim Airport Director has been hired.		25%	In Progress
Improved Signage Ordinance	Community Dev	Reviewed Example Ordinances and Selected New Proposed Language (complete) Planning Commission Draft Review 6/18	8/18/2025	25%	In Progress
SRTS Lowell	Public Works	Award Bid (complete) Construction	10/1/2025	75%	In Progress

Improvement 23-12 Beech	Public Works	Order Improvement (DONE) Authorize Bid (DONE) 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	10/20/2025	50%	In Progress
Improvement 17-12 Wright	Public Works	Authorize Bid (DONE) 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	10/20/2025	50%	In Progress
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	10/20/2025	50%	In Progress
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	10/20/2025	50%	In Progress
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.	10/20/2025	10%	In Progress
Shoreland Ordinance	Community Dev	DNR E-mailed Staff Indicating the City must update its Shoreland Ordinance Staff have Begun Researching Other Municipalities' Shoreland Ordinances	12/31/2025	5%	In Progress

Codification	Administration	Initial talks have taken place. Need to develop a schedule. Staff is working to do this internally.	0%	Not Started
805 Laurel	HRA	Developer is working on financing	10%	Waiting
Riverside Drive 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 (Complete) Ordinance 1581 is set to eliminate future use of Rural Service District- adopted 6/2 (Complete) Public Works Department – Discuss Connection Charges set at 6/2 meeting (complete) Staff to seek direction from City Council regarding the Annexation of Riverside Drive on 7/7	50%	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. Project bids were rejected and approved at commission and council meetings. Bolton and Menk are suggesting we pursue construction manager at risk to oversee the project and create a maximum price.	25%	Waiting

Hydrodam	Public Utilities	Barr Engineering and staff continue work related to procurement of one at the hydro facility. Staff and Barr are awaiting responses on state funding prior to bidding. Barr recently found from multiple suppliers that the project type with the submersible generators are not longer in production or have been paused. We are still awaiting the reasoning behind this change. One such vendor eliminated their line completely. In Barr's preliminary research the eliminated line of turbine was anticipated to be the most economical for the utility. Additional information is forth coming. Funding through legislative sessions has stalled at this time, but has now been picked up in both the house and senate from Marty Seifert, additional discussion to occur related to the F&H Contract (05/20/2025).			25%	Waiting
Sale of Industrial Properties	Community Dev	River Birch Investments submitted a letter of intent to purchase three industrial park lots at \$1 per acre - 6/5 EDA was in favor of the project and directed staff to begin negotiations on a purchase and development agreement City Council will review proposal on 6/16			5%	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	8/1/2025		10%	In Progress
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	6/2/2025	6/9/2025	100%	Complete
Country Manor	Community Dev	Construction in progress	6/2/2025		100%	Complete



City Council Agenda Request

MEETING DATE: June 16, 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.

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: The positions were included in the 2025 budget.

2025 Summer Temporary Employees

<u>Name</u>	<u>Job Title</u>	<u>Date of Hire</u>	<u>2025 Hourly Rate</u>
Riley Kline	Parks Seasonal Maintenance	6/16/2025	\$18.00
Jason Anderson	Umpire	6/12/2025	\$32.00/Game

Submitted for Consideration for the June 16, 2025 Council Meeting

* Returning Employee



City Council Agenda Request

MEETING DATE: June 16, 2025

TITLE OF ITEM: Authorize Staff to Enter into the Proposed School Resource Services Agreement

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: John Davis, Police Chief

DEPARTMENT: Police

PRESENTER: John Davis, Police Chief, Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 3 minutes

SUMMARY OF ISSUE: The current agreement for School Resource Officer (SRO) services with Independent School District (ISD) 181, which provides a full-time SRO during the school year, expires on June 30, 2025. A tentative two-year agreement for the upcoming school years has been reached.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This proposed agreement remains largely consistent with our current contract, with the primary adjustments focused on financial compensation to the city and the inclusion of new provisions mandated by recent legislation.

- **Base Payment:** The district's payment to the city for SRO services covers officer wages, vehicle lease expenses (including insurance), and \$1,500 for SRO training courses. The proposed agreement reflects an increase in these payments:
 - **Current Agreement:** \$91,788 (2023/2024), \$96,664 (2024/2025)
 - **Proposed Agreement:** \$99,996 (2025/2026), \$102,951 (2026/2027)
- **SRO Duties:** Minor wording adjustments have been made to more accurately reflect the duties currently performed by our School Resource Officer.
- **Addition of Paragraphs 3e and 3f:** New state legislation now requires the contract to include provisions regarding **SRO uniforms** and **public notification** of the SRO program. These additions ensure compliance with the new legal requirements.

The proposed agreement has been reviewed by Attorney Langel and the school board approved it on 06/09/2025.

RECOMMENDED ACTION/MOTION: Authorize staff to enter into the proposed School Resource Officer Services Agreement with ISD 181.

FINANCIAL IMPACT: Revenue from ISD 181 \$99,996 (2025/2026) \$102,951 (2026/2027) school years.

SCHOOL RESOURCE OFFICER SERVICES AGREEMENT

This School Resource Officer Services Agreement (“Agreement”) is entered into by and between Independent School District No. 181, Brainerd Public Schools (“District”) and the City of Brainerd (“City”). The District and the City are collectively referred to herein as the “Parties,” and individually as a “Party.”

WHEREAS, the Parties desire to maintain a cooperative and coordinated approach to deterring and addressing criminal activity on school property and at District-sponsored events and activities;

WHEREAS, Minnesota Statutes, section 126C.44 authorizes the District to contract with the City to have peace officers provide school resource services; and

WHEREAS, Minnesota Statutes, section 126C.44 further authorizes the District to levy for an appropriate portion of the costs the City incurs in paying wages, providing benefits, and providing transportation for peace officers who are assigned to perform school resource officer duties in the District;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and other valuable consideration, the sufficiency and receipt of which is acknowledged, the Parties agree as follows:

1. **Term and Termination.** This Agreement is for a term beginning on July 1, 2025, and ending on June 30, 2027. Either Party may terminate this Agreement, with or without cause, by delivering to the other Party a written notice of termination not less than ninety (90) days prior to the date of termination of this Agreement. All payments due under this Agreement shall be prorated in the event of such termination.
2. **Definitions.** The following definitions apply to this Agreement:
 - a. **“Additional services”** mean services that a peace officer provides, at the District’s request, outside the regular hours of school resource officer (“SRO”) service that are described in the third numbered paragraph of this Agreement. By way of example, but without limitation, a SRO performs additional services if, at the written request of a school administrator or District administrator, the SRO attends a school board meeting, an extracurricular activity, or a community function that is held in the evening.
 - b. **“Exigent circumstances”** mean circumstances under which the courts permit police officers to execute a warrantless search or seizure; circumstances under which a reasonable police officer would believe that a person presents an immediate and substantial risk of harm to self or others; circumstances under which urgent action is reasonably necessary in order to prevent the destruction of evidence of a serious crime; and circumstances in which a police officer is in hot

pursuit of a suspect who is believed to have committed, or to have attempted to commit, a serious crime and is in the process of fleeing.

- c. **“School resource officer” or “SRO”** means a licensed peace officer who is employed by the City and is assigned by the City to provide SRO duties and/or additional services pursuant to this Agreement.
- d. **“SRO duties”** are the following law enforcement duties performed by the SRO, as assigned by the City:
- Fostering a positive school climate through relationship building and open communication;
 - protecting persons who are present on school property or at a school sponsored event or activity;
 - protecting real and personal property;
 - deterring truancy;
 - Serving as a law enforcement liaison to school officials;
 - serving as a role model for students, parents, and community members;
 - conferring with students, parents, and community members for the purpose of deterring or addressing criminal behavior on school property or at a school sponsored event or activity;
 - identifying and advising on security vulnerabilities and safety drills in the District’s schools;
 - visiting and inspecting high delinquency areas on school property;
 - being present and visible on school property;
 - deterring all forms of criminal activity on school property and at school sponsored events and activities;
 - serving as a resource for school officials regarding the prevention of criminal activity on school property and at school sponsored events and activities;
 - serving as a mentor and resource for students;
 - giving presentations to students and staff that are designed to promote safety or to deter, decrease, or otherwise address drug use or other potential criminal activity by students during school hours;
 - investigating and otherwise addressing criminal activity that has occurred, is alleged to have occurred, may have occurred, or is expected to occur on school property or at a school sponsored event or activity;
 - recovering stolen property;
 - enforcing all criminal laws on school property and at school sponsored events and activities;
 - apprehending criminals and suspected criminals;
 - responding to emergencies including, but not limited to, medical emergencies and situations involving a threat of violence or harm to property or to any person who is on school property or is at a school sponsored event or activity;
 - attending trainings provided by the District;

- meeting and collaborating with school administrators and District administrators to develop and work toward mutually agreed upon goals; and
- other tasks as assigned by the Brainerd Police Department.

All SRO duties shall be performed in accordance with applicable City, Brainerd Police Department, and District policies and procedures.

- e. **“School day”** means a day on which school is in session for in-person instruction, hybrid instruction, or distance learning, including any make-up days that are scheduled because school was canceled for any reason. School days are identified on the District calendar, which is published on the District’s website. Days on which students attend summer school are not school days.
 - f. **“School property”** means any property owned, leased, or controlled by the District where an elementary school, middle school, secondary school, secondary vocational center, alternative learning program, or other school providing educational services is located or used for educational purposes, or where extracurricular or cocurricular activities are regularly provided.
3. **Assignment of School Resource Officer.** The City will assign one full-time licensed peace officer to perform SRO duties on a full-time basis. SRO services will be provided during each school day. The SRO will provide SRO services at all school property within the City and will be primarily assigned to Brainerd High School.
 - a. **Base Services.** The SRO provided by the City will carry out SRO duties for eight (8) hours each school day beginning on the first day of the regular school year through the last day of the regular school year, except for any days in which students are not in attendance due to a school closure or distance learning, for up to one hundred seventy-one (171) days per school year.
 - b. **Absences.** If the regular SRO is absent for more than 10 consecutive school days, the City will undertake reasonable efforts to assign another licensed peace officer to serve as a temporary replacement and perform the regular SRO’s duties during any additional absences.
 - c. **Vehicles, Equipment, and Training.** The City is responsible for providing the SRO with a vehicle and all necessary law enforcement equipment, including any necessary electronic devices. The City is also responsible for providing training and education to all peace officers who are assigned to provide services pursuant to this Agreement.
 - d. **Objections to Personnel.** The City will undertake reasonable efforts to assign peace officers who are acceptable to the District, and will provide the District with an opportunity to provide input before a new SRO is assigned to the District. The District will notify the City’s Chief of Police of any concerns related to the performance of the SRO. Any request for reassignment of the SRO that is based

on work-related concerns must be made in writing to the Chief of Police. The City will have thirty (30) calendar days to demonstrate to the District's satisfaction that the concern has been addressed in accordance with applicable collective bargaining agreements, City policies, and practices.

- e. **Uniform.** The SRO shall wear a uniform that is consistent with the policies and standards set forth by the Police Department. While the School District may provide input regarding the appearance and nature of the uniform to promote a positive and collaborative environment within the school, the ultimate decision regarding the specific uniform, including any alterations, modifications, or special designations, rests solely with the Police Department.
 - f. **Public Notification of SRO Presence.** The District will inform the public that a School Resource Officer (SRO) will be present in its schools. The specific method of notification will be determined by the District.
4. **Base Payment.** The District will pay the City for all SRO services, excluding additional services, as follows:
- a. **2025-2026 School Year.** The District will pay the City a total of \$99,996. This amount will be paid in two equal installments on December 15, 2025 and June 15, 2026.
 - b. **2026-2027 School Year.** The District will pay the City a total of \$102,951. This amount will be paid in two equal installments on December 15, 2026, and June 15, 2027.
5. **Invoice for Additional Services.** The District's Superintendent, Lead Principals, or Activities Director may request in writing that the City assign one or more peace officers to provide "additional services" as defined in this Agreement. The City will make reasonable efforts to accommodate such requests. When the City assigns an officer to provide additional services, the District will be responsible for paying the officer's wages for the hours worked while providing additional services, any resulting overtime costs, a prorated portion of the officer's benefits for the hours worked while providing additional services, and the officer's transportation costs directly associated with providing additional services. The City will submit an itemized invoice to the District describing the additional services that were provided, the location where the additional services were provided, and the costs the City incurred in providing the additional services.
6. **District Responsibilities.** In addition to making the payments described in this Agreement, the District will provide office space for the SRO in the Brainerd High School. At a minimum, the office space will be furnished with a desk, two or more chairs, and landline telephone. The office will be enclosed, provided with electricity and access to the internet and telephone service, lighted, and climate controlled in the same manner as the other rooms in the Brainerd High School. The SRO will have access to the

office during the normal business hours of the Brainerd High School. In the event that the SRO requires access to the office when the Brainerd High School is not open, the City may contact Jeff Flaten, Director of Buildings and Grounds, who shall make arrangements to allow the SRO to access the office. The SRO may print materials and make photocopies at the school where the SRO is stationed if the materials and photocopies relate to SRO duties. Individual schools may elect to provide additional resources, such as a two-way radio, to the SRO. School administrators and District administrators will provide guidance and assistance to each SRO as needed.

7. **Relationship of the Parties.** Nothing in this Agreement may be construed to create a partnership or joint venture between the District and the City. Neither party has any authority or power to take any unilateral action that could legally bind the other party. For purposes of the Minnesota Government Data Practices Act, each party is considered to be an independent contractor relative to the other party. The parties understand and agree that this Agreement does not create any rights or obligations beyond those expressly contained herein, including, but not limited to, any rights or obligations to any third party.
8. **SRO Employment Status.** At all times and for all purpose, the City is and will remain the exclusive employer of all peace officers who perform services pursuant to this Agreement. No SRO may be considered to be an official, employee, agent, educational service provider, or representative of the District, and neither party may make any representation to the contrary. The City maintains full control over the peace officers it employs and is solely responsible for all employment and administrative functions related its employees, including, but not limited to, supervision and evaluation, payroll and deductions, maintenance of all required insurance (e.g. workers' compensation insurance, unemployment insurance, liability insurance), and any labor disputes or grievances.
9. **Liability and Indemnification.** Each party is solely responsible for the act(s) and omission(s) of its own officers, employees, officials, agents, and representatives. To the extent permitted by law, each party agrees to indemnify the other party from any and all damages, liability, judgments, claims, expenses, attorney fees, and costs resulting from any act or omission of any of its officers, employees, officials, agents, or representatives. Each party's liability, if any, is limited under Minnesota Statutes Chapter 466, and nothing this Agreement may be deemed to constitute a waiver of those limits.
10. **Prohibited Actions.** In the absence of exigent circumstances, a peace officer who is employed by the City may not interview a student on school property about criminal activity or potential criminal activity unless: (a) the officer is conducting a maltreatment of minor investigation; (b) the crime has occurred, is alleged to have occurred, may have occurred, is occurring, or is reasonably expected to occur in the near future on school property or at a school sponsored event or activity; or (c) the officer has obtained prior written permission from the building principal and from the student's parent or guardian or the student, if the student is eighteen (18) years of age or older. In addition, the parties understand and agree that a peace officer, including any SRO assigned pursuant to this Agreement, may not participate in recommending or determining student discipline or in

investigating incidents of student discipline which do not involve potential criminal activity.

11. **Execution of Arrest Warrants.** When executing an arrest warrant for a student on school property, a peace officer must make reasonable efforts to protect other students and staff members who are present and to avoid undue embarrassment to the student who is being arrested. This paragraph is not intended to prevent an officer from taking immediate action to arrest a student who is fleeing or who presents an imminent and substantial risk of harm to self, others, or property.
12. **Notices.** The District must provide all official notices under this Agreement by electronic mail or U.S. Mail addressed to the City's Police Chief, John Davis, at john.davis@ci.brainerd.mn.us or at 225 E River Road, Brainerd, MN 56401. The City must provide all official notices under this Agreement by electronic mail or U.S. Mail addressed to the District's Superintendent, Peter Grant, at peter.grant@isd181.org or Washington Educational Services Building, 804 Oak St., Brainerd, MN 56401. Either party may designate a different addressee or address at any time by giving written notice to the other party. Notice that is delivered by mail is effective upon mailing. Notice that is delivered by email is effective upon transmission.
13. **Data Practices.** All government data that are collected, created, received, or maintained as a result of this Agreement will be handled in accordance with all applicable federal and state laws, including, but not limited to, the Minnesota Government Data Practices Act ("MGDPA"). The parties recognize that educational data maintained by the District are protected under the MGDPA and under and the Family Educational Rights Privacy Act ("FERPA"), including its implementing regulations at 34 C.F.R. part 99. The parties acknowledge that unless a statutory exception applies, the District may not disclose private educational data to a SRO without the written consent of the student's parent or guardian (or the written consent of the student if the student is eighteen years of age or older); a lawfully issued subpoena; or a court order. Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District's responsibilities under FERPA.
14. **Background Checks.** The City must conduct, or have conducted, a criminal background check on all peace officers who provide any service pursuant to this Agreement. The background check must be completed before the peace officer provides any service pursuant to this Agreement.
15. **No Unlawful Discrimination.** The District and the City each agree to provide equal employment opportunities to all employees and applicants for employment in accordance with all applicable federal, state, and local laws. No person may be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program, service, or activity based on race, color, religion, age, sex, disability, marital status, sexual preference, public assistance status, creed, or national origin. In addition, the District and the City each specifically agree not to discriminate unlawfully against any student in any program, service, activity, or

decision based on race, color, religion, age, sex, disability, marital status, sexual preference, public assistance status, creed, or national origin.

16. **Waiver and Enforcement.** The failure to insist on compliance with any term, covenant, or condition contained in this Agreement must not be deemed to be a waiver of that term, covenant, or condition, nor will any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed to be a waiver or relinquishment of any right or power at any other time. Each party is be responsible for its own costs, expenses, and any attorneys' fees associated with this Agreement and any related matters, including enforcement of this Agreement.
17. **Equal Drafting.** In the event that either party asserts that a provision of this Agreement is ambiguous, this Agreement must be construed to have been drafted equally by the Parties.
18. **Choice of Law, Forum and Severability.** This Agreement is governed by the laws of the State of Minnesota, without regard to its conflict of laws provisions. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement. If a court determines that any part of this Agreement is unlawful or unenforceable, the remaining portions of the Agreement will remain in full force and effect.
19. **Entire Agreement, Changes, and Effect.** This Agreement constitutes the entire agreement between the District and the City regarding the matters contained herein. This Agreement supersedes any inconsistent statements or promises made by either party. This Agreement also supersedes and terminates any prior or existing agreements or contracts regarding the same or any similar subject matter. Neither party has relied upon any statements, promises, agreements, or representations that are not stated in this Agreement. No changes to this Agreement are valid unless they are in writing and signed by both parties. A copy of this Agreement has the same legal effect as the original.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates recorded by their signature. By signing below, each party specifically acknowledges that it has read this Agreement and that it understands and voluntarily agrees to be legally bound by all terms of the Agreement.

CITY OF BRAINERD

Mayor

Date

City Administrator

Date

Police Chief

Date

INDEPENDENT SCHOOL DISTRICT NO. 181

School Board Chair

Date

School Board Clerk

Date



City Council Agenda Request

MEETING DATE: June 16, 2025

TITLE OF ITEM: Ratify Hiring Kyle Glass for the Laborer Position

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Danny Loch, Finance Manager

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: We received 14 applications for the Public Utilities Department Laborer position. Staff interviewed 4 candidates and made an offer to Kyle Glass. Mr. Glass will start with us on June 23, 2025, at Step 4 of the 2025 Laborer Wage Grid (\$28.21 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Ratify the hiring of Kyle Glass for the Laborer position effective June 23, 2025; further, that he be placed on Step 4 of the Laborer wage grid (\$28.21 per hour).

FINANCIAL IMPACT: This position is a reclassification of a position that was included in the 2025 Public Utilities Budget.



City Council Agenda Request

MEETING DATE: June 16, 2025

TITLE OF ITEM: Approve the Reclassification of David Nelson to Meter Tech/Locator

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Danny Loch, Finance Manager

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: On June 2nd, the Council authorized backfilling the Meter Tech/Locator position. An internal job posting was conducted and two employees applied for the position. Staff recommends reclassifying David Nelson to the Meter Tech/Locator position effective June 17, 2025. Mr. Nelson will be placed on Step 6 (\$33.41 per hour) pursuant to City Policy.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Mr. Nelson's current position is a Water Serviceworker. Staff reviewed that job description and no changes are recommended.

RECOMMENDED ACTION/MOTION: Motion to reclassify David Nelson to the Meter Tech/Locator position effective June 17, 2025; further, that he be placed on Step 6 of the Meter Tech/Locator wage grid (\$33.41 per hour); further, to authorize Staff to complete an internal job posting process to fill the Water Serviceworker position.

FINANCIAL IMPACT: The vacant Meter Tech/Locator position is included in the 2025 Public Utilities Department Budget.



City Council Agenda Request

MEETING DATE: June 16, 2025

TITLE OF ITEM: Approve Custodial Services Contract

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

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

ESTIMATED TIME (MIN): 2min

SUMMARY OF ISSUE:

Attached to this request is information related to the recently solicited RFP for cleaning services in City buildings, more specifically, City Hall, the Police Department, the Fire Department, and the Public Works Maintenance Facility. The RFP was posted in the Brainerd Dispatch and e-mailed to previous companies that have submitted proposals in the past.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff received a proposal from North Country Janitorial Services, our current contractor, and recommend continuing with them for custodial services through June 2027.

The current contract ends at the end of June 2025, and we currently pay \$2,935 per month for custodial services. North Country Janitorial Services has proposed the following monthly contractual fees:

July 2025 - June 2026 = \$2,935.00

July 2026 - June 2027 = \$3,045.00

RECOMMENDED ACTION/MOTION:

Staff recommend approval of the Custodial Services Contract with North Country Janitorial Services

FINANCIAL IMPACT: Budgeted

GENERAL CONTRACT FOR SERVICES

This Contract for Services is made effective as of July 1st, 2025, by and between City of Brainerd of 501 Laurel St, Brainerd, Minnesota 56401 (the “Recipient”), and North Country Janitorial and Supply, Inc. of 7485 County Road 9, Brainerd, Minnesota 56401 (the “Provider”).

1. DESCRIPTION OF SERVICES. Beginning on July 1st, 2025, North Country Janitorial and Supply, Inc. will provide to City of Brainerd the following services (collectively, the “Services”):

Follow all details as set forth in the scope of the RFP, which is incorporated herein by reference.

2. PAYMENT. Payment shall be made to Provider from July 2025 – June 2026 in regular payments of \$2,935.00 per month.

In year 2, July 2026 – June 2027, payment shall be made to the Provider in regular payments of \$3,045.00 per month.

Monthly payments continue until then end of the term of this Agreement (June 30, 2027) unless earlier terminated pursuant to the terms of this Contract.

Method of Payment. Payment for services shall be approved by the City Council on the third Monday of each month. Payment to the Provider will be made by the Friday following the Council meeting. Payments shall be compensation for the previous month’s service. An invoice for services rendered must be delivered to the Finance Department at least 10 days prior to the third Monday of the month.

3. TERM. This Contract will remain in effect for a period of 2 Years with a scheduled price increase on year 2 of \$110.00 per month.

4. Notwithstanding any provision herein to the contrary, either party may terminate this Agreement upon sixty (60) days written notice should either party fail to substantially perform in accordance with the terms hereof through no fault of the other. Any such notice must be sent in accordance with the terms set forth in paragraph 11. The Provider may terminate services at any time, without notice, for non-payment. The Provider will provide all specified services except when prevented by strike, lock -out, accident, acts of God, or other circumstances beyond control.

5. Any notices required or permitted to be given hereunder shall be given in writing and shall be delivered by Certified Mail and such notices shall be addressed as follows:

If to the City of Brainerd:	City of Brainerd 501 Laurel Street Brainerd, MN 56401 Attn: Nick Broyles
If to North Country Janitorial:	North Country Janitorial and Supply 7485 County Road 9 Brainerd, MN 56401

6. The Provider provides all labor, material and equipment necessary to complete the facility as indicated. Supplies such as paper towels, hand/ dish soap, toilet tissue, napkins, wastebasket, and trash liners shall be provided by the Recipient. Recipient shall provide a secure storage area for cleaning equipment and

supplies solely accessible to the Provider. Equipment and materials provided by the Provider are included in the cost of services and are only for use by the Provider personnel in the performance of its duties.

7. CONFIDENTIALITY. Provider, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of Provider, or divulge, disclose, or communicate in any manner, any information that is private, non-public or confidential to Recipient. Provider and its employees, agents, and representatives will protect such information and treat it in accordance with Minn. Stat. § 13.03, subd. 6. This provision will continue to be effective after the termination of this Contract.

8. DEFAULT. The occurrence of any of the following shall constitute a material default under this Contract:

- a. The failure to make a required payment when due.
- b. The insolvency or bankruptcy of either party.
- c. The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application, or sale for or by any creditor or government agency.
- d. The failure to make available or deliver the Services in the time and manner provided for in this Contract.

9. FORCE MAJEURE. If performance of this Contract or any obligation under this Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the term Force Majeure shall include, without limitations, acts of God, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages or other labor disputes, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

10. DISPUTE RESOLUTION. The parties will attempt to resolve any dispute arising out of or relating to this Agreement through friendly negotiations amongst the parties. If the matter is not resolved by negotiation within 30 days, the parties will resolve the dispute using the below Alternative Dispute Resolution (ADR) procedure.

11. ENTIRE AGREEMENT. This Contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.

12. SEVERABILITY. If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become

valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

13. AMENDMENT. This Contract may be modified or amended in writing by mutual agreement between the parties, if the writing is signed by the party obligated under the amendment.

14. GOVERNING LAW. This Contract shall be construed in accordance with the laws of the State of Minnesota.

15. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

16. CONSTRUCTION AND INTERPRETATION. The rule requiring construction or interpretation against the drafter is waived. The document shall be deemed as if it were drafted by both parties in a mutual effort.

17. ASSIGNMENT. Neither party may assign or transfer this Contract without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

Service Recipient:

City of Brainerd

By: _____ Date: _____

Nick Broyles

City Administrator

Service Provider:

North Country Janitorial and Supply Inc

By: _____ Date: _____

16. Questions. Contact Community Development Director James Kramvik at jkramvik@ci.brainerd.mn.us or 218-454-3408.

17. Delivery of Proposals. Three options are available for the delivery of proposals:

1. Email: jkramvik@ci.brainerd.mn.us

2. Mail: Brainerd City Hall
C/O James Kramvik
501 Laurel Street
Brainerd, MN 56401

3. Dropbox located on the west side of City Hall at 501 Laurel St.

EXHIBIT A

Janitorial Duties

Janitorial services shall normally occur after the workday according to the following schedule:

- **City Hall** – Monday, Wednesday, and Friday each week
- **Fire Department** – Thursday each week
- **Public Works Maintenance Facility** – Thursday each week

Duties shall be performed in accordance with the following schedule:

Each Visit:

- Empty waste baskets in all offices, conference rooms and staff lounges, and council chambers
- Vacuum *public* carpeted areas
- Vacuum all floor runners
- Dust mop all *public* hallway areas (granite or tile) and stairways, elevator and elevator lobbies
- Clean all public service counters (marble or other materials) with mild soap and water – no polishes or waxes
- Bathrooms
 - Sweep and mop tile floors in all bathrooms
 - Clean and sanitize fixtures (stools, sinks, urinals)
 - Replace toilet paper as necessary
 - Replace hand towels as necessary
 - Replace urinal deodorizers as necessary
 - Refill hand soap as necessary
 - Empty wastebaskets
 - Clean mirrors
 - Scour and sanitize all basins. Polish bright work.

- Remove splash marks from walls around basins
- Report any repairs needed to proper staff
- Public Entry Ways
 - Sweep, mop, and vacuum entry areas taking care to get into corners, along edges, and beneath furniture
 - Vacuum floor runners
 - Clean glass on all entry doors including elevator lobbies

At least once weekly:

- Thoroughly dust all horizontal and vertical surfaces in offices, Council Chambers, and other *non-public* areas (desks, Council table, office furniture, copiers, windowsills, office furniture and all manner of furnishings)
- All secured police department areas; police department offices, meeting rooms, and hallways shall be cleaned Monday and Wednesday.
- Vacuum all carpeted areas in all offices, conference rooms and staff lounges
- Remove spots from carpet as necessary (complete carpet cleaning services will be requested on a periodic basis at a separate negotiated price)
- Clean dirty areas on walls as necessary
- Clean glass on all display cases
- Dust "C. Elmer Anderson" bronze statue in City Hall
- Dust mop and wet mop all *public and non-public* areas (granite or other) and stairways, elevator and elevator lobbies (mild detergent and no waxes)
- Scour and sanitize all basins. Polish bright work.
- Damp wipe counters, clean, and sanitize kitchenette areas and break rooms.

Monthly

- Wipe down entire bathroom stalls (inside and outside)
- Dust/wipe down trim in all offices (door and window frames & windowsills, light switches, and doors)
- Dust pictures on walls in office areas
- Spot treat soiled carpeted areas.
- Clean interior of microwaves removing food particles and stains in kitchenette and break rooms.

Police Department – Janitorial services normally occur Monday, Wednesday and Friday, from 5:00 p.m. to 10:00 p.m. of each week, with duties performed in accordance with the following schedule:

Daily:

- Empty all waste baskets in the building
- Empty waste receptacle outside the public entrance
- Clean glass on public and employee entrance doors
- Clean glass on reception window
- Clean/Sanitize lobby phone

- Vacuum all floor runners
- Vacuum squad room, sergeants' office, and section of hallway adjacent to garage entrance, employee entrance, and locker rooms.
- Sweep and mop all non-carpeted flooring in public areas.
- Clean all public service counter tops with mild detergent and water
- Restrooms/Locker Rooms
 - o Sweep and mop floors
 - o Clean fixtures (stools, sinks, urinals, shower stalls, benches, handicap rails, and diaper changing stations)
 - o Refill toilet paper, hand towels, and soap as necessary
 - o Empty waste baskets
 - o Clean mirrors

Weekly: (consistent day each week)

- Dust offices, library, meeting/training room, interview rooms, and employee break room (desks, shelves, file cabinets, computers/copiers/printers/fax machines, tables, countertops, cubicle dividers, etc)
- Sweep and mop all non-carpeted flooring
- Clean all counter/tabletops (lobby, kitchen, lab, squad room, and office areas) with mild detergent and water
- Clean/dust glass display case in lobby
- Remove spots from carpet as necessary
- Clean dirty areas on walls as necessary
- Wipe down plastic chairs and spot clean fabric chairs as necessary
- Wipe down cabinet doors (break room, lab, squad room)
- Wet mop all chair mats

Monthly: (consistent time of month)

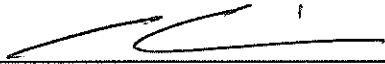
- Wipe down restrooms and locker rooms (tile walls, bathroom and shower stalls inside and out)
- Dust ceiling vents in restrooms and locker rooms
- Dust and wipe down trim in all offices (door and window frames/sills)
- Dust pictures on walls in all areas

Proposal Form
Request for Proposals for Cleaning Services
City of Brainerd

The undersigned hereby submits the following proposal for the monthly cost of cleaning each respective building for the City of Brainerd.

<u>Location</u>	<u>July 2025 – June 2026</u>	<u>July 2026 – June 2027</u>
City Hall	\$ 1077.00	\$ 1177.00
Fire Department	\$ 383.00	\$ 393.00
Police Department	\$ 1093.00	\$ 1093.00
Public Works Maintenance Facility	\$ 382.00	\$ 382.00
Total	\$ 2935.00	\$ 3045.00

By: Name and Title (please print) Clayton Caird VPO

Signature 

Vendor Address
7485 County Road 9
Brainerd MN 56401

Contact (please print) Clayton Caird

Phone 218-820-4889

Fax _____

Email northcountryjanitorial@gmail.com

Worker's Compensation Certificate

I hereby certify that effective the date of my Contract with the City of Brainerd and at all times in performance of such Contract that:

☒ I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Minnesota with the following insurance company:

Ginnell Mutual

Company Name

Jon Blake, 17156 St Hwy 371 N Brainerd MN 56401 218-829-1546

Agent's Name, Address and Telephone Number

0001032915 1/1/25

Policy Number and Effective Date

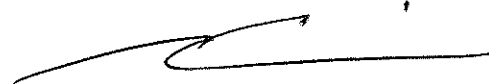
OR

☐ I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the City of Brainerd.

6-3-25

Date



Signature of Contractor

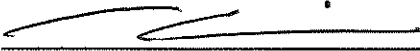
Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the City for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under this Agreement, shall have no contractual relationship with the City, shall not be considered employees of the City and any and all claims that may or might arise under the Unemployment Compensation Act or Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from all and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, personnel or other benefits of any kind whatsoever from the City, including without limitation, rights and benefits of any kind whatsoever from the City, including without limitation, tenure rights, medical or hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

Company/Individual Name: North Country Janitorial and Supply Inc

Official Address: 7485 County Road 9 Braintree MN 56401

Signature and Title:  VPO

Date: 4/3/25

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the State of Minnesota. The City reserves the right to contact references other than, and/or, in addition to, those being furnished below.

1. Name: City of Brainerd

Address: 501 Laurel St Brainerd MN 56401 James Kramik

Phone Number: 218-828-2307

2. Name: Brainerd Dispatch Pete Mohs

Address: 506 James St Brainerd MN 56401

Phone Number: 218-829-4705

3. Name: Crow Wing County Land Dept

Address: 15732 MN 210 Brainerd MN 56401 Tom Strack

Phone Number: 218-824-1010



City Council Agenda Request

MEETING DATE: June 16, 2025

TITLE OF ITEM: Clarification Regarding Roles and Responsibilities of the Council and Public Utilities Commission

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Gabe Johnson, Councilmember

DEPARTMENT: Administration

PRESENTER: Gabe Johnson, Councilmember

ESTIMATED TIME (MIN): 3 Minutes

SUMMARY OF ISSUE: A motion was approved at the June 2, 2025, Council meeting to forego hiring an Interim Public Utilities Director and to continue to work towards the best circumstances for Public Utilities in the City of Brainerd. When considering that motion, there was discussion that there are issues that should be addressed before a new Public Utilities Director is hired. A master list of all concerns should be generated and dealt with. I recommend that the Mayor and Council provide City Administrator Broyles with any and all concerns they would like addressed to clarify any misunderstandings or confusion regarding the roles and responsibilities of the Council and the Public Utilities Commission. City Administrator Broyles will then compile the list and provide recommendations for Council's review and consideration at its July 7, 2025, meeting. The Public Utilities Commission members are welcome to provide their thoughts to City Administrator Broyles as well.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion that the Mayor and Council provide City Administrator Broyles any and all concerns they would like addressed to clarify any misunderstandings or confusion regarding the roles and responsibilities of the Council and the Public Utilities Commission; further, that the deadline to submit the issues to City Administrator Broyles be Noon on Monday, June 23, 2025.

FINANCIAL IMPACT: n/a



City Council Agenda Request

MEETING DATE: June 16, 2025

TITLE OF ITEM: Approve Engineering Services Proposal - SEH - East River Road Sanitary Interceptor Lining

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): 5 Minutes

SUMMARY OF ISSUE: Attached to this item is a proposal from SEH to perform engineering services to assist the City in several tasks related to the East River Road Sanitary Sewer Interceptor Main. Currently, the City has the segment from Rotary Park to College Drive identified for a lining project in 2027. The proposal includes an initial assist with City staff to perform investigation on the line to determine the appropriate priority level of the project. Information from that investigation including previous work already completed, including camera investigation, would be utilized in an effort to apply for MPCA grant funding towards the project. To make most of the effort of the grant application, staff is recommending applying for funding on the entire segment from Rotary Park to Laurel Street, rather than the shorter portion only to College Drive. Dependent on the results of the grant solicitation, final plans for a lining rehabilitation would be completed.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The total proposed fee is estimated to not exceed \$74,838 for the initial project. Per the proposal, should an MPCA grant award be received for the additional segment of lining from College Drive to Laurel Street, SEH would require a contract amendment to include this additional scope of work. At this time, without a guarantee of funding, the scope of work is based on the current planned project extending from Rotary Park to College Drive only.

Staff requested the proposal from SEH only for this work due to their previous experience and performance on the adjacent segment of sanitary main and familiarity with the planned project. It is anticipated that there will be significant cost savings through efficiencies utilizing SEH for this work.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the proposal from SEH in the amount of \$74,838.

FINANCIAL IMPACT: \$74,838



May 29, 2025

RE: Brainerd, Minnesota
2025 East River Road Sanitary Sewer
Rehabilitation – Final Design & Bidding
SEH No. BRDMN P-184905 14.00

Mr. Jessie Dehn
City Engineer
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Mr. Dehn:

Short Elliott Hendrickson Inc. (SEH®) appreciates the opportunity to submit this proposal for professional services to the City of Brainerd for final engineering design and construction bidding services associated with the East River Road Sanitary Sewer Rehabilitation Project. This letter serves as our understanding of the project scope and schedule.

PROJECT UNDERSTANDING

In 2020, the City of Brainerd partnered with SEH to undertake a significant initiative aimed at identifying sources of clear water infiltration into the City's sanitary sewer system. This effort involved visual inspections and smoke testing of known problem areas throughout the community. The investigative work was completed that same year, culminating in the preparation and delivery of the 2020 Inflow/Infiltration Investigation Report. This report was intended to inform future capital improvement planning efforts to address inflow and infiltration (I&I) issues. It focused on several priority areas previously identified in a 2003 planning study and highlighted key findings, including recommended repair areas of higher priority to reduce clear water intrusion into the sanitary sewer system.

In 2022, the City initiated its first high-priority rehabilitation project, targeting a segment of sanitary sewer trunk line in and around Rotary Riverside Park. This project successfully rehabilitated both the trunk line and associated manholes in the area.

Around this time, the City also authorized additional flow monitoring and smoke testing, particularly at former school district buildings suspected of having roof drains directly connected to the sanitary sewer system. Building upon the data collected in the 2020 I&I report, the City again retained SEH to develop an updated scope and recommendations for the next phase of rehabilitation. This phase focused on the segment of the sanitary sewer trunk line along East River Road, between Rotary Riverside Park and Laurel Street. This area was prioritized due to its proximity to the Mississippi River and its critical role within the City's overall sanitary sewer infrastructure.

The final report for this phase was delivered to the City in February 2024. It provided detailed recommendations for rehabilitation, particularly targeting the segment of trunk line between Rotary Riverside Park and College Drive.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 13850 Bluestem Court, Suite 150, Baxter, MN 56425-6005

218.855.1700 | 866.852.8880 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

SCOPE OF WORK

The scope of work required to complete this project will include the following key tasks. Our team fully understands that the success of a program of this nature depends on close collaboration with City staff. We are committed to performing all work as an extension of City operations, with full respect for City property and consideration for the surrounding community.

Task 1.0 – Project Management

To help facilitate effective communication and timely decision-making, SEH has included monthly video calls or on-site meetings with City of Brainerd staff and SEH team members, as needed. These regular check-ins will help keep all project elements—including issue resolution, design clarifications, and review processes—on track and aligned with the City’s expectations.

SEH will also provide diligent project management throughout the duration of the work. This includes careful tracking and oversight of the project budget, ongoing review of the project schedule, and preparation of clear, itemized monthly invoices for the City’s review.

Deliverables:

Agendas, meeting notes, handouts, and invoices.

Task 2.0 – Funding Opportunities

SEH will prepare a grant application for the “Implementation Grants for Wastewater Resilience” program, administered by the Minnesota Pollution Control Agency (MPCA), to support funding for the construction of this project. The application will include both the primary sanitary sewer rehabilitation along East River Road between College Drive and Rotary Riverside Park, and the secondary rehabilitation segment between Laurel Street and College Drive.

The next round of MPCA grant funding applicable to this project is anticipated to open in June 2025. SEH will develop and provide a draft application for the City’s review in advance of submission. Final submission of the grant application will need to be completed by the City through its account on the Minnesota Supplier Portal.

Deliverables:

Draft and final grant application and associated exhibit documents.

Task 3.0 – Final Design Services

SEH will update the previously prepared 30% design plans to align with the City’s current project scope and budget for the sanitary sewer rehabilitation area between College Drive and Rotary Riverside Park. Design development will be completed in GIS format, consistent with the standards used in past CIPP (Cured-In-Place Pipe) lining projects within the City of Brainerd.

SEH will conduct design review meetings at both the 60% and 90% design milestones to ensure alignment with the City’s expectations and to incorporate any necessary feedback. The final design package will include all drawings required for construction.

Technical specifications and the entire project manual will be prepared using SEH’s standard specification format and will be consistent with those used in previous CIPP lining projects for the City. Construction documents will be completed and delivered in a form suitable for competitive bidding.

Deliverables:

Construction documents for ‘College Drive to Rotary Riverside Park’ rehabilitation area.

Task 4.0 – Construction Bidding Assistance

The bid package prepared by SEH will be made available to contractors through Quest CDN for digital distribution. SEH's design team will be available throughout the bidding period to respond to contractor questions, provide clarifications, and prepare and distribute any necessary addenda to all registered plan holders.

SEH will facilitate a virtual bid opening via QuestCDN and review and tabulate all bids received, verify contractor qualifications and references, and prepare a formal letter of recommendation for award to the City.

If the project is awarded by the City Council, SEH will assist in preparing the Contract Documents and distributing them to the selected contractor for execution. It is assumed that, upon receipt of the signed Contract Documents from the contractor, the City will forward them to legal counsel for review prior to final execution by authorized City representatives.

Deliverables:

Addenda, bid tabulation, letter of recommendation for award, and contract documents.

PROJECT ASSUMPTIONS

1. The design will include a larger construction contingency due to the inability to conduct adequate CCTV inspection of the interior of the sanitary sewer piping within the project area.
2. The design will utilize primarily trenchless technologies (cured-in-place pipe lining, manhole lining, pipe grouting, etc.). Non-trenchless construction will be limited to reconstructing manhole frame sections, if necessary.
3. Final plans and specifications for the "Laurel Street to College Drive" rehab area are not included in this scope of work and would require a contract amendment pending the results of the MPCA grant funding.

The Owner's responsibilities related to the services to be provided by SEH are:

1. Assist SEH by furnishing all available information pertinent to the services to be provided by SEH.
2. Give prompt notice to SEH whenever the Owner observes or otherwise becomes aware of any changes in the project or wishes to make changes in the project.
3. Promptly examine all studies, reports, sketches, cost estimates, and other documents presented by SEH, and render the necessary decisions and instructions,

PROJECT SCHEDULE

The project schedule for this project is based on completing construction in 2027 to align with the current City budget. An alternative schedule is provided below that could possibly be implemented in the event the City receives funding from the MPCA.

Primary Project Schedule

Project Kick-off	June 2025
MPCA Grant Funding Application Deadline.....	September 2025
90% Design Review (College Drive to Rotary Park).....	February 2026
Bid Opening	October 2026
Construction Phase.....	September 2027

Alternative Project Schedule (pending successful MPCA Grant Award)

Project Kick-off	June 2025
MPCA Grant Funding Application Deadline.....	October 2025
90% Design Review (College Drive to Rotary Park).....	February 2026
MPCA Grant Award.....	May 2026
90% Design Review (Laurel Street to College Drive)	June 2026
Bid Opening	August 2026
Construction Phase.....	November 2026
MPCA Final Reporting Due.....	June 2027

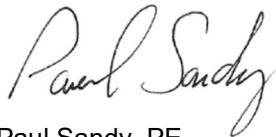
COMPENSATION

SEH proposes to complete all the services listed in this scope of work on an hourly basis. Compensation will be based on the estimated hourly cost of personnel plus reimbursable expenses, including reproductions, mileage and equipment in the fee, not to exceed amount of \$74,838.

If you have any questions or comments related to this project, please feel free to call me at 320.630.4657. We look forward to working with the City of Brainerd on this important project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Paul Sandy, PE
Project Manager | Sr. Project Engineer
(Lic. MN, ND)



Scott Hedlund, PE
Principal
(Lic. MN, LA)

mrh

c: Spencer Cossalter, SEH

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East River Road Sanitary Sewer Rehabilitation

City of Brainerd, Minnesota

Work Plan Summary and Fee Estimate

Dated: 05/29/2025

		Project Manager	Technical Lead	Lead Technician	Project Engineer	Principal	Admin	Total Labor (Hours)	Total Labor (Cost)
Task		Labor Hours							
East River Road CIPP Design Services		76	92	92	90	9	14	373	\$ 74,328
1	Project Management / Meetings	40	8		4	4	8	64	\$ 14,372
2	Funding Opportunities	2	24					26	\$ 5,218
3.1	Collect / Review Existing Data	2	8	16				26	\$ 4,210
3.2	Plan Design and Development	16	32	76	56			180	\$ 33,568
3.3	Technical Specifications	8	16		30	4	3	61	\$ 13,568
4	Construction Bidding Assistance	8	4			1	3	16	\$ 3,392
Labor Hours Subtotal		76	92	92	90	9	14	373	\$ 74,328
Project Reimbursable Expenses									
Item							Unit Rate	Quantity	Total
Field Vehicle Usage							\$ 8.00	20	\$ 160
Mileage							\$ 0.70	500	\$ 350
Reimbursable Expenses Budget								\$ 510	
Total Project Budget								\$ 74,838	



City Council Agenda Request

MEETING DATE: June 16, 2025

TITLE OF ITEM: Approve Proposed Costs - GoodPointe Technology - Pavement Management Software

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): 5 Minutes

SUMMARY OF ISSUE: Attached is a proposal from GoodPointe Technology to provide pavement management services for the City's entire street network. Staff had previously introduced this item in December 2023. Currently, staff have utilized summer interns to manually measure distress in pavements and calculate a pavement rating. Unfortunately, we have not been able to complete this task since 2021 as we have had issues with staffing interns along with the workload of busy construction seasons. The issue with having interns perform these measurements is that the work can be quite subjective, especially as evaluations are taken on a "representative" segment. The pavement management proposals that were presented in 2023 represent an objective approach which utilizes a scanning technology that digitally measures pavement distress, providing a better overall pavement assessment.

In 2023, the proposals included the full initial evaluation of all 80 miles of city streets as well as start-up and software licensing, totaling nearly \$30,000 just for the street pavement condition rating only. Since that time, GoodPointe has performed pavement scanning on the city street network and inputted the data into their software. A quick exhibit showing a map of the city's network condition is attached. With this evaluation already complete, this would provide significant cost savings to the City as this was the majority of the initial cost of the pavement management system (approx. \$20,000). At this point, what the City would need to provide to get the program up and running is some administrative time to update the software with changes since the scanning was completed and the annual software licensing fee.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The attached proposal details the benefits of the software and the cost proposal. The proposal that GoodPointe has provided includes \$4,000 as an initial start-up to update the program and \$1,995 in annual software licensing, totaling \$5,995. The original proposed cost for street scanning was removed from the capital plan for 2025, thus there are not funds included in the 2025 budget. While the proposal is for the 2025 year, if Council is agreeable to including this service, staff can include this in the budget request for 2026 with an estimate for what costs would be next year.

RECOMMENDED ACTION/MOTION: Staff recommends approval from the Council to include proposed costs from GoodPointe Technology for pavement management services in the 2026 budget.

FINANCIAL IMPACT: Currently \$5,995



February 19, 2025

Jessie Dehn, P.E.
City Engineer/Public Works Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

RE: 2025 Pavement Management Consulting Services Proposal A.1

Dear Jessie:

We are pleased to present the following cost proposal to provide pavement management consulting services to utilize the ICON pavement management system for the City of Brainerd.

We understand that this project is very important to the City; the quality of your decisions to allocate resources and maintain the short- and long-term health of your pavement network depends on the integrity of the technical models and the quality of the process used to develop and deliver the results of this project.

To ensure that this critically important project is executed successfully, we have assembled a team of internationally recognized infrastructure management experts, engineering professionals, and field technicians to accomplish the required scope of work. Over the past thirty years we have successfully implemented data collection plans worldwide for clients just like the City of Brainerd.

We appreciate the opportunity to work with you on this project, and we look forward to providing high-quality pavement data collection and professional engineering consulting services to the City.

I am authorized to make representations and commitments on behalf of GoodPointe Technology.

Sincerely,
GoodPointe Technology

Anthony J. Kadlec
President

Attachment: Cost Proposall A.1 dated 2/19/2025

1. FIRM INFORMATION

GoodPointe Technology is a privately held, Minnesota-based LLC:

Address:

GoodPointe Technology, LLC
287 E. 6th Street, Suite 200
St. Paul, MN 55101 USA
EIN: 41-1944808

Point of Contact:

Mr. Anthony Kadlec, President
Office Phone: (651) 726-2555
Office Fax: (651) 726-2545
Mobile: (651) 271-0422
Email: tkadlec@goodpointe.com

WHY SELECT THE GOODPOINTE TECHNOLOGY TEAM FOR THIS PROJECT?

Simply put, the implementation of pavement and related infrastructure asset management systems is what we do for a living, day in and day out. We take pride in building and maintaining long-term client relationships and supporting our clients with their use of our pavement management software and through the delivery of high-quality pavement condition data.

Beyond collecting **objective and repeatable data**, our mission is to transform it into **actionable/decision-making information** for your staff through the use of the InfrastructureCONSultant (ICON) pavement management system. The network level pavement condition survey proposed in this project will establish a data platform/basis for the City to develop multi-year budget analysis scenarios and for setting the course for improving the condition and value of the City pavement network.

Our experience has taught us to maintain a flexible approach in the process of working with clients in developing, implementing, and updating infrastructure maintenance management systems, since each project presents unique challenges that may depend on a combination of factors including: socio-economic conditions, infrastructure network condition, available staff resources of the project sponsor, and organizational receptivity to the management system.

Our plan for this project is to:

- Work with the City to update the roadway inventory to reflect the current definition of the network into the ICON pavement management system;
- Import all available legacy pavement management data sets into ICON;
- Highlight the technical/performance issues facing the City of Brainerd roadway pavement network;
- Set up and utilize the ICON Pavement Management system to run multi-year budget analysis scenarios to determine the projected economic health of the City roadway pavement network, and,
- Plug your staff into our active, local ICON pavement management user group, to benefit from the shared knowledge of our progressive client base.

INTRODUCING GOODPOINTE TECHNOLOGY

GoodPointe Technology (**GoodPointe**) is one of the leading infrastructure management systems- engineering and software-consulting firms in North America. The core mission of GoodPointe is to develop and provide high-quality roadway maintenance management software and system consulting services to clients in the government and private sector.

We help the authorities of public and private infrastructure/facilities to more effectively meet their management and maintenance needs by providing powerful, flexible, and easy to use management system software and implementation services.

Our management system implementation services include:

- Strategic capital improvement project planning and needs analysis for your local conditions;
- Data transfer and design of infrastructure condition data collection services;
- Digital Right of Way (ROW) imaging data collection and integration services;
- Infrastructure system performance analysis;
- Software development and implementation services;
- GIS consulting, Crystal Reports development, and system training services;
- Generating budget investment and deferred maintenance analysis scenarios; and,
- Developing short-term and long-term infrastructure maintenance, repair, and rehabilitation plans.

To summarize: we design, develop, market, implement, and maintain maintenance management software systems used by businesses, government agencies and other organizations. The use of these systems enables responsible officials to manage assets more cost-effectively. These assets include highways, county roads, city streets, sidewalks, curb and gutter, signs and signals, lighting systems, bridges, parking lots, wastewater and storm drainage systems, water pipelines, park features and other miscellaneous right of way assets.

OUR PEOPLE

Our personnel have been developing successful pavement management consultation relationships with local, national, and international government agencies since the 1980's. Our team for this project includes staff whose work has advanced the technology of infrastructure management science in North America and the rest of the world. We believe our experience in the field of pavement management science, management system implementations, and our experience in knowing how to work well with governmental agencies across the world, demonstrates our strong commitment to serving clients like you.

OUR COMPANY

GoodPointe Technology, LLC (**GoodPointe**) appreciates this opportunity to serve the City of Brainerd and to introduce our company.

Our company provides the City with a wealth of experience that has already served the needs of a variety of public organizations and private sector clients throughout North America and Asia, with a regional emphasis in the Upper Midwest.



GoodPointe specializes in providing high-quality roadway & right-of-way data collection, data reduction, and implementation services for infrastructure management software systems.

We are the developer of the ICON SaaS Roadway Infrastructure Asset management system which is widely used throughout North America and in select international markets.

Our staff includes a talented group of GIS, GPS digital mapping and engineering professionals who design and build data collection vehicles, develop related software, provide data collection, GIS mapping, and asset inventory services to a wide variety of clients in both the public and private sectors.

Our clients include cities, counties, MPOs, state DOTs, telecommunication companies, utility companies, and transportation agencies. We have contracted for more than 250,000 miles of right of way data collection, mapping, road geometry and asset inventory on roads and rails in the U.S. and Canada since 1994.

GoodPointe Technology is headquartered in St. Paul, Minnesota, and employs technical staff located regionally across North America, Europe, and Asia.

Role in this Project: GoodPointe will serve as the prime consultant for this project and will be facilitating the required data processing and system consulting services.

2. PROPOSED WORK PLAN

TASK 1. PROJECT INITIATION/PROJECT KICKOFF MEETING

Once the notice of selection has been received, the first step in this project will be to have a project kickoff meeting with the City to establish and document the specific scope of work to be performed based on the project specifications and any options selected. In this meeting, current pavement management operations will be reviewed to identify the data-related requirements for this project.

TASK 2. ANNUAL ICON SOFTWARE LICENSE SUBSCRIPTION

Introduction

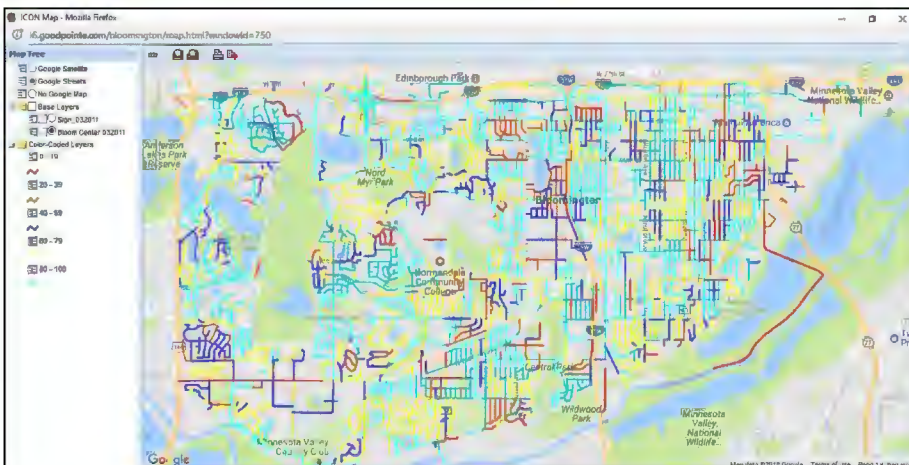
Objective of this Task: To establish a working copy of the browser-based ICON pavement management system, to serve pavement management information to the County GIS and to serve as an analysis tool to manage the County roadway network and to augment the County's long-term Capital Improvements Program decision making process.



ICON-SaaS is a high-powered, browser-based, user designed infrastructure asset management system for physical public works infrastructure. ICON can be further customized by you without any additional coding to track and predict the future condition performance and economic needs of a city, county, province, or Department of Transportation (DOT) infrastructure network.

For this project, we are proposing the implementation of the following module:

- **Pavement Management Module**



ICON Screen Capture: Color Coded GIS Map of Today's Projected Condition

To promote the long-term effectiveness of your ICON infrastructure management system, GoodPointe Technology has established an annual maintenance agreement for the ICON software. The value of this support plan is unmatched by any of our competitors and has been developed to answer any questions or solve any errors you may encounter related to the operation of the ICON software.

The ICON SaaS License Subscription Includes:

- Floating license of five (5) concurrent users; an unlimited number of ICON user accounts may be set up;
- Hosting of the ICON system by GoodPointe on our high performance, dedicated Amazon Web Services (AWS) cloud server;
- Unlimited technical support for one designated user per ICON module;
- Annual software maintenance and support via telephone or email between the hours of 9:00 am to 5:00 pm, (CST) Monday through Friday;
- Updates/enhancements to the ICON software during the term of the agreement;
- Online support via email (support@goodpointe.com) or through your member login account on our GoodPointe Technology website (www.goodpointe.com); and,
- Training on infrastructure management system-related topics and system enhancements at our User Group meeting workshops held in the St. Paul/Minneapolis Metropolitan area.

Response Plan

The general process for the support plan covered under the maintenance agreement is to respond to and resolve all questions or concerns immediately. In the rare instance when a staff member is not available, a response will be given within 24 hours. Usually, these calls can be resolved either over the telephone or through email.

The maintenance agreement will span the calendar year and will require renewal on an annual basis, with the corresponding agreement letter to be sent to the City in early November of each year.

Authorizing Additional Users For ICON Software Support

Under this agreement, the City is to identify one primary user of the software, per module, to serve as the administrative contact to distribute technical information back to other users of the ICON program at the City. Additional ICON users may be authorized to receive ICON software support from GoodPointe Technology, on a per-user/per support year basis, under the terms specified in this agreement.



The Digital Democracy of the ICON User Group

How It Works

As an authorized user of the ICON program, the County would become a member in the ICON User Group network, with 100 votes per ICON module purchased.

During the year, GoodPointe will collect user suggested ideas to enhance existing system features and/or to develop new system features. On a semi-annual basis, these enhancements are reviewed and authorized by an authorized user vote at our ICON User Group Meetings or by online communications (usually email).

Development projects are prioritized for future development covered under the maintenance plan of the ICON program. These meetings are held at conference locations in the Minneapolis/St. Paul metropolitan areas and at rotating ICON user facilities.

Benefits

These meetings address our users' ever-evolving system needs and keeps us focused on providing an ICON system that is relevant and maintainable to our clients. It also promotes an energetic user community that is more willing to share their great ideas for improving the system for the benefit of the larger ICON user group community.

We challenge any of our competitors to come up with a better development model.

ICON Software Features

For a list of the specific features for the ICON software module(s) proposed for this project, please refer to Appendix A. of this proposal.

Other ICON Modules

- Sign (SIGN) Module
- Right of Way (ROW) Assets Module
- Work Management (WORK) Module

TASK 3. VALUE-ADDED SYSTEM CONSULTING SERVICES

Under this task GoodPointe may provide value-added system consulting effort in the following areas under the ICON Premium Consulting Agreement, **above and beyond** the ICON Standard Support Agreement:

- Hold an online or onsite project kickoff meeting to document the City's specific needs for this project.
- Update the ICON system database with data from the City's available legacy data sources.
- Transfer and/or update the pre-existing geocode link/asset data from the City's legacy and/or third-party database system(s).
- Provide onsite or online ICON system training for City staff designated to work with the system.
- Data entry/import of maintenance projects performed in recent years, registering the improved condition into the ICON database.
- Receive and enter the City's Proposed Capital Improvement Projects (CIP List) and proposed project costs into the Predetermined Plan of ICON.
- Update the ICON program to reflect the City's current asset management policies, paving strategies, application parameters, unit costs, etc.
- Review/Update the pavement performance curves to be loaded in ICON based on actual City pavement performance data.
- Use the ICON Budget Analysis Module to run multiple, multi-year projections (1 to 75 years into the future) to document the projected average network condition and deferred maintenance backlog results, based on the data supplied in above items.
- Document the Trends in Pavement Condition, queried out of the historical database tables of ICON.
- Include the scenario results run in an executive summary report.
- Generate GIS mapping data and/or PowerPoint presentation materials for elected officials.

Note:

The above items are offered as a preliminary suggestion of work objectives for the City under this project. GoodPointe will work with the City to define/refine the set of deliverables under this task.

Based on our preliminary needs analysis, GoodPointe recommends a consulting package of forty (40) hours to accomplish the expected scope of work for this implementation project. The consulting package will be invoiced at the start of our project as a lump sum fee and unused consulting hours will be available for a period of one (1) year after the agreement date of this project, after which, any unused hours will expire.

GoodPointe will provide an ongoing report of the consulting effort provided under this task throughout the duration of the project. Out of pocket expenses (e.g. billable project mileage (\$0.75/mile) will be billed separately.

SUMMARY OF PAST EXPERIENCE

Summary of GoodPointe Project Work in the Past Twenty-five (25) Years

Total Centerline Miles	Agency	Coordinate Survey Crews	Tabulation of Data	Quality Control Review Services	Database Management	Data Collection Services	Point of Contact	Department
425	Anoka County, MN	x	x	x	x	x	Mr. Aaron Anderson	Highway Department
422	Arlington County, VA	x	x	x	x	x	Mr. Hung Tran	Public Works Department
455	Becker County, MN		x	x	x		Mr. James Olson	Highway Department
713	Belltrami County, MN		x	x	x		Mr. Bruce Hasbargen	Highway Department
366	Chisago County, MN		x	x	x		Mr. Joe Triplett	Highway Department
250	City of Apple Valley, MN	x	x	x	x	x	Mr. Matt Saam	Engineering Department
28	City of Arden Hills, MN	x	x	x	x	x	Mr. David Swearingen	Engineering Department
399	City of Bloomington, MN	x	x	x	x		Mr. Chris Myers	Public Works Department
250	City of Burnsville, MN	x	x	x	x		Mr. Jeff Radlick	Engineering Department
101	City of Champlin, MN	x	x	x	x	x	Ms. Heather Nelson	Public Works Department
161	City of Chanhassen, MN	x	x	x	x	x	Ms. Alyson Fauske	Public Works Department
3	City of Circle Pines, MN	x	x	x	x	x	Mr. Pat Stapleton	Parks Department
80	City of Cloquet, MN	x	x	x	x	x	Mr. John Anderson	Engineering Department
170	City of Cottage Grove, MN	x	x	x	x	x	Ms. Jennifer Levitt	Public Works Department
516	City of Dathan, MN	x	x	x	x	x	Mr. Charles Metzger	Engineering Department
444	City of Duluth, MN	x	x	x	x	x	Ms. Carl Pederson	Engineering Department
228	City of Eagan, MN	x	x	x	x	x	Ms. Sara Pluta	Public Works - Street's Department
40	City of East Grand Forks, MN	x	x	x	x	x	Mr. Jason Stordahl	Public Works Department
224	City of Eden Prairie, MN	x	x	x	x	x	Ms. Ashton Kogel	Engineering Department
193	City of Eden Prairie Parks, MN	x	x	x	x	x	Mr. Matthew Borne	Parks and Recreation
200	City of Edina, MN	x	x	x	x	x	Mr. Andrew Scipioni	Engineering Department
146	City of Elk River, MN		x	x	x		Mr. John Anderson	Public Works/Engineering
14	City of Falcon Heights, MN	x	x	x	x	x	Ms. Jennifer Lowry	Engineering Department
452	City of Fargo, ND	x	x	x	x	x	Mr. Tom Knakmuhs	Engineering Department
80	City of Fairmount, MN		x	x	x		Mr. Troy Nemmers	Engineering Department
80	City of Farmington, MN	x	x	x	x	x	Mr. John Powell	Engineering Department
111	City of Fergus Falls, MN	x	x	x	x	x	Mr. Brian Yavarow	Engineering Department
294	City of Grand Forks, ND	x	x	x	x	x	Mr. David Kuharenko	Engineering Department
100	City of Grove, OK		x	x	x		Mr. Jim Hemphill, Poe & Assoc.	Engineering Department
98	City of Hastings, MN	x	x	x	x	x	Mr. John Caven	Engineering Department
57	City of Hopkins, MN	x	x	x	x	x	Mr. Nate Stanley	Engineering Department
76	City of Hutchinson, MN	x	x	x	x	x	Mr. John Olson	Public Works Department
151	City of Inver Grove Heights, MN	x	x	x	x	x	Mr. Steve Dodge	Engineering Department
80	City of Lake Elmo, MN	x	x	x	x	x	Mr. Jack Griffin	Public Works Department
217	City of Maple Grove, MN		x	x	x		Mr. Marc Culver	Engineering Department
200	City of Mankato, MN		x	x	x	x	Mr. Michael McCarty	Engineering Department
132	City of Maplewood, MN	x	x	x	x	x	Mr. Michael Thompson	Public Works Department
1	City of Medicine Lake, MN	x	x	x	x	x	Mr. Chris Klar	Public Works
70	City of Mendota Heights, MN	x	x	x	x	x	Mr. Ryan Ruzek	Engineering Department
960	City of Minneapolis, MN		x	x	x		Mr. Oscar Weber	Public Works Department
200	City of Moorhead, MN		x	x	x	x	Mr. Jim Schulz	Engineering Department
60	City of Moorhead Parks, MN		x	x	x	x	Mr. Michael Krueger	Parks Department
39	City of Mounds View, MN		x	x	x	x	Mr. Don Peterson	Department of Public Works
63	City of New Hope, MN	x	x	x	x	x	Mr. Guy Johnson	Public Works Department
100	City of New Ulm, MN	x	x	x	x		Mr. Joe Stadheim	Engineering Department
320	City of Newark, NJ		x	x	x		Mr. Jason Hahn	Michael Baker Jr.
224	City of Norfolk, NE	x	x	x	x	x	Mr. Mark Dolechek	Engineering Department
60	North Oaks Homeowner's Association	x	x	x	x	x	Ms. Kristie Elfering	Elfering & Associates
100	City of Northfield, MN	x	x	x	x	x	Mr. David Bennett	Public Works Department
100	City of Oakdale, MN	x	x	x	x	x	Mr. Brian Bachmeyer	Public Works Department
286	City of Plymouth, MN			x	x	x	Ms. Jimmy Gosse AURI	Parks & Recreation
131	City of Richfield, MN		x	x	x		Ms. Kristin Asher	Department of Public Works
53	City of Robbinsdale, MN	x	x	x	x	x	Mr. Richard McCoy	Public Works Department
422	City of Rochester, MN	x	x	x	x	x	Ms. Amy Kreofsky	Department of Public Works
120	City of Roseville, MN	x	x	x	x	x	Ms. Jennifer Lowry	Department of Public Works
3,800	City of San Antonio, TX	x	x	x	x	x	Mr. Rocky Aranda, Jr.	Streets Division, Public Works
108	City of Savage, MN	x	x	x	x	x	Mr. Seng Thongvanh	Engineering Department
250	City of Shakopee, MN	x	x	x	x	x	Mr. Alex Jordan	Engineering Department
88	City of Shoreview, MN	x	x	x	x	x	Mr. Tom Wesolowski	Department of Public Works
83	City of St. Louis Park, MN	x	x	x	x	x	Ms. Deb Helser	Engineering Department
2,000	City of Tulsa, OK		x	x	x		Mr. Jim Hemphill, Poe & Assoc.	Engineering Department
71	City of West St. Paul, MN	x	x	x	x	x	Mr. Ross Beckwith	Engineering Department
243	City of Woodbury, MN	x	x	x	x	x	Mr. Tony Kutzke	Public Works Department

745	Clay County, MN		x	x	x		Mr. Justin Sorum	Highway Department
951	Columbus Consolidated Government, GA	x	x	x	x	x	Mr. Farhad Alifarhani	Department of Engineering
603	Crow Wing County, MN		x	x	x		Mr. Steve Straszheim	Highway Department
428	Dakota County, MN		x	x	x		Ms. Jeannie Brial	Highway Department
331	Dodge County, MN		x	x	x		Ms. Jessica Brennan	Highway Department
412	Fillmore County, MN		x	x	x		Mr. John Grindeland	Highway Department
623	Freeborn County, MN		x	x	x		Mr. Dan Kenison	Highway Department
401	Goodhue County, MN		x	x	x		Mr. Greg Isakson	Highway Department
321	Grand Forks East Grand Forks MPO, ND	x	x	x	x	x	Ms. Teri Kauba	Planning Department
561	Hennepin County, MN		x	x	x		Ms. Jamie Hendrickson	Transportation Division
420	Kanabec County, MN		x	x	x		Mr. Greg Nikodym	Public Works
399	McLeod County, MN	x	x	x	x	x	Mr. John Brunkhorst	Highway Department
402	Mille Lacs County, MN		x	x	x		Mr. Bruce Cochran	Highway Department
1200	Monterrey County, CA	x	x	x	x	x	Mr. Javad Tanbakuchi	AAE Project Manager
2226	Montgomery County, TX		x	x	x		Ms. Rhonda Hovater	Communication Information Services
381	Olmsted County, MN		x	x	x		Mr. Zach Demmer	Department of Public Works
1058	Ottertail County, MN		x	x	x		Mr. Chuck Grotte	Highway Department
967	Polk County, MN		x	x	x		Mr. Rich Sanders	Highway Department
450	Rice County, MN		x	x	x		Mr. Dennis Luebbe	Highway Department
2650	San Bernardino County, CA		x	x	x	x	Mr. Medhat Matta	Pavement Mgmt. Department
340	Scott County, MN		x	x	x		Mr. Luke Simonson	Highway Department
250	St. Cloud APO	x	x	x	x	x	Mr. Brian Gibson	Planning Department
3004	St. Louis County, MN		x	x	x		Mr. Brian Bader	Highway Department
274	Wadena County, MN		x	x	x		Mr. Jeff Adolphson	Highway Department
281	Washington County, MN	x	x	x	x	x	Mr. Cory Slagle	Transportation Department
380	Winona County, MN		x	x	x		Mr. Dave Kramer	Highway Department
516	Wright County, MN		x	x	x		Mr. Kevin Johnson	Highway Department
38,482	Total in last 25 Years							

Past Infrastructure Management Projects Done by GoodPointe Staff

- Arlington County, VA
- Beltrami County, MN
- Cook County, MN
- CAI Recon Optical, Barrington IL
- Carlton County, MN
- Chisago County, MN
- City of Apple Valley, MN
- City of Arden Hills, MN
- City of Bloomington, MN
- City of Brooklyn Center, MN
- City of Brooklyn Park, MN
- City of Burnsville, MN
- City of Cedar Falls, IA
- City of Champlin, MN
- City of Chanhassen, MN
- City of Coon Rapids, MN
- City of Cottage Grove, MN
- City of Denver, CO
- City of Donna, TX
- City of Dothan, AL
- City of Duluth, MN
- City of Eagan, MN
- City of Eden Prairie, MN
- City of Edina, MN
- City of Elk Grove, IL
- City of Evanston, IL
- City of Farmington, MN
- City of Fairmont, MN
- City of Fargo, ND
- City of Fort Wayne, IN
- City of Grand Rapids, MN
- City of Guangzhou, PRC
- City of Hopkins, MN
- City of Hutchinson, MN
- City of International Falls, MN
- City of Inver Grove Heights, MN
- City of Lake Elmo, MN
- City of Norfolk, NE
- City of Newark, NJ
- City of New Ulm, MN
- City of Oakdale, MN
- City of Ottumwa, IA
- City of Plymouth, MN
- City of Richfield, MN
- City of Robbinsdale, MN
- City of Rochester, MN
- City of Rosemount, MN
- City of Roseville, MN
- City of San Antonio, TX
- City of San Francisco, CA
- City of Sausalito, CA
- City of Shawnee, OK
- City of Shijiazhuang, PRC
- City of Sioux Falls, SD
- City of Shoreview, MN
- City of South Pasadena, CA
- City of St. Paul, MN
- City of Tallahassee, FL
- City of Tulsa, OK
- City of West Des Moines, IA
- City of West St. Paul, MN
- City of Woodbury, MN
- Bombay Municipal Corporation (BMC)
- Clay County, MN
- Coco Solo Hospital, Panama
- Columbus Consolidated Gov., GA
- Crow Wing County, MN
- Dakota County, MN
- Dodge County, MN
- Douglas County, NE
- El Paso County, Texas
- Fairfax County, VA
- Fillmore County, MN
- Fort Buchanan, San Juan, Puerto Rico
- Grand Forks-East Grand Forks MPO
 - City of Grand Forks, ND
 - City of East Grand Forks, MN
- Hidalgo County MPO
 - City of Alamo, TX
 - City of Edinburg, TX
 - City of McAllen, TX
 - City of Mercedes, TX
 - City of Pharr, TX
 - City of San Juan, TX
 - City of Weslaco, TX
- Hunter Army Air Field
- Kanabec County, MN
- Marine Corps Recruit Depot, SC
- McClellan Air Force Base, CA
- McLeod County, MN
- Metropolitan Airports Commission (MAC)
- Mille Lacs County, MN
- Minneapolis Park and Rec Board, MN
- Monterrey County, CA
- Montgomery County, TX
- NHAI Natl. Highways Authority of India
- Naval Air Station, Cecil Field, FL
- Naval Air Station, Ingelside, TX
- Olmsted County, MN
- Ohio Dept. of Transportation (ODOT)
- Peterson Air Force Base, CO
- Polk County, MN
- San Bernardino County, CA
- Scott County, MN
- Sherburne County, MN
- Stanford University, CA
- Steele County, MN
- St. Cloud APO
- St. Louis County, MN
- Tulsa District Corps of Eng., OK

- City of Lakeville, MN
- City of Mankato, MN
- City of Maplewood, MN
- City of Medicine Lake, MN
- City of Mendota Heights, MN
- City of Menlo Park, CA
- City of Miami/Dade County, FL
- City of Minneapolis
- City of Monticello, MN
- City of Moorhead, MN
- City of Mounds View, MN
- City of Mumbai, India
- City of New Hope, MN
- Fort Clayton, Republic of Panama
- Fort Devens, Ayer, MA
- Fort Drum, Watertown, NY
- Fort Gillem, Georgia
- Fort McCoy, Sparta, WI
- Fort McPherson, GA
- Fort Meade, Baltimore MD
- Fort Sam Houston, San Antonio, TX
- Fort Stewart, GA
- Fort Story, Virginia Beach, VA
- Freeborn County, MN
- Goodhue County, MN
- University of Minnesota, Minneapolis, MN
- Virginia Dept. of Transp. (VDOT)
- USMCA, Baumholder, Germany
- USMCA, Fulda, Germany
- USMCA, Goppingen, Germany
- USMCA, Hanau, Germany
- Ventura County, CA
- Village of Highland Park, IL
- Village of Inverness, IL
- Village of St. Anthony, MN
- Wadena County, MN
- Washington County, MN
- Winona County, MN

PROJECT SCHEDULE/DELIVERABLES

- **Notice to Proceed: March 15, 2025**
- **Inventory/GIS Setup: March 2025**
- **Onsite or Online System Training: March/April 2025**

The above is offered as a preliminary schedule suggestion for the City's consideration and can be adjusted to better meet the City's schedule requirements.

3. COST BREAKDOWN

A fee schedule has been included on the following page of this proposal.

Cost Breakdown

February 19, 2025

City of Brainerd, Pavement Management Consulting Services

GoodPointe Technology, Exhibit A.1

Task / Description	Units	Quantity	Rate	Optional	Total
1. Project Initiation/Project Kickoff Meeting					
Covered under Task 3.					\$0
					\$0
2. Annual ICON Software SaaS License Subscription					
ICON Pavement Management (Pavement) Module_MS Access Database Platform	5 CAL License	1	\$1,995		\$1,995
Subtotal:					\$1,995
3. Value-Added System Consulting Services					
Forty (40) Hour ICON Premium Consulting Agreement (\$100/hour)	Package	1	\$4,000		\$4,000
Twenty (20) Hour ICON Premium Consulting Agreement (\$135/hour)	Package	1		\$2,700	
* If needed, out of pocket billable mileage expenses to be billed at \$0.75/mile					
Subtotal:				\$0	\$4,000
Total Estimated Project Budget (not-to-exceed)					\$5,995

APPENDIX A. ICON SOFTWARE FEATURES

Pavement Asset Management



Infrastructure CONsultant (ICON) Infrastructure Management System

In this document, you will find information on the following module(s) of the ICON Software Suite:

Pavement Module

Please contact us with your questions or comments:

GoodPointe Technology

World Headquarters
287 E. 6th Street, Suite 200
St. Paul, MN 55101 USA

Toll Free: +1 866.341.0721

Internet: www.goodpointe.com

Fax: +1 651.726.2545

Email: info@goodpointe.com

Overview of ICON Version 7.0 Features

Q: What is ICON? A. **ICON** is your **InfrastructureCONSultant**.

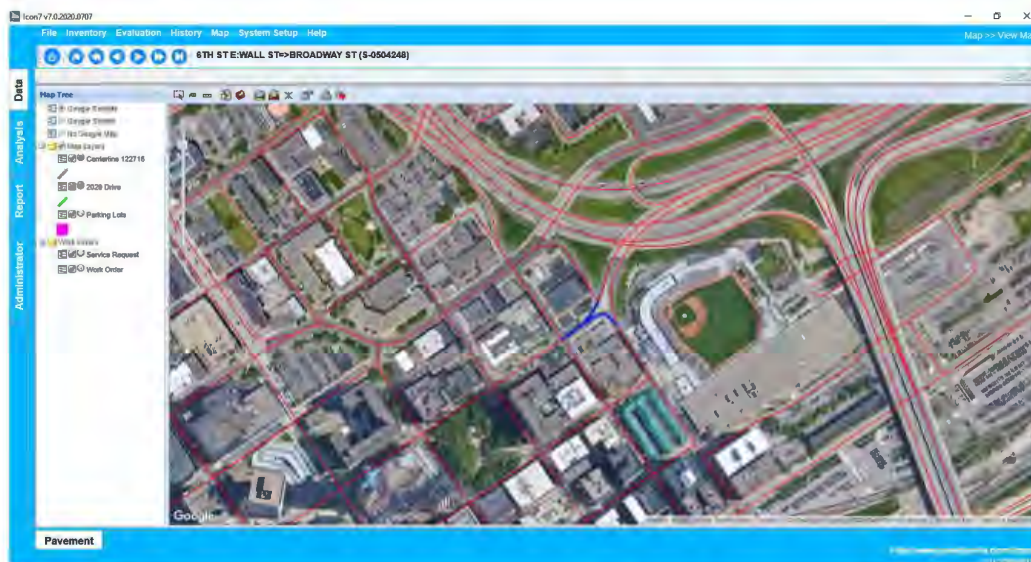
Comprehensive Infrastructure Asset Management. ICON is a high-powered, browser-based, relational database management system (RDBMS) that you can customize to manage and track the economic condition of your physical infrastructure, including: pavements, pavement markings, signs, signals, intersection data, storm sewers, sanitary sewers, water main system, mobile assets, and any other miscellaneous infrastructure assets located in your right of way.

KEY FEATURES: User Interface:

Desktop Folder Design. The front-end user-interface of ICON 7.0 utilizes an intuitive folder design which integrates all program functionality such as data input, condition score calculation, economic scenario analysis, and system data reporting into one easy to use and manage executive program.

Integrated Geographical Information System (GIS) Mapping Interface.

ICON 7.0 allows you to read and write information to and from your infrastructure management database through a linked mapping interface that is integrated with the leading GIS (e.g. ArcGIS) products. Google WMS data (roadway map and satellite) maps can be displayed behind your active map layer(s) to provide real world context to your working maps.



The ICON mapping interface allows the user to point and click on map segments to enter and register the information from your maintenance and rehabilitation activities by saving it directly to the ICON relational database. It also allows the user to zoom in on a map segment and view attribute information such as management section dimensions, visual image photos/video files, project history, or pavement condition survey information, or any other information that you store in ICON.

ICON includes a library of color-coded map queries, which you can generate to view your system data on your map. With the click of a button you can download the color-coded map query (e.g. ESRI shapefile) data for plotting offline of ICON, in your GIS software.

To utilize this functionality, your organization will need to have a digital GIS map, which is associated (linked) to your infrastructure management database.

Supported Database Systems. ICON 7.0 supports the full range of popular database system vendors on the market, such as MS Access, MS SQL Server, ORACLE, and other SQL-compliant database systems. This allows your organization the flexibility to select the database system that meets the Information Technology (IT) goals of your organization and the specific talents of your in-house staff.

Supported Image and Video Formats. ICON 7.0 supports a variety of image and video formats so that you can capture the visual condition of your network, associate it to your management sections and easily retrieve this information.

System Architecture:

Multi-Tier, Browser-Server. The multi-tier browser-server architecture of ICON 7.0 allows the assignment of system access rights for the users of the program at your organization. You can assign an ICON system administrator and the read/write rights of all the users of the ICON program for each data entry screen in the ICON program. This feature enables the various members of your organization to take part in the operation of the program according to their specific roles and responsibilities.

ICON 7 Rest API (Application Program Interface). Use the ICON 7 API to GET data from/PUT data into ICON to serve your in-house and third-party enterprise management applications.

Pavement Management System Modeling. ICON offers the following features for modeling the performance characteristics of your infrastructure network:

- Pavement performance curves can be assigned according to combinations of Surface Type, Functional Class, and Rehabilitation Strategy Type to model the specific performance characteristics of your infrastructure network;
- Available mathematical models range from straight line (1st order curves) to higher (2nd, 3rd, and 4th) order curves;
- For a particular pavement maintenance or rehabilitation strategy (such as sealcoats, overlays, and reconstructs) the user can set: the **maximum number of applications** the strategy can be applied successively before a new strategy must be recommended, the **required time interval** (in years) between successive applications of the strategy, and the **unit cost** of applying the strategy, including the necessary prep work as defined by the local maintenance strategies set by the user;
- **Customized SQL Queries.** Create and save customized SQL query statements that you can run on any table or query view in the ICON relational database; and,
- **Integrate to Third Party Servers/Systems Via Customized Web Service Link.** Your customized SQL queries can be set up to push data from ICON to your third-party servers/systems (e.g. ArcGIS Server).

Budget Analysis/Scenario Capabilities. ICON offers the following features for modeling the performance characteristics of your infrastructure network:

- **GASB 34 Benchmark CI Feature.** Enter an average and/or minimum Benchmark CI to be achieved for all or a subset of your network, and ICON will determine the level of resources for the maintenance, repair, and rehabilitation plan required to meet your stated goals;
- User can specify: length of scenario projection (1 year to 75 years), start year of scenario (up to 10 years from current date), inflation factor (%), variable budget and pavement category allocation funding levels per year;
- The maintenance and rehabilitation backlog and average network PCI is calculated for each year of the analysis period;
- Multi-year **Capital Improvement Programs (CIP)** can be directly integrated in the budget analysis;

- Budget scenario analysis can be run on a user-defined subset of the overall infrastructure network or the entire network;
- **Local Repair/Maintenance Plans** are easily generated to recommend specific local repair fixes based on your pavement management policy and your latest pavement distress data and can be exported to GIS for your maintenance crews to implement;
- Multiple budget scenarios can be stored for future reference and comparison;
- At the start of a budget scenario, the ICON program loads the most recent condition survey data or project related information and deteriorates the condition score from that historical date to the date of the analysis;
- Ability to filter through the historical project information to determine how many times each particular strategy has been applied successively and what the time interval has been since the last strategy. Given this historical information, ICON performs the life cycle cost analysis to determine the optimum way to spend the budget in the future analysis years given the practical constraints of how the applicable strategies need to be programmed;
- Decision tree functionality to develop maintenance plans based on other management section attribute information in addition to surface condition;
- Life-cycle cost analysis algorithm to determine the optimum strategy for competing/overlapping maintenance strategy ranges;
- Curb-reveal algorithm to qualify or disqualify management sections for a network-level overlay strategy/program based on the amount of curb reveal present vs. the amount of curb reveal that is required based on your overlay policy.;
- **Virtual Project Grouping (VPG)** algorithm enables you to re-group your ICON budget scenario work plans to recommend optimal groups of sections to be worked on in the same scenario year instead of individual optimal sections being recommended in a scattered pattern across the network.
- **Reassign Surface Type & Functional Class** algorithm ICON enables you to setup paving strategies to change pavement surface type (e.g. from PCC to AC for an AC over PCC overlay) and/or functional class (e.g. unpaved

to paved, non-curbed to curbed) during the course of a budget scenario run based upon your specified paving strategy triggers;

- **The Customizer.** Create a user-defined table and customized data entry interface to store miscellaneous attribute data that is important to your organization;
- **Scenario Results Query Menu.** Our easy to use ICON Scenario Results Query Menu enables you to drill down on the analysis results of a given scenario and then export results to XLS format for offline tabulation (e.g. summarize in an Excel Pivot Table).

The screenshot shows the 'Scenario Results Query Menu' window. It includes a 'Query Condition' section with filters for Scenario (MSA Current Funding 30/50), Year (All), Picked (All), Name, Map ID, Reason (All), and a 'View Results' button. A list of strategies is shown on the right: Alley AC Construction, Alley PCC Construction, Alley Reconstruction (ASB & CL), Bricks or Cobble, Complete Reconstruction - PCC, Initial Construction, and New Construction - APC. The main table displays project data with columns: Year, Picked, Strategy, Map ID, Name, From / To, Reason, Surface Type, Functions, Miles, Area Sq. Ft, and Total Cost \$K. The table contains 15 rows of data. At the bottom, there is a status bar showing '16 / 21080' and an 'Export' button.

Year	Picked	Strategy	Map ID	Name	From / To	Reason	Surface Type	Functions	Miles	Area Sq. Ft	Total Cost \$K
2021	No	Recon PCC (MSA & Local)	028203240314	28TH AVE S	32ND ST E => 31ST ST E	Not enough money to do the project	PCC	Local	0.13	24,575.81	521.14
2021	No	Recon PCC (MSA & Local)	030000252602	30TH AVE N	2ND ST N => PACIFIC	Not enough money to do the project	PCC	Local	0.58	34,182.53	696.13
2021	No	Recon AC (MSA & Local)	0071105H2802	7TH AVE NE	CUL-DE-SAC => RAMSEY ST	In CI Range (picked)	AC	Local	0.07	11,765.84	238.11
2021	No	Recon AC (MSA & Local)	014202141612	14TH AVE S	23RD ST E => FRANKLIN AVE	In CI Range (picked)	AC	Local	0.18	28,957.72	545.96
2021	No	Recon AC (MSA & Local)	041805190509	DUPONT AVE S	MADISON AVE N => 50TH ST	Not enough money to do the project	APC	Local	0.25	33,886.66	685.26
2021	Yes	Recon/Resurf (Full Width MSA & CL)	332830132817	WINTER ST NE	HARRISON ST => DEAD END	In CI Range (picked)	AC	Local	0.12	15,711.95	34.85
2021	No	Recon AC (MSA & Local)	170422042301	GIRARD AVE S	LAUDON AVE => W LAKE ST	Not enough money to do the project	APC	Local	0.06	1,824.87	381.61
2024	No	Recon AC (MSA & Local)	050433290282	30TH ST E	28TH AVE S => WOODLAWN BLVD	In CI Range (picked)	AC	Local	0.08	12,571.58	254.42
2021	No	Recon AC (MSA & Local)	161112563204	FRANCE AVE S	30-1/2 ST => LAKE ST W	In CI Range (picked)	AC	Local	0.04	6,071.89	122.88
2021	Yes	Recon/Resurf (Full Width MSA & CL)	200801611056	JOHNSON ST NE	16TH AVE NE => CUL-DE-SAC N OF	In CI Range (picked)	AC	Local	0.07	7,296.26	25.47
2021	Yes	Routine Maintenance (Crack Sealing)	332517163502	WILLOW ST	VALLE PL => GRANT ST W	In CI Range (picked)	AC	Local	0.11	11,242.34	0.59

For example, in the above 'Scenario Query Results Menu' screen we can select a scenario and specify the following variables:

- Analysis year(s);
- Picked (Yes= recommended project, No = deferred maintenance backlog);
- One or many of the list of paving strategies included in the scenario;
- Reason (why the strategy was or was NOT recommended); and,
- Roadway name and/or MapID of selected inventory section.

And then click the 'Export' button to generate an Excel spreadsheet of the selected scenario results, which also include the total area (in square feet), total length (in miles), total cost (\$K), along with the ICON-calculated cost/benefit metrics of each pavement inventory section included in the scenario.

Condition Survey Methodology. ICON offers the following set of methodologies for analyzing the condition of your infrastructure network:

- The ASTM Pavement Condition Index (PCI) Methodology is available for rigid (Portland Cement Concrete) and flexible (asphalt/bituminous) roadway pavements as well as gravel roadways;
- Ability to enter a qualitative rating (Reference CI) score to represent the condition of a given management section;
- Composite Condition Index (Composite CI) to mathematically-integrate condition scores from different measures. For example, a composite CI could be defined to weight 50% of the score from the surface condition PCI and weight the other 50% of the score based on ride quality (IRI);
- ICON is the first commercially available program to integrate the PCI methodology with the Texas Department of Transportation (TxDOT) Pavement Management Information System (PMIS) rating methodology;
- ICON 7.0 is designed with an import function to automatically accept Minnesota Department of Transportation (MnDOT) PMS system pavement condition data. You can run budget scenarios on your preferred condition index: SR, RQI, or PQI;
- ICON 7.0 supports the Georgia Department of Transportation (GaDOT) pavement condition rating system;
- Ability to perform pavement condition surveys on 100% of the management section area or on multiple user-defined samples for a given inventory management section;



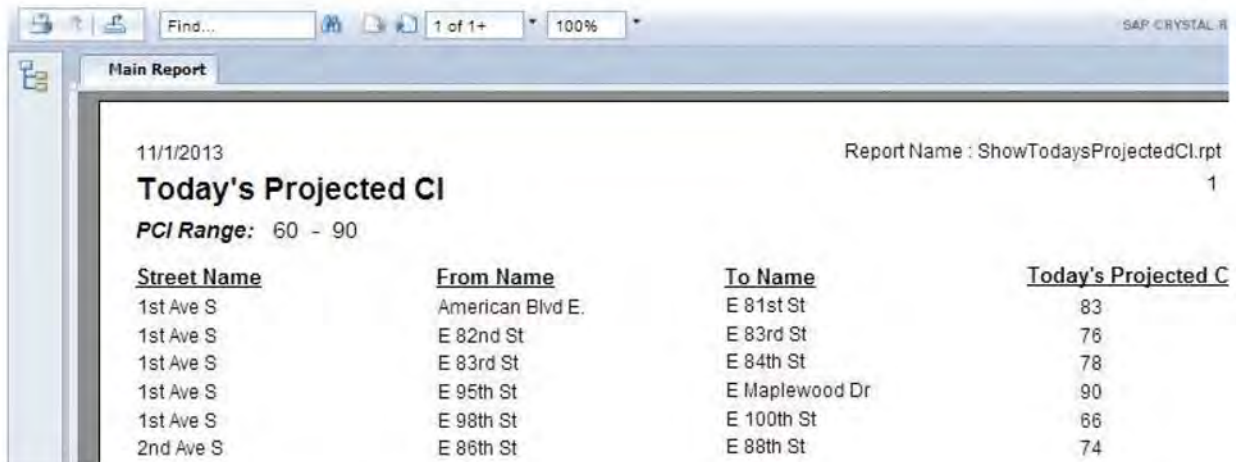
Emerge! Our Emerge! field data collection application for Android-based smart phones and tablets, enables you to download a copy of your pavement inventory to your device to collect data offline (i.e. without an Internet connection) OR with a live, online connection to your ICON data server. Perform pavement condition surveys, sidewalk condition surveys, enter comments, check your planned CIP projects and report infrastructure management issues back to your ICON system;

- The calculated Condition Index is stored for each rated sample for historical reference; and,
- For sidewalk management: a condition index (CI) based on the sidewalk pavement distresses defined in the WALKER system and/or your customized pavement distresses.

System Information Reporting Capability. ICON utilizes runtime SAP Crystal Reports™ to provide powerful system reporting capability:

- Our library of shared, standard ICON system reports developed by our client base is made available to all new clients;
- Customized system reports for your organization can be developed based upon our standard reports or with the help of an ICON technical support representative;
- System reports can be exported to a full range of third-party data formats (e.g. MS Excel, Adobe PDF, etc.); and,
- Once existing system reports are saved, they can be refreshed to incorporate the latest available collected data.

Crystal Report Support. GoodPointe Technology offers comprehensive SAP Crystal Report™ system support on an annual basis as an additional option to the ICON Software Support Agreement. Under the Crystal Report™ Support option, clients may request the development of specific reports and/or recommendations on how to construct specialized system reports that meet the unique needs of their agency.



11/1/2013 Report Name : ShowTodaysProjectedCI.rpt 1

Today's Projected CI

PCI Range: 60 - 90

<u>Street Name</u>	<u>From Name</u>	<u>To Name</u>	<u>Today's Projected C</u>
1st Ave S	American Blvd E.	E 81st St	83
1st Ave S	E 82nd St	E 83rd St	76
1st Ave S	E 83rd St	E 84th St	78
1st Ave S	E 95th St	E Maplewood Dr	90
1st Ave S	E 98th St	E 100th St	66
2nd Ave S	E 86th St	E 88th St	74



City Council Agenda Request

MEETING DATE: June 16, 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 received direction from the City Council to proceed with drafting an Ordinance prohibiting the feeding of stray and wild animals except for above-ground bird feeders. Council voiced concern about the enforcement of a potential ordinance. Staff drafted an ordinance that would prohibit outdoor feeding, with exceptions for bird feeders and feeding in a proper enclosure, coop, or run for domestic animals, chickens, and ducks. As proposed, agricultural uses and government agencies are exempt from "feeding" regulations of this Section of this City Code.

"Proper enclosure" means securely confined indoors or in a securely locked outdoor pen or structure suitable to prevent the dog from escaping and to provide protection for the animal from the elements. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only barriers which prevent the animal from exiting. The enclosure shall not allow the egress of the animal in any manner without human assistance.

Staff recommend that most outdoor feeding should be prohibited if City Council would like to move forward with the first reading of this proposed Ordinance as enforcement may be difficult without such provisions.

RECOMMENDED ACTION/MOTION:

Option 1) Direct staff to bring the proposed Ordinance to the next City Council meeting for the first reading.

Option 2) Direct staff to amend the proposed Ordinance to only apply to "wild animals".

Option 3) Direct staff not to proceed with the proposed Ordinance.

FINANCIAL IMPACT: N/A

**ORDINANCE
NO. 15XX**

**AN ORDINANCE AMENDING SECTION 900
OF THE BRAINERD CITY CODE PERTAINING TO
ANIMALS**

The Council of the City of Brainerd do ordain:

SECTION ONE: Purpose. The purpose of this ordinance is to manage wildlife and at large animals within the city and eliminate intentional feeding for the following reasons:

- A) Management of wildlife in urban areas is important to the health of residents and the animals.
- B) Population management of wildlife is necessary to ensure a stable balance of resources and the reduction in nuisances for residents.
- C) Intentional feeding causes unwanted concentrations of wild and at large animals. Intentional feeding results in an increased potential of public safety problems including car/animal crashes and the spreading of diseases.

SECTION TWO: Amendment. Section 900.35 – Unlawful Acts – is hereby amended as indicated, with the following added language underlined and deleted language struck out:

~~900.35 — Unlawful Acts. It is unlawful for the owner of any domestic animal to violate the provisions of this Section or (1) to own or keep a domestic animal which is dangerous (any animal which has caused injury to persons or property shall be deemed “dangerous”); or (2) to interfere with the Animal Enforcement Officer, any Police Officer, or other City employee, in the performance of their duty to enforce this Section; or (3) to allow their domestic animal to frequent school grounds, parks, or public beaches or to chase vehicles, or to molest or annoy any person away from the property of its owner or custodian, or to damage, defile or destroy public or private property.~~

900.35 Unlawful Acts. Subdivision 1. It is unlawful for anyone to violate the provisions of this Section or:

- A) to own or keep a domestic animal which is dangerous (any animal which has caused injury to persons or property shall be deemed “dangerous”); or
- B) to interfere with the Animal Enforcement Officer, any Police Officer, or other City employee, in the performance of their duty to enforce this Section; or
- C) to allow their domestic animal to frequent school grounds, parks, or public beaches or to chase vehicles, or to molest or annoy any person away from the property of its owner or custodian, or to damage, defile or destroy public or private property; or
- D) to feed or allow the feeding of “wild or exotic non-domesticated” and “at large” animals as defined in this Section of this City Code
 - 1) For the purpose of this section, “feeding” shall mean provision of non-birdseed mixtures, grain, fruit, vegetables, hay, mineral salt or other edible material, either on the ground or at a height of less than five feet above the ground. Living food sources, such as fruit trees and other live vegetation, shall not be considered as prohibited feeding.

2) Feeding of animals owned by a property owner or tenant may occur in a “proper enclosure”, “coop”, or “run” for “domestic animals”, chickens, and ducks as defined in this Section of this City Code.

3) Agricultural uses and government agencies are exempt from “feeding” regulations of this Section of this City Code.

SECTION THREE: 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 16, 2025

TITLE OF ITEM: Approval Of Buffalo Hills Lions Park Name Change To Lions Park

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 10

SUMMARY OF ISSUE: The Lions Club has invested much time and funds into the Buffalo Hills Lions Park and is requesting a name change to "Lions Park".

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Lions Club presented this name change to the Park Board at the May 27th meeting and the motion was approved. The Lions Club will fund the new park sign with new name. Out of respect and courtesy, the Lions Club is here today to address the City Council.

RECOMMENDED ACTION/MOTION: Staff is recommending approval of the name change from Buffalo Hills Lions Park to Lions Park.

FINANCIAL IMPACT: \$0



We Serve

April 17, 2025
Mike Habighorst, MPA
Public Works Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

RE: Renaming Park

Dear Mr. Habighorst:

On behalf of the Brainerd Lions Club, we are requesting the Park and Rec Board and City of Brainerd to rename the Buffalo Hills Park to the Lions Park.

In the past several years the Brainerd Lions have been called upon to help with the development of this particular park. We have helped with the installation of the softball fields, the fencing for the fields, supported the building of the restrooms and pavilion, planted trees, ground out tree stumps and have put \$80,000 toward a new adaptive playground.

It is our hope to collaborate with the City of Brainerd and the Pickleball Association to provide a park that encourages physical activity, health and wellness for all age groups. Our focus will be to develop a paved parking for wheelchair and walker accessibility, the adaptive playground; complete with a Lion fountain, and walking path that winds through the park.

We request that the City of Brainerd approve our request to rename the park located on Buffalo Hills Drive to the Lions Park.

Our vision is to make this park a destination. Thank you in advance for your consideration in this matter.

Sincerely,

Nancy Cross, President
Brainerd Lions Club
218-829-9079

Email: crossn00@gmail.com

Brainerdlionsclubmn2839@gmail.com



City Council Agenda Request

MEETING DATE: June 16, 2025

TITLE OF ITEM: Information- Point in Time and Data Request

AGENDA: Main

ACTION REQUESTED: Information Only

SUBMITTED BY: Jeff Czeczok, Councilmember

DEPARTMENT: Administration

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE: Member Czeczok requested Point in Time and Homelessness Grant Award data at the June 2nd meeting. Staff submitted an information request to Crow Wing County. Attached to this item is the County's reply.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: N/A Information Only

FINANCIAL IMPACT:

From: [Data Request](#)
To: [Toni Gage](#)
Subject: Online Form Submission #11884 for Data Practice Request
Date: Tuesday, June 3, 2025 2:58:00 PM
Attachments: [Crow-Wing.pdf](#)
[January 2025 Invoice.xlsx](#)
[February 2025 Invoice.xlsx](#)
[March 2025 Invoice.xlsx](#)
[April 2025 Invoice.xlsx](#)

*** **Warning:** External sender, use extreme caution with attachments and links ***

Good afternoon, Here is your requested data. Please confirm you have received this data, and we will close out this request. Have a great day.

Point In Time Survey data for 2025 and if available from other surrounding counties.

– We do not have 2025 data. We have 2020-2024 data and that information is attached. Please connect with other counties for their data. The data is not maintained by us – it is the Continuum of Care. Here is their link [Point In Time \(PIT\) Count | Central Minnesota Housing Partnership](#).

Any disbursements to Bridges of Hope or Bridges on 7th and or other facilities providing shelter in the City of BRD. –

As for funds paid to Bridges of Hope for sheltering at Bridge on 7th. Invoices for January – April of 2025 are attached. This is all of the data we have related to this topic area.

January – April \$108,608.96

January: 65 unique individuals, 824 nights of stay

February: 71 unique individuals, 735 nights of stay

March: 80 unique individuals, 832 nights of stay

April: 76 unique individuals, 679 nights of stay

Data associated with DHS grant funding or any other funding sources used to aid homeless in BRD. – We do not have summary data of all grants, and this is too broad a request to fulfill. You can access grant information for counties on the DHS website.

Disbursements to businesses or other facilities for providing shelter to homeless persons. We do not have data related to this area.

CWC Board minutes approving specific use of said disbursements. All board meeting minutes and documents are on the county website.

Darcy Dwyer
Public Information Officer

Historic Courthouse
326 Laurel Street, Suite 12
Brainerd, MN 56401

Office: (218) 822-7024
Toll Free: (888) 829-6680
www.crowwing.gov



Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Tuesday, June 3, 2025 7:25 AM
To: Data Request <DataRequest@crowwing.gov>
Subject: Online Form Submission #11884 for Data Practice Request

This message was sent from outside your organization. Please proceed with caution.

Data Practice Request

Are you requesting data about yourself? No

Are you requesting data relating to a minor child or guardian? No

Request Description	Point In Time Survey data for 2025 and if available from other surrounding counties.
	Any disbursements to Bridges of Hope or Bridges on 7th and or other facilities providing shelter in the City of BRD.

Data associated with DHS grant funding or any other funding sources used to aid homeless in BRD.

Disbursements to businesses or other facilities for providing shelter to homeless persons.

CWC Board minutes approving specific use of said disbursements.

Upload and attach files (optional)	Field not completed.
------------------------------------	----------------------

Contact Information

Preferred Contact Method	Email
--------------------------	-------

Name	Toni Gage
------	-----------

Email	tgage@ci.brainerd.mn.us
-------	--

Phone	218-454-3402
-------	--------------

Street address	501 Laurel St
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City	Brainerd
------	----------

State	MN
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Zipcode	56401
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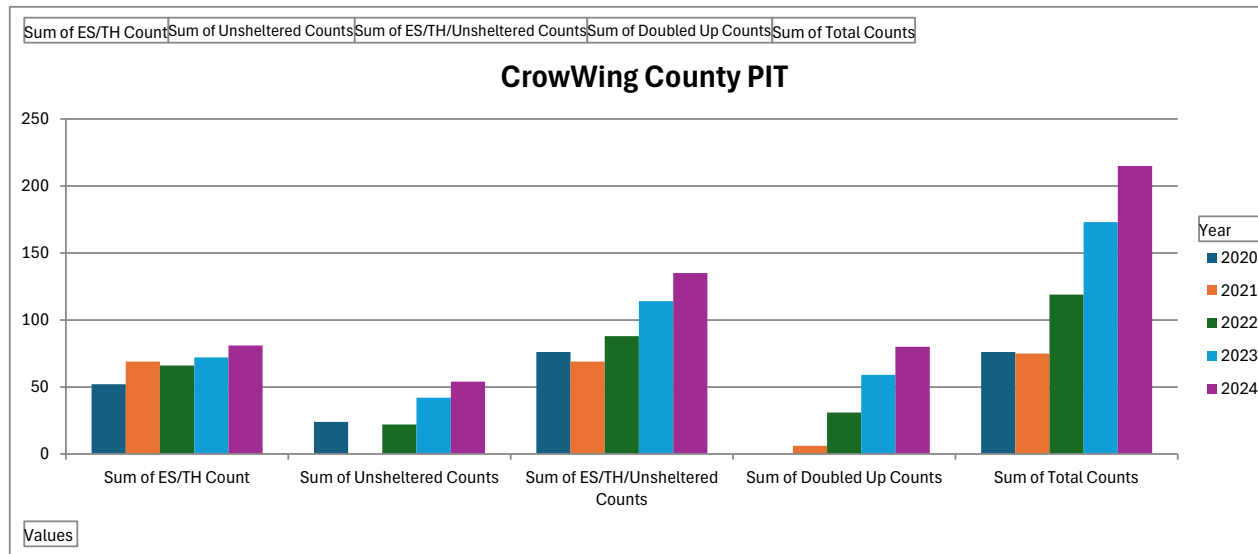
Company	City of Brainerd
---------	------------------

Email not displaying correctly? [View it in your browser.](#)

CoC	County/Area	ES/TH	ES/TH Count	Unsheltered	Unsheltered Counts	ES/TH/Un	ES/TH/Unsheltered Counts	Double Up	Doubled Up Counts	Total Counts	Year
MN-CoC	Crow Wing	ES/TH	52	Unsheltered	24	ES/TH/Un	76	Double Up	0	76	2020
MN-CoC	Crow Wing	ES/TH	69	Unsheltered	0	ES/TH/Un	69	Double Up	6	75	2021
MN-CoC	Crow Wing	ES/TH	66	Unsheltered	22	ES/TH/Un	88	Double Up	31	119	2022
MN-CoC	Crow Wing	ES/TH	72	Unsheltered	42	ES/TH/Un	114	Double Up	59	173	2023
MN-CoC	Crow Wing	ES/TH	81	Unsheltered	54	ES/TH/Un	135	Double Up	80	215	2024

CrowWing County

	Column Labels					
Values	2020	2021	2022	2023	2024	Grand Total
Sum of ES/TH Count	52	69	66	72	81	340
Sum of Unsheltered Counts	24	0	22	42	54	142
Sum of ES/TH/Unsheltered Counts	76	69	88	114	135	482
Sum of Doubled Up Counts	0	6	31	59	80	176
Sum of Total Counts	76	75	119	173	215	658



INVOICE

Phone: 218-825-7682

INVOICE #	DATE
2025-1	1/31/2025

Tami Lueck
Crow Wing County Community Services
204 Laurel Street, PO Box 686
Brainerd, MN 56401

[illegible]

Page 147 of 289

INVOICE

Phone: 218-825-7682

INVOICE #	DATE
2025-2	2/28/2025

Tami Lueck
Crow Wing County Community Services
204 Laurel Street, PO Box 686
Brainerd, MN 56401

[illegible]

Page 148 of 289

INVOICE

Phone: 218-825-7682

DATE _____

4/1/2025

Tami Lueck
Crow Wing County Community Services
204 Laurel Street, PO Box 686
Brainerd, MN 56401

If you have any questions about this invoice, please contact
Lael Dornseif, 218-825-7682 or lael@bridgesofhopemn.org



City Council Agenda Request

MEETING DATE: June 16, 2025

TITLE OF ITEM: Public Hearing, Adopt Resolution - N. 9th Street Vacation, Final Reading Proposed Ordinance 1584 - Rezoning St. Francis School and Church/ Final and Preliminary Plat/ CUP - 411 10th St N.

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Mike Habighorst, Public Works
Director, James Kramvik, Community Development
Director, Jessie Dehn, City Engineer

DEPARTMENT: Community Development

PRESENTER: Mike Habighorst, Public Works
Director, James Kramvik, Community Development
Director, Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE: City staff received a petition from St. Francis Catholic Church for the vacation of North 9th Street from the intersections of Juniper Street to Ivy Street in North Brainerd. The vacation request is in connection to a request to rezone and re-plat the existing properties adjacent to North 9th Street, currently owned by St. Francis. Per the Council meeting on May 19th, a public hearing was scheduled for June 16th to hear public testimony regarding the request for vacation. Staff reviewed the request prior to discussion by the Planning Commission and provided a memo that provides an analysis of the vacation request from various facets and is attached to this item. Per Minn. Statute 412.851 establishes that the City Council shall determine if vacation of the street "appears in the interest of the public to do so".

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 for a 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.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff reviewed this request for vacation and, as per the attached memo, are recommending that the City Council, based upon the testimony received tonight, vacate the street per the request. As part of the vacation, staff would recommend including retention of a utility easement within the vacated right-of-way, as per drawn in the proposed plat. The recommendation for vacation in the memo and in this agenda item is based solely on the existing street use and classification, adjacent ownership, and proposed development. However, Council should evaluate the request weighing all the factors including the request for rezoning, future land use proposal, and whether Council determines that this proposal fits the standard set forth by the

statute that the vacation is in the interest of the public to vacate the street.

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. The following conditions were recommended:

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.

The Planning Commission discussion at the May 21st meeting regarding St. Francis begins 2 minutes and 4 seconds into the meeting and lasts approximately 1 hour and can be found at the following link:

<https://www.youtube.com/watch?v=yT0bUvd4-Tg>

RECOMMENDED ACTION/MOTION:

1. Staff recommends holding a public hearing to hear public testimony for or against the proposed vacation as submitted.
2. Conduct the final 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.
3. Staff recommends adoption of the attached resolution, in which vacates the segment of N. 9th Street, while reserving utility easements.
4. Recommend approval of the Preliminary and Final Plat contingent upon the following conditions:
 1. Approval of the vacation of N 9th Street between Ivy Street and Juniper Street.
 2. Approval of Ordinance 1584.
 3. Executed development agreement between St. Francis and the City of Brainerd.
 4. Approval of the CUP to create a parcel under one acre in the PSP District.
5. Recommend approval of Proposed Ordinance 1584, an ordinance amending the Zoning Map and Zoning Code contingent upon the following conditions:
 1. Approval of the Preliminary and Final Plat.
 2. Approval of the CUP request to create a parcel less than one acre in the PSP District.
6. Recommend approval of the CUP requests is to construct a rectory on its own parcel under one acre in the PSP District and for residential use in the PSP District contingent upon the following conditions:
 1. Approval of the Preliminary and Final Plat.

FINANCIAL IMPACT: N/A

RESOLUTION
NO _____

**A RESOLUTION VACATING A PORTION OF NORTH 9TH STREET UPON PETITION OF A
MAJORITY OF ABUTTING LANDOWNERS**

WHEREAS, a petition signed by the majority of property owners abutting a portion of North 9th Street in the City of Brainerd and was received by the City Clerk on the 28th of February, 2025; and

WHEREAS, the petition requested that the City Council pursuant to Minnesota Statute §412.851 vacate a portion of North 9th Street lying between Juniper Street and Ivy Street legally described as:

That portion of North 9th Street lying between the north right-of-way line of Juniper Street and the south right-of way line of Ivy Street adjacent to all or portions of Lots 1-12, Block 100 of Original Town of Brainerd and West ½ of Block 98 of Original Town of Brainerd.

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 each street to be vacated; and

WHEREAS, a public hearing to consider the vacation of such street was held on the 16th day of June, 2025, before the City Council in the City Hall located at 501 Laurel Street at 7:30 p.m. after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the 23rd day of May, 2025 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

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

That such petition for vacation is hereby granted and the portion of the street described as follows is hereby vacated:

That portion of North 9th Street lying between the north right-of-way line of Juniper Street and the south right-of way line of Ivy Street adjacent to all or portions of Lots 1-12, Block 100 of Original Town of Brainerd and West ½ of Block 98 of Original Town of Brainerd.

Adopted this 16th day of June 2025

MIKE O'DAY
President of the Council

Adopted this 17th day of June 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

RECEIVED

FEB 28 2025

CITY OF BRAINERD
ADMINISTRATION

PETITION FOR STREET OR ALLEY VACATION

Date 2-27, 2025

Brainerd, Minnesota

To the City Council of Brainerd, Minnesota:

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

North 9th Street between Juniper Street and Ivy Street (properties that abut North 9th Street in this location include all or portions of Lots 1-12, Block 100 of Original Town of Brainerd and West ½ of Block 98 of Original Town of Brainerd). Please refer to attached map.

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>
<u>St. Francis Catholic Church</u>	<u>817 Juniper Street</u>	<u>See Attached Sheet</u>	<u>Michael Larry</u>
<u>St. Francis Church Brainerd</u>	<u>404 North 9th Street</u>	<u>See Attached Sheet</u>	<u>Michael Larry</u>
<u>St. Francis Catholic Church</u>	<u>412 North 9th Street</u>	<u>See Attached Sheet</u>	<u>Michael Larry</u>
<u>St. Francis Church Brainerd</u>	<u>416 North 9th Street</u>	<u>See Attached Sheet</u>	<u>Michael Larry</u>
<u>St. Francis Church Brainerd</u>	<u>418 North 9th Street</u>	<u>See Attached Sheet</u>	<u>Michael Larry</u>
<u>St. Francis Church Brainerd</u>	<u>424 North 9th Street</u>	<u>See Attached Sheet</u>	<u>Michael Larry</u>

STATE OF MINNESOTA }
 } ss
COUNTY OF CROW WING }

FR. MICHAEL GARY, 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.

Fr Michael Gary

Subscribed and sworn to before me

this 27 day of February, 2025

Melissa Marie Phelps
Notary Public



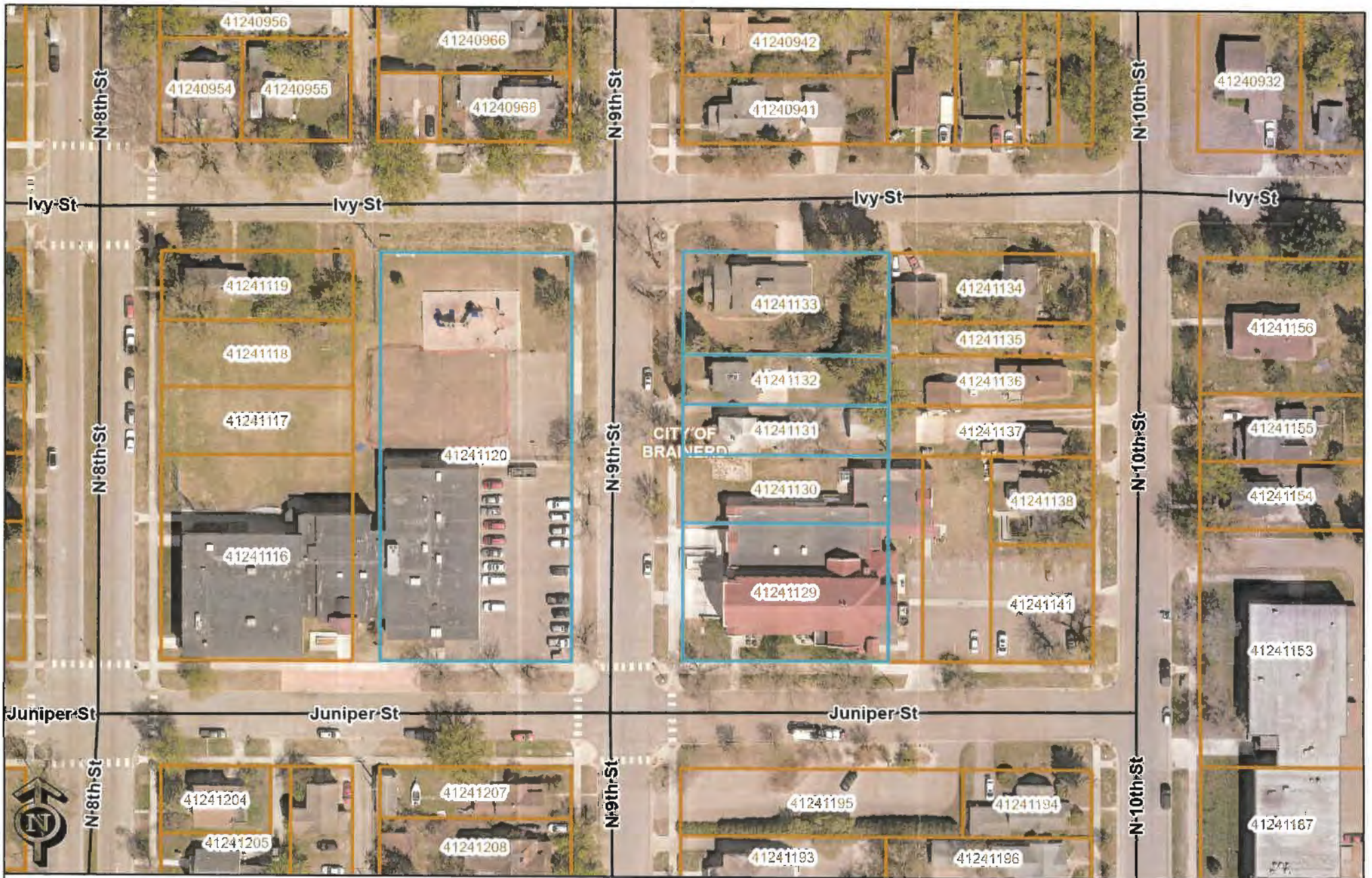
North 9th Street Legal Descriptions

1. St. Francis Catholic Church, 817 Juniper Street, Lots 1 thru 12 Inclusive Block 100
Exempt
2. St. Francis Church Brainerd, 404 North 9th Street, 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.
3. St. Francis Catholic Church, 412 North 9th Street, Lots 19 and 20 Block 98
4. St. Francis Church Brainerd, 416 North 9th Street, 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 NW 1/4 of Block 98.
5. St. Francis Church Brainerd, 418 North 9th Street, N 1/2 of the S 1/2 of the NW 1/4 Block 98
6. St. Francis Church Brainerd, 424 North 9th Street, Lots 13 thru 15 Inclusive Block 98

RECEIVED

FEB 28 2025

**CITY OF BRAINERD
ADMINISTRATION**



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.

North 9th Street Street Vacation Petition

Date: 1/14/2025 Time: 7:41 AM

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City of Brainerd has received a petition from St. Francis Catholic Church for the vacation of all of North 9th Street between Juniper Street and Ivy Street, legally described below:

That portion of North 9th Street lying between the north right-of-way line of Juniper Street and the south right-of way line of Ivy Street adjacent to all or portions of Lots 1-12, Block 100 of Original Town of Brainerd and West ½ of Block 98 of Original Town of Brainerd.

Notice is further given that the City Council of Brainerd will meet in the Council Chambers of the City Hall at Brainerd, Minnesota, at 7:30 p.m. on Monday, June 16, 2025 to conduct a Public Hearing to consider said Vacation.

Such persons as desire to be heard with reference to the proposed vacation of said street will be heard at this meeting.

Dated this 20th day of May, 2025

Nick Broyles
City Administrator

Publish - 2 times on
May 24th and May 31st, 2025

MEMO



TO: BRAINERD CITY COUNCIL

FROM: CITY ENGINEER JESSIE DEHN

DATE: MARCH 3, 2025

SUBJECT: NORTH 9TH STREET VACATION REQUEST

Staff has received a petition for vacating the public right of way of North 9th Street between Juniper Street and Ivy Street. We have first reviewed the petition for sufficiency of a majority of adjacent property owners. St. Francis Church and School owns all of the parcels adjacent to this block of street as part of this petition for vacation, thus a owns a majority of the parcels.

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 petitioner.

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 petitioner 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 is recommending 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.

**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.



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

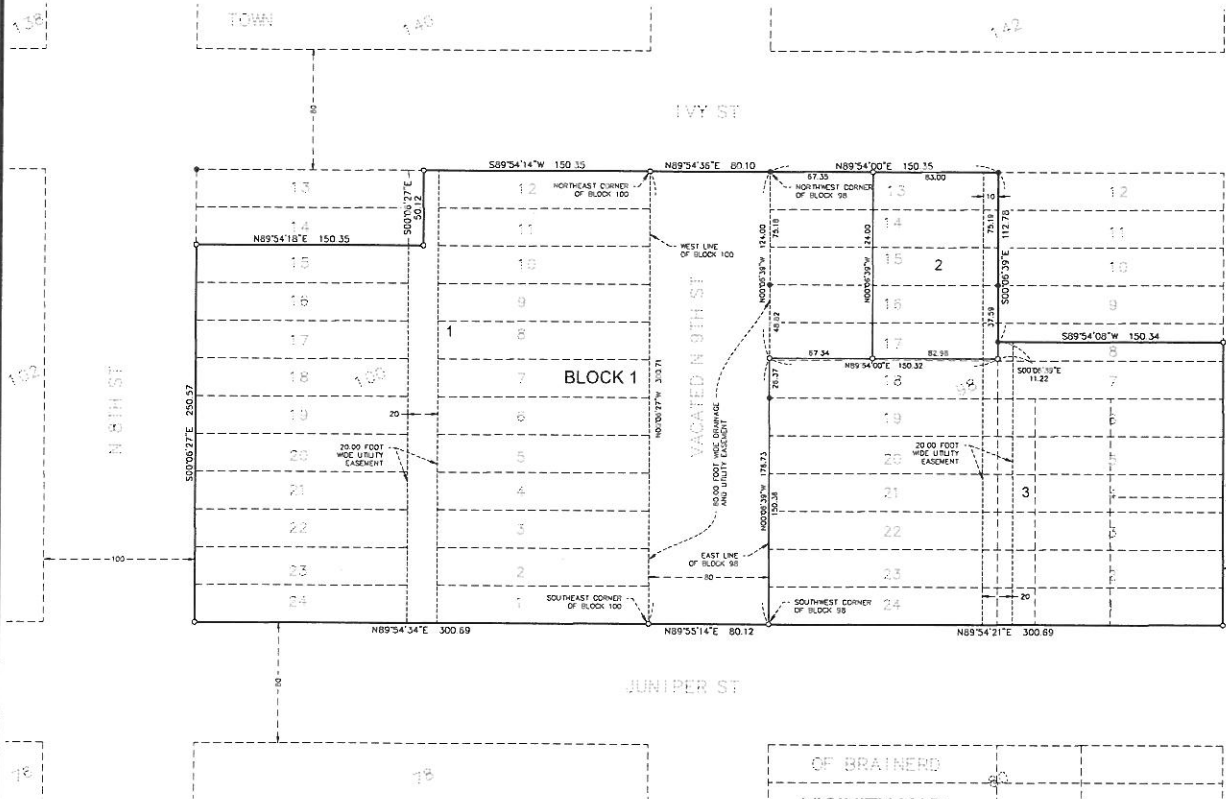
Date

(Please print name)

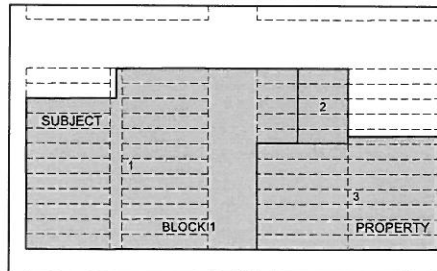
(OVER)

Page 175 of 289

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. INTERIOR SIDE
OF LOT LINE.
ROAD/OUTLOT LINE
BEING 5 FEET IN WIDTH AND ADJOINING ALL
INTERIOR SIDE LOT LINES AND 10 FEET IN
WIDTH ADJOINING ALL ROAD/OUTLOT
LINES UNLESS OTHERWISE SHOWN.

• - DENOTES 12 INCH HIGH MONUMENT
○ - DENOTES 12 INCH DIAMETER BY 18 INCH LONG HIGH
PIPE MONUMENT SET AND MARKED AS 10122

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 98, 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__.

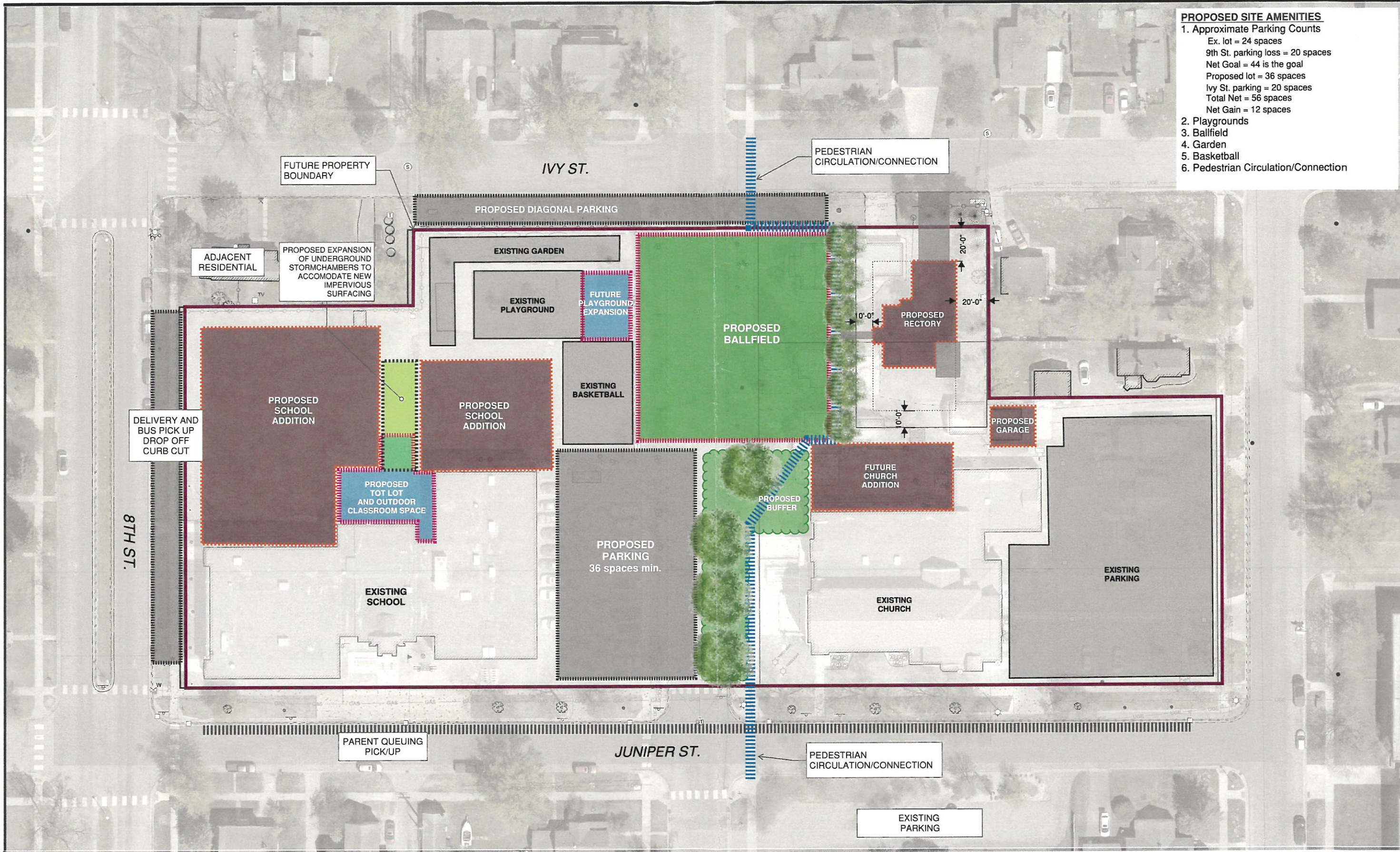
Chairman _____ Secretary _____

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 heretofore 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 _____



- PROPOSED SITE AMENITIES**
1. Approximate Parking Counts
 - Ex. lot = 24 spaces
 - 9th St. parking loss = 20 spaces
 - Net Goal = 44 is the goal
 - Proposed lot = 36 spaces
 - Ivy St. parking = 20 spaces
 - Total Net = 56 spaces
 - Net Gain = 12 spaces
 2. Playgrounds
 3. Ballfield
 4. Garden
 5. Basketball
 6. Pedestrian Circulation/Connection

ST. FRANCIS CATHOLIC SCHOOL

Brainerd, MN - Expansion Site Masterplanning

WIDSETH

ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

MASTERPLANNING

ST. FRANCIS CATHOLIC CHURCH

BRainerd, MN

SITE PROGRAMMING

DATE: MAY 5, 2025

SCALE: AS NOTED

DRAWN BY: JR

CHECKED BY: EDM

JOB NUMBER: 2024-12161

BY: []

REVISIONS DESCRIPTION: []

DATE: []

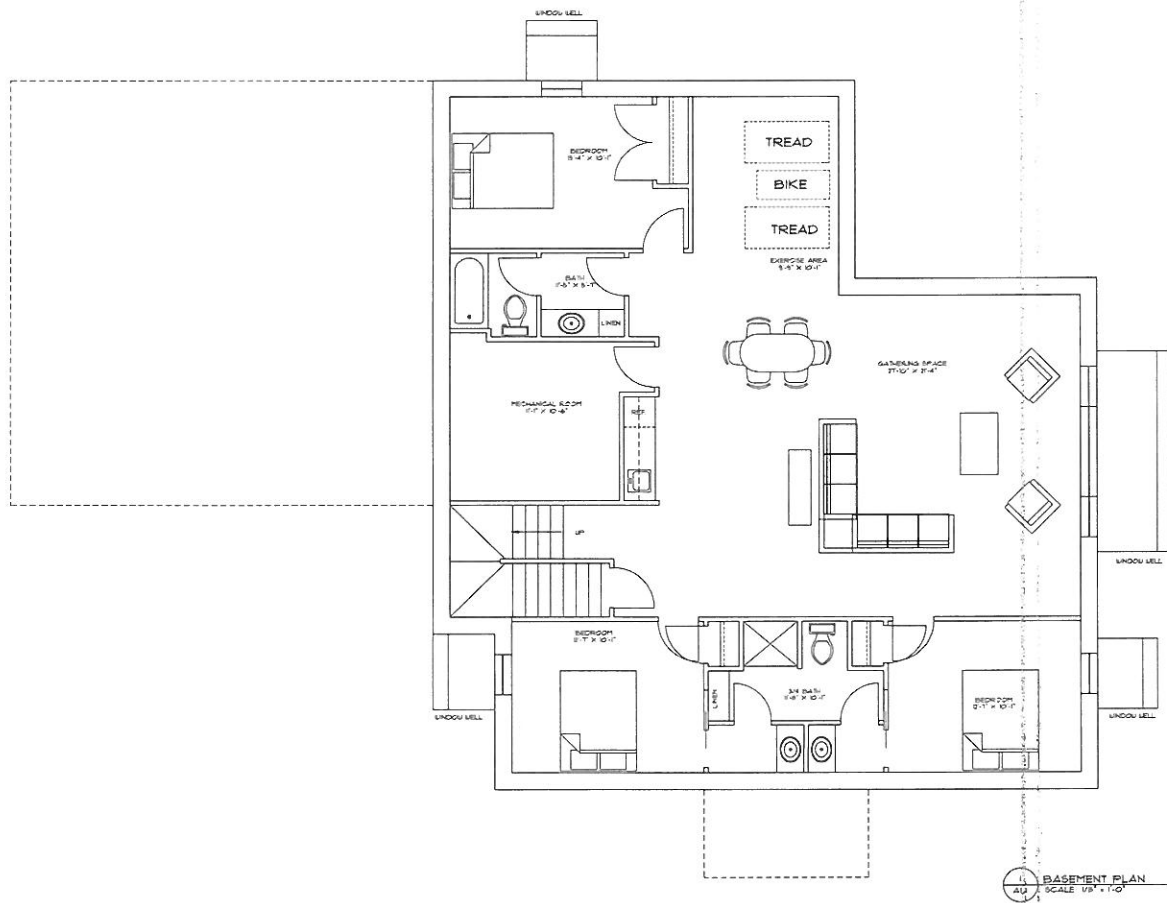
REV: []

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

DATE: []

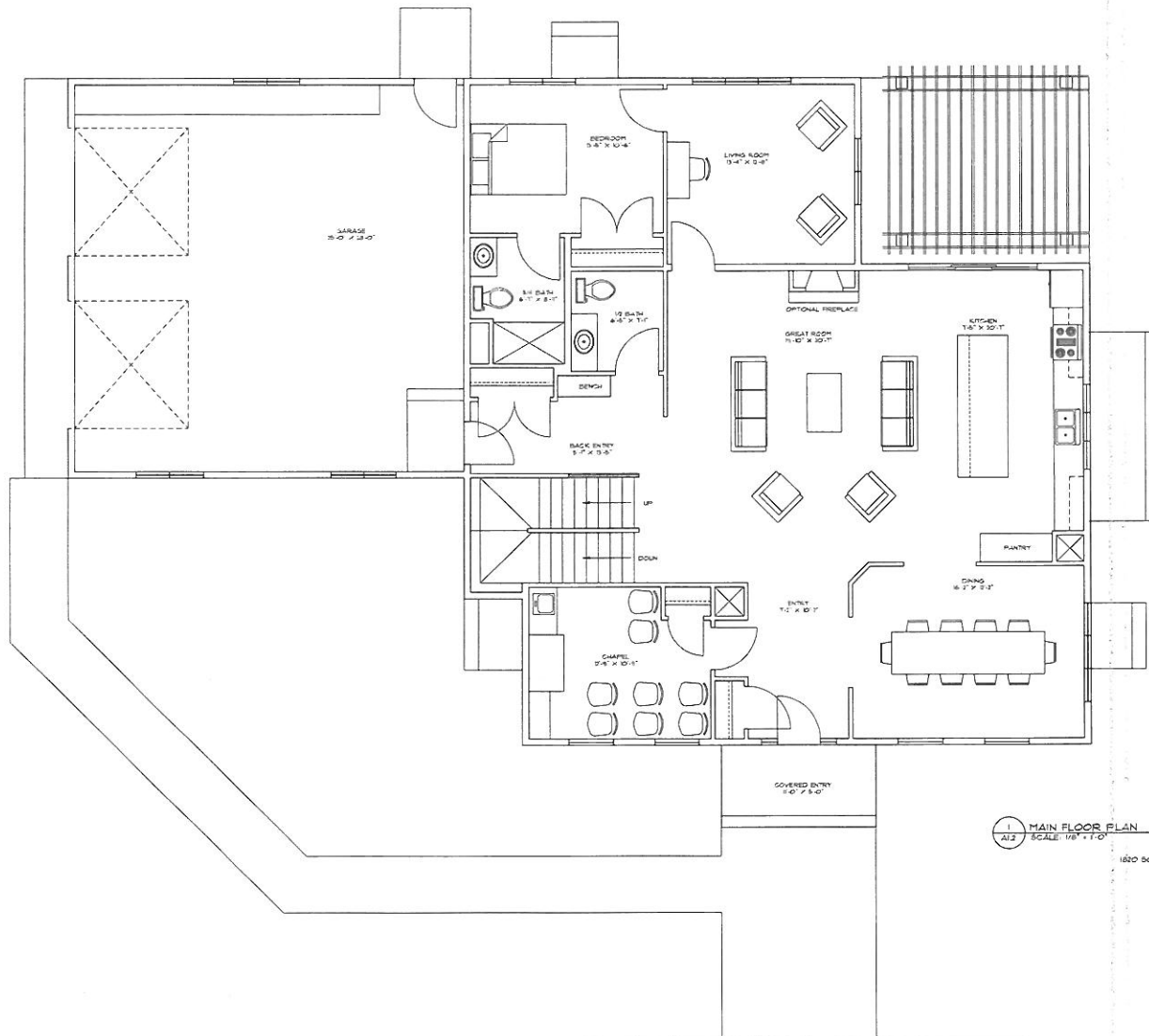
LIC. NO. []

EXP. DATE: []



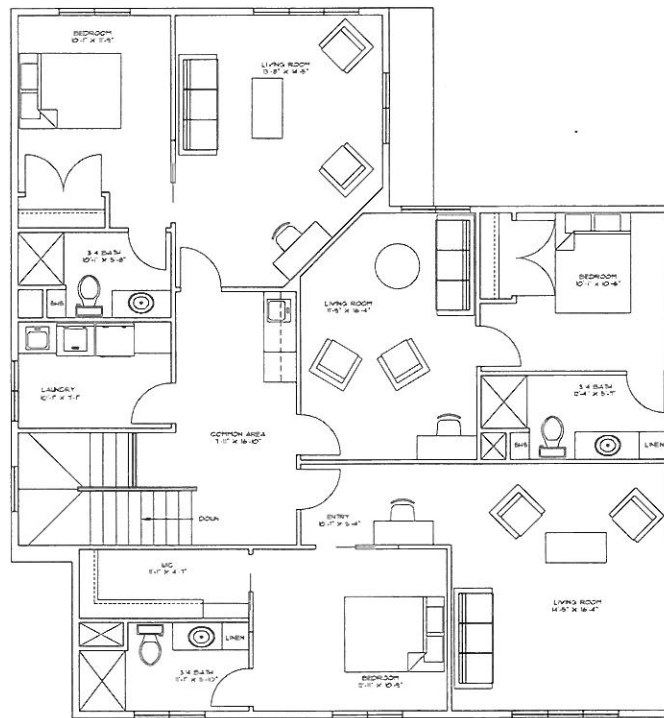
BASEMENT PLAN
 SCALE: 1/8" = 1'-0"
 1820 SQ. FT.

REVISION		DATE
ST FRANCIS PARISH RECTORY 404 9TH STREET NORTH BRANERO, MINNESOTA		
COPYRIGHT 2025		
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	DPH
A1.2	

COPYRIGHT 2025



1 SECOND FLOOR PLAN
A1.3 SCALE 1/8" = 1'-0"
MO 502 PT.

REVISION	DATE
ST FRANCIS PARISH RECTORY 404 9TH STREET NORTH BRainerd, MINNESOTA	
COPYRIGHT 2025	
DATE	05-01-25
DRAWN BY:	DPH
A1.3	



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

DATE:	09-01-25
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.

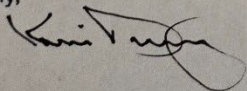
Changes proposed to the St. Francis campus, instigated by the rectory construction, is a strong testament to the long-standing tradition and commitment by our Catholic community within the City. Another blessing to our community is the success of the Catholic school. Its steady growth will present additional 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

From: [Marcus Wolff](#)
To: [James Kramvik](#)
Subject: Church zoning and street project
Date: Sunday, June 15, 2025 11:08:40 AM

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

Good morning, I support the request that Saint Francis wants to rezone the church and vacate the street.

Thanks,

Marcus Wolff

Brainerd MN

763-218-3378

Sent from my iPhone

From: [R. James](#)
To: [James Kramvik](#)
Subject: Dear Mr. Kramvik,
Date: Sunday, June 15, 2025 9:49:25 AM

You don't often get email from rmajames@hotmail.com. [Learn why this is important](#)

I am a parishioner of St. Francis Catholic Church and a resident of Brainerd for about 15 years. During this time I have seen the City grow in areas and decline in others, particularly in the Covid years. The City Council has a difficult task in balancing preservation and expansion. I thank you and the other council members for serving in this regard with a vigilant eye toward the future vitality of our city.

At your meeting Monday evening you will be voting on a proposal submitted by my church community, who like the Council, has a desire to see Brainerd become a sought after place to call home. It is my belief that the proposal to build a new rectory and vacate the portion of 9th Street N. beginning at Juniper St and ending at Ivy Street would be a positive move for our parish/school community and the City.

The current rectory which serves our resident priests and visiting seminarians is sorely inadequate in size and functionality. Our parish council has determined it would be better use of parish funds to build a new facility than to continue to repair/replace faulty systems and aging structures of the existing rectory and similarly aging adjacent buildings owned by the parish. The great majority of our parish family is supportive of this endeavor both spiritually and financially.

The proposal to vacate the one block long portion of 9th Street North that divides our school campus from our place of worship would increase the safety of the students attending school as they walk to/from church gatherings several times each week. Unifying the campus in this way would also accommodate a hoped for master plan of expanding the educational facilities to include a high school. This has been a dream of many families who have sent their children to SFOLS from days long pre-dating my 15 years of community involvement. Approval of vacating the street would help create a treasured "gem" that would attract many solidly productive and upright citizens to the area as well as provide for future generations of the same.

This proposal not only serves parish/school interests, but would be a boon to the City as a strong community centered in the Christian tradition reaches out to serve the poor and promotes the well-being of the society at large. Catholic social teaching supports working closely with civic and other faith-based organizations that help the sick, homeless, hungry, and similarly marginalized persons within our city and around the world. Our growth and health is beneficial to the advancement of all citizens.

I respectfully ask you and the Council members to approve the proposal from St. Francis Catholic Church and St Francis of the Lakes School at your meeting Monday evening. Let us together build a vibrant, attractive place to call home.

Sincerely,

Rita James

From: [Jean Mertes](#)
To: [James Kramvik](#)
Date: Sunday, June 15, 2025 9:32:21 AM

You don't often get email from jeanmertes@gmail.com. [Learn why this is important](#)

Good morning, Mr. Ramvik -- please please vote to support the rezoning and street vacation proposal for our Parish and community!

Thank you, and God bless you!

Jean Mertes

From: [Kohl Weir](#)
To: [James Kramvik](#)
Cc: [Stephanie Bestul](#)
Subject: Re: St Francis Street Proposal
Date: Sunday, June 15, 2025 7:54:08 PM
Attachments: [image001.png](#)

Some people who received this message don't often get email from kohl.weir@gmail.com. [Learn why this is important](#)

*** **Warning:** External sender, use extreme caution with attachments and links ***

Good evening,

My name is Kohl. My family and I live in Ward 2. Following up from my communications in Feb to reiterate our support for both the rezoning and street vacation proposals from St Francis.

My wife and I decided to move our family to the Gregory Park neighborhood in 2023. It's been a blessing to be a part of the neighborhood. Our primary motivation to choose this neighborhood was to be close to the St Francis parish and school and we will be sending our daughter to the school this fall with hopes to send our son when he comes of age. We attend mass at St Francis weekly and are thrilled to be a part of the growing community of both established parishioners and other new families just like us who moved to Brainerd due to St Francis. It is for these reasons we have invested ourselves into the neighborhood.

We urge the council to vote in favor of these proposals to enable further development of the parish community as well as investment in our north Brainerd neighborhood.

Kohl Weir

(256) 531-3804 | kohl.weir@gmail.com | Book a meeting/call with me [here](#).

On Thu, Feb 27, 2025 at 09:49 James Kramvik <jkramvik@ci.brainerd.mn.us> wrote:

Thank you for your comments, this will be sent to the council ahead of the March 3rd meeting.

Regards,

James Kramvik



James Kramvik | Community Development Director

City of Brainerd | [501 Laurel Street Brainerd](#) MN 56401

218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Kohl Weir <kohl.weir@gmail.com>
Sent: Thursday, February 27, 2025 8:46 AM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: St Francis Street Proposal

You don't often get email from kohl.weir@gmail.com. [Learn why this is important](#)

Hi James,

I live in ward 2 in Brainerd and I am writing this email to urge you to vote in favor of the proposal to vacate the street in front of St Francis Catholic Church. This will enable our parish community to accomplish some much needed projects as it expands the two properties to a proper campus which also has safety benefits for the kids crossing the street from the school to the church.

Thanks,

Kohl Weir

(256) 531-3804

kohl.weir@gmail.com

From: [The Lundy's](#)
To: [James Kramvik](#)
Subject: Rezoning and Street Vacation
Date: Friday, June 13, 2025 3:07:28 PM

You don't often get email from sandtlundy@gmail.com. [Learn why this is important](#)

Hello James,

I am writing to ask you to support the application regarding St. Francis church, school, and rectory rezoning and street vacation. This would improve the safety of our children who attend SFOLCS as well as parishioners of the church. It will also allow for a possible high School and expansion of what our school can offer our community which would increase jobs in our area and be a draw to our community. It would also allow our priest to have proper living conditions to support their ministry and brotherhood.

Thank you for taking the time to read this brief message!

Have a wonderful weekend!

Sarah Lundy

From: dcdanny55@icloud.com
To: [James Kramvik](#)
Subject: St Frances Church
Date: Sunday, June 15, 2025 4:47:27 PM

[You don't often get email from dcdanny55@icloud.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hello James,
As a St Frances parishioner I am in favor of the street closing.
Daniel Rudnitski
Sent from my iPhone

From: [Linda Rudnitski](#)
To: [James Kramvik](#)
Subject: St Frances Church
Date: Sunday, June 15, 2025 12:17:58 PM

[You don't often get email from lkr82551@aol.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hi James,
St Frances parishioner requesting a yes vote for the street closure.
Blessings!
Linda Rudnitski
Sent from my iPhone

From: [David Boran](#)
To: [James Kramvik](#)
Subject: St Francis application
Date: Monday, June 16, 2025 7:35:09 AM

You don't often get email from david.boran48@gmail.com. [Learn why this is important](#)

Hi Mr Kramvik.

I write today in support of request of St Francis Catholic Church for the rezoning and street vacation. I feel this project is badly needed, and will be a benefit to the neighborhood and the city.

I live at 621 N 4th St, Brainerd MN 56401.

Thank you.

David Boran.

Thanks,
Dave

From: [Cindy Baltes](#)
To: [James Kramvik](#)
Subject: St Francis Church Project
Date: Sunday, June 15, 2025 6:45:01 AM

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

Please vote in favor of St. Francis Church's rezoning and Street vacation proposal at the next council meeting. I feel this project will continue to improve the community in a multitude of ways and ensure the safety of the school students crossing the street for mass several times a week.

Thank you!

Cindy Baltes

From: [Steve Eide](#)
To: [James Kramvik](#)
Subject: St Francis Church
Date: Sunday, June 15, 2025 10:29:05 AM

[You don't often get email from sceide@brainerd.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Please support the reasoning and vacation of street for St Francis Church project. Thank you.
Monica Eide, parishioner
Sent from my iPad

From: [John Hensel](#)
To: [James Kramvik](#)
Subject: St Francis project
Date: Friday, June 13, 2025 2:45:42 PM

[You don't often get email from jhensel@charter.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

James,

We are in support of the St Francis church project and see it benefiting the city of Brainerd.

Thank you,

Kathy and John Hensel

Sent from my iPhone

From: haguehome@gmail.com
To: [James Kramvik](#)
Subject: St Francis Proposal
Date: Sunday, June 15, 2025 10:43:03 AM

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

I strongly recommend the rezoning and street proposal for St Francis. I believe this will benefit the both the community of Brainerd and expand the educational opportunities in our area.

Peggy Hague
Brainerd, MN

From: [Joseph Turner](#)
To: [James Kramvik](#)
Subject: St Francis Rezone
Date: Saturday, June 14, 2025 4:24:25 AM

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

Good Morning,

I want to say that the St Francis rezone is a great idea for the community. For the safety of our children, the beauty of the location and the draw of outside participants will also boost local businesses for visitors looking for food/entertainment while visiting and participating in St Francis events.

Joe Turner
17371 Smith Rd
Brainerd, MN 56401

From: [Dale](#)
To: [James Kramvik](#)
Subject: St Francis rezoning
Date: Monday, June 16, 2025 7:14:14 AM

You don't often get email from winni@centurylink.net. [Learn why this is important](#)

Please vote "Yes" for the street vacation proposal.
Dale Kuhn

Sent from my Verizon, Samsung Galaxy smartphone

From: [Amanda Hulinsky](#)
To: [James Kramvik](#)
Subject: St Francis street vacation
Date: Sunday, June 15, 2025 10:15:31 AM

You don't often get email from amanda.hulinsky@gmail.com. [Learn why this is important](#)

Hi James,

I am a parishioner at St Francis Catholic Church. I am in favor of the street vacation proposal. I believe the street vacation will make a safer environment for children who attend St Francis school so they don't have to cross the street multiple times each week to attend mass.

Thank you,

Amanda Hulinsky

From: [Daniel Ludwig](#)
To: [James Kramvik](#)
Subject: St Francis
Date: Sunday, June 15, 2025 3:47:47 PM

You don't often get email from dwludwig@yahoo.com. [Learn why this is important](#)

[Sent from Yahoo Mail for iPhone](#) please vote yes on the church reasoning and street vacation proposal. Thank you

From: [Angela Lust](#)
To: [James Kramvik](#)
Subject: St. Francis
Date: Sunday, June 15, 2025 12:00:25 PM

You don't often get email from angelalust2003@yahoo.com. [Learn why this is important](#)

To whom it may concern, I am a parishioner at Saint Francis Catholic Church in Brainerd, Minnesota. I am in favor of the church rezoning and street vacation proposal that is being addressed at the next consult meeting.

Thank you,
Angela Lust
[Sent from Yahoo Mail for iPhone](#)

From: slschoon@charter.net
To: [James Kramvik](#)
Subject: St. Francis Catholic Church project
Date: Friday, June 13, 2025 1:33:40 PM

You don't often get email from slschoon@charter.net. [Learn why this is important](#)

As a member of the St. Francis Catholic church, I support the proposed project for the rezoning and street vacation proposed by St. Francis Catholic church. There are many reasons this project needs to move forward. Namely: safety for children crossing the street to attend services at the church; making it possible for further school expansion; and the need of a new rectory to house the priests (the current house is inadequate, energy inefficient and in need of much repair to bring it to code).

A Council member stated he is opposed to the razing of houses in that area due to lack of housing for the homeless. The Council recently voted against allowing a homeless shelter to operate year around. The houses in question for demolition would not serve as housing for homeless as they stand.

Thank you, Mr. Kramvik,

Shirley Schoonover

From: [Karen Schloemer](#)
To: [James Kramvik](#)
Subject: St. Francis Church
Date: Friday, June 13, 2025 2:51:14 PM

[You don't often get email from jschlo@charter.net. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

I would like to ask you to vote for the rezoning etc. for the St. Francis Church proposal.
It is needed for the future of our church and school as our church community grows.

Thanks

Karen Schloemer

Parishioner

Sent from my iPad

From: [Mike Gangl](#)
To: [James Kramvik](#)
Subject: St. Francis Church building process.
Date: Friday, June 13, 2025 2:48:29 PM

You don't often get email from asrm3@yahoo.com. [Learn why this is important](#)

I support the plans they have to move forward.

From: [Adam Long](#)
To: [James Kramvik](#)
Subject: ST. Francis Church Road Closure
Date: Sunday, June 15, 2025 12:48:11 PM

[You don't often get email from sledhead1984@yahoo.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Dear MR. Kramvik,

I am writing in support of the proposed road closure for the future development of the church school and space improvement. This would increase safety for members and the community.
Thank you for your time.

MR. Adam Long
218-851-6996

From: [Rosalie "Jensen" Wolff](#)
To: [James Kramvik](#)
Subject: St. Francis Church zoning & street vacation
Date: Sunday, June 15, 2025 11:08:25 AM

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

Good morning,

I am writing to share my support for the street vacation. Our family made the choice to move to Brainerd before our children were school-aged, in part because we wanted to live in a community with a strong Catholic parish and a Catholic School. St. Francis is a great asset to Brainerd and promoting the growth of the church community will also create growth within the city in other ways, whether it be relocating families such as ours or commuters and visitors spending time and money in town.

Thank you for listening. I hope we can celebrate this momentous step forward together as parish and city!

Rosalie Wolff
Brainerd, MN
(763) 439-3344

From: [Melissa E](#)
To: [James Kramvik](#)
Subject: St. Francis project vote.
Date: Sunday, June 15, 2025 8:35:18 AM

You don't often get email from jpmaerickson@msn.com. [Learn why this is important](#)

Dear Mr. Kramvik,

Please support the rezoning request from St. Francis Church to vacate the street and allow room for all needed project requests.

Thank you.

Melissa Erickson

Sent via the Samsung Galaxy S23 Ultra 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)

From: [Ryan Anderson](#)
To: [James Kramvik](#)
Subject: St. Francis rezoning and street vacation support
Date: Sunday, June 15, 2025 1:53:56 PM

You don't often get email from rranderson@ymail.com. [Learn why this is important](#)

Good afternoon, Mr. James Kramvik,

Thank you for taking time and reading this email. I wanted to express my support for the rezoning and street vacation proposal. My children go to St. Francis and there have been many close calls walking to church from the school through the years. This will not only benefit current students but students in the years to come as it allows for continued growth of the school along with the safety enhancement.

The creation of a Catholic High School also supports more jobs in the area thus positively affecting the community and giving a place for people of the community to send their child other than the public school where some kids do not thrive.

Again, I appreciate all of you and the work you do!

Ryan Anderson

[Sent from Yahoo Mail for iPhone](#)

From: [Luke O'Reilly](#)
To: [James Kramvik](#)
Subject: St. Francis Rezoning project
Date: Thursday, June 12, 2025 3:39:08 PM

You don't often get email from luke@mightyexplorers.com. [Learn why this is important](#)

Dear Mr. Kramvil,

As a citizen of Brainerd, I want to express my strong support for the rezoning and street vacation proposal of St. Francis Church and School. I believe this initiative will bring meaningful benefits to our community.

Not only does it provide space for the potential development of a Catholic high school—offering families more educational opportunities—but it also creates a safer environment for the elementary school and the surrounding neighborhood.

More broadly, this project represents real, positive growth for the city of Brainerd. It invests in education, strengthens our neighborhoods, and supports the long-term vitality of our city.

Thank you for your consideration.

In Christ,

Luke O'Reilly.

“It is not enough to love the young; they must know that they are loved.”
— St. John Bosco

From: [Andrew Ranweiler](#)
To: [James Kramvik](#)
Subject: St. Francis
Date: Friday, June 13, 2025 5:38:31 PM

You don't often get email from andrew@b-dirt.com. [Learn why this is important](#)

James, Please see the letter below.

Dear Mayor and City Council Members,

My name is Andrew Ranweiler, and my wife Jenn and I are long-time residents of the Brainerd area. All four of our children have attended St. Francis School, and our family has been actively involved in the church and school community for many years.

I'm writing to express our full support for the request to vacate a portion of North 9th Street and move forward with the rezoning and construction of a new rectory at St. Francis.

This plan will make the campus safer for everyone—especially the children who cross 9th Street to attend daily Mass and other school activities. Closing this section of the street will help unify the campus and reduce traffic concerns.

The construction of a new rectory is a clear sign of St. Francis's long-term commitment to the Brainerd community. Having priests living on-site strengthens their presence and allows them to be more involved in both the parish and the school.

St. Francis isn't just a private institution—it's a vital part of Brainerd. The church serves the public through worship, community events, outreach programs, and education. It's been doing so since it was founded just one year after the city itself.

We believe this proposal is a smart and meaningful step forward, and we hope you will vote to support it.

--

Andrew Ranweiler
B-Dirt Construction
218-820-5736
www.b-dirt.com

From: [Lindsey Anderson](#)
To: [James Kramvik](#)
Subject: St.Francis Zoning Support
Date: Sunday, June 15, 2025 2:03:51 PM

You don't often get email from goehringlindsey@gmail.com. [Learn why this is important](#)

Hi James,

I wanted to reach out to show my support in the rezoning and street vacation proposal of St.Francis. My son currently attends St.Francis school and it has been amazing for him. This proposal offers a great opportunity to increase the safety for the students and parishioners. Also it offers a great opportunity for St.Francis to expand and add a High School. This would bring a lot of people to our area.

Thank you

Lindsey Anderson

From: [Mary Arnzen](#)
To: [James Kramvik](#)
Subject: Street vacation
Date: Sunday, June 15, 2025 1:04:08 PM

[You don't often get email from mary.arnzen57@gmail.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hello,

I am a St. Francis parishioner and Brainerd resident, and I would like to add my support for this project, which has been thoroughly researched and thoughtfully planned out by our Parish Council. As a senior citizen, I am highly concerned for the safety of our grade school students who have to cross this street many times a week. I don't believe this street closure will cause any hard ship for local residents. Our Priests and visitors greatly deserve this proper rectory. Thank you for your thoughtful consideration and generous support of our Parish community in north Brainerd.

Sincerely,

Mary Arnzen
9126 Northtown St
Brainerd, MN 56401
Sent from my iPhone

From: jimo1111@brainerd.net
To: [James Kramvik](#)
Subject: Vote on closure of N 9th St
Date: Sunday, June 15, 2025 5:04:47 PM

You don't often get email from jimo1111@brainerd.net. [Learn why this is important](#)

James,

We're sending this email to let you know of our support for closure of N 9th Street between Ivy and Juniper Streets.

My wife and I are members of St. Francis Catholic Church and are very enthusiastic about the possibility of expanding the parish grounds to include a new rectory for our priests and a possible future site for a Catholic High School. As Brainerd grows, our church family is also growing and the current traffic during mass times and school hours is getting more congested. A campus which would include the church building and St. Francis elementary school as well as a new rectory and future high school would be safer for our kids and fellow church goers. Please consider our positive support when you vote this week on the Church rezoning and closure of N 9th Street.

Thank you and God Bless,

Jim and Stacey O'Rourke
(218) 852-7218

From: [Peter Bormann](#)
To: [James Kramvik](#)
Subject: Support for St Francis Street Vacation
Date: Monday, June 16, 2025 8:40:07 AM

You don't often get email from peter.j.bormann@gmail.com. [Learn why this is important](#)

James, I am writing to express my support for the street vacation for St. Francis of Assisi Catholic Church and am hopeful that the committee will vote in favor of it at tonight's meeting.

Thank you,

Peter Bormann

peter.j.bormann@gmail.com

651-230-5385

From: [clare williams](#)
To: [James Kramvik](#)
Subject: City Council meeting to vote on the street vacation proposal
Date: Monday, June 16, 2025 10:14:00 AM

You don't often get email from claredesales@gmail.com. [Learn why this is important](#)

Good morning James,

My name is Clare Williams and I am writing in regard to the City Council vote tonight on the street vacating between St. Francis of the Lake Catholic School and St. Francis Catholic School.

I am a business owner, a parishioner of the Church and a volunteer at the school. Most every issue that comes before the City Council carries pro and cons to consider, however this request heavily favors the "pro" position :
to pass the request to vacate the street.

The positive effects that will come from vacating will stretch far beyond any concerns, not only in an immediate sense, **but for years to come.** And not just for those families and staff connected to school and church, but for the community as a whole. Safety stands out as the greatest need for this to pass, as the potential for one school child injured due to a speeding vehicle between the two buildings, should carry enough weight to pass this proposal. Students and staff cross this street many times each week. There are numerous other positives for the community, which have previously been presented to this council.

If it does not pass, this will greatly limit the options (*and may shut the door*) in addressing the vital needs for the school and church, and diminishes a positive opportunity for further economic development to the Brainerd area.

Please pass this proposal ~

Respectfully submitted,

Clare Williams

From: [Craig Williams](#)
To: [James Kramvik](#)
Subject: regarding City Council meeting tonight and street vacation proposal
Date: Monday, June 16, 2025 10:40:36 AM

You don't often get email from craigemryn@hotmail.com. [Learn why this is important](#)

Good morning James,

My name is Craig Williams and I am writing in regard to the City Council vote tonight on the street vacating between St. Francis of the Lake Catholic School and St. Francis Catholic School.

I am a business owner, a parishioner of the Church and a grandparent of students attending the school, and I greatly favor this proposal to vacate. The positive effects that will come from vacating will stretch well beyond any concerns, not only in an immediate sense, **but for years to come.** This will positively impact the community as a whole, and also serve the needs of many families and staff connected to school and church. Safety stands out as one of the greatest needs, however there are numerous other positive outcomes for the community, which have previously been presented to this council.

Please pass this proposal ~

Craig Williams

From: [Ginny Knudson](#)
To: [James Kramvik](#)
Cc: [Fr. Michael Garry](#); [Maureen Pickar](#); [Kevin Denny](#); [Erica Marcussen](#)
Subject: St. Francis Church--June 16
Date: Monday, June 16, 2025 10:30:26 AM
Attachments: [image001.png](#)

*** **Warning:** External sender, use extreme caution with attachments and links ***

Dear Council,

Please accept this email as my support for the St. Francis Church rezoning, replat and street vacation application. I serve as a trustee for St. Francis and the chair of the Finance Council. While I have attended several other meetings for the Church, I am unable to attend tonight's meeting.

St. Francis Church has been a foundational organization in the City of Brainerd. It was organized just one year after the City of Brainerd was established. The current church building was erected by the parishioners in 1934, just one year after a devastating fire and during the depths of the Great Depression. Every weekend, over 900 people come to worship at St. Francis. During the school year, over 275 staff and student, plus their parents, come to St. Francis School each day. On Tuesdays, we have adult faith formation, which brings over 200 adults to St. Francis. On Wednesdays, we have over 150 middle school students attend faith formation. On other days of the week, we have AA meetings, weddings and funerals, as well as many other meetings and gatherings. St. Francis continues to be a central hub for the public.

The application submitted by St. Francis will provide a public benefit because we are the public. The safety benefits of the road vacation cannot be understated. Children and parishioners currently travel across Ninth Street throughout the week and a vacation will improve the safety of these crossings. The additional greenspace will allow us to maintain outdoor field space for the school children and neighborhood children as we look to add onto the school buildings.

We are grateful to be able to reinvest in our historic buildings as our church and school populations continue to grow. The rezoning to PSP will simply allow our properties to be in conformance with the current zoning ordinance. It will be consistent with other nearby uses, such as the Franklin Arts Center and The Center. St. Francis is committed to being a good neighbor, and creating aesthetically pleasing and useful buildings for the Brainerd community. Thank you.

Ginny Knudson
Borden, Steinbauer, Krueger & Knudson, P.A.
302 South Sixth Street
P.O. Box 411
Brainerd, MN 56401
218-829-1451 (main) 218-829-2946 (fax)

www.brainerdlaw.com



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From: [Mark Lelwica](#)
To: [James Kramvik](#)
Subject: St. Francis Expansion
Date: Monday, June 16, 2025 11:09:54 AM

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

James,

Our names are Mark and Amy Lelwica and we are writing not only as members of St. Francis Church, but as a family that has witnessed the positive impact St. Francis has had on our community over the years. Amy's family has lived in Brainerd for the past 50+ years and have been instrumental in the growth of the local Parishes and the community at large. Mark grew up in Staples and his family gave and supported local business and church development over the decades. Small town is in his blood, and he has been involved in many community endeavors since our move back to Brainerd in 2008. Our families have lived lives and built legacy's that revolve around establishing and building community.

The community which St. Francis has worked so hard to build is, well, growing. It's what happens when you tend to your people, support, guide, lead, and rely on them. It's working because of community.

The proposal to accommodate the growth and expansion of St. Francis is something this town is very much in need of. In a world where expansion usually means relocating projects to a location so far away, it actually hurts community, we support a project that will bring prosperity and growth to an existing neighborhood. Not only does the St. Francis vision mean positive growth for the Church, it will provide a hub of healthy growth and vitality for so many people in an established neighborhood.

The proposal for St. Francis's expansion is the type of growth that benefits our community in many ways. This Catholic community serves the greater Brainerd area in providing a space for learning, practicing our faith, employment, a playground, event hosting, weddings, funerals, fundraisers, fellowship, the list goes on. These are all practices and events centered around the Christian belief that we are here to serve God and to serve our neighbors.

Please consider the positive impact this expansion will have on the community overall, and know of the vast support for this project. Please feel free to reach out with any further questions you may have.

Regards,

Mark and Amy Lelwica

From: [greg hegi](#)
To: [James Kramvik](#)
Subject: St. Francis Rezoning
Date: Monday, June 16, 2025 11:19:59 AM

You don't often get email from diverozz@gmail.com. [Learn why this is important](#)

Greg and Rose Hegi
510 Bluff Ave
Brainerd, MN

We want to add our support for the rezoning of St. Francis.
It is a much-needed expansion for our parish.

From: [Ellen Cherne](#)
To: [James Kramvik](#)
Subject: Rezoning of St. Francis Church
Date: Monday, June 16, 2025 2:39:58 PM

You don't often get email from cherne@brainerd.net. [Learn why this is important](#)

Dear Brainerd City Council Members,

I am writing to ask your support for the rezoning and street vacation in front of St. Francis Catholic Church in Brainerd. This action will improve safety for the students at the school and the parishioners attending church and for a much needed new rectory and high school.

Thank you for your consideration,
Ron and Ellen Cherne
7795 Canyon Creek Rd.
Brainerd, MN 56401
218-851-3233

From: [Ed Shaw](#)
To: [James Kramvik](#)
Subject: St. Francis project
Date: Monday, June 16, 2025 3:41:18 PM

Hello James, I heard that the issue is on the agenda soon, maybe tonite. I will not be able to be there tonite, but, wanted to re iterate my concerns, opposition to the street vacation and demo of houses. I support the church, they are a neighbor, I own several properties in the block north of them, but, demo of houses is not appropriate, and, a street vacation is not necessary, and, will cause more harm than good to the community.

Take care

Ed

Edward R. Shaw
Edward R. Shaw P.A.
722 South 6th Street
Brainerd, MN 56401
(218) 825-7030
(218) 822-3144 (fax)
lawyer@EdShawLaw.com
www.edshawlaw.com



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City Council Agenda Request

MEETING DATE: June 16, 2025

TITLE OF ITEM: Final 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.

City Council conducted the first reading of proposed Ordinance 1585 at the June 2nd City Council meeting.

RECOMMENDED ACTION/MOTION:

1) Conduct the final 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.

2) Approve proposed Ordinance 1585.

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 16, 2025

TITLE OF ITEM: Final 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.

The City Council conducted the first reading of proposed Ordinance 1587 at the June 2nd City Council meeting.

RECOMMENDED ACTION/MOTION:

- 1) Conduct the final 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.
- 2) Approve proposed Ordinance 1587.

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 16, 2025

TITLE OF ITEM: Adopt Resolution - Approve Plans/Specifications and Authorize Advertisement - Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing Project

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 that approves the plans and specifications and authorizes advertisement for bids for Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing Project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing Project including resurfacing of the following:

- Hawkins Drive
- Joseph Street
- Ronald Street
- Alley between S. 6th and S. 7th Streets from Paul Street to Joseph Street

The project also includes replacement of fire hydrants on Hawkins Drive and replacement of watermain and water services under Joseph Street and the alley from Paul to Joseph Streets.

Attached to this item is the Engineer's Estimate and cover sheet for the plans. The current estimate, including engineering costs and contingency, is a total of \$1,042,500. Of that amount, \$455,067 is associated with the street resurfacing portion and \$587,433 is associated with the watermain and fire hydrant replacements.

RECOMMENDED ACTION/MOTION: Staff recommends adopting the attached resolution approving plans and specifications, and ordering advertisement for bids for Improvement 23-14.

FINANCIAL IMPACT: N/A

R E S O L U T I O N
NO. _____

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS,
AND AUTHORIZING ADVERTISEMENT FOR BIDS
IMPROVEMENT 23-14 – HAWKINS-RONALD-JOSEPH RESURFACING PROJECT**

WHEREAS, the City Council on the 17th day of March 2025, fixed a date for a Council hearing on the Hawkins-Ronald-Joseph Resurfacing Project, to consider the making of improvements on:

Hawkins Drive from Southwest 4th Street to cul-de-sac
Joseph Street from South 6th Street to South 7th Street
Ronald Street from South 6th Street to South 7th Street
Alley between South 6th Street and South 7th Street from Paul Street to Joseph Street

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 21st day of April 2025, at which all persons desiring to be heard were given an opportunity to be heard thereon,

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement was ordered as proposed in the Council resolution adopted March 17, 2025.
3. Such improvement has no relationship to the comprehensive municipal plan.
4. Plans and specifications prepared by Moore Engineering, consulting engineer for such improvement pursuant to council resolution, a copy of which plans and specifications is attached hereto and made a part hereof, are hereby approved and shall be filed with the City Administrator.
5. The City Administrator shall prepare and cause to be inserted at least three weeks in the official City newspaper and in relevant industry publications an advertisement for bids for the making of said improvements under said approved plans and specifications. Bids will be publicly opened for consideration by the City Administrator, not less than three weeks after the first publication of the advertisement. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a bid bond payable to the City for five (5) percent of the amount of the bid.
6. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

Adopted this 16th day of June 2025

MIKE O'DAY
President of the Council

Adopted this 17th day of June 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

2025 STREET AND UTILITY IMPROVEMENTS



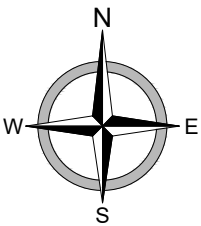
IMPROVEMENT 23-14 - HAWKINS-RONALD-JOSEPH RESURFACING PROJECT BRAINERD, MN



VICINITY MAP

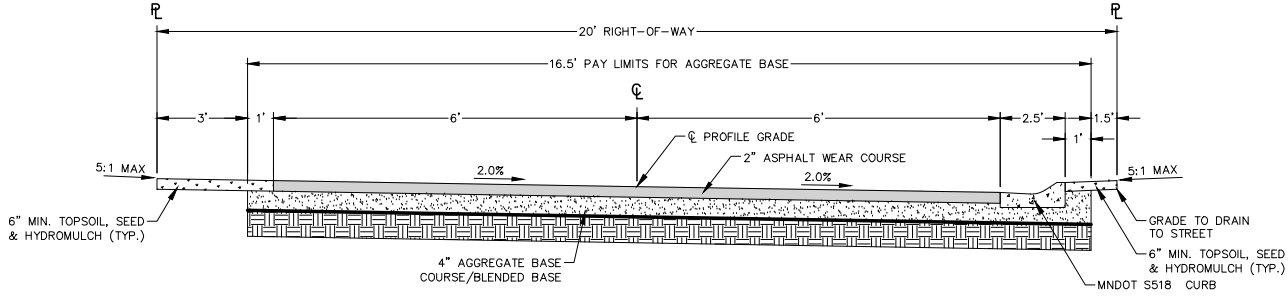


PROJECT LOCATION



PROJECT No. 24583

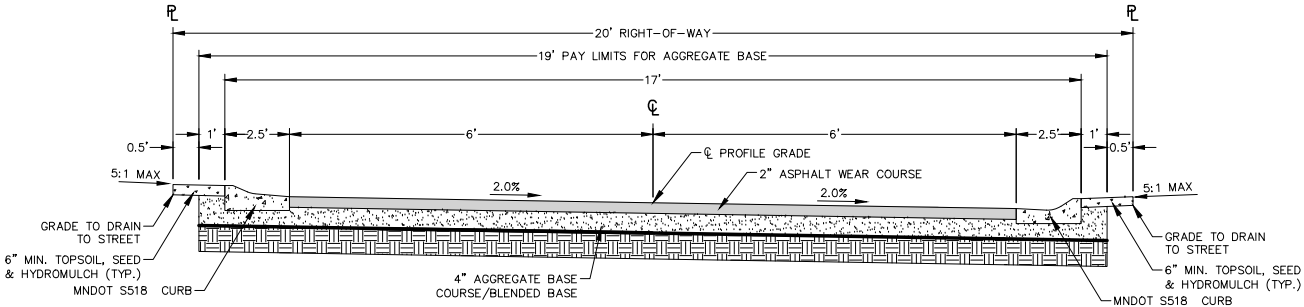
PRELIMINARY



- NOTES:
1. MATCH INTO EXISTING GROUND AT PROPERTY LINE.
 2. CURB AND GUTTER INSTALLED ON RONALD ST AND JOSEPH ST SHALL BE MNDOT B618 CURB.
 3. CONTRACTOR TO INSTALL KNOCKDOWN CURB AT ALL DRIVEWAY LOCATIONS.
 4. EXISTING STREET SECTION IS LIKELY A 2" ASPHALT COURSE OVER A 4" AGGREGATE BASE COURSE IT IS UP TO THE CONTRACTOR AS TO HOW THEY WOULD LIKE TO REMOVE THE ASPHALT PRIOR TO OVERLAYING THE AGGREGATE.
 5. SUBGRADE TO BE SCARIFIED TO DEPTH SHOWN AND COMPACTED TO 100% STANDARD PROCTOR DENSITY.

TYPICAL ALLEY STREET SECTION

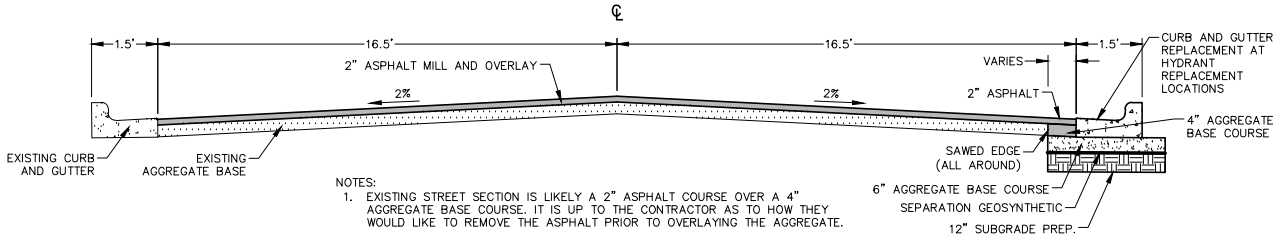
NO SCALE ALLEY ST: 10+00-23+50



- NOTES:
1. MATCH INTO EXISTING GROUND AT PROPERTY LINE.
 2. CONTRACTOR TO INSTALL KNOCKDOWN CURB AT ALL DRIVEWAY LOCATIONS.
 3. EXISTING STREET SECTION IS LIKELY A 2" ASPHALT COURSE OVER A 4" AGGREGATE BASE COURSE IT IS UP TO THE CONTRACTOR AS TO HOW THEY WOULD LIKE TO REMOVE THE ASPHALT PRIOR TO OVERLAYING THE AGGREGATE.
 4. SUBGRADE TO BE SCARIFIED TO DEPTH SHOWN AND COMPACTED TO 95% STANDARD PROCTOR DENSITY.

TYPICAL ALLEY STREET SECTION

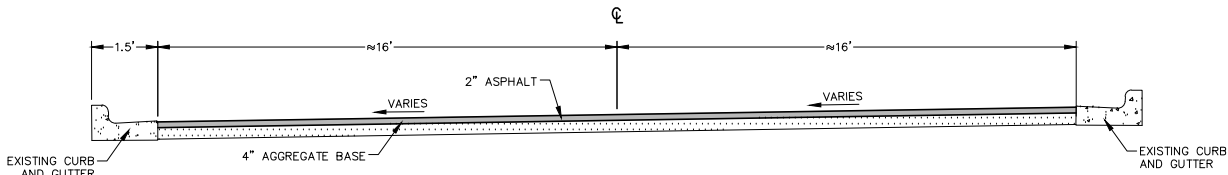
NO SCALE ALLEY ST: 19+45-22+00



- NOTES:
1. EXISTING STREET SECTION IS LIKELY A 2" ASPHALT COURSE OVER A 4" AGGREGATE BASE COURSE. IT IS UP TO THE CONTRACTOR AS TO HOW THEY WOULD LIKE TO REMOVE THE ASPHALT PRIOR TO OVERLAYING THE AGGREGATE.

TYPICAL ASPHALT FULL MILL & OVERLAY SECTION

NO SCALE HAWKINS DRIVE ST: 0+45-11+80



- NOTES:
1. EXISTING STREET SECTION IS LIKELY A 2" ASPHALT COURSE OVER A 4" AGGREGATE BASE COURSE. IT IS UP TO THE CONTRACTOR AS TO HOW THEY WOULD LIKE TO REMOVE THE ASPHALT PRIOR TO OVERLAYING THE AGGREGATE.

TYPICAL ASPHALT REPLACEMENT SECTION

NO SCALE JOSEPH ST & RONALD ST

PRELIMINARY



DETAILS
2025 STREET AND UTILITY IMPROVEMENTS
IMPROVEMENT 23-14 - HAWKINS-RONALD-JOSEPH RESURFACING PROJECT
BRainerd, MN
TYPICAL SECTIONS

DATE:	05.20.25
REV DATE:	---
REV NUM:	---
RECORD:	---
PROJECT No.	24583
MANAGER:	RCO
DESIGNER:	CPB
DRAFTER:	BGR
REVIEWER:	JCR

C-201

**Hawkins Drive and Alley Improvements
Utility and Street Improvements
Brainerd, MN**

Engineer's Preliminary Opinion of Probable Cost

BID ITEM NO. & DESCRIPTION			UNIT	QUANTITY	UNIT PRICE	TOTAL
<u>Base Bid</u>						
1.	24200	Removal of Gate Valve	EA	12	\$500.00	\$6,000.00
2.	24200	Removal of Hydrant	EA	5	\$750.00	\$3,750.00
3.	2215.504	Full Depth Reclamation	SY	5,150	\$3.50	\$18,025.00
4.	2232.504	Mill Bituminous Surface (2.0")	SY	4,700	\$2.75	\$12,925.00
5.	2104.503	Remove Concrete Curb	LF	400	\$5.00	\$2,000.00
6.	2104.504	Remove Bituminous Driveway Pavement	SY	250	\$10.00	\$2,500.00
7.	2104.504	Remove Sidewalk	SY	28	\$25.00	\$700.00
8.	2104.504	Remove Concrete Driveway Pavement	SY	540	\$12.00	\$6,480.00
9.	2104.507	Remove Aggregate	CY	15	\$10.00	\$150.00
10.	331413	Water Main - 6"	LF	2,050	\$100.00	\$205,000.00
11.	331417	Curb Stop & Box - 1"	EA	30	\$1,000.00	\$30,000.00
12.	331417	Water Service Connection - 1"	EA	30	\$1,000.00	\$30,000.00
13.	331417	Water Service Line - 1"	LF	320	\$45.00	\$14,400.00
14.	331419	Gate Valve & Box - 6"	EA	16	\$3,750.00	\$60,000.00
15.	331419	Hydrant - 6"	EA	7	\$5,500.00	\$38,500.00
16.	330597	Trace Wire System	L SUM	1	\$5,000.00	\$5,000.00
17.	12000	Mobilization	L SUM	1	\$40,000.00	\$40,000.00
18.	15000	Storm Water Management	L SUM	1	\$10,000.00	\$10,000.00
19.	2563.601	Traffic Control	L SUM	1	\$5,000.00	\$5,000.00
20.	2112.604	Stabilizing Aggregate	CY	160	\$35.00	\$5,600.00
21.	2105.504	Rock Bedding	CY	160	\$40.00	\$6,400.00
22.	2211.507	Aggregate Base (Cv) Class 5	CY	570	\$32.00	\$18,240.00
23.	2531.503	Concrete Curb & Gutter Design S518	LF	1,700	\$40.00	\$68,000.00
24.	2531.503	Concrete Curb & Gutter Design B618	LF	580	\$45.00	\$26,100.00
25.	2531.503	Concrete Curb Design V	LF	40	\$50.00	\$2,000.00
26.	2360.509	Type Sp 9.5 Wearing Course Mix (2,B)	TON	1,110	\$120.00	\$133,200.00
27.	2531.504	4" Concrete Driveway Pavement	SY	580	\$20.00	\$11,600.00
28.	2118.507	Aggregate Surfacing (Cv) Class 5	CY	20	\$40.00	\$800.00
29.	2521.518	4" Concrete Walk	SF	30	\$50.00	\$1,500.00
30.	2506.502	Casting Assembly	EA	6	\$2,000.00	\$12,000.00
31.	2104.503	Salvage Chain Link Fence	LF	190	\$15.00	\$2,850.00
32.	2104.503	Salvage Fence	LF	185	\$40.00	\$7,400.00
33.	2540.602	Salvage and Reinstall Mailbox	EA	13	\$100.00	\$1,300.00
34.	2540.602	Temporary Mailbox Support	L SUM	1	\$2,000.00	\$2,000.00
35.	2572.602	Tree Pruning	EA	5	\$500.00	\$2,500.00
36.	2572.602	Plant Pruning	EA	20	\$200.00	\$4,000.00
37.	2571.502	Deciduous Shrub 2.5' Spread Cont	EA	18	\$150.00	\$2,700.00
38.	2571.524	Deciduous Tree 6' Ht Cont	EA	5	\$1,000.00	\$5,000.00
39.	2571.502	Coniferous Tree 6' Ht Cont	EA	8	\$700.00	\$5,600.00
40.	2574.507	Common Topsoil Borrow	CY	60	\$201.00	\$12,060.00
41.	2575.501	Turf Establishment	L SUM	1	\$7,500.00	\$7,500.00
Construction Subtotal						\$828,780.00
Contingencies						\$131,220.00
Study & Report						\$11,000.00
Design and Cost Estimating						\$30,000.00
Construction Engineering						\$30,000.00
Construction Surveying						\$9,000.00
Permits - Minnesota Department of Health						\$1,000.00
Advertising & Publishing						\$1,500.00

Hawkins Drive and Alley Improvements
Utility and Street Improvements
Brainerd, MN

Engineer's Preliminary Opinion of Probable Cost

BID ITEM NO. & DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
			Legal Fees	\$2,500.00
			Special Assessments (Attorney & Publishing)	\$10,000.00
			Soil Borings & Geotechnical Report	\$5,000.00
			TOTAL PROJECT COST	\$1,060,000.00



City Council Agenda Request

MEETING DATE: June 16, 2025

TITLE OF ITEM: Adopt Resolution - Award Bid - Improvement 21-13 - Beech/Oakridge Reconstruction Project

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: Bids for the project were opened on Thursday, June 5th at 10 a.m. Attached to this request are the bid results and a resolution accepting those results for Improvement 21-13 - Beech/Oakridge Reconstruction Project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Improvement 21-13 is a reconstruction project on Beech Street (Oakridge Road to Oak Street) and Oakridge Road (Beech Street to 28th Street SE). In total, 5 bids were received. The Bid Summary is attached. Engineer's Estimate for the improvement is \$2,440,615.50. The low bidder is Landwehr Construction, Inc. with a total bid of \$2,097,513.32. The bid represents a cost that is \$343,102.18 under engineer's estimate (14.1% under engineer's estimate). In reviewing the bids, it appears that the bids received were responsible and appropriate for the scope and scale of the project.

RECOMMENDED ACTION/MOTION: Staff recommends adopting the attached resolution in which accepts the bids and awards the contract to Landwehr Construction, Inc. in the total contract amount of \$2,097,513.32 and authorize proper signatures on the agreement documents.

FINANCIAL IMPACT: \$2,097,513.32

RESOLUTION
NO. _____

RESOLUTION ACCEPTING BID

WHEREAS, pursuant to an advertisement for bids for the improvements of the following described improvements:

IMPROVEMENT 21-13

Street Reconstruction

Beech Street – Oakridge Road to Oak Street

Oakridge Road – Beech Street to 28th Street SE

Bids were received, opened and tabulated according to law and the following bids were received complying with the advertisement:

<u>NAME OF BIDDER</u>	<u>AMOUNT OF BID</u>
Landwehr Construction, Inc.	\$2,097,513.32
DeChantal Excavating LLC	\$2,155,876.10
Northdale Construction Co., Inc.	\$2,359,444.86
RL Larson Excavating, Inc.	\$2,982,083.70
J.R. Ferche, Inc.	\$3,117,291.00

AND WHEREAS, Landwehr Construction, Inc. is the lowest responsible bidder; and

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

1. The Mayor and the City Administrator are hereby authorized and directed to enter into a contract with Landwehr Construction, Inc. for the amount of its said bid in the name of the City of Brainerd for the improvements above de-scribed according to the plans and specifications therefore approved by the City Council and of record in the office of the City Administrator.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted this 16th day of June 2025

MIKE O'DAY
President of the Council

Adopted this 17th day of June 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Improvement 21-13 - Beech/Oakridge Reconstruction Project**Bid Summary**

Bid Opening

June 5th, 2025 - 10 a.m. (Local Time)

Bid Name	Total	% Over/Under Estimate
Engineer's Estimate	\$ 2,440,615.50	
Landwehr Construction, Inc.	\$ 2,097,513.32	14.06% UNDER
DeChantal Excavating LLC	\$ 2,155,876.10	11.67% UNDER
Northdale Construction Co., Inc.	\$ 2,359,444.86	3.33% UNDER
RL Larson Excavating, Inc.	\$ 2,982,083.70	22.19% OVER
J.R. Ferche, Inc.	\$ 3,117,291.00	27.73% OVER



City Council Agenda Request

MEETING DATE: June 16, 2025

TITLE OF ITEM: Consider Letter of Intent - River Birch Investments - Thiesse Dr

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

The City/ EDA received a formal Letter of Intent (LOI) from River Birch Investments, LLC, which is partnered with Central Minnesota Dermatology, an existing local dermatology business. They are interested in the \$1/acre incentive program which would allow them to build and develop a new dermatology clinic on Lots 1, 2 and 3 of Block 5.

Their LOI provides an overview of their interest, along with current and future plans for development of the lots. They have expressed a strong desire to stay in Brainerd and are excited for the opportunity to build a new facility.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The EDA considered this request at their June 5th meeting and were in favor of the proposed project. Discussion did occur regarding the inclusion of Lot 3 in the purchase agreement as this lot would remain undeveloped until another building is feasible. Central Minnesota Dermatology would like the ability to expand in the future in this location. A potential remedy that was discussed at the meeting was the inclusion of a provision in the Purchase and Development Agreement that gives the developer the ability to wait to build on Lot 3. However, after 10 years, if construction has not occurred, the developer could either buy Lot 3 at fair market value or return the property to the City. This provision was not voted on and the number of years was left undetermined, but the potential provision was viewed positively by the EDA Board.

The EDA motioned and approved staff to begin negotiations on a purchase and development agreement.

In addition, the EDA motioned and approved that they are supportive of the zoning change to allow office business/ clinics in the General Industrial (GI) Zoning District.

Note: The proposed use is not currently allowed in the GI Zoning District. The Planning Commission will be considering this use at their regularly scheduled June meeting and will hold a public hearing to consider the amendment to the Allowed Uses Table.

RECOMMENDED ACTION/MOTION:

Direct staff and the EDA board to begin negotiations with River Birch Investments on a Purchase and Development Agreement for the proposed lots.

FINANCIAL IMPACT: N/A



MEMO

To: Members of Brainerd EDA

CC: James Kramvik, Community Development Director

From: Jennifer Haskamp, AICP,
Kamp Real Estate & Development

Date: June 2, 2025

RE: Letter of Intent (LOI) for Lots 1-3 Block 5, Thiesse Industrial Park

As the EDA is aware, Kamp has actively been marketing the Thiesse Industrial Park lots for the past several months. Since the new year, we have received four serious buyer inquiries, some of which have moved on, and others that are in various stages of due diligence. We received a formal Letter of Intent (LOI) from River Birch Investments, LLC who is partnered with Central Minnesota Dermatology, an existing local dermatology business. They are interested in the \$1/acre incentive program which would allow them to build and develop a new dermatology clinic on Lots 1, 2 and 3 of Block 5. (The LOI will be sent to EDA members under separate cover.)

Kamp has been working with their Administrator for the past couple of months as they worked through initial site due diligence. It is our understanding that they have completed a significant amount of due diligence including site visits, initial site planning, building design and space programming and have determined that the Thiesse lots would be a great fit for their future operations.

Their LOI provides an overview of their interest, current and future plans for development of the lots. They have expressed a strong desire to stay in Brainerd and are excited for the opportunity to build a new facility. We are excited to bring this offer forward, and look forward to working with River Birch Investments, the EDA and City Council to bring this project to fruition. Next steps include:

- EDA and City Council acceptance of the LOI
- Update Table of Uses to allow medical uses in the industrial zoning districts
- Buyer provides necessary security to initial Purchase and Development Agreement (PDA) process
- Purchase and Development Agreement for Lots 1, 2, and 3, Block 5 Thiesse Industrial Park

June 2, 2025

Jennifer Haskamp
Kamp Real Estate & Development
jhaskamp@kamp-mn.com

Dear Jennifer,

I am excited to present on behalf of River Birch Investments, LLC this letter of intent to purchase lots in the Thiesse Industrial Park utilizing the \$1 / Acre Land Credit Program. River Birch Investments is interested in purchasing Lots 1, 2 and 3 of Block 5. Ideally, we could combine Lots 1 and 2 to construct an approximately 8000 square foot two-story medical building (approximately 4000 sq ft each level) as well as adequate parking for employees and patients. I am the physician owner of Central Minnesota Dermatology and intend to lease this medical campus as soon as it is available for occupancy.

Ideally, we would like to include Lot 3 in the purchase to give us an opportunity to expand in the future. Central Minnesota Dermatology has grown considerably, both in the medical and cosmetic services offered, and I would like to have the adjacent lot available to construct another building, if feasible. The building could be potentially for expanded Central Minnesota Dermatology services or to lease to another business that is complementary in nature. I have no way of predicting the future, so the request for Lot 3 would be to allow for future development, but not require it, in the event it isn't financially feasible for River Birch Investments to construct another building.

I respectfully request approval to move forward with applying for the Land Credit Program. I understand that the lots I am requesting to purchase are currently zoned for industrial use. If approval is granted to apply for the Program, I would also like to request permission to use the lots for medical services, either through re-zoning or a Conditional Use Permit.

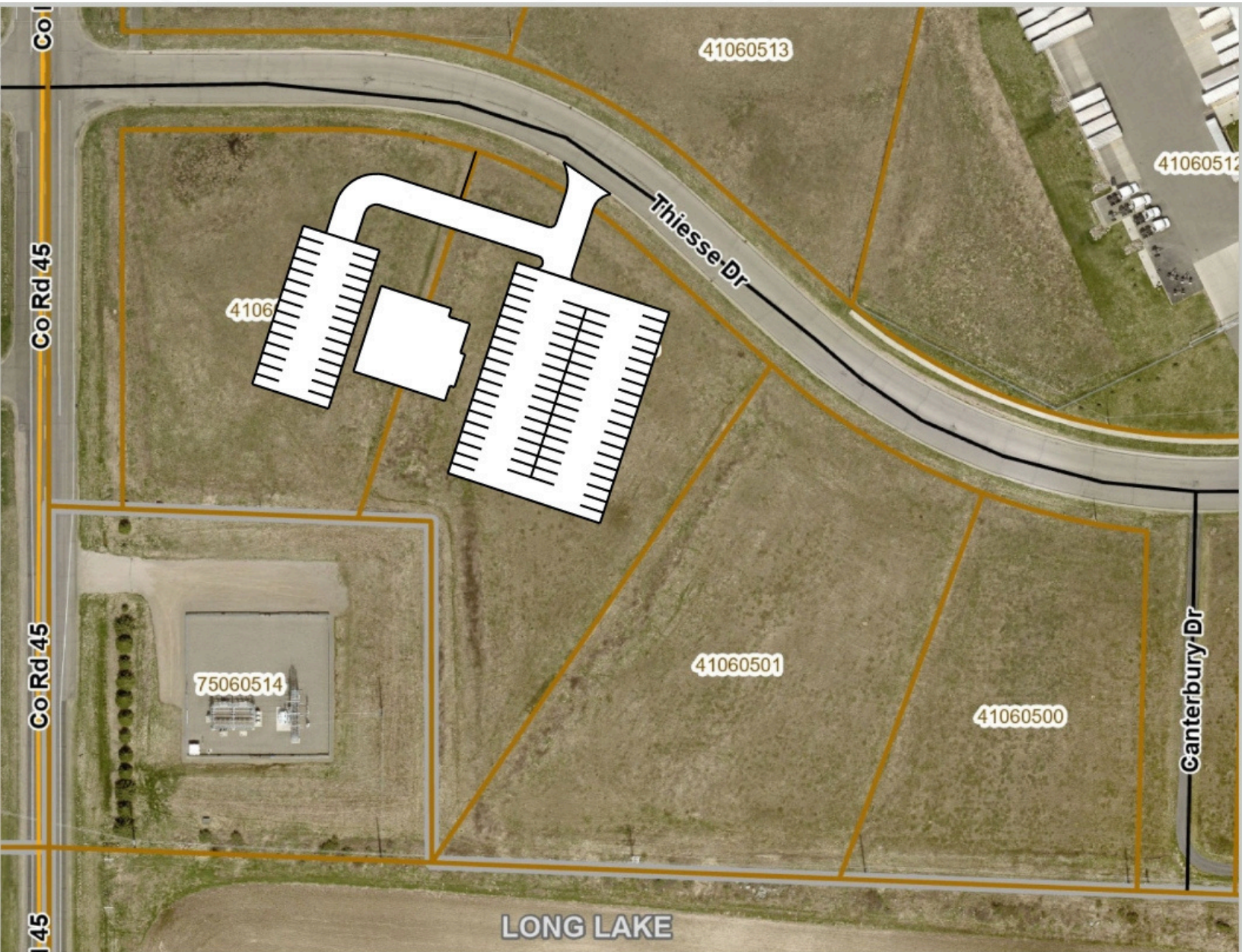
We are eager to partner with the Brainerd EDA to develop land in the Thiesse Industrial Park. I feel this would benefit not only my ability to provide services to patients living in the Brainerd Lakes Area, but all Brainerd residents.

Sincerely,



Kristina M. Britton, MD

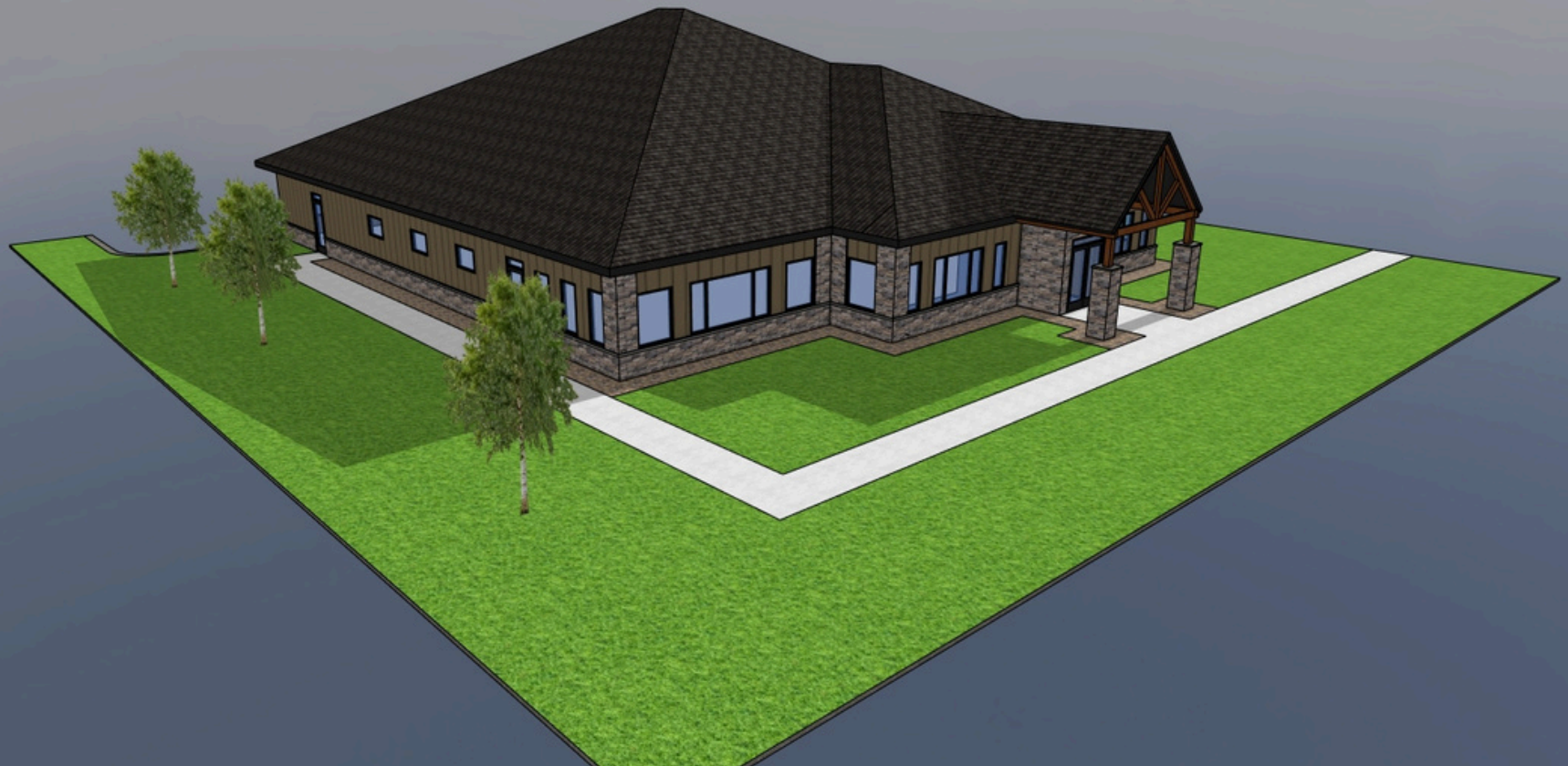
Cc: James Kramvik, Community Development Director



320.253.3301



Gmumm@keystonedb.com



KEYSTONE
DESIGN BUILD, INC.



MAY 30 2025

CITY OF BRAINERD
ADMINISTRATION

Dear City Administrator Nick Broyles,

I am writing to express my concern regarding the recent decision to not allow the Bridge on 7th warming shelter to operate year-round within the next year. I understand that the decision was influenced by ongoing challenges, including frequent calls to the police department and the shelter being used by individuals from surrounding communities. These are valid concerns, and I appreciate the council's effort to address them.

However, I urge you to reconsider this decision. While homelessness may appear to be a less urgent issue during the warmer months, it remains a critical concern for our community. Summer nights in Brainerd can have temperatures that drop into the high 40s or low 50s, which can be extremely unsafe for those without shelter - especially in light of the public camping ban enacted last year.

Last year, I did extensive research on the struggles that veterans face and research showed homelessness is a prominent issue for this population. Many of those experiencing homelessness in our area have served in the military or are parents trying to care for their children under incredibly difficult circumstances. This issue is also close to me personally, and I feel a strong responsibility to advocate for those whose voices often go unheard.

Furthermore, the *Star Tribune* recently highlighted the stories of homeless individuals who are veterans and parents. These individuals, who make up a significant portion of our homeless population, deserve compassion and safe shelter regardless of the season.

I respectfully ask the council to reconsider allowing the Bridge on 7th to operate year-round, or to explore alternative solutions that ensure our homeless neighbors are not left without options during the off-season.

Sincerely,

Reese Glynn