



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, July 21, 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: 2483 406 9897

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

Safety and Public Works Committee held: Council Chambers at 6:45 PM

Pursuant to MN Statute 13D.02 Subd 1 Council Members may attend by interactive technology.

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

1. **Call To Order**

2. **Roll Call**

___ G. Johnson ___ K. Stunek ___ K. Yeager ___ T. Erickson ___ K. Bevans ___ J. Czczok
___ 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. **Event/Street Closure Application- Shriner's Motorcycle Ride**

E. **Approve Event Parking Closure- Armed Forces Tribute**

F. **Adopt Resolution Accepting 2nd Quarter Donations**

G. **Approve MN Lawful Gambling Application for Exempt Permit Submitted by the Brainerd Fire Department Relief Association for an Event to be held on December 1, 2025 at 23 Laurel Street**

- H. **Approve Event/Alley Closure Application- Rib Cookoff (Alley of Laurel Street between 6th and 7th Streets)**
6. **Public Forum**
Time allocated for citizens to bring matters not on the agenda to the attention of the Council -
Time limits may be imposed
7. **Council Committee Reports**
- A. **Safety & Public Works Committee**
1. Approve Final Pay Request - Imp 22-08- South Brainerd Reconstruction Project
 2. Approve Final Payment - 15th/Quince Sewer Replacement
 3. Approve Pay Request #1 and Change Order #1 - Imp 23-16 - South Brainerd Resurfacing Project
 4. Approve WSB Contract Amendment - M Street Outfall Repair Project
 5. Approve Country Manor Sewer and Water Request
 6. Discussion of Capital Improvements for Annex Building
- B. **Personnel & Finance Committee**
1. Discussion of Requests for Proposals for 2025 Audit Services
 2. Discussion of 2026 Capital Equipment and Facilities Budget
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)
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)
Planning Commission- 1 term (Expire 2027)
Water Tower Committee—2 terms
- B. **Final Reading - Proposed Ordinance 1588 to Amend Section 515-3 Allowed Uses; Appendix A Table of Uses to Allow Office/Business in the GI District**
- C. **Final Reading - Proposed Ordinance 1589 to Amend Section 515-4-11 Fence Standards**

- D. **Final Reading - Proposed Ordinance 1590 - Annexation of Dunmire's**
- 9. **New Business**
 - A. **Consider Interim Use Permit Renewal for a Short-Term Rental - 1123 15th Ave NE**
 - B. **Adopt Resolution - Improvement 23-14 - Hawkins/Ronald/Joseph Resurfacing Project - Accepting Bids and Award Contract**
 - C. **Discussion of City Council Packet Distribution**
- 10. **Staff Reports**
(Verbal: Any Updates since Packet)
- 11. **Mayor's Report**
- 12. **Council Member Reports**
- 13. **Adjourn**
 - A. **Adjourn to Joint Workshop of the City Council and Public Utilities Commission on July 28th at 6:00 p.m. in the City Council Chambers**
- 14. **Council Communications**
 - A. **CWC Data Request**
 - B. **Northland Arb- Regional Park Designation**
 - C. **CWC Sheriff Klang**

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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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/01/2025 - 06/30/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 2740 - AT&T MOBILITY:							
X06032025/FD 88482	AT&T MOBILITY ACCT 287312856222 FIRE DEPT PHONES 225-2220-43321	05/25/2025 pziemer	06/12/2025	344.07 344.07	0.00	Paid	Y 06/12/2025
X06032025/PD 88492	AT&T MOBILITY ACCT 287287520356 POLICE DEPT PHONES 225-2120-43309 225-2120-43321 101-1800-43309	05/25/2025 pziemer COMPUTER TECHNICAL SUPPORT TELEPHONE COMPUTER SUPPORT	06/12/2025	2,132.06 726.37 1,340.83 64.86	0.00	Paid	Y 06/12/2025
X06032025/TRANSIT 88528	AT&T MOBILITY ACCT 287292136423 TRANSIT PHONE 203-9000-43321	05/25/2025 pziemer TELEPHONE	06/12/2025	49.93 49.93	0.00	Paid	Y 06/12/2025
X06032025/HR 88529	AT&T MOBILITY ACCT 287292136423 HR PHONE 101-1400-43321	05/25/2025 pziemer TELEPHONE	06/12/2025	49.93 49.93	0.00	Paid	Y 06/12/2025
X06032025/ADM 88530	AT&T MOBILITY ACCT 287292136423 ADMIN PHONES 101-1400-43321	05/25/2025 pziemer TELEPHONE	06/12/2025	99.86 99.86	0.00	Paid	Y 06/12/2025
X06032025/CDD 88531	AT&T MOBILITY ACCT 287292136423 COM DEV PHONES 101-2400-43321	05/25/2025 pziemer TELEPHONE	06/12/2025	149.79 149.79	0.00	Paid	Y 06/12/2025
X06032025/ENG 88532	AT&T MOBILITY ACCT 287292136423 ENG PHONES 101-1700-43321 238-3160-43321 238-0000-13200	05/25/2025 pziemer TELEPHONE TELEPHONE DUE FROM OTHER GOVTS	06/12/2025	359.29 276.18 41.56 41.55	0.00	Paid	Y 06/12/2025
X06032025/IT 88533	AT&T MOBILITY ACCT 287292136423 IT PHONES 4/26-5/25 101-1800-43321	05/25/2025 pziemer TELEPHONE	06/12/2025	119.86 119.86	0.00	Paid	Y 06/12/2025
X06032025/PKS 88534	AT&T MOBILITY ACCT 287292136423 PARKS PHONES 230-5200-43321 230-5204-42210	05/25/2025 pziemer TELEPHONE OPERATING SUPPLIES	06/12/2025	244.08 167.62 76.46	0.00	Paid	Y 06/12/2025

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
X06032025/STRTS							
88535	AT&T MOBILITY	05/25/2025	06/12/2025	209.50	0.00	Paid	Y
	ACCT 287292136423 STREETS PHONES	pziemer					06/12/2025
	235-3100-43321 TELEPHONE			88.16			
	237-3190-43321 TELEPHONE			121.34			
	Total for vendor 2740 - AT&T MOBILITY:			3,758.37	0.00		
Vendor 2684 - BRAINERD PARKS & RECREATION:							
6/2/25							
88428	BRAINERD PARKS & RECREATION	06/03/2025	06/03/2025	75.00	0.00	Paid	Y
	JAYCEE CONCESSION CHANGE FUND	pziemer					06/03/2025
	230-0000-10300 CHANGE FUND			75.00			
6/12/25							
88618	BRAINERD PARKS & RECREATION	06/12/2025	06/13/2025	75.00	0.00	Paid	Y
	ADDTL CONCESSION CHANGE FUNDS	pziemer					06/13/2025
	230-0000-10300 CHANGE FUND			75.00			
	Total for vendor 2684 - BRAINERD PARKS & RECREATION:			150.00	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
INV22561							
88484	BRAINERD PUBLIC UTILITIES	05/09/2025	06/26/2025	19,802.00	0.00	Paid	Y
	JAYCEES PARK 15TH & ROSEWOOD - SOCCE	pziemer					06/26/2025
	400-9050-45530 CAPITAL - OTHER			19,802.00			
MAY 25/LIB							
88676	BRAINERD PUBLIC UTILITIES	06/16/2025	06/26/2025	1,904.62	0.00	Paid	Y
	4/24/25-5/24/25 LIBRARY UTILITIES	pziemer					06/26/2025
	211-5500-43381 BPU UTILITIES			1,904.62			
MAY 25/FD							
88677	BRAINERD PUBLIC UTILITIES	06/16/2025	06/26/2025	1,933.78	0.00	Paid	Y
	4/24/25-5/24/25 FIRE DEPT UTILITIES	pziemer					06/26/2025
	225-2220-43381 BPU UTILITIES			1,933.78			
MAY 25/PD							
88678	BRAINERD PUBLIC UTILITIES	06/16/2025	06/26/2025	4,549.04	0.00	Paid	Y
	4/24/25-5/24/25 POLICE DEPT UTILITIES	pziemer					06/26/2025
	225-2120-43381 BPU UTILITIES			4,549.04			
MAY 25/STRTS							
88679	BRAINERD PUBLIC UTILITIES	06/16/2025	06/26/2025	23,810.21	0.00	Paid	Y
	4/24/25-5/24/25 STREET DEPT UTILITIES	pziemer					06/26/2025
	235-3100-43381 BPU UTILITIES			23,169.76			
	230-5200-43381 BPU UTILITIES			640.45			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
MAY 25/CITY							
88680	BRAINERD PUBLIC UTILITIES	06/16/2025	06/26/2025	2,544.14	0.00	Paid	Y
	4/24/25-5/24/25 CITY UTILITIES	pziemer					06/26/2025
	101-1940-43381	BPU UTILITIES		237.72			
	101-9200-43381	BPU UTILITIES		2,216.44			
	236-3180-43381	BPU UTILITIES		37.50			
	401-1003-43380	UTILITIES		52.48			
MAY 25/PARKS							
88716	BRAINERD PUBLIC UTILITIES	06/16/2025	06/26/2025	12,403.06	0.00	Paid	Y
	4/24/25-5/24/25 PARKS UTILITIES	pziemer					06/26/2025
	230-5200-43381	BPU UTILITIES		11,892.05			
	230-5280-43380	UTILITIES		511.01			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			66,946.85	0.00		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/MAY25/CH							
88453	CENTERPOINT ENERGY	05/22/2025	06/12/2025	395.02	0.00	Paid	Y
	4/15/25-5/14/25 CITY HALL/ANNEX UTILITIES	pziemer					06/12/2025
	101-1940-43380	UTILITIES		279.69			
	101-1940-43380	UTILITIES		115.33			
92166-0/MAY25/STRTS							
88454	CENTERPOINT ENERGY	05/22/2025	06/12/2025	370.47	0.00	Paid	Y
	4/15/25-5/14/25 STREET DEPT UTILITIES	pziemer					06/12/2025
	235-3100-43380	UTILITIES		370.47			
92166-0/MAY25/PKS							
88455	CENTERPOINT ENERGY	05/22/2025	06/12/2025	370.46	0.00	Paid	Y
	4/15/25-5/14/25 PARKS UTILITIES	pziemer					06/12/2025
	230-5200-43380	UTILITIES		370.46			
92166-0/MAY25/FD							
88456	CENTERPOINT ENERGY	05/22/2025	06/12/2025	196.23	0.00	Paid	Y
	4/15/25-5/14/25 FIRE DEPT UTILITIES	pziemer					06/12/2025
	225-2220-43380	UTILITIES		89.01			
	225-2220-43380	UTILITIES		107.22			
92166-0/MAY25/PD							
88457	CENTERPOINT ENERGY	05/22/2025	06/12/2025	57.67	0.00	Paid	Y
	4/15/25-5/14/25 POLICE DEPT UTILITIES	pziemer					06/12/2025
	225-2120-43380	UTILITIES		57.67			
92166-0/MAY25/LIB							
88458	CENTERPOINT ENERGY	05/22/2025	06/12/2025	1,011.18	0.00	Paid	Y
	4/15/25-5/14/25 LIBRARY UTILITIES	pziemer					06/12/2025
	211-5500-43380	UTILITIES		1,011.18			
	Total for vendor 0307 - CENTERPOINT ENERGY:			2,401.03	0.00		

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 1343 - CHARTER COMMUNICATIONS:							
175587701052125							
88493	CHARTER COMMUNICATIONS	05/21/2025	06/12/2025	46.51	0.00	Paid	Y
	BUSINESS TV	pziemer					06/12/2025
	225-2120-43380	UTILITIES		46.51			
138389901060725							
88640	CHARTER COMMUNICATIONS	06/07/2025	06/18/2025	120.00	0.00	Paid	Y
	REDUNDANT INTERNET 6/12-7/11/25	pziemer					06/18/2025
	101-1800-43321	TELEPHONE		120.00			
	Total for vendor 1343 - CHARTER COMMUNICATIONS:			166.51	0.00		
Vendor 0125 - CTC - 446126:							
21603157/AIR							
88631	CTC - 446126	06/12/2025	06/18/2025	141.63	0.00	Paid	Y
	6/12-7/11 AIRPORT SPEC. CIRCUIT	pziemer					06/18/2025
	260-9020-43321	TELEPHONE		141.63			
21603157/IT							
88632	CTC - 446126	06/12/2025	06/18/2025	464.75	0.00	Paid	Y
	IT PHONES/INTERNET 6/12-7/11/25	pziemer					06/18/2025
	101-1800-43321	TELEPHONE		464.75			
21603157/PKS							
88633	CTC - 446126	06/12/2025	06/18/2025	320.81	0.00	Paid	Y
	6/12-7/11 PARKS PHONES/INTERNET	pziemer					06/18/2025
	230-5200-43321	TELEPHONE		320.81			
21603157/CH							
88634	CTC - 446126	06/12/2025	06/18/2025	54.54	0.00	Paid	Y
	6/12-7/11 CITY HALL INTERNET/PHONES	pziemer					06/18/2025
	101-1940-43321	TELEPHONE		54.54			
21603157/FD							
88635	CTC - 446126	06/12/2025	06/18/2025	100.00	0.00	Paid	Y
	6/12-7/11 FIRE DEPT PHONES/INTERNET	pziemer					06/18/2025
	225-2220-43321	TELEPHONE		100.00			
21603157/PD							
88636	CTC - 446126	06/12/2025	06/18/2025	145.53	0.00	Paid	Y
	6/12-7/11 POLICE DEPT PHONES/INTERNE	pziemer					06/18/2025
	225-2120-43321	TELEPHONE		95.53			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		50.00			
21603157/STRTS							
88637	CTC - 446126	06/12/2025	06/18/2025	95.81	0.00	Paid	Y
	6/12-7/11 STREET DEPT PHONES/INTERNE	pziemer					06/18/2025
	235-3100-43321	TELEPHONE		95.81			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
21595860 88638	CTC - 446126 6/12-7/11 AIRPORT PHONE/INTERNET 260-9020-43321	06/12/2025 pziemer	06/18/2025	627.15 627.15	0.00	Paid	Y 06/18/2025
21603530 88639	CTC - 446126 6/12-7/11 CAMPGROUND INTERNET/WIFI 230-5280-43321	06/12/2025 pziemer	06/18/2025	150.35 150.35	0.00	Paid	Y 06/18/2025
Total for vendor 0125 - CTC - 446126:				2,100.57	0.00		
Vendor 1381 - DECHANTAL EXCAVATING LLC:							
23:11 FINAL 88486	DECHANTAL EXCAVATING LLC O STREET OUTFALL - FINAL PAYMENT 401-9030-45530-23:11	05/22/2025 pziemer	06/12/2025	2,891.52 2,891.52	0.00	Paid	Y 06/12/2025
Total for vendor 1381 - DECHANTAL EXCAVATING LLC:				2,891.52	0.00		

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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						
# of Invoices:	37	# Due:	0	Totals:	78,414.85	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					78,414.85	0.00	

--- TOTALS BY GL DISTRIBUTION ---

101-1400-43321	TELEPHONE	149.79
101-1700-43321	TELEPHONE	276.18
101-1800-43309	COMPUTER SUPPORT	64.86
101-1800-43321	TELEPHONE	704.61
101-1940-43321	TELEPHONE	54.54
101-1940-43380	UTILITIES	395.02
101-1940-43381	BPU UTILITIES	237.72
101-2400-43321	TELEPHONE	149.79
101-9200-43381	BPU UTILITIES	2,216.44
203-9000-43321	TELEPHONE	49.93
211-5500-43380	UTILITIES	1,011.18
211-5500-43381	BPU UTILITIES	1,904.62
225-2120-43309	COMPUTER TECHNICAL SUPPORT	776.37
225-2120-43321	TELEPHONE	1,436.36
225-2120-43380	UTILITIES	104.18
225-2120-43381	BPU UTILITIES	4,549.04
225-2220-43321	TELEPHONE	444.07
225-2220-43380	UTILITIES	196.23
225-2220-43381	BPU UTILITIES	1,933.78
230-0000-10300	CHANGE FUND	150.00
230-5200-43321	TELEPHONE	488.43
230-5200-43380	UTILITIES	370.46
230-5200-43381	BPU UTILITIES	12,532.50
230-5204-42210	OPERATING SUPPLIES	76.46
230-5280-43321	TELEPHONE	150.35
230-5280-43380	UTILITIES	511.01
235-3100-43321	TELEPHONE	183.97
235-3100-43380	UTILITIES	370.47
235-3100-43381	BPU UTILITIES	23,169.76
236-3180-43381	BPU UTILITIES	37.50
237-3190-43321	TELEPHONE	121.34
238-0000-13200	DUE FROM OTHER GOVTS	41.55
238-3160-43321	TELEPHONE	41.56
260-9020-43321	TELEPHONE	768.78
400-9050-45530	CAPITAL - OTHER	19,802.00
401-1003-43380	UTILITIES	52.48
401-9030-45530-23:11	CAPITAL-PYMTS TO CONTRACTS	2,891.52

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Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			4,248.95	0.00		
	203 - TRANSIT FUND			49.93	0.00		
	211 - LIBRARY FUND			2,915.80	0.00		
	225 - PUBLIC SAFETY FUND			9,440.03	0.00		
	230 - PARK & RECREATION FUND			14,279.21	0.00		
	235 - STREET & SEWER FUND			23,724.20	0.00		
	236 - PARKING LOT FUND			37.50	0.00		
	237 - SANITARY SEWER FUND			121.34	0.00		
	238 - STORM SEWER FUND			83.11	0.00		
	260 - AIRPORT FUND			768.78	0.00		
	400 - CAPITAL PROJECTS FUND			19,802.00	0.00		
	401 - CONSTRUCTION FUND			2,944.00	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			191.55	0.00		
	1003 - 10:03 DWNTWN MAIN CNTRACT			52.48	0.00		
	1400 - ADMINISTRATION			149.79	0.00		
	1700 - ENGINEERING			276.18	0.00		
	1800 - IT/GIS			769.47	0.00		
	1940 - CITY HALL			687.28	0.00		
	2120 - POLICE DEPARTMENT			6,865.95	0.00		
	2220 - FIRE DEPARTMENT			2,574.08	0.00		
	2400 - COMMUNITY DEVL/INSPECTION			149.79	0.00		
	3100 - S & S MAINTENANCE			23,724.20	0.00		
	3160 - STORM SEWER EXPENSE			41.56	0.00		
	3180 - PARKING LOTS EXPENSE			37.50	0.00		
	3190 - SANITARY SEWER EXPENSE			121.34	0.00		
	5200 - PARK MAIN/ADMINISTRATION			13,391.39	0.00		
	5204 - CONCESSIONS			76.46	0.00		
	5280 - CAMPGROUND			661.36	0.00		
	5500 - LIBRARY-BUDGETED			2,915.80	0.00		
	9000 - TRANSIT FUND			49.93	0.00		
	9020 - AIRPORT M & O			768.78	0.00		
	9030 - CONSTRUCTION PROJ-MISC			2,891.52	0.00		
	9050 - CAPITAL PROJECTS-MISC			19,802.00	0.00		
	9200 - CITY-WIDE			2,216.44	0.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 0011 - ACE HARDWARE:							
333530/1							
88979	ACE HARDWARE	07/03/2025	07/23/2025	11.96	11.96	Open	N
	KEY X4	pziemer					07/23/2025
230-5200-42220	REPAIR & MAINT			11.96			
333557/1							
88990	ACE HARDWARE	07/07/2025	07/23/2025	(8.97)	(8.97)	Open	N
	RETURN - KEYS X3	pziemer					07/23/2025
230-5200-42220	REPAIR & MAINT			(8.97)			
333585/1							
88995	ACE HARDWARE	07/08/2025	07/23/2025	17.97	17.97	Open	N
	SPRAYPAINT - VANDALISM REPAIR	pziemer					07/23/2025
230-5200-42220	REPAIR & MAINT			17.97			
333657/1							
89003	ACE HARDWARE	07/10/2025	07/23/2025	8.99	8.99	Open	N
	CONSTRUCTION MARKERS - WRIGHT STREET	pziemer					07/23/2025
401-9030-43430	MISCELLANEOUS			8.99			
333668/1							
89005	ACE HARDWARE	07/10/2025	07/23/2025	48.36	48.36	Open	N
	BATTERIES - CH SOAP DISPENSERS	pziemer					07/23/2025
101-1940-42220	REPAIR & MAINT			48.36			
333685/1							
89008	ACE HARDWARE	07/10/2025	07/23/2025	11.69	11.69	Open	N
	BULBS	pziemer					07/23/2025
230-5200-42220	REPAIR & MAINT			11.69			
333694/1							
89017	ACE HARDWARE	07/11/2025	07/23/2025	16.19	16.19	Open	N
	VAC TRUCK BLACK TUBING	pziemer					07/23/2025
237-3190-42220	REPAIR & MAINT			16.19			
333710/1							
89018	ACE HARDWARE	07/11/2025	07/23/2025	7.19	7.19	Open	N
	SQUAD WASH SUPPLIES	pziemer					07/23/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			7.19			
333804/1							
89058	ACE HARDWARE	07/15/2025	07/23/2025	61.10	61.10	Open	N
	WASP/BUG SPRAY	pziemer					07/23/2025
230-5200-42220	REPAIR & MAINT			61.10			
Total for vendor 0011 - ACE HARDWARE:				174.48	174.48		

Vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:

6574518485349

88976	ADVANCE AUTO PARTS - FINANCIAL SVCS	07/03/2025	07/23/2025	30.41	30.41	Open	N
	TRUCK 107 OIL AND AIR FILTERS	pziemer					07/23/2025

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
237-3190-42220	REPAIR & MAINT			30.41			
6574519185516							
88977	ADVANCE AUTO PARTS - FINANCIAL SVCS	07/10/2025	07/23/2025	8.00	8.00	Open	N
	TRUCK 160 OIL FILTERS	pziemer					07/23/2025
235-3100-42220	REPAIR & MAINT			8.00			
Total for vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:				38.41	38.41		

Vendor 2670 - AMERICAN STEEL SUPPLY INC:

126476							
89063	AMERICAN STEEL SUPPLY INC	07/11/2025	07/23/2025	1,184.00	1,184.00	Open	N
	CAMPGROUND CONSTRUCTION	pziemer					07/23/2025
230-5280-42220	REPAIR & MAINT			1,184.00			
Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:				1,184.00	1,184.00		

Vendor 3343 - ARROW MANAGEMENT - ZACH MCKAY:

34720							
89044	ARROW MANAGEMENT - ZACH MCKAY	07/15/2025	07/23/2025	400.00	400.00	Open	N
	ABATEMENTS X5: MOWING	pziemer					07/23/2025
101-2400-43405	NUISANCES			400.00			
Total for vendor 3343 - ARROW MANAGEMENT - ZACH MCKAY:				400.00	400.00		

Vendor 0745 - BATTERIES PLUS:

P83888592							
88955	BATTERIES PLUS	07/10/2025	07/23/2025	16.00	16.00	Open	N
	RECYCLE BATTERIES - ENG	pziemer					07/23/2025
401-9030-43430	MISCELLANEOUS			16.00			
Total for vendor 0745 - BATTERIES PLUS:				16.00	16.00		

Vendor 3120 - BOLTON & MENK:

0367131							
89007	BOLTON & MENK	06/30/2025	07/23/2025	5,494.50	5,494.50	Open	N
	23:16 S. BRD RESURFACING 5/10-6/6	pziemer					07/23/2025
401-9030-43300-23:16	PROFESSIONAL SERVICES			5,494.50			
Total for vendor 3120 - BOLTON & MENK:				5,494.50	5,494.50		

Vendor 0296 - BRAINERD PUBLIC UTILITIES:

JULY 2025 COBRA							
89041	BRAINERD PUBLIC UTILITIES	07/15/2025	07/23/2025	80.08	80.08	Open	N
	REMIT JUL 25 COBRA	pziemer					07/23/2025
101-0000-20850	DUE TO COMPONENT UNIT			80.08			
7/14/25							
89065	BRAINERD PUBLIC UTILITIES	07/16/2025	07/23/2025	122,142.03	122,142.03	Open	N
	REMIT LOST THRU 7/14/25	pziemer					07/23/2025

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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						
251-9360-43467	REMIT LOCAL SALES TAX COLLECT			122,142.03			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			122,222.11	122,222.11		
Vendor 4209 - CALLTOWER:							
202633009							
88978	CALLTOWER	07/01/2025	07/23/2025	347.76	347.76	Open	N
	CALLTOWER 7/1/25-7/31/25	pziemer					07/23/2025
101-1800-43321	TELEPHONE			347.76			
	Total for vendor 4209 - CALLTOWER:			347.76	347.76		
Vendor 1343 - CHARTER COMMUNICATIONS:							
138389901070725							
89040	CHARTER COMMUNICATIONS	07/07/2025	07/23/2025	120.00	120.00	Open	N
	REDUNDANT INTERNET 7/12-8/11/25	pziemer					07/23/2025
101-1800-43321	TELEPHONE			120.00			
	Total for vendor 1343 - CHARTER COMMUNICATIONS:			120.00	120.00		
Vendor 4269 - COLUMN SOFTWARE:							
425BB603-0130							
88962	COLUMN SOFTWARE	06/30/2025	07/23/2025	186.16	186.16	Open	N
	2024 SUMMARY FINANCIAL REPORT	pziemer					07/23/2025
101-9200-43350	LEGAL PUBLICATIONS			186.16			
425BB603-0131							
88963	COLUMN SOFTWARE	07/01/2025	07/23/2025	48.72	48.72	Open	N
	NOH: CUP/VARIANCE 23 LAUREL ST	pziemer					07/23/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			48.72			
425BB603-0132							
88964	COLUMN SOFTWARE	07/01/2025	07/23/2025	51.03	51.03	Open	N
	NOH: CUP NW 3RD STREET 7-5-25	pziemer					07/23/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			51.03			
425BB603-0133							
88965	COLUMN SOFTWARE	07/01/2025	07/23/2025	31.03	31.03	Open	N
	NOH: ALLOWED USE TABLE	pziemer					07/23/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			31.03			
425BB603-0134							
88966	COLUMN SOFTWARE	07/01/2025	07/23/2025	47.51	47.51	Open	N
	NOH: VARIANCE - RIVERSIDE FENCE	pziemer					07/23/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			47.51			
425BB603-0135							
88967	COLUMN SOFTWARE	07/01/2025	07/23/2025	49.93	49.93	Open	N
	NOH: IUP 1123 15TH AVE	pziemer					07/23/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			49.93			
	Total for vendor 4269 - COLUMN SOFTWARE:			414.38	414.38		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0122 - COMMUNITY ACTION:							
JULY 2025							
89972	COMMUNITY ACTION JUL 25 LEVY PAYMENT	07/09/2025 pziemer	07/23/2025	8,698.73	8,698.73	Open	N 07/23/2025
101-9200-43460	REMIT COMMUNITY ACTION LEVY			8,698.73			
Total for vendor 0122 - COMMUNITY ACTION:				8,698.73	8,698.73		
Vendor 0125 - CTC - 446126:							
21630168							
89025	CTC - 446126 7/12-8/11 CAMPGROUND INTERNET/WIFI	07/12/2025 pziemer	07/23/2025	150.35	150.35	Open	N 07/23/2025
230-5280-43321	TELEPHONE			150.35			
21625133/AIR							
89026	CTC - 446126 7/12-8/11 AIRPORT SPECIAL CIRCUIT	07/12/2025 pziemer	07/23/2025	141.63	141.63	Open	N 07/23/2025
260-9020-43321	TELEPHONE			141.63			
21625133/IT							
89027	CTC - 446126 7/12-8/11 IT PHONES/INTERNET	07/12/2025 pziemer	07/23/2025	464.75	464.75	Open	N 07/23/2025
101-1800-43321	TELEPHONE			464.75			
21625133/PKS							
89028	CTC - 446126 7/12-8/11 PARKS PHONE/INTERNET	07/12/2025 pziemer	07/23/2025	320.81	320.81	Open	N 07/23/2025
230-5200-43321	TELEPHONE			320.81			
21625133/CH							
89029	CTC - 446126 7/12-8/11 CITY HALL PHONES/INTERNET	07/12/2025 pziemer	07/23/2025	54.48	54.48	Open	N 07/23/2025
101-1940-43321	TELEPHONE			54.48			
21625133/FD							
89030	CTC - 446126 7/12-8/11 FIRE DEPT PHONES/INTERNET	07/12/2025 pziemer	07/23/2025	100.00	100.00	Open	N 07/23/2025
225-2220-43321	TELEPHONE			100.00			
21625133/PD							
89031	CTC - 446126 7/12-8/11 POLICE DEPT PHONES	07/12/2025 pziemer	07/23/2025	145.23	145.23	Open	N 07/23/2025
225-2120-43321	TELEPHONE			95.23			
225-2120-43309	COMPUTER TECHNICAL SUPPORT			50.00			
21625133/STRTS							
89032	CTC - 446126 7/12-8/11 STREET DEPT PHONES/INTERNE	07/12/2025 pziemer	07/23/2025	95.81	95.81	Open	N 07/23/2025
235-3100-43321	TELEPHONE			95.81			
Total for vendor 0125 - CTC - 446126:				1,473.06	1,473.06		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 0900 - CUB FOODS - BRAINERD:							
TRX 191763							
89045	CUB FOODS - BRAINERD	06/06/2025	07/23/2025	36.87	36.87	Open	N
	CONCESSIONS - DISHSOAP X3	pziemer					07/23/2025
230-5200-42210	OPERATING SUPPLIES			36.87			
TRX 192505							
89046	CUB FOODS - BRAINERD	06/11/2025	07/23/2025	4.99	4.99	Open	N
	ICE	pziemer					07/23/2025
230-5200-42209	SAFETY EQUIPMENT SUPPLIES			4.99			
TRX 190321							
89047	CUB FOODS - BRAINERD	06/12/2025	07/23/2025	14.97	14.97	Open	N
	CONCESSIONS - WATER	pziemer					07/23/2025
230-5204-42210	OPERATING SUPPLIES			14.97			
TRX 193045							
89048	CUB FOODS - BRAINERD	06/13/2025	07/23/2025	10.47	10.47	Open	N
	CONCESSIONS - WATER	pziemer					07/23/2025
230-5204-42210	OPERATING SUPPLIES			10.47			
TRX 202702							
89049	CUB FOODS - BRAINERD	07/09/2025	07/23/2025	9.99	9.99	Open	N
	CONCESSIONS - PAPER TOWELS	pziemer					07/23/2025
230-5200-42210	OPERATING SUPPLIES			9.99			
Total for vendor 0900 - CUB FOODS - BRAINERD:				77.29	77.29		

Vendor 3438 - DAHLHEIMER BEVERAGE:

2497338							
89050	DAHLHEIMER BEVERAGE	06/19/2025	07/23/2025	290.20	290.20	Open	N
	JANITORIAL - LINERS, PAPER, SCREENS	pziemer					07/23/2025
230-5200-42210	OPERATING SUPPLIES			290.20			
2516800							
89064	DAHLHEIMER BEVERAGE	07/10/2025	07/23/2025	566.70	566.70	Open	N
	JANITORIAL - RESTROOMS	pziemer					07/23/2025
230-5200-42210	OPERATING SUPPLIES			566.70			
252390							
89072	DAHLHEIMER BEVERAGE	07/16/2025	07/23/2025	34.00	34.00	Open	N
	TOILET PAPER	pziemer					07/23/2025
211-5500-42220	REPAIR & MAINT			34.00			
Total for vendor 3438 - DAHLHEIMER BEVERAGE:				890.90	890.90		

Vendor 3954 - DALLMAN SIGNS & GRAPHICS:

1012							
89019	DALLMAN SIGNS & GRAPHICS	07/09/2025	07/23/2025	1,247.73	1,247.73	Open	N
	416 NEW SQUAD BUILD	pziemer					07/23/2025
400-2120-45500	POLICE CAPITAL OUTLAY			1,247.73			
Total for vendor 3954 - DALLMAN SIGNS & GRAPHICS:				1,247.73	1,247.73		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 1381 - DECHANTAL EXCAVATING LLC:							
ARPA FINAL							
89002	DECHANTAL EXCAVATING LLC PARKS ARPA - FINAL	07/03/2025 pziemer	07/23/2025	30,540.43	30,540.43	Open	N 07/23/2025
400-9050-45530	CAPITAL - OTHER			30,540.43			
22:08 - FINAL							
89020	DECHANTAL EXCAVATING LLC 22:08 S BRAINERD RECONSTRUCTION	06/27/2025 pziemer	07/23/2025	36,575.51	36,575.51	Open	N 07/23/2025
401-9030-45530-22:08	CAPITAL-PYMTS TO CONTRACTS			36,575.51			
4932 - FINAL							
89038	DECHANTAL EXCAVATING LLC SE 15TH/QUINCE ALLEY REPAIR - FINAL	06/15/2025 pziemer	07/23/2025	25,859.47	25,859.47	Open	N 07/23/2025
401-9030-45530-25:04	CAPITAL-PYMTS TO CONTRACTS			25,859.47			
Total for vendor 1381 - DECHANTAL EXCAVATING LLC:				92,975.41	92,975.41		
Vendor 1573 - DELL MARKETING LP:							
10824405477							
89009	DELL MARKETING LP DELL LAPTOPS - COUNCIL - QTY 8	07/07/2025 pziemer	07/23/2025	6,132.48	6,132.48	Open	N 07/23/2025
400-9050-45530	CAPITAL - OTHER			6,132.48			
Total for vendor 1573 - DELL MARKETING LP:				6,132.48	6,132.48		
Vendor 2804 - DH ATHLETICS LLC:							
1158							
88994	DH ATHLETICS LLC QTY 2 PALLETS CHALK	06/01/2025 pziemer	07/23/2025	1,540.00	1,540.00	Open	N 07/23/2025
230-5200-42220	REPAIR & MAINT			1,540.00			
Total for vendor 2804 - DH ATHLETICS LLC:				1,540.00	1,540.00		
Vendor 4375 - DSC COMMUNICATIONS:							
2507034							
89068	DSC COMMUNICATIONS PROGRAM RADIOS X2	07/07/2025 pziemer	07/23/2025	130.00	130.00	Open	N 07/23/2025
404-9055-45580	CAPITAL - RADIOS & PAGERS			130.00			
Total for vendor 4375 - DSC COMMUNICATIONS:				130.00	130.00		
Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:							
FBN5379421/CDD							
88956	ENTERPRISE FM TRUST - ATTN: BILLING JUL 25 CDD VEHICLE LEASES	07/03/2025 pziemer	07/23/2025	845.63	845.63	Open	N 07/23/2025
101-2400-43331	LEASE EXPENSE			845.63			

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution GRANT						
FBN5379421/ENG							
88957	ENTERPRISE FM TRUST - ATTN: BILLING	07/03/2025	07/23/2025	3,157.72	3,157.72	Open	N
	JUL 25 ENG DEPT VEHICLE LEASES	pziemer					07/23/2025
	101-1700-43331 LEASE PAYMENTS			2,302.43			
	238-3160-43331 LEASE PAYMENTS			855.29			
FBN5379421/FD							
88958	ENTERPRISE FM TRUST - ATTN: BILLING	07/03/2025	07/23/2025	1,833.36	1,833.36	Open	N
	JUL 25 FIRE DEPT VEHICLES	pziemer					07/23/2025
	225-2220-43331 LEASED PAYMENTS			1,833.36			
FBN5379421/PD							
88959	ENTERPRISE FM TRUST - ATTN: BILLING	07/03/2025	07/23/2025	21,758.67	21,758.67	Open	N
	JUL 25 POLICE DEPT VEHICLES	pziemer					07/23/2025
	225-2120-43331 LEASED PAYMENTS			21,758.67			
FBN5379421/PKS							
88960	ENTERPRISE FM TRUST - ATTN: BILLING	07/03/2025	07/23/2025	6,232.15	6,232.15	Open	N
	JUL 25 PARKS VEHICLE LEASES	pziemer					07/23/2025
	230-5200-43331 LEASE PAYMENTS			6,232.15			
FBN5379421/STRTS							
88961	ENTERPRISE FM TRUST - ATTN: BILLING	07/03/2025	07/23/2025	6,848.28	6,848.28	Open	N
	JUL 25 STREET DEPT VEHICLES	pziemer					07/23/2025
	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:			40,675.81	40,675.81		

Vendor 3480 - FALLS FLAG SOURCE:

27629							
89069	FALLS FLAG SOURCE	07/07/2025	07/23/2025	75.00	75.00	Open	N
	FLAG	pziemer					07/23/2025
	225-2220-42210 OPERATING SUPPLIES			75.00			
	Total for vendor 3480 - FALLS FLAG SOURCE:			75.00	75.00		

Vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:

2109:015480							
89051	FIRST CHOICE FOOD & BEVERAGE	07/09/2025	07/23/2025	152.64	152.64	Open	N
	CONCESSIONS - BEVERAGES	pziemer					07/23/2025
	230-5204-42210 OPERATING SUPPLIES			152.64			
	Total for vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:			152.64	152.64		

Vendor 0769 - HYTEC CONSTRUCTION INC:

15189							
89035	HYTEC CONSTRUCTION INC	06/30/2025	07/23/2025	62,745.78	62,745.78	Open	N
	BRD LIB EXTERIOR - PAY REQ 1	pziemer					07/23/2025
	400-9050-45500 FACILITIES CAPITAL OUTLAY			62,745.78			
	Total for vendor 0769 - HYTEC CONSTRUCTION INC:			62,745.78	62,745.78		

07/16/2025 03:55 PM

User: pziemer

DB: Brainerd

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Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:							
45514 89067	INDEPENDENT TESTING TECHNOLOGIES 23-16 CONCRETE TESTING	07/15/2025 pziemer	07/23/2025	720.00	720.00	Open	N 07/23/2025
401-9030-43300-23:16	PROFESSIONAL SERVICES			720.00			
Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:				720.00	720.00		
Vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:							
5/20/25 89066	ISD #181 BRAINERD PUBLIC SCHOOLS COMMUNITY ED SUMMER GUIDE	05/20/2025 pziemer	07/23/2025	337.50	337.50	Open	N 07/23/2025
211-5501-43430	MISC - SPECIFIED DONATION USE			337.50			
Total for vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:				337.50	337.50		
Vendor 4425 - JM OPERATIONS LLC:							
7/7/25 89054	JM OPERATIONS LLC TREE REMOVALS 1804 S 8TH	07/07/2025 pziemer	07/23/2025	3,800.00	3,800.00	Open	N 07/23/2025
235-3100-43300	DNR - USD:PROFESSIONAL SERVICES			3,800.00			
Total for vendor 4425 - JM OPERATIONS LLC:				3,800.00	3,800.00		
Vendor 2396 - KNIFE RIVER:							
23-16 PAY REQ 1 89057	KNIFE RIVER 23:16 S. BRAINERD PAY REQ 1 - AND CH	07/14/2025 pziemer	07/23/2025	616,603.30	616,603.30	Open	N 07/23/2025
401-9030-45530-23:16	CAPITAL-PYMTS TO CONTRACTS			616,603.30			
Total for vendor 2396 - KNIFE RIVER:				616,603.30	616,603.30		
Vendor 0313 - LAKES AREA SENIOR CENTER:							
JULY 2025 88973	LAKES AREA SENIOR CENTER JUL 25 LEVY PAYMENT	07/09/2025 pziemer	07/23/2025	8,698.73	8,698.73	Open	N 07/23/2025
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:							
39339 89039	LAMS INC POLICE DEPT FLOOR MATS	07/15/2025 pziemer	07/23/2025	58.88	58.88	Open	N 07/23/2025
225-2120-43300	PROFESSIONAL SERVICES			58.88			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
39236							
89055	LAMS INC	07/15/2025	07/23/2025	48.64	48.64	Open	N
	CITY HALL FLOOR MATS	pziemer					07/23/2025
	101-1940-43410 RENTAL EXPENSE			48.64			
	Total for vendor 3469 - LAMS INC:			107.52	107.52		

Vendor 1753 - MARCO - NW 7128:

INV13765485

88077	MARCO - NW 7128	04/17/2025	07/23/2025	6,624.00	6,624.00	Open	N
	CISCO DUO 9/25/25-9/26/26	pziemer					07/23/2025
	Total for vendor 1753 - MARCO - NW 7128:			6,624.00	6,624.00		

Vendor 0243 - MARCO FINANCING:

559663380

89043	MARCO FINANCING	07/08/2025	07/23/2025	801.96	801.96	Open	N
	COPIER LEASE	pziemer					07/23/2025
	225-2120-43331 LEASED PAYMENTS			801.96			
559663711							
89056	MARCO FINANCING	07/08/2025	07/23/2025	1,308.17	1,308.17	Open	N
	COPIER 3RD FLOOR 8/1/25-11/1/25	pziemer					07/23/2025
	101-1800-43331 LEASE PAYMENTS			1,308.17			
	Total for vendor 0243 - MARCO FINANCING:			2,110.13	2,110.13		

Vendor 2392 - MENARDS:

48659

88989	MENARDS	07/02/2025	07/23/2025	562.50	562.50	Open	N
	MULCH - SE RESURFACING PROJECT	pziemer					07/23/2025
	401-9030-43430-25:10 MISCELLANEOUS			562.50			
49192							
89004	MENARDS	07/09/2025	07/23/2025	73.97	73.97	Open	N
	CROSSWALK SAND	pziemer					07/23/2025
	235-3170-42210 OPERATING SUPPLIES			73.97			
49280							
89024	MENARDS	07/10/2025	07/23/2025	51.91	51.91	Open	N
	CONSTRUCTION STAKES	pziemer					07/23/2025
	401-9030-43430 MISCELLANEOUS			51.91			
	Total for vendor 2392 - MENARDS:			688.38	688.38		

Vendor 3355 - MILLER TESTING & CONSULTING LLC:

202525

88991	MILLER TESTING & CONSULTING LLC	06/01/2025	07/23/2025	400.00	400.00	Open	N
	1503 PINE - LEAD CLEARANCE INSPECTION	pziemer					07/23/2025

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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					
202-6323-45520	SE BRD - CAPITAL - SINGLE FAM RENTAL			400.00			
202526							
89033	MILLER TESTING & CONSULTING LLC	07/14/2025	07/23/2025	800.00	800.00	Open	N
	LEAD CLEARANCE: 1507 NORWOOD, 906 SE pziemer						07/23/2025
202-6323-45520	SE BRD - CAPITAL - SINGLE FAM RENTAL			400.00			
202-6323-45510	SE BRD - CAPITAL - RESIDENTIAL			400.00			
	Total for vendor 3355 - MILLER TESTING & CONSULTING LLC:			1,200.00	1,200.00		
Vendor 0147 - MINNESOTA SOFTBALL:							
8390							
89059	MINNESOTA SOFTBALL	07/15/2025	07/23/2025	75.00	75.00	Open	N
	QTY 1 UMPIRE REGISTRATION - BURG AU pziemer						07/23/2025
230-5215-42210	OPERATING SUPPLIES			75.00			
	Total for vendor 0147 - MINNESOTA SOFTBALL:			75.00	75.00		
Vendor 0270 - MN DEPT LABOR & INDUSTRY:							
2ND QTR 25							
89000	MN DEPT LABOR & INDUSTRY	06/30/2025	07/23/2025	12,541.44	12,541.44	Open	N
	REMIT 2ND QTR SURCHARGE pziemer						07/23/2025
101-0000-21800	SURCHARGE PAYABLE TO STATE			12,541.44			
	Total for vendor 0270 - MN DEPT LABOR & INDUSTRY:			12,541.44	12,541.44		
Vendor 0445 - MN FIRE SERVICE CERTIFICATION BOARD:							
13878							
89034	MN FIRE SERVICE CERTIFICATION BOARD	06/01/2025	07/23/2025	936.00	936.00	Open	N
	QTY 6 EXAM + 2 RETAKE pziemer						07/23/2025
225-2220-43330	PROFESSIONAL DEVELOPMENT			936.00			
	Total for vendor 0445 - MN FIRE SERVICE CERTIFICATION BOARD:			936.00	936.00		
Vendor 0267 - MN POLLUTION CONTROL AGENCY:							
C.LARDY 2025							
89006	MN POLLUTION CONTROL AGENCY	07/01/2025	07/23/2025	23.00	23.00	Open	N
	CLAS SC CERTIFICATION -C.LARDY pziemer						07/23/2025
237-3190-43330	PROFESSIONAL DEVELOPMENT			23.00			
	Total for vendor 0267 - MN POLLUTION CONTROL AGENCY:			23.00	23.00		
Vendor 3168 - MOTORS-N-MORE:							
31192							
88996	MOTORS-N-MORE	07/08/2025	07/23/2025	50.00	50.00	Open	N
	SQD 414 OIL CHANGE/TIRE ROTATE pziemer						07/23/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			50.00			

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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						
31202							
89074	MOTORS-N-MORE	07/16/2025	07/23/2025	50.00	50.00	Open	N
	SQD 413 OIL CHANGE	pziemer					07/23/2025
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		50.00			
		Total for vendor 3168 - MOTORS-N-MORE:		100.00	100.00		

Vendor 0273 - NAPA AUTO PARTS:

8195519							
89042	NAPA AUTO PARTS	07/11/2025	07/23/2025	32.12	32.12	Open	N
	BK SUPPORT	pziemer					07/23/2025
	225-2220-42220	REPAIR & MAINT		32.12			
823078							
89070	NAPA AUTO PARTS	07/11/2025	07/23/2025	32.12	32.12	Open	N
	T20 SUPPORT	pziemer					07/23/2025
	225-2220-42220	REPAIR & MAINT		32.12			
		Total for vendor 0273 - NAPA AUTO PARTS:		64.24	64.24		

Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:

JU01809/CH							
88968	NORTH COUNTRY JANITORIAL & SUPPLY I	07/01/2025	07/23/2025	1,093.00	1,093.00	Open	N
	JUNE 25 CITY HALL JANITORIAL	pziemer					07/23/2025
	101-1940-43300	PROFESSIONAL SERVICES		1,093.00			
JU01809/PD							
88969	NORTH COUNTRY JANITORIAL & SUPPLY I	07/01/2025	07/23/2025	1,077.00	1,077.00	Open	N
	JUN 25 POLICE DEPT JANITORIAL	pziemer					07/23/2025
	225-2120-43300	PROFESSIONAL SERVICES		1,077.00			
JU01809/FD							
88970	NORTH COUNTRY JANITORIAL & SUPPLY I	07/01/2025	07/23/2025	383.00	383.00	Open	N
	JUN 25 FIRE DEPT JANITORIAL	pziemer					07/23/2025
	225-2220-43300	PROFESSIONAL SERVICES		383.00			
JU01809/PW							
88971	NORTH COUNTRY JANITORIAL & SUPPLY I	07/01/2025	07/23/2025	382.00	382.00	Open	N
	UN 25 PW GARAGE JANITORIAL	pziemer					07/23/2025
	235-3100-43300	PROFESSIONAL SERVICES		191.00			
	230-5200-43300	PROFESSIONAL SERVICES		191.00			
		Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:		2,935.00	2,935.00		

Vendor 1153 - NORTHLAND ARBORETUM:

JULY 2025							
88974	NORTHLAND ARBORETUM	07/09/2025	07/23/2025	8,698.73	8,698.73	Open	N
	JUL 25 LEVY PAYMENT	pziemer					07/23/2025
	101-9200-43462	REMIT ARBORETUM LEVY		8,698.73			
		Total for vendor 1153 - NORTHLAND ARBORETUM:		8,698.73	8,698.73		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0736 - NORTHLAND FIRE PROTECTION:							
63898 89001	NORTHLAND FIRE PROTECTION ANNUAL FIRE EXT. SERVICE	06/30/2025 pziemer	07/23/2025	510.10	510.10	Open	N 07/23/2025
230-5200-42220	REPAIR & MAINT			510.10			
Total for vendor 0736 - NORTHLAND FIRE PROTECTION:				510.10	510.10		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							
1647-366802 88997	O'REILLY AUTOMOTIVE STORES INC. SQD TIRE CLEANER	07/03/2025 pziemer	07/23/2025	16.98	16.98	Open	N 07/23/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			16.98			
1647-364166 89053	O'REILLY AUTOMOTIVE STORES INC. WIPER BLADES - PARKS	06/24/2025 pziemer	07/23/2025	28.78	28.78	Open	N 07/23/2025
230-5200-42220	REPAIR & MAINT			28.78			
Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:				45.76	45.76		
Vendor 0561 - PEOPLES SECURITY:							
270109 89023	PEOPLES SECURITY SECURITY MONITORING	06/30/2025 pziemer	07/23/2025	23.99	23.99	Open	N 07/23/2025
211-5500-42220	REPAIR & MAINT			23.99			
Total for vendor 0561 - PEOPLES SECURITY:				23.99	23.99		
Vendor 4419 - ROSALLINIS BRAINERD LLC:							
101 88999	ROSALLINIS BRAINERD LLC CONCESSIONS - PIZZA	07/05/2025 pziemer	07/23/2025	1,221.00	1,221.00	Open	N 07/23/2025
230-5204-42210	OPERATING SUPPLIES			1,221.00			
Total for vendor 4419 - ROSALLINIS BRAINERD LLC:				1,221.00	1,221.00		
Vendor 3768 - SADUSKY RENOVATIONS:							
69 89014	SADUSKY RENOVATIONS PLAN REVIEW JUNE 2025	06/11/2025 pziemer	07/23/2025	2,127.30	2,127.30	Open	N 07/23/2025
101-2400-43300	PROFESSIONAL SERVICES			2,127.30			
70 89073	SADUSKY RENOVATIONS PLAN REVIEW JUL 25	07/16/2025 pziemer	07/23/2025	25,477.79	25,477.79	Open	N 07/23/2025
101-2400-43300	PROFESSIONAL SERVICES			25,477.79			
Total for vendor 3768 - SADUSKY RENOVATIONS:				27,605.09	27,605.09		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 0317 - SHORT ELLIOTT HENDRICKSON:							
490999							
89011	SHORT ELLIOTT HENDRICKSON	07/14/2025	07/23/2025	712.02	712.02	Open	N
	25:11 ENGINEERING ON CALL SERVICES	pziemer					07/23/2025
401-9030-43300-25:11	PROFESSIONAL SERVICES			712.02			
491120							
89012	SHORT ELLIOTT HENDRICKSON	07/10/2025	07/23/2025	808.75	808.75	Open	N
	21:15 BUFFALO HILLS GULLY THRU 6/28/2	pziemer					07/23/2025
401-9030-43330-21:15	PROFESSIONAL DEVELOPMENT			808.75			
490763							
89015	SHORT ELLIOTT HENDRICKSON	07/08/2025	07/23/2025	378.75	378.75	Open	N
	17:12 & 21:13 - E RIVER ROAD SAN/SWR	pziemer					07/23/2025
401-1712-43300	PROFESSIONAL SERVICES			189.37			
401-9030-43300-21:13	PROFESSIONAL SERVICES			189.38			
Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:				1,899.52	1,899.52		
Vendor 4302 - SPACES LLC:							
92891FCB-0006							
89071	SPACES LLC	07/07/2025	07/23/2025	150.00	150.00	Open	N
	PRIVATE OFFICE DAY PASS X3	pziemer					07/23/2025
225-2220-43330	PROFESSIONAL DEVELOPMENT			150.00			
Total for vendor 4302 - SPACES LLC:				150.00	150.00		
Vendor 4185 - SRF CONSULTING GROUP:							
16811.00-23							
89013	SRF CONSULTING GROUP	06/30/2025	07/23/2025	34,078.14	34,078.14	Open	N
	23:05 TH 210 WATERMAIN, SAN/SWR RELO	pziemer					07/23/2025
401-9030-43300-23:05	PROFESSIONAL SERVICES			34,078.14			
Total for vendor 4185 - SRF CONSULTING GROUP:				34,078.14	34,078.14		
Vendor 2589 - STAPLES ADVANTAGE:							
6017540782 - ADJ							
89016	STAPLES ADVANTAGE	06/01/2025	07/23/2025	57.92	57.92	Open	N
	SQD ROOM FLOOR MATS	pziemer					07/23/2025
400-9050-45530	CAPITAL - OTHER			57.92			
Total for vendor 2589 - STAPLES ADVANTAGE:				57.92	57.92		
Vendor 0322 - STREICHERS PROF EQUIP:							
I1770178							
88998	STREICHERS PROF EQUIP	07/01/2025	07/23/2025	197.96	197.96	Open	N
	727 UNIFORM SHIRTS	pziemer					07/23/2025
225-2120-41113	UNIFORM ALLOWANCE			197.96			
Total for vendor 0322 - STREICHERS PROF EQUIP:				197.96	197.96		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 4357 - URBAN COMPANIES LLC:							
24:06 - FINAL 89010	URBAN COMPANIES LLC LAURE ST BRIDGE TURF - FINAL	06/26/2025 pziemer	07/23/2025	744.85	744.85	Open	N 07/23/2025
401-9030-45530-24:06	CAPITAL-PYMTS TO CONTRACTS			744.85			
Total for vendor 4357 - URBAN COMPANIES LLC:				744.85	744.85		
Vendor 0039 - VESTIS:							
2530425039 88975	VESTIS RUGS AND OVERALLS	07/10/2025 pziemer	07/23/2025	65.85	65.85	Open	N 07/23/2025
235-3100-43430	MISCELLANEOUS			65.85			
Total for vendor 0039 - VESTIS:				65.85	65.85		
Vendor 0344 - WASTE PARTNERS INC:							
56X00762 88980	WASTE PARTNERS INC JUN 25 LIBRARY WASTE REMOVAL	06/30/2025 pziemer	07/23/2025	102.83	102.83	Open	N 07/23/2025
211-5500-43380	UTILITIES			102.83			
Total for vendor 0344 - WASTE PARTNERS INC:				102.83	102.83		
Vendor 3914 - WATSON COMPANY:							
150910 89052	WATSON COMPANY CONCESSIONS - CANDY, SEEDS, FROZEN,	07/08/2025 pziemer	07/23/2025	367.32	367.32	Open	N 07/23/2025
230-5204-42210	OPERATING SUPPLIES			367.32			
Total for vendor 3914 - WATSON COMPANY:				367.32	367.32		
Vendor 3199 - WEX BANK:							
105709632/TRANSIT 88981*	WEX BANK JUNE 2025 TRANSIT FUEL	06/30/2025 pziemer	07/23/2025	6,627.93	6,627.93	Open	N 07/23/2025
203-9000-42212	MOTOR FUELS			6,675.27			
203-9000-42212	MOTOR FUELS			(47.34)			
105709632/CDD 88982	WEX BANK JUNE 2025 CDD FUEL	06/30/2025 pziemer	07/23/2025	107.79	107.79	Open	N 07/23/2025
101-2400-42212	MOTOR FUELS			107.79			
105709632/PD 88983	WEX BANK JUNE 2025 POLICE DEPT FUEL	06/30/2025 pziemer	07/23/2025	5,363.97	5,363.97	Open	N 07/23/2025
225-2120-42212	MOTOR FUELS			5,363.97			

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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						
105709632/ENG							
88984*	WEX BANK	06/30/2025	07/23/2025	256.76	256.76	Open	N
	JUNE 2025 ENG FUEL	pziemer					07/23/2025
401-9030-42212	MOTOR FUELS			168.42			
401-9030-42212	MOTOR FUELS			(1.73)			
238-3160-42212	MOTOR FUELS			90.07			
105709632/FD							
88985	WEX BANK	06/30/2025	07/23/2025	1,066.80	1,066.80	Open	N
	JUNE 2025 FIRE DEPT FUEL	pziemer					07/23/2025
225-2220-42212	MOTOR FUELS			1,066.80			
105709632/STRTS							
88986*	WEX BANK	06/30/2025	07/23/2025	3,269.38	3,269.38	Open	N
	JUNE 2025 STREET DEPT FUEL	pziemer					07/23/2025
237-3190-42212	MOTOR FUELS			654.19			
235-3100-42212	MOTOR FUELS			2,617.79			
235-3100-42212	MOTOR FUELS			(2.60)			
105709632/ADM							
88987	WEX BANK	06/30/2025	07/23/2025	(60.01)	(60.01)	Open	N
	JUNE 2025 WEX EDGE REBATE	pziemer					07/23/2025
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)			(60.01)			
105709632/PKS							
88988*	WEX BANK	06/30/2025	07/23/2025	2,122.38	2,122.38	Open	N
	JUNE 2025 PARKS FUEL	pziemer					07/23/2025
230-5200-42212	MOTOR FUELS			2,123.33			
230-5200-42212	MOTOR FUELS			(0.95)			
Total for vendor 3199 - WEX BANK:				18,755.00	18,755.00		

Vendor 4296 - WHITE CAP L.P.:

50032095903

88993	WHITE CAP L.P.	06/27/2025	07/23/2025	192.99	192.99	Open	N
	HUSQVARNA -	pziemer					07/23/2025
237-3190-42220	REPAIR & MAINT			192.99			
Total for vendor 4296 - WHITE CAP L.P.:				192.99	192.99		

Vendor 0346 - WIDSETH SMITH NOLTING:

238799

88992	WIDSETH SMITH NOLTING	06/26/2025	07/23/2025	4,900.00	4,900.00	Open	N
	BRD FD IMPROVEMENTS THRU 6/13/25	pziemer					07/23/2025
400-9050-45500	FACILITIES CAPITAL OUTLAY			4,900.00			
Total for vendor 0346 - WIDSETH SMITH NOLTING:				4,900.00	4,900.00		

Vendor 4424 - WT INSPECTIONS LLC:

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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						
BR20250710/QUINCE							
89021	WT INSPECTIONS LLC	07/14/2025	07/23/2025	650.00	650.00	Open	N
	LEAD ASSESSMENT : 1513 QUINCE	pziemer					07/23/2025
202-6323-45510	SE BRD - CAPITAL - RESIDENTIAL			650.00			
	Total for vendor 4424 - WT INSPECTIONS LLC:			650.00	650.00		

Vendor 0354 - ZIEGLER, INC:

IN001986397							
89022	ZIEGLER, INC	07/11/2025	07/23/2025	465.50	465.50	Open	N
	LOADER 115 OIL AND FUEL FILTERS	pziemer					07/23/2025
235-3100-42220	REPAIR & MAINT			465.50			
SI000669107							
89062	ZIEGLER, INC	07/15/2025	07/23/2025	867.33	867.33	Open	N
	LOADER 115 DIAGNOSIS AND REPAIR	pziemer					07/23/2025
235-3100-42220	REPAIR & MAINT			867.33			
	Total for vendor 0354 - ZIEGLER, INC:			1,332.83	1,332.83		

# of Invoices:	115	# Due:	115	Totals:	1,106,459.57	1,106,459.57
# of Credit Memos:	2	# Due:	2	Totals:	(68.98)	(68.98)
Net of Invoices and Credit Memos:					1,106,390.59	1,106,390.59

* 4 Net Invoices have Credits Totalling: (52.62)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20850	DUE TO COMPONENT UNIT	80.08
101-0000-21800	SURCHARGE PAYABLE TO STATE	12,541.44
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)	(60.01)
101-1700-43331	LEASE PAYMENTS	2,302.43
101-1800-43321	TELEPHONE	932.51
101-1800-43331	LEASE PAYMENTS	1,308.17
101-1940-42220	REPAIR & MAINT	48.36
101-1940-43300	PROFESSIONAL SERVICES	1,093.00
101-1940-43321	TELEPHONE	54.48
101-1940-43410	RENTAL EXPENSE	48.64
101-2400-42212	MOTOR FUELS	107.79
101-2400-43300	PROFESSIONAL SERVICES	27,605.09
101-2400-43331	LEASE EXPENSE	845.63
101-2400-43350	PRINTING/LEGAL PUBLICATION	228.22
101-2400-43405	NUISANCES	400.00
101-9200-43350	LEGAL PUBLICATIONS	186.16
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	1,050.00
202-6323-45520	CAPITAL - SINGLE FAM RENTAL	800.00
203-9000-42212	MOTOR FUELS	6,627.93
211-5500-42220	REPAIR & MAINT	57.99
211-5500-43380	UTILITIES	102.83
211-5501-43430	MISC - SPECIFIED DONATION USE	337.50

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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						
	225-2120-41113	UNIFORM ALLOWANCE		197.96			
	225-2120-42212	MOTOR FUELS		5,363.97			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		124.17			
	225-2120-43300	PROFESSIONAL SERVICES		1,135.88			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		50.00			
	225-2120-43321	TELEPHONE		95.23			
	225-2120-43331	LEASED PAYMENTS		22,560.63			
	225-2220-42210	OPERATING SUPPLIES		75.00			
	225-2220-42212	MOTOR FUELS		1,066.80			
	225-2220-42220	REPAIR & MAINT		64.24			
	225-2220-43300	PROFESSIONAL SERVICES		383.00			
	225-2220-43321	TELEPHONE		100.00			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		1,086.00			
	225-2220-43331	LEASED PAYMENTS		1,833.36			
	230-5200-42209	SAFETY EQUIPMENT SUPPLIES		4.99			
	230-5200-42210	OPERATING SUPPLIES		903.76			
	230-5200-42212	MOTOR FUELS		2,122.38			
	230-5200-42220	REPAIR & MAINT		2,172.63			
	230-5200-43300	PROFESSIONAL SERVICES		191.00			
	230-5200-43321	TELEPHONE		320.81			
	230-5200-43331	LEASE PAYMENTS		6,232.15			
	230-5204-42210	OPERATING SUPPLIES		1,766.40			
	230-5215-42210	OPERATING SUPPLIES		75.00			
	230-5280-42220	REPAIR & MAINT		1,184.00			
	230-5280-43321	TELEPHONE		150.35			
	235-3100-42212	MOTOR FUELS		2,615.19			
	235-3100-42220	REPAIR & MAINT		1,340.83			
	235-3100-43300	PROFESSIONAL SERVICES		3,991.00			
	235-3100-43321	TELEPHONE		95.81			
	235-3100-43331	LEASE PAYMENTS		4,969.12			
	235-3100-43430	MISCELLANEOUS		65.85			
	235-3170-42210	OPERATING SUPPLIES		73.97			
	237-3190-42212	MOTOR FUELS		654.19			
	237-3190-42220	REPAIR & MAINT		239.59			
	237-3190-43330	PROFESSIONAL DEVELOPMENT		23.00			
	237-3190-43331	LEASE PAYMENTS		1,879.16			
	238-3160-42212	MOTOR FUELS		90.07			
	238-3160-43331	LEASE PAYMENTS		855.29			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		122,142.03			
	260-9020-43321	TELEPHONE		141.63			
	400-2120-45500	POLICE CAPITAL OUTLAY		1,247.73			
	400-9050-45500	FACILITIES CAPITAL OUTLAY		67,645.78			
	400-9050-45530	CAPITAL - OTHER		36,730.83			
	401-1712-43300	PROFESSIONAL SERVICES		189.37			
	401-9030-42212	MOTOR FUELS		166.69			
	401-9030-43300-21:13	PROFESSIONAL SERVICES		189.38			
	401-9030-43300-23:05	PROFESSIONAL SERVICES		34,078.14			
	401-9030-43300-23:16	PROFESSIONAL SERVICES		6,214.50			
	401-9030-43300-25:11	PROFESSIONAL SERVICES		712.02			
	401-9030-43330-21:15	PROFESSIONAL DEVELOPMENT		808.75			
	401-9030-43430	MISCELLANEOUS		76.90			
	401-9030-43430-25:10	MISCELLANEOUS		562.50			
	401-9030-45530-22:08	CAPITAL-PYMTS TO CONTRACTS		36,575.51			
	401-9030-45530-23:16	CAPITAL-PYMTS TO CONTRACTS		616,603.30			
	401-9030-45530-24:06	CAPITAL-PYMTS TO CONTRACTS		744.85			
	401-9030-45530-25:04	CAPITAL-PYMTS TO CONTRACTS		25,859.47			
	404-9055-45580	CAPITAL - RADIOS & PAGERS		130.00			

07/16/2025 03:55 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 18/18

EXP CHECK RUN DATES 07/21/2025 - 07/21/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
--- TOTALS BY FUND ---							
101 -	GENERAL FUND			73,818.18	73,818.18		
202 -	SCDP GRANTS			1,850.00	1,850.00		
203 -	TRANSIT FUND			6,627.93	6,627.93		
211 -	LIBRARY FUND			498.32	498.32		
225 -	PUBLIC SAFETY FUND			34,136.24	34,136.24		
230 -	PARK & RECREATION FUND			15,123.47	15,123.47		
235 -	STREET & SEWER FUND			13,151.77	13,151.77		
237 -	SANITARY SEWER FUND			2,795.94	2,795.94		
238 -	STORM SEWER FUND			945.36	945.36		
251 -	LOCAL OPTION SALES TAX			122,142.03	122,142.03		
260 -	AIRPORT FUND			141.63	141.63		
400 -	CAPITAL PROJECTS FUND			105,624.34	105,624.34		
401 -	CONSTRUCTION FUND			722,781.38	722,781.38		
404 -	FIRE DEPARTMENT CAPITAL			130.00	130.00		
--- TOTALS BY DEPT/ACTIVITY ---							
0000 -				12,561.51	12,561.51		
1700 -	ENGINEERING			2,302.43	2,302.43		
1712 -	17:12 Wright St Resurfaci			189.37	189.37		
1800 -	IT/GIS			2,240.68	2,240.68		
1940 -	CITY HALL			1,244.48	1,244.48		
2120 -	POLICE DEPARTMENT			30,775.57	30,775.57		
2220 -	FIRE DEPARTMENT			4,608.40	4,608.40		
2400 -	COMMUNITY DEVL/INSPECTION			29,186.73	29,186.73		
3100 -	S & S MAINTENANCE			13,077.80	13,077.80		
3160 -	STORM SEWER EXPENSE			945.36	945.36		
3170 -	TRAFFIC CONTROL			73.97	73.97		
3190 -	SANITARY SEWER EXPENSE			2,795.94	2,795.94		
5200 -	PARK MAIN/ADMINISTRATION			11,947.72	11,947.72		
5204 -	CONCESSIONS			1,766.40	1,766.40		
5215 -	ADULT SOFTBALL			75.00	75.00		
5280 -	CAMPGROUND			1,334.35	1,334.35		
5500 -	LIBRARY-BUDGETED			160.82	160.82		
5501 -	SPECIFIED DONATION USE			337.50	337.50		
6323 -	SE BRAINERD SCDP GRANT			1,850.00	1,850.00		
9000 -	TRANSIT FUND			6,627.93	6,627.93		
9020 -	AIRPORT M & O			141.63	141.63		
9030 -	CONSTRUCTION PROJ-MISC			722,592.01	722,592.01		
9050 -	CAPITAL PROJECTS-MISC			104,376.61	104,376.61		
9055 -	FIRE DEPARTMENT CAPITAL			130.00	130.00		
9200 -	CITY-WIDE			26,282.35	26,282.35		
9360 -	LOCAL OPTION SALES TAX			122,142.03	122,142.03		

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

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

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

Member Czczok stated that there was one correction to the minutes, that the Council amended their motion for renaming Buffalo Hills Park to the Lions Park at Buffalo Hills. He also requested that the Council add an item to the agenda regarding requesting data from Crow Wing County and disbursements from the homeless grant.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE AGENDA WITH CORRECTION TO THE MINUTES AND THE ADDITION OF AN ITEM TO REQUEST DATA FROM CROW WING COUNTY REGARDING THE HOMELESSNESS GRANT.

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

- A. Approval of Bills
- B. Approval of Transfers
- C. Approval of Minutes
- D. Department Activity Reports
- E. Approve Event Application- St. Andrew's 5k & 10k
- F. Approve Event- BHS Homecoming 5K
- G. Approve MN Lawful Gambling Permit for Exempt Bingo Submitted by South Long Lake Improvement Association for an Event to be held on August 31, 2025 at Jack's House, 300 S Highway 25
- H. Approve MN Lawful Gambling Application Submitted by Brainerd Amateur Hockey Association for an Event to be held on January 19, 2026 at Essentia Health Sports Center 502 Jackson Street
- I. Ratify Hiring 2025 Summer Temporary Employees
- J. Adopt Resolution Related to the Main Lift Station Improvements

Upon roll call, Council Members Johnson, Yeager, Bevans, Czczok, 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.

Dolly Matten, 1730 Graydon Ave, Greater Lakes Area Realtors (GLAR), invited the Council to a housing summit at the GLAR office on August 6th from 8:30 a.m. to 12:00 p.m. The housing summit is in response to the housing study that was done previously to identify barriers to housing.

The chair closed the public forum at 7:34 p.m.

Presentation

July 7, 2025

2024 Audit Presentation

Mary Reedy, CliftonLarsonAllen, gave an overview of the 2024 audit. Overall, the City had an opinion with two findings regarding segregation of duties and reporting earmarking. Staff has been advised on how to ensure process follows standards. She thanked staff for being conscientious, responsible, and responsive during the audit. The audit was submitted to the State on time.

Finance Director Hillman gave an overview of the funds actual to budgeted. The Fund balance reserve was at 23% of 2024 expenditures, which is out of compliance with the policy.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECHOK AND JOHNSON, DULY CARRIED, TO ACCEPT THE 2024 AUDIT AS PRESENTED.

Council Committee Reports

Safety and Public Works Committee

Approve Final Pay Request - Laurel Street Bridge Repair Project

Committee Member Yeager stated that the project was completed last year, this is the retainers that was withheld for the turf establishment.

MOVED AND SECONDED BY MEMBERS YEAGER AND CZECHOK, DULY CARRIED, TO APPROVE THE FINAL PAY REQUEST TO URBAN COMPANIES IN THE AMOUNT OF \$744.85.

Approve Final Pay Request - Historic Water Tower Rehabilitation Project - Phase 2

Committee Member Yeager stated that phase 2 entailed the windows. The total for the project thus far is \$251,800.

Chair O'Day asked how much is left on the Water Tower.

Mayor Badeaux stated that the stucco is the main concern for the tower, the stairs do have minor repairs needed.

Member Czechok asked about the stairs being iron and whether they are safe.

Engineer Dehn stated that the stair repair was to sandblast, repaint, and minor patching repairs. There is no recommendation that the stairs are unsafe.

MOVED AND SECONDED BY MEMBERS YEAGER AND CZECHOK, DULY CARRIED, TO APPROVE THE FINAL PAY REQUEST TO HYTEC CONSTRUCTION IN THE AMOUNTS OF \$43,335.20 AND \$12,590.

Approve Change Order #1 - Imp 17-12 - Wright/10th Reconstruction Project

Committee Member Yeager stated that there was more traffic control required for the project.

MOVED AND SECONDED BY MEMBERS YEAGER AND CZECHOK, DULY CARRIED, TO APPROVE CHANGE ORDER #1 IN THE AMOUNT OF \$3,223.

Approve Plans and Authorize Advertisement - M Street Outfall Repair Project

Committee Member Yeager stated that Mr. Higgins supports the project and has been a part of planning.

MOVED AND SECONDED BY MEMBERS YEAGER AND CZECZOK, DULY CARRIED, TO APPROVE PLANS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE M STREET OUTFALL REPAIR PROJECT.

Approve Proposal for Sanitary Sewer Lateral Locating Service - SE Brainerd Reconstruction Project

Committee Member Yeager stated that the City does not have the necessary equipment for performing the locating work needed for the SE Brainerd Reconstruction project which is planned in 2026.

MOVED AND SECONDED BY MEMBERS YEAGER AND CZECZOK, DULY CARRIED, TO APPROVE THE PROPOSAL FROM GPRS FOR SEWER LATERAL LOCATING IN THE AMOUNT OF \$12,105.

Selection of Flag Display on City Water Tower for 2026

Committee Member Yeager stated that the committee felt the whole Council should weigh in on this discussion. The recommendation is two American flags and one POW flag.

Member Bevans would like to see a City of Brainerd flag, one American flag, and a POW flag.

Chair O'Day stated that the City flags needed to be reinforced but he would support it being displayed on the tower. He also does not want this discussion to have to be returned to every year.

Member Czeczok asked the life of the reinforced City flag. He commented that Crow Wing County needs to replace their United States flag every ninety days.

Street Foreman Middagh stated that the City flag should last the summer season.

Member Johnson clarified that with this motion this will be the standard flag arrangement going forward. No need to ask again until the Council decides to change it.

MOVED AND SECONDED BY MEMBERS BEVANS AND JOHNSON, DULY CARRIED, TO DISPLAY ONE AMERICAN FLAG, ONE CITY FLAG, AND ONE PRISONER OF WAR/ MISSING IN ACTION FLAG ON THE WATER TOWER IN FUTURE YEARS.

Personnel and Finance Committee

Approve Renewal of Contract with CLC for PEG Channel Operations

Committee Chair Johnson stated that the HRA and PUC meetings were added to the contract and a deduction for any meeting CLC staff is not able to attend.

MOVED AND SECONDED BY MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THREE YEAR CONTRACT RENEWAL WITH CENTRAL LAKES COLLEGE FOR PEG CHANNEL MANAGEMENT AND STAFFING OF CITY MEETINGS.

Consider Request from the Employee Wellness Committee for the Employee Appreciation Event

Committee Chair Johnson stated that the event will be on October 2nd at the Public Works Building so it is heated if needed. He stated that if an employee does not attend, they are expected to work as normal.

Member Czczok asked who is invited to the event. He asked whether the other committee members could be invited. He has been serving on committees for decades and has never been invited.

MOVED AND SECONDED BY MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO CLOSE CITY OFFICES FROM 11:30 AM TO 1:30 PM ON OCTOBER 2ND FOR THE EMPLOYEE APPRECIATION EVENT AT PUBLIC WORKS BUILDING.

Approve Revised MOU Allowing IBEW Employees to Work at Hydro Facility

Committee Chair Johnson stated that this agreement is through 2027, there has been minor changes made and approved by both unions.

MOVED AND SECONDED BY MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE ATTACHED REVISED MOU ALLOWING IBEW EMPLOYEES TO WORK AT THE HYDRO FACILITY THROUGH DECEMBER 31, 2027.

Update Regarding MN Paid Family and Medical Leave and Ancillary Benefits

Committee Chair Johnson stated that the City went out for an RFP for paid family and medical leave. The State has an expected rate of .88%, MetLife has a rate of .79%, it should save about \$13,000 for the City and HRA.

MOVED AND SECONDED BY MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO ACCEPT THE PAID FAMILY AND MEDICAL LEAVE PRIVATE PLAN AND SHORT-TERM DISABILITY PROPOSALS FROM METLIFE FOR BENEFITS TO BE EFFECTIVE JANUARY 1, 2026.

Authorize Request for Proposals for Long-Term Disability Insurance

Committee Chair Johnson stated that the City is required by State law to go out for an RFP at least every five years for group insurance coverage. The RFP will also include an alternative plan design where the elimination period is for a three month period rather than six months.

MOVED AND SECONDED BY MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO AUTHORIZE STAFF/INTEGRITY BENEFITS TO CONDUCT AN RFP PROCESS FOR LONG-TERM DISABILITY INSURANCE BASED ON OUR CURRENT POLICY AND WITH THE ALTERNATIVE PLAN DESIGN AS PROPOSED.

Discussion Re: Roles and Responsibilities of the City Council and the Public Utilities Commission

Committee Chair Johnson stated that the committee was only able to discuss about half of the comments and feels it would be best to be able to discuss this matter at a workshop.

Member Czeczok stated that BPU Commissioner Mark O'Day stated that he did not receive the initial communication regarding the request comments. He would appreciate having comments from all Council Members and Commissioners provided.

HR Director Schubert suggested July 28th as a workshop date.

Member Johnson clarified that the motion includes July 28th as a date and 6:00 p.m. as the time for the workshop and that the Public Utilities Commission is invited.

Administrator Broyles will email a timeline for another round of comments.

MOVED AND SECONDED BY MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO SET A WORKSHOP FOR JULY 28TH AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS.

Unfinished Business

Accept Blake Higgins Resignation from the Planning Commission

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO ACCEPT BLAKE HIGGINS RESIGNATION FROM THE PLANNING COMMISSION.

Mayor Recommendation to Committees

Mayor Badeaux recommended Justin Grecula to the Housing and Redevelopment Authority with an expiration of 2027.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK, DULY CARRIED, TO APPOINT JUSTIN GRECULA TO THE HOUSING AND REDEVELOPMENT AUTHORITY.

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)
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)
Planning Commission- 1 term (Expire 2027)
Water Tower Committee—**2 terms**

Final Reading - Proposed Ordinance 1586 - Code Enforcement

Community Development Director Kramvik gave an overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND YEAGER, DULY CARRIED, TO CONDUCT THE FINAL READING OF PROPOSED ORDINANCE 1586 AMENDING SECTION 320 OF THE BRAINERD CITY CODE ADMINISTRATIVE CITATIONS AND DISPENSE WITH THE ACTUAL READING.

Chair O'Day opened the public hearing at 8:17 p.m.

No one came forward.

Chair O'Day closed the public hearing at 8:18 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND CZECZOK TO ADOPT ORDINANCE 1586.

ORDINANCE 1586

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

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

Public Works Director Habighorst gave an overview of the vacation.

Chair O'Day opened the public hearing at 8:19 p.m.

Mary Hamad, 202 S 6th St, is the owner of the property. She gave a history of the property and stated that they are working to sell the property.

Chair O'Day closed the public hearing at 8:23 p.m.

Member Johnson asked about the vacation and how the split will work.

Engineer Dehn stated that the trail right of way is the other portion of the request. The DNR operates the trail.

Attorney Langel stated that Ms. Hamad will need to pursue discussions with the State vacating the property next.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS TO ADOPT RESOLUTION WHICH VACATES THE SEGMENT OF WILLS STREET RIGHT OF WAY, WHILE RESERVING UTILITY EASEMENTS.

RESOLUTION 50:25

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

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

Public Works Director Habighorst gave an overview of the vacation.

Chair O'Day opened the public hearing at 8:27 p.m.

No one came forward.

Chair O'Day closed the public hearing at 8:28 p.m.

Member Johnson questioned how the GIS map already shows the alley is vacated.

Engineer Dehn stated that staff could not find a resolution where this alley was officially vacated.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS TO ADOPT RESOLUTION WHICH VACATES THE ALLEY OF BLOCK 164 WHICH RESERVING UTILITY EASEMENTS.

RESOLUTION 51:25

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

Crow Wing County Data Request

Member Czczok stated that the data on the disbursements from May and June were probably not provided by the County because of the date of the request. He requested that the Council request again the disbursements for May and June.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND YEAGER, DULY CARRIED, TO REQUEST DATA FROM CROW WING COUNTY REGARDING THE DISBURSEMENTS MADE TO BRIDGES OF HOPE AND OTHER ENTITIES FROM THE DHS GRANT FOR HOMELESSNESS IN MAY AND JUNE.

New Business

Approve Reapportionment of Assessment and Call for Public Hearing - Beaver Dam Road

City Engineer Dehn stated that a deferred assessment was placed incorrectly on the Jedlinski parcel on Beaver Dam Road (41330756) that does not abut Beaver Dam Road when the property was sold. The deferred assessment should have been assigned to the Lind parcel (41330757) that does abut Beaver Dam and the assessment should be recalculated. The City became aware of the recording error due to an assessment search and is proposing reapportioning assessment to the large parcel.

Member Bevans stated that the smaller Jedlinski parcel should have no assessment on the original project as it does not abut Beaver Dam. He questioned why the small parcel will still have an assessment.

City Engineer Dehn clarified that the Jedlinski parcel will not have any assessment as of the recalculated assessment will be reapportioned to the large Lind parcel.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND CZECZOK, TO CALL FOR A PUBLIC HEARING FOR REAPPORTIONMENT OF THE BEAVER DAM ASSESSMENT AS DESCRIBED ON AUGUST 4TH AT 7:30 P.M.

Discuss Orderly Annexation of Riverside Drive

Community Development Director Kramvik gave an overview of the orderly annexation process. Staff has had discussions with Crow Wing County regarding the parcels on Riverside Drive.

City Engineer Dehn gave an overview of the portions that are being proposed to be annexed. There are utilities available to most of the parcels and street maintenance is already under an agreement with Crow Wing County for most of the proposed streets.

Member Johnson asked about the immediate expense for streets that are within the annexed area. He is concerned about taking on a lot of liability repairing streets.

City Engineer Dehn stated that the streets are in generally good condition.

Member Bevans asked whether this requires odd parcels within the boundaries to “forcibly” annex. Does the annexation violate an agreement with the residents to not forcibly annex the properties ever.

Community Development Director Kramvik stated that orderly annexation is a joint resolution between municipalities and approved by a municipal boundary line judge. He referenced the policy regarding connecting when a sewer fails. In order to be served by City services the properties would need to be annexed.

City Engineer Dehn stated that connection when there is a failure is a part of the City Code.

Member Bevans stated that he recalls an agreement with these property owners that stated the City would never try to annex them.

Member Czczok asked whether a policy is binding.

Attorney Langel stated that a policy is not binding, nor is an agreement depending on the terms and conditions.

Member O’Day stated that he believes the confusion has to do with the change to the State law. Orderly annexation is effectively “forcing” annexation. However, the State now requires it to go through a judge. He does not think it’s good for development or when improvements are made not to annex.

Community Development Director Kramvik stated that it would be a joint resolution between the City and Crow Wing County.

Member Czczok stated that with the amount the City has invested in the infrastructure, the cost carries over into the rest of the infrastructure if we aren’t collecting from all who could contribute.

MOVED SECONDED BY COUNCIL MEMBERS CZECZOK AND YEAGER INITIATE THE ORDERLY ANNEXATION PROCESS FOR A PORTION OF RIVERSIDE DRIVE AS DEPICTED IN THE PROPOSED ANNEXATION MAP.

Members Johnson, Yeager, Czczok, and O’Day voted “aye”. Member Bevans voted “nay”. The Chair declared the motion carried.

Consider Variance Request to Allow a Reduced Parking Setback - 525 Washington St

Community Development Director Kramvik gave an overview of the variance.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO APPROVE THE VARIANCE REQUEST AT 525 WASHINGTON ST. FOR A ZERO-FOOT REAR YARD SETBACK FOR OFF-STREET PARKING.

Consider Fire Escrow for 614 Front Street

Community Development Director Kramvik gave an overview of the fire escrow. Mr. Pueringer is requesting that the City does not hold a fire escrow for the property and has made strides to improve the building since the fire.

Chair O'Day asked about the status of the structure, whether it is savable.

Community Development Director Kramvik stated that initial conversations indicate the structure is savable, but at what cost is still unknown.

Member Czczok asked about waiting to make a decision about the escrow until Mr. Pueringer's investment to the rehab is more clear.

Community Development Director Kramvik stated that the insurance company will be paying out the insurance funds for the damage within the next month. There are only certain instances in which the City can release the funds to the property owner. The City can only return the money if the building receives its certificate of occupancy or is demolished.

Member Johnson asked whether the decision could be made when the engineer's opinion is established.

Community Development Director Kramvik stated that the decision could be delayed, however, he is not certain of the timeline of the insurance payout. Mr. Pueringer would need to put his own funds into the rehab rather than be able to use all of the insurance proceeds.

Member Czczok asked about low interest revolving loans in the meantime if the City were to hold the funds.

Finance Director Hillman stated that the City could look into revolving loans, however, they are typically only \$25,000.

Chair O'Day stated that the escrow is risk mitigation, however, since Mr. Pueringer owns a large amount of real estate downtown, there is a low likelihood that he skips town with the money.

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND JOHNSON, DULY CARRIED, TO WAIVE THE FIRE ESCROW FOR 614 FRONT STREET.

First Reading - Proposed Ordinance 1588 to Amend Section 515-3 Allowed Uses; Appendix A Table of Uses to Allow Office/Business in the GI District

Community Development Director Kramvik gave an overview of the ordinance.

Member Czczok asked if this is spot zoning.

Chair O'Day stated that this is adding a use to the General Industrial Zone.

Mayor Badeaux stated the industrial zone is loud, smelly, and noisy.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1588 AMENDING SECTION 515-3 ALLOWED USES APPENDIX A TABLE OF USES TO ALLOW OFFICE/BUSINESS IN THE GENERAL INDUSTRIAL DISTRICT AND DISPENSE WITH THE ACTUAL READING.

First Reading - Proposed Ordinance 1589 to Amend Section 515-4-11 Fence Standards

Community Development Director Kramvik gave an overview of the ordinance.

Member Czeczok stated that anyone with issues over their property, they should contact Mr. Johnson. This was a great win by Council Member Johnson and his constituent.

Member Johnson thanked Mr. Czeczok for his support, Community Development Director Kramvik for all of the hard work put in on this issue, and Planning Commission for seeing the worth of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND JOHNSON, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1589 AMENDING 515-4-11 FENCE STANDARDS AND DISPENSE WITH THE ACTUAL READING.

First Reading - Proposed Ordinance 1590 - Annexation of Dunmire's

Community Development Director Kramvik gave an overview of the ordinance. Oaklawn township has not expressed any concerns at this time.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1590 ANNEXATION OF DUNMIRE'S AND DISPENSE WITH THE ACTUAL READING.

Adopt Resolution - Award Bid - Improvement 23-13 - TH 371B/Willow Street Roundabout Project

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

Member Johnson stated that the grant and enterprise funds will cover most of the cost of the project. He asked about use of levy dollars for the project.

Engineer Dehn stated that the intent is to use municipal state aid for the local match, roughly \$200,000 to \$250,000.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS TO ADOPT RESOLUTION WHICH ACCEPTS THE BIDS AND AWARDS THE CONTRACT TO LANDWEHR CONSTRUCTION, INC. IN THE TOTAL CONTRACT AMOUNT OF \$1,412,748 AND AUTHORIZE PROPER SIGNATURES ON THE AGREEMENT DOCUMENTS.

RESOLUTION 52:25

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

Adopt Resolution Supporting the Crow Wing County Sheriff's Office Agreement

Administrator Broyles gave an overview of the resolution.

Member Czeczok asked that the Mayor read the resolution aloud if passed.

Member Johnson stated that he is glad to see the County passed their agreement, we should respect all of the laws in this country and they should be enforced. If we don't like them, we should get them changed.

Member Czeczok stated that this issue was brought to him by a citizen, he is very proud to present this to the Council.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON TO ADOPT RESOLUTION IN SUPPORT OF THE ENFORCEMENT AGREEMENT BETWEEN CROW WING COUNTY SHERIFF'S DEPARTMENT AND THE US IMMIGRATION AND CUSTOMS ENFORCEMENT DEPARTMENT.

RESOLUTION 53:25

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

Mayor Badeaux read the resolution aloud.

Discussion on Airport Levy

Administrator Broyles stated that staff are looking for direction to work with County staff and Airport Commissioners regarding the Airport levy for fiscal year 2026.

Member Johnson stated that the City never received a written response regarding funding for the airport. There is little documented history regarding the recent airport levy discussions as it has been conversations between staff or commissioners. He would like to see a paper trail.

Member Czeczok stated that Commissioner Lubke was quoted previously stating that the City's ask came too late for the budget.

Mayor Badeaux stated that he supports all discussions between the City and County on any issues. He agrees that the public's business should have documentation.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK, DULY CARRIED, TO CONDUCT A DISCUSSION WITH CROW WING COUNTY REGARDING FUNDING FOR THE BRAINERD LAKES REGIONAL AIRPORT AND WRITTEN REPORT PROVIDED TO THE PUBLIC.

Staff Reports

Public Works Director Habighorst stated that the Grand Re-Opening will take place at Lum Park on Sunday, July 13th at 4:00 p.m.

Community Development Director Kramvik stated that staff has completed the preliminary development agreement with St. Francis. The agreement will be considered at the next City Council meeting.

Mayor's Report

Mayor Badeaux stated that the 4th of July Celebration included City Staff, he thanked City staff for their hard work and help. Gregory Park is looking the best it ever has. He gave a shoutout to the Police and Fire Departments on their decision making for changing the fireworks timing with the incoming storm. He requested that the Council allow him to paint the fences in the median on College Drive.

Generally Council agreed that the Mayor could paint the fence.

Attorney Langel stated that the Mayor should sign the waiver of liability.

Council Member Reports

Member Bevans stated that the Library construction is underway. The Northland Arboretum was notified that they were designated as a Regional Park. The Bike Park at the Arboretum will have a soft opening on July 12th from 12:00 p.m. to 5:00 p.m.

Member Czeczok stated that Aaron Forstrom was quoted in the newspaper regarding the new transit app, this is a huge move for Transit. He will not be able to use the app himself but will still be able to call in to reserve a ride.

Member Yeager stated that the Airport Commission has already requested conversations between all parties in regards to the levy. He does recognize that the conversations regarding the airport have been cryptic. He is dedicated to helping the City and County understanding the dynamics of the airport. He hopes that Mr. Planzer and the Commission can paint a clearer picture for the future of the airport. He thanked staff and the Airport Commission for their work.

Member Johnson stated that the 4th of July and Arts in the Park were fantastic. The Movie in the Park was also successful, he looks forward to the next movie in the park.

Chair O'Day added his thanks to staff for their work for the 4th of July Celebrations. He thanked the Mayor all of his hard work. Everything was great.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK, DULY CARRIED, TO ADJOURN TO CLOSED LABOR NEGOTIATION STRATEGY SESSION PURSUANT TO MN STATUTES, 13D.03, SUBD 1(B) TO PREPARE FOR NEGOTIATIONS WITH THE BRAINERD PUBLIC UTILITIES MANAGERS AND SUPERVISORS ASSOCIATION UNION

The Chair adjourned the meeting to closed session at 9:30 p.m.

The Chair reconvened the meeting at 9:39 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND JOHNSON, DULY CARRIED, TO ADJOURN THE MEETING.

Nicholas W. Broyles
City Administrator



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BOOYAH AWARD

This month's Booyah Winner is Officer Travis Gleason!

Officer Gleason was dispatched to a report of domestic where a juvenile was threatening to shoot a family member with a bow and arrow. Officer Gleason arrived on scene alone to find several family members in the yard, including the suspect, his sister, and his mother. Officer Gleason immediately addressed the suspect who had a bow and arrow in his hand. Officer Gleason was calm as the male refused to talk with him and attempted to walk away. While this was happening, the sister stated that Officer Gleason, "would not take my brother." Officer Gleason told the suspect to stop walking away, who still had the bow and arrow, and who still refused to stop. As Officer Gleason attempted to grab the suspect, the mother stepped between Officer Gleason and the suspect. Officer Gleason was now faced with two family members yelling at him and a suspect walking away with a weapon. Officer Gleason broke past the mother and arrested the suspect. While all this was occurring, Officer Gleason remained calm, using a firm but appropriate tone of voice to tell others to stay back as he took the suspect into custody. Officer Gleason set a great example of controlling a dynamic situation alone utilizing appropriate force and communication skills.



TRAINING & STAFF DEVELOPMENT

Active Shooter Emergency Response Training

Officers Karsnia and Johnson attended an Active Shooter Emergency Response Training. This course addresses technical aspects of planning and implementing a rapid law enforcement deployment to an active shooter incident through classroom presentations, hands-on performance-based field training, and scenario-based practical exercises.

Reunification

School Resource Officer Selvestra recently participated in a tabletop exercise focused on active threat reunification. This exercise brought together various public safety agencies and the school district to collaboratively plan and practice the critical process of reuniting students with their families following an active threat incident at school. The goal was to enhance inter-agency coordination, identify potential challenges, and refine procedures to ensure a safe, efficient, and orderly reunification process.



FBI – Executive Leadership Institute

The Police Department hosted and LT. Kulzer, Sergeant Dooley, Sergeant Pallansch, attended the Executive Leadership Institute (ELI) Training.

This is part two of the three-step leadership series that makes up the FBI-LEEDA Trilogy. The following is a list of topics covered in the ELI program:

- Trends in law enforcement, implications of the President's Task Force on 21st Century Policing
- Public trust and legitimacy, bias and diversity
- Employee wellness
- Power, transformational leadership, social and emotional intelligence

Department Training

Our Police Department's monthly June training included firearms proficiency drills and required qualifications. Officers also participated in active threat response training. This critical training was conducted at Brainerd High School, providing officers with a realistic environment to practice their skills and tactics for effectively neutralizing threats and protecting students and staff in the event of an active threat incident. The session emphasized tactical movement, threat assessment, and coordinated response to ensure our officers are optimally prepared for such emergencies.

COMMUNITY OUTREACH



BLASTT 5K

The police department had a chance to gather with the public during the *BLASTT 5K Run for a Cause* event to raise awareness for Human Sex Trafficking.



Officer Walkowiak and Officer Johnson enjoyed helping out at The Center interacting with the community while distributing donuts and checking out the toy makers at The Center.

Police Department Construction

The Police Department's exterior EIFS restoration was completed in June. Exterior painting along with window replacements will be done in July.

Targeted Enforcement

The department maintains its targeted enforcement efforts, which serves 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. This on-going tactic has proven successful illustrated by the decrease in reported vandalism compared to the previous summer.

OVERALL CALLS FOR SERVICE

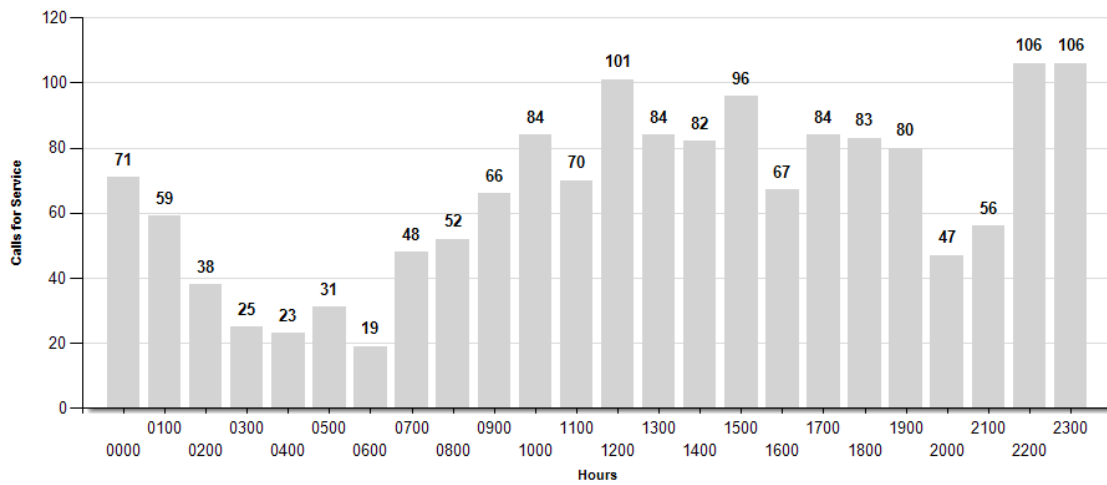
June	2025	2024
Number of Calls for Service	1578	1649



Calls for Service Hourly

6/1/2025 to 6/30/2025

Total Calls: 1615

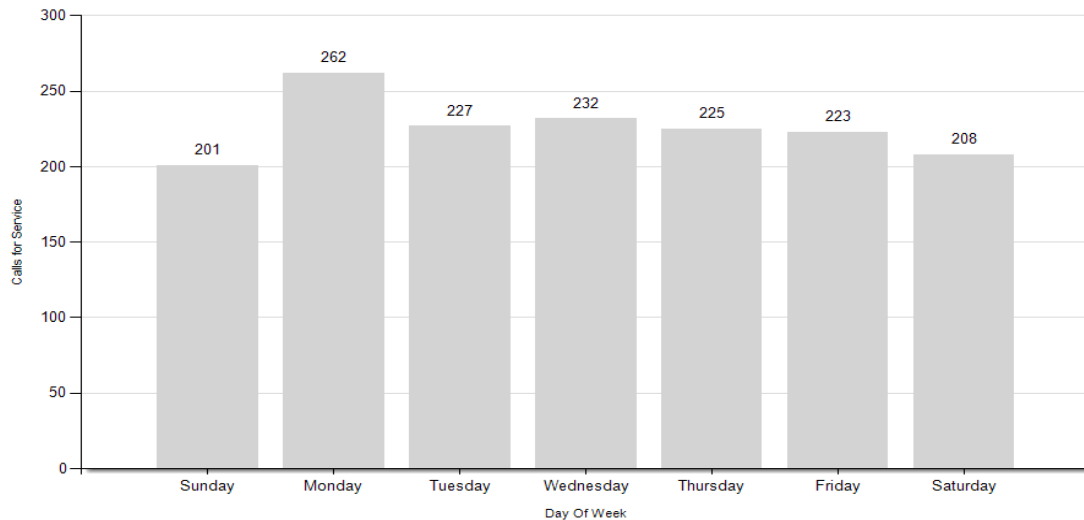


Calls for Service Day Of Week

Start Date: 6/1/2025

End Date: 6/30/2025

Total Calls: 1615



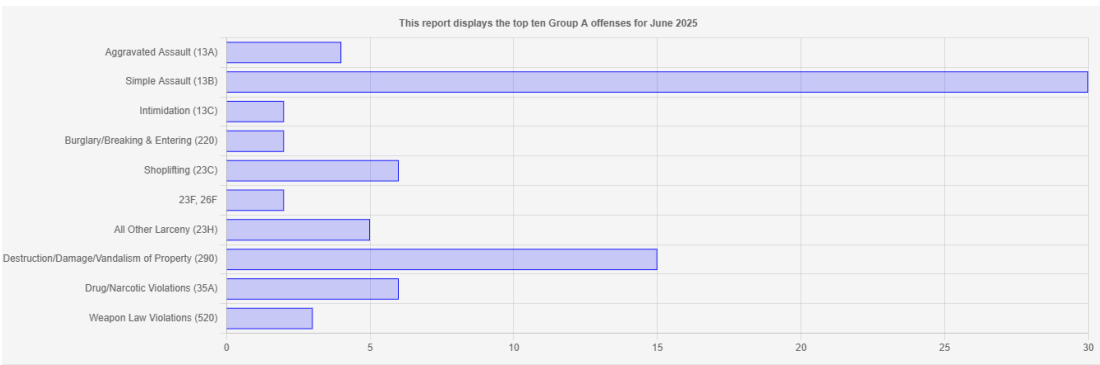
CRIME STATISTICS

Year to Date through June	2025	2024
Group A Offenses Known or Reported to Police	426	488
Group A and B Arrests	400	404

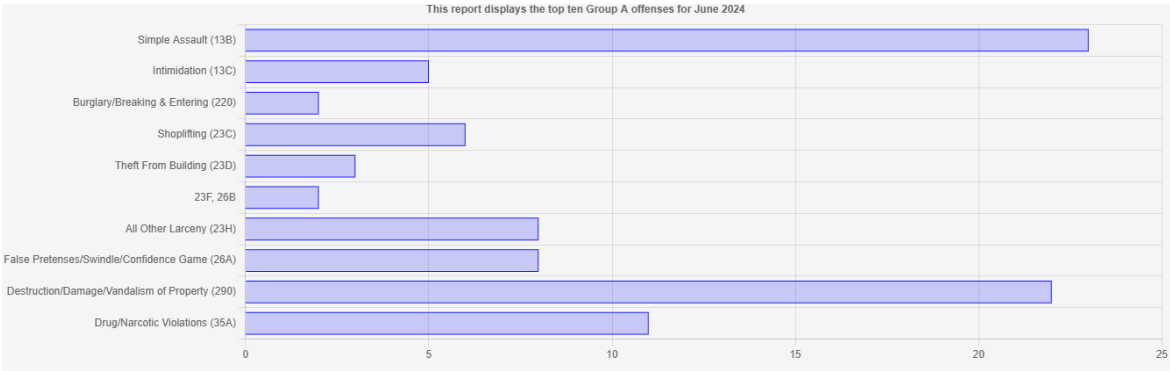
**** Note:** 2025 totals do not include case files that have not yet been coded.

TOP 10 GROUP A OFFENSES

June 2025

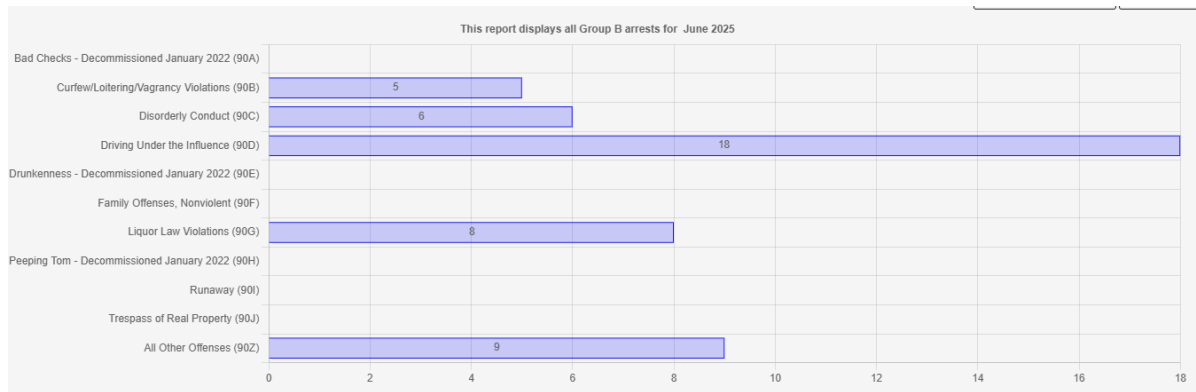


June 2024

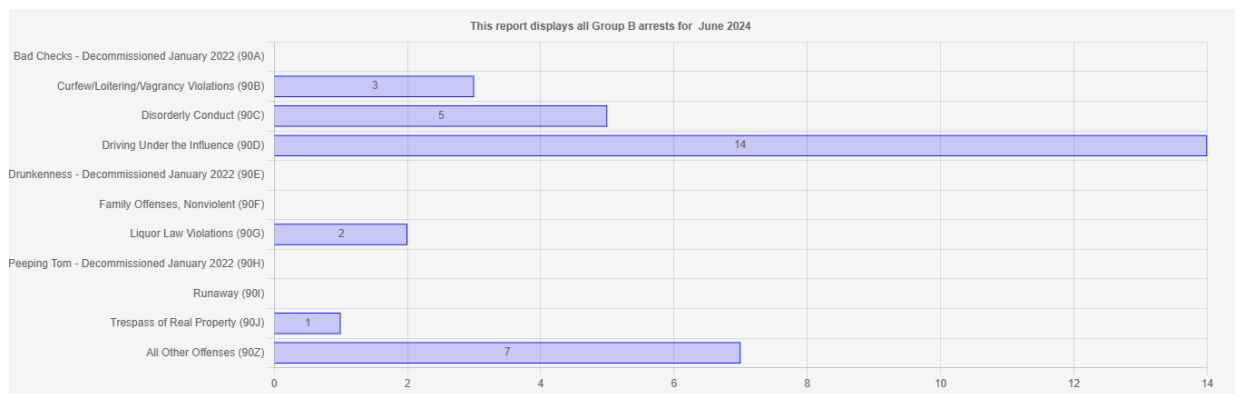


GROUP B ARREST DATA

June 2025



June 2024



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

June	2025	2024
Citations (Inc. Parking Tickets & Written Warnings)	160	176

33 parking tickets were issued in the month of June, with the following dispositions.

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

Revenue Recapture Receipts:

2024 Total:	\$8,295.10
2025 To Date:	\$5,089.63

CONDUCT ON PREMISES ACTIVITY REPORT

There were no Conduct on Premises incidents reported in the month of June 2025.

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
June	1872	454	789	432	14.55 Minutes	62





City of Brainerd

Technology Department Monthly Report

June 2025

Projects

- Training new Technology staff in various software, hardware, security, etc systems
- Inventory underway for all technology hardware and software at BPU
- Various technology projects getting underway at BPU – hardware, software, security upgrades
- GIS improvements underway – primarily online applications and field data collection
- WiFi infrastructure replacement at Airport – moving to CTC hosted solution

Hardware/Software

- Discussions and demos for employee performance software and data request tracking software
- Computer replacement planning for BPU prior to Win10 end-of-life in October.
- Parks cameras – Jaycees –needs determined, purchasing process through new vendor
- Intune – testing rollout, configuration, security, patch management on computers (from WSUS).
- Transit – software replacement (RouteMatch to Spare) meetings, preparations, hardware changes
- Parks – various discussions and trainings undertaken for concessions and reservations

Other

- Contract updates with renewal of CLC staff to operating PEG channel – three years
- Technical support for numerous meetings – City Council, Park Board, Planning Comm, EDA, etc
- Staff additions: Network Administrator (6/30), Interim Airport Director, Seasonal
- Staff departures:

Statistics

Telephone: total calls 8129↑ (8057)

City Hall 3216, Police 3120, Transit 2038, Fire 279, Public Works 45

Email: sent 8901↓ (9066), received 37849↓ (39823)

YouTube: City channel views 1273↓ (1553), hours watched 291↓ (348), subscribers +10

Facebook (city): followers 3752 (+49), reach 25508↑ (8616), interactions 517↑ (462)

Cisco Secure Endpoint: files scanned 13.7M↑ (12.6M) IPs scanned 1.02M↓ (1.07M)



COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD

June 2025



BUILDING PERMITS

The Community Development Department issued 83 building permits with a total project valuation of \$37,981,195 in the month of June. Within the Central Business District (prev. River to Rail), 15 permits were issued. These improvements resulted in \$5,194 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 June 2025		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – Demolition	1	\$4,800
Commercial – Building – New/Addition	2	\$35,325,626
Commercial – Building – Remodel	3	\$254,500
Commercial – Building – Roofing	1	\$643,700
Commercial – Building – Siding	1	\$5,000
Commercial – Mechanical – Air Conditioner	1	N/A
Commercial – Mechanical – Furnace/Boiler	2	N/A
Commercial – Mechanical – New/Addition	1	\$54,990
Commercial – Mechanical – Remodel	2	\$40,200
Commercial – Mechanical – Roof Top Unit	1	N/A
Commercial – Plumbing – New/Addition	1	\$77,126
Commercial – Plumbing – Remodel	3	\$10,650
Engineering – Excavation	4	N/A
Engineering – Curb Cut	1	N/A
Fence	10	N/A
Residential – Building – Deck	7	\$56,150
Residential – Building – New/Addition	3	\$1,035,000
Residential – Building – Remodel	3	\$17,953

Residential – Building – Roofing	5	N/A
Residential – Building – Roofing+Garage	3	N/A
Residential – Building – Siding	3	N/A
Residential – Building – Windows/Doors	4	N/A
Residential – HUD HOME – Installation	1	N/A
Residential – Mechanical – Air Conditioner	2	N/A
Residential – Mechanical – Furnace/Boiler	2	N/A
Residential – Mechanical – Furnace+AC	1	N/A
Residential – Mechanical – New/Addition	4	N/A
Residential – Plumbing – New/Addition	4	N/A
Residential – Plumbing – Remodel	1	N/A
Residential – Plumbing – Water Heater	3	N/A
Sign	2	\$455,500

There were three (3) single-family home permits, one (1) multi-family permit, and one (1) commercial assisted living facility permit issued in the month of June.

BUILDING INSPECTIONS

The Community Development Department conducted 164 building inspections and re-inspections in June.

CODE ENFORCEMENT

The Community Development Department conducted 180 code enforcement inspections and re-inspections in June resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Grass & Weeds	39
Outdoor Storage	2
Zoning Code Violation	1
Unlicensed/Inoperable Vehicle	2
Accessory Structure Material	1
Tree Diseased or Hazardous	6
Junk/Debris/Blight	3
Exterior Structure	1
Total = 55	

**Note: With the adoption of Ordinance No. 1524 on June 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 Oak Street – Non-sided Structure

RENTAL LICENSES & INSPECTIONS

The Community Development Department issued 110 new rental licenses in the month of June. The annual Rental Housing renewal period is June 1st – May 31st of each year.

The Housing Inspector completed 29 rental property inspections and re-inspections in June.

CONTRACTOR REGISTRATION

The Community Development Department issued four contractor registrations in June.

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 June 20th, 2024 with the condition she obtain Permit Technician Certification within one year.

PLANNING AND ZONING

Sign Standards

Staff have received complaints about signage aesthetics in our major corridors and downtown. Signage is an important aspect of the overall characteristics of a commercial area and sub-standard signage can detract from the appearance and create negative perceptions to visitors. All signs are regulated by Section 515-3-37 for the Zoning Code. The purpose of the ordinance is to maintain, enhance, and improve the aesthetic environment of the City by preventing visual clutter that is harmful to the appearance of the community. The current ordinance regulates size and location but does not regulate material. Banner signs made of canvas or vinyl have increased in Brainerd and the aesthetics have become an issue. Signs should serve to communicate for the business but should be held to a standard as they also play an important role in attracting visitors and new businesses to an area.



The Planning Commission reviewed the draft Ordinance at the June 18th meeting and directed staff to research potential lighting standards for outdoor signage. Staff presented potential lighting standards at the July 16th meeting. The Planning Commission requested additional information and asked staff to reach out to sign companies regarding the proposed language.

July 16th Planning Commission Agenda:

- 1) Consider Interim Use Permit Renewal for a Short-Term Rental – 1123 15th Ave NE
- 2) Consider Variance Request to Allow for a 6' Fence to be Installed in Front Yard – 14721 Riverside Dr
- 3) Consider Conditional Use Permit to Allow for the Construction of a Fellowship Hall – PID 41040783
- 4) Consider Conditional Use Permit and Variance for an Addition to the Fire Dept – 23 Laurel St
- 5) Consider Proposed Ordinance to Amend Section 515-3 Allowed Uses: Table of Uses
- 6) Review Proposed Sign Ordinance

Ordinance Itinerary Planning Commission:

- 1) **Allowed Use Table** – Conduct a thorough review of the Allowed-Use-Table to ease the burden on new development and businesses. (In Progress – 1st Reading – 75% Complete)
- 2) **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)
- 3) **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)
- 4) **Design Standards - MS, TC, CC, GC District** - Consider enhancing design standards along its major corridors and the downtown area.
- 5) **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.
- 6) **Solar Arrays** – Solar fields are currently not allowed in the Zoning Code.
- 7) **Manufactured Home Overlay District: Section 515-2-20** – Standards and Setbacks
- 8) **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) **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. (Complete – Increased Enforcement Begins 7/21)



ECONOMIC DEVELOPMENT

EDA Tour

City Staff and the EDA Board will tour First Impression Print & Design as part of the Boards' goals and objectives for business retention and expansion. The EDA will tour four businesses in 2025 to hear what is going well, any struggles the business is facing, and review potential programs that the EDA could provide.

Review VCV/ Blockmetrix Purchase and Development Agreement

The City Council, EDA Board, and Public Utilities Commission held a joint meeting on June 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 was 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. Staff have drafted a new power agreement and have forwarded it to Blockmetrix for review. The power agreement will be reviewed by the Public Utilities Commission at the July 29th meeting.

PLANNING AND ZONING PROCESSES – CURRENT PROGRESS UPDATE

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 and 1308 Chicago Ave

IN PROGRESS

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: 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: Applicant is working with the building official on the permit requirements. No permits have been applied for yet.

Address: 15770 Dellwood Dr **COMPLETED**
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: CIC plat has been recorded with Crow Wing County.

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

IN PROGRESS

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: Final Plat, Rezoning, and CUP were approved by City Council. Staff is working with the applicant on the development agreement.

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 – June 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. Building permit remodel application has been submitted.

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.

Address: 525 Washington St

COMPLETE

PZE Process: Variances

Date Issued: 07/07/2025

Project Description: To allow for a non-screened parking lot and reduced setbacks

Project Progress: Project is in progress. Building permits have been issued.

MEMORANDUM

TO: Mayor Badeaux and City Councilmembers
FROM: Nick Broyles, City Administrator
DATE: 21 July 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 16 June 2025.

Community Engagement

Several meetings w/Dave P. to discuss way ahead for his Front St. building

20 Jun: Met w/Debby E. (CWC) to discuss airport topics

23 Jun: Met w/Shane R. (YMCA) and Todd D. (Essentia) to discuss YMCA project

23 Jun: Several city staff met w/leadership from Lighthouse Beginnings to discuss social services within the city

24 Jun: Staff met with Councilman Yeager to discuss airport finances

25-27 Jun: Annual LMC Conference in Duluth

07 Jul: Began contract negotiations with new public utilities manager's and supervisor's unit

08 Jul: Staff discussed several issues regarding the future of our transit services

08 Jul: Met at Rotary Park w/Great River Greening and staff to discuss funding opportunities for invasive species mitigation

09 Jul: Discussed Cuyuna Lakes State Trail connectivity

13 Jul: Several staff supported the Lum Park Grand Reopening - tremendous success

15 Jul: Met w/Bridges of Hope to discuss their plans moving forward

16 Jul: Airport budget discussions w/Neil P.; also, Wellness Committee meeting

17 Jul: Met and discussed library exterior and mechanical repairs

18 Jul: Wastewater Treatment Facility planning meeting

Legislative Update

The "One Big Beautiful Bill" is law. What does it mean for cities?

The expansive, nearly 900-page bill passed by Congress and signed into law by President Trump is likely to affect city budgets, services, and infrastructure planning. On 04 Jul 25, President Trump signed into law the "One Big Beautiful Bill Act" (OBBBA), following its passage by the House and Senate. The OBBBA is an expansive budget reconciliation law that extends 2017-era tax cuts and includes a wide range of provisions that may affect city budgets, services, and infrastructure planning. The LMC, in coordination with their national partners, continues to analyze how the law will impact city operations, the following are key takeaways for cities now that the bill has been enacted:

- Municipal Finance and Infrastructure
 - **Municipal Bonds:** Despite numerous discussions about eliminating the tax-exempt status for municipal bonds, *the final bill did not include that provision and retained the tax-exempt status for municipal bonds.*

- **Inflation Reduction Act (IRA) Tax Credits:** The law repeals or restricts many tax credits that qualified for elective pay, which allows cities and other tax-exempt entities to receive direct payments in lieu of tax credits for certain energy and climate resiliency projects. While the elective pay provision is unchanged, the law imposes more aggressive phase-out timelines for certain credits and eliminates others entirely, including the credit for commercial clean vehicles.
- **Elimination of Certain Grants:** The law rescinds unobligated funds from several IRA programs and eliminates specific initiatives, including the Greenhouse Gas Reduction Fund, Environmental Justice Block Grants, Climate Pollution Reduction Grants, State-Based Home Energy Efficiency Contractor Training Grants, and the Neighborhood Access and Equity Program.
- **Housing and Economic Development**
 - **Expansion of Low-Income Housing Tax Credits:** The law increases allocations for 9% Low-Income Housing Tax Credit properties by 12% and lowers the private activity bond financing threshold from 50% to 25% of land and building costs for properties placed into service after 31 Dec 25.
 - **Opportunity Zones:** The law makes permanent the 2017-era Opportunity Zones program, which offers tax benefits for reinvesting capital gains in designated communities. It also eliminates capital gains taxes on investments held in these zones for at least 10 years.
 - **National Environmental Policy Act:** A new White House Council on Environmental Equality program will allow project sponsors to pay an optional fee for a fast-tracked environmental review process.
- **Other issues**
 - **AI Regulation Preemption:** A House proposal to impose a 10-year moratorium on state-level regulation of artificial intelligence systems was removed by the Senate and *did not make it into the final bill*.
 - **No Tax on Overtime and Tips:** The law allows employees who regularly receive tips to deduct up to \$25,000 in tips from their federal taxable income. It also permits a deduction of up to \$12,500 in overtime pay.
 - **Medicaid and Supplemental Nutrition Assistance Program (SNAP):** The law requires states to implement work requirements for Medicaid and SNAP participants and shifts more administrative and financial responsibility to states. States may also bear a larger share of Medicaid program costs as federal contributions decrease.

LMC Assessment: Some impacts of the law are immediately clear, such as changes to the clean energy tax credits and the elimination of many IRA-funded grant and loan programs. Others, including potential ramifications of Medicaid funding cuts, are less certain. Given that, the Minnesota Legislature may choose to revise the state budget to address the increased financial burden caused by the reduced federal funding. This could affect cities if funding is cut from state-level programs that provide direct or indirect support to municipalities. LMC is also closely monitoring how the state might reallocate resources to backfill lost federal funding. These adjustments could shift pressure onto other budget priorities that are critical to cities.

Finance

The 2024 audit and preparation of the ACFR is complete and 2026 budget preparation is in full swing. Department Heads are putting together their proposed operating budgets which will be reviewed with the City Administrator and Finance Director in the first week of August. The City Administrator and Finance Director will meet with the P&F Chair and Council President to create a budget to be presented to the City Council prior to September 1st per the Charter. Staff will be proposing setting a workshop to present the budget to the Council the end of August.

Human Resources

Teamsters Interest Arbitration hearing is scheduled for 31 Jul.

The LMC provided an update addressing the overtime tax exemption in the “One Big Beautiful Bill Act.” Please note that any tax benefit will appear when the employee files their annual tax return as a deduction – not on their next city paycheck. Also, only overtime compensation required under the Federal Fair Labor Standards Act (FLSA) can be reported on the W-2. What that means is if our applicable union contract is more generous than FLSA, that overtime will not be eligible. As an example, most union contracts require overtime after 8 or 10 hours (whatever their shift is). That overtime will not be eligible unless they work more than 40 hours that week for most employees. We will see how this affects law enforcement staff as their FLSA overtime threshold is 171 hours for a 28-day pay period. The LMC also stated they are not sure how the payment of comp time will work at this time. HR, Finance, and Technology Staff will need to work through these questions/issues.

Community Development/Building Official

New Code Enforcement Ordinance

- Brainerd residents have expressed that clean, well-maintained residential neighborhoods, and commercial districts are a high priority
- Enforcement areas are frequented by visitors and residents
- Maintaining these areas has proven to increase property values, provide a higher standard of living, and promote community pride
- The city was administering code enforcement on a complaint-driven basis
- The new ordinance allows for active code enforcement along major thoroughfares, near city parks, and on the way to other inspections

Public Works/Utilities/Parks/Transit

Transit

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

Recreation

- Adult fall kickball league at Memorial Park
 - registration is now open
 - three ways to register: 218.828.2320, in-person at city hall, or online
 - games on Monday evenings 25Aug – 20Oct (tentative dates)
 - cost is \$350 per team
 - deadline to register is 08Aug

- Fall softball
 - early registration for returning teams begins now
 - registration options are the same as kickball
 - new team registration begins 28Jul, final deadline is 08Aug
 - maximum of 9 teams per division
 - cost is \$350 per team
 - season begins late Aug when the summer schedule wraps up
- End-of-summer coed softball tournament
 - 23Aug, theme is “A Day at the Beach”
 - cost is \$250 per team, the deadline to register is 08Aug
- End-of-summer pickleball tournament
 - 23Aug, theme is “A Day at the Beach”
 - The cost is \$40 per team, the deadline to register is 08Aug

Parks

Lum Park Grand Re-Opening on 13Jul

- Officially opened on November 23, 1909
- 38 Acres
- Amenities
 - Boat landing, Disc golf
 - 4 pavilions, 2 playground units
 - Restrooms, Kayak/paddle board rental
 - 29 RV campsites, new shade structures
 - Foot washing station, 48 planted trees
 - ADA improvements, road Improvements
 - \$550,567

Streets/Engineering

- Resurfacing projects in South Brainerd around the Buffalo Hills neighborhood is wrapping up. New pavement is done and about finished with the project.
- Safe Routes to School project in Northeast Brainerd next to Lowell Elementary is continuing well with new curb going in last week. This project should be wrapped up in a couple of weeks and open to traffic afterwards.
- The reconstruction project on Wright and 10th is ramping up. They are starting underground utility work. For the time being, Wright Street remains closed for construction and the public may access businesses either via the frontage road by Business 371 or from 10th Street.
- Reconstruction projects on Beech and Oakridge is planned for kicking off soon as well. We will put out information as staff meets with the contractor to get more details.
- Finally, the Business 371 and Willow Street Roundabout project is planned for starting in early August. Detours are planned and we will post more information as we get closer to that time.

Fire

21 Jun: Staff responded to a Statewide Mutual Aid request from Bemidji Fire Department for the devastating severe weather that blew through their community. Our Engine Crew arrived and

staffed one of their stations and responded to their calls for service. The crew worked a 24-hour shift. The City of Bemidji and Beltrami County sustained major damage from the storm, and we are proud to have been able to assist them in their time of need. We are working with the Bemidji Fire Department on the reimbursement of the expenses associated with our deployment. We are also continuing to work with Front Street businesses to get them reopened after the fire.

HRA

Staff continue to work with the developers at 805 Laurel Street to assist them with getting the project closer to the starting line. This is a high priority project for both the Brainerd and Crow Wing County HRAs. The developers have reiterated their commitment to getting a project moving at this site but are reevaluating their funding for the project. Staff continue to meet with other developers to gauge interest in both single-family and multi-family housing development in Brainerd.

Suspense Tracker

Subject	Due Date	Department	Notes	Date Completed	% Complete	Status
Transit Consultant Review	7/30/2025	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.		10%	In Progress
Arbitration Hearing with Teamsters Union	7/31/2025	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.		25%	In Progress
BlockMetrix- Site Control	7/31/2025	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 Power Agreement has been forwarded to Blockmetrix for review 7/2		50%	In Progress
St. Francis Development Agreement	8/4/2025		Staff drafted a development agreement and e-mail the agreement for St. Francis to review – 7/1 St. Francis reviewed the development agreement and sent a revised version – 7/11 Staff met with City Attorney to discuss revisions – 7/14 City Attorney currently working on revisions Staff is preparing for City Council review on – 8/4		50%	In Progress
Amended Allowed Use Table – Zoning Code	8/4/2025	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		75%	In Progress
Improved Signage Ordinance	8/18/2025	Community Dev	Reviewed Example Ordinances and Selected New Proposed Language (complete) Planning Commission Reviewed Draft Ordinance on 6/18 and Directed Staff to Research Sign Lighting Standards Planning Commission to Review Final Draft on 7/16 Planning Commission asked staff for additional lighting research – 7/16 Planning Commission will review additional lighting standards – 8/20		50%	In Progress

M Street Outfall	10/20/2025	Public Works	Advertise for Bids (7/7) Council approved to include the fence repair with project, but not the Outfall. Mike will be informing the property owner fence will be repaired.	25%	In Progress
Improvement 23-12 Beech	10/20/2025	Public Works	Construction Declare Costs/Set PH for Assessments 2ND MEETING SEPTEMBER Assessment PH 2ND MEETING OCTOBER Assessment Finalized 2ND MEETING OCTOBER Payment of Assessment DECEMBER 1ST TO COUNTY	50%	In Progress
Improvement 17-12 Wright	10/20/2025	Public Works	Construction Declare Costs/Set PH for Assessments 2ND MEETING SEPTEMBER Assessment PH 2ND MEETING OCTOBER Assessment Finalized 2ND MEETING OCTOBER Payment of Assessment DECEMBER 1ST TO COUNTY	50%	In Progress
Improvement 23-14 Hawkins	10/20/2025	Public Works	Order Improvement/Authorize Bid Award Bid Construction Declare Costs/Set PH for Assessments 2ND MEETING SEPTEMBER Assessment PH 2ND MEETING OCTOBER Assessment Finalized 2ND MEETING OCTOBER Payment of Assessment DECEMBER 1ST TO COUNTY	50%	In Progress
Improvement 23-16 S Brd Resurface	10/20/2025	Public Works	Construction Declare Costs/Set PH for Assessments 2ND MEETING SEPTEMBER Assessment PH 2ND MEETING OCTOBER Assessment Finalized 2ND MEETING OCTOBER Payment of Assessment DECEMBER 1ST TO COUNTY	50%	In Progress
SRTS Lowell	10/1/2025	Public Works	Construction	75%	In Progress
Shoreland Ordinance	12/31/2025	Community Dev	DNR E-mailed Staff Indicating the City must update its Shoreland Ordinance Staff have Begun Researching Other Municipalities' Shoreland Ordinances	5%	In Progress
2026 Budget	12/31/2025	Administration	Staff is in progress reviewing Capital Equipment and Facilities budgets.	5%	In Progress
Airport Resolution		Administration	Staff continues work on resolution. Interim Airport Director has been hired.	25%	In Progress
Hiring Public Utilities Director		Administration	Council directed staff to compile a list of concerns by Council Members and Commissioners to clarify misunderstandings regarding roles and responsibilities of each board (7/7)	10%	In Progress

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 Staff have forwarded a draft of the joint resolution to the City Attorney for review	50%	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
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 directed staff to begin negotiations on a purchase and development agreement and were generally in favor of the project 6/16		5%	In Progress
Completed Tasks 2025						
Country Manor	6/10/2025	Community Dev	Development Agreement (executed) Tax Abatement Agreement (executed) Cost Share Agreement CWC (executed) Conduit Debt PH 3/17 (Complete) Conduit Debt Agreement 3/17 (executed) Will Issue Letter 5/12 (executed) Issue Conduit Debt (5/28) Groundbreaking Ceremony (6/10)	6/2/2025	100%	Complete
Rural Service District Ordinance	6/2/2025	Community Dev	Review of Draft Ordinance (Complete) 1st Reading (Complete) Letters mailed to designated property owners 5/12 2nd Reading & Public Hearing 6/2	6/9/2025	100%	Complete
Ordinance to Amend Off-Street Parking – Allowing Unimproved Surfaces in General Industrial	6/16/2025	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	6/13/2025	100%	Complete
Ordinance to Amend Screening Requirements – Outdoor Sales	6/16/2025	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	6/13/2025	100%	Complete
Code Enforcement Ordinance	7/7/2025	Community Dev	Review Draft Ordinance 5/19 First Reading of Proposed Ordinance 6/2 Final Reading and public hearing 7/7	7/2/2025	100%	Complete
Office Business in the GI District	7/21/2025	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 First Reading 7/7 Final reading and consideration by City Council 7/21	7/21/2025	100%	Complete

Corner Lot Fence Requirements	8/2/2025	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 Planning Commission Recommended Approval 6/18 First Reading 7/7 Final reading and City Council consideration 7/21	7/21/2025	100%	Complete
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SPECIAL EVENT APPLICATION

Date of Application: 7-7-25

Event applications must be submitted to the Public Works Department at 501 Laurel Street, Brainerd, MN 56401 or tgage@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of Event:

☐
☒

Event- City Parking Lot
Event with Street Closure

☐
☐

Event- City Park
Other

RECEIVED

JUL 07 2025

**CITY OF BRAINERD
ADMINISTRATION**

Name of Event:

Organizer Information

Organization Name	<i>Hadzuehman Shrine Club</i>
Organization Address	<i>205 1/2 S 6th St., Brainerd, MN 56401</i>
Event Contact Person	<i>Keith Johnson</i>
Event Contact Phone	<i>218-851-5095</i>
Event Contact Email	<i>Kid.trucker2626@gmail.com</i>
Contact (Day of)	<i>Keith Johnson</i>
For Profit/Nonprofit Status	<i>Nonprofit</i>

Event Information

Description of Activities

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

*Motorcycle gathering/ride to Support Shriners Hospital & Duchenne Muscular Dystrophy
Silent Auction/Vendors to raise money*

Event Details:

Event Date	Start Time	End Time	Event Location(s)
9-13-25	8:00 AM	8:00 PM	2601 S 11th St, Brainerd

City Locations/Facilities

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

Sit Information

Electrical Usage ☐ YES ☐ NO

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

Amplified Sound ☒ YES ☐ NO

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

Announcement System for Safety Briefing/opening Prayer

Restrooms ☒ YES ☐ NO

If yes, how many 2 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: *Fyles*

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

Signs/Banners/Posters/Flyers ☒ YES ☐ NO

Describe the signs, banners, posters, flyers, and locations: *Shriners/Duchenne locator on Vendor tables (See Map)*

Trash Receptacle Disposal ☒ YES ☐ NO

Company contracted for trash receptacle disposal: *Provided by location Business*

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

Administration Department:	(218) 828-2307
Parks and Recreation Department:	(218) 828-2320
Engineering Department:	(218) 828-2307
Planning Department:	(218) 828-2307
Police Department:	(218) 829-2805
Fire Department:	(218) 828-2312
MN Commissioner of Revenue:	(651) 282-5225
MN Department of Health	(320) 223-7300
MNDOT Baxter Office	(218) 828-5700

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th st between Maple and Front Streets): *S 11th ST. Between Industrial Park Road and Thiesse Dr.*

Date and Time for beginning of street closure: *9-13-25 @ 8:00 AM*

Date and Time for reopening of streets: *9-13-25 @ 8:00 PM*

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian traffic along sidewalks): *Local businesses will be closed - All businesses have been Notified and are in full support.*

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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


Signature of Applicant

Keith Johnson
Print Name

Event Application Approval

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

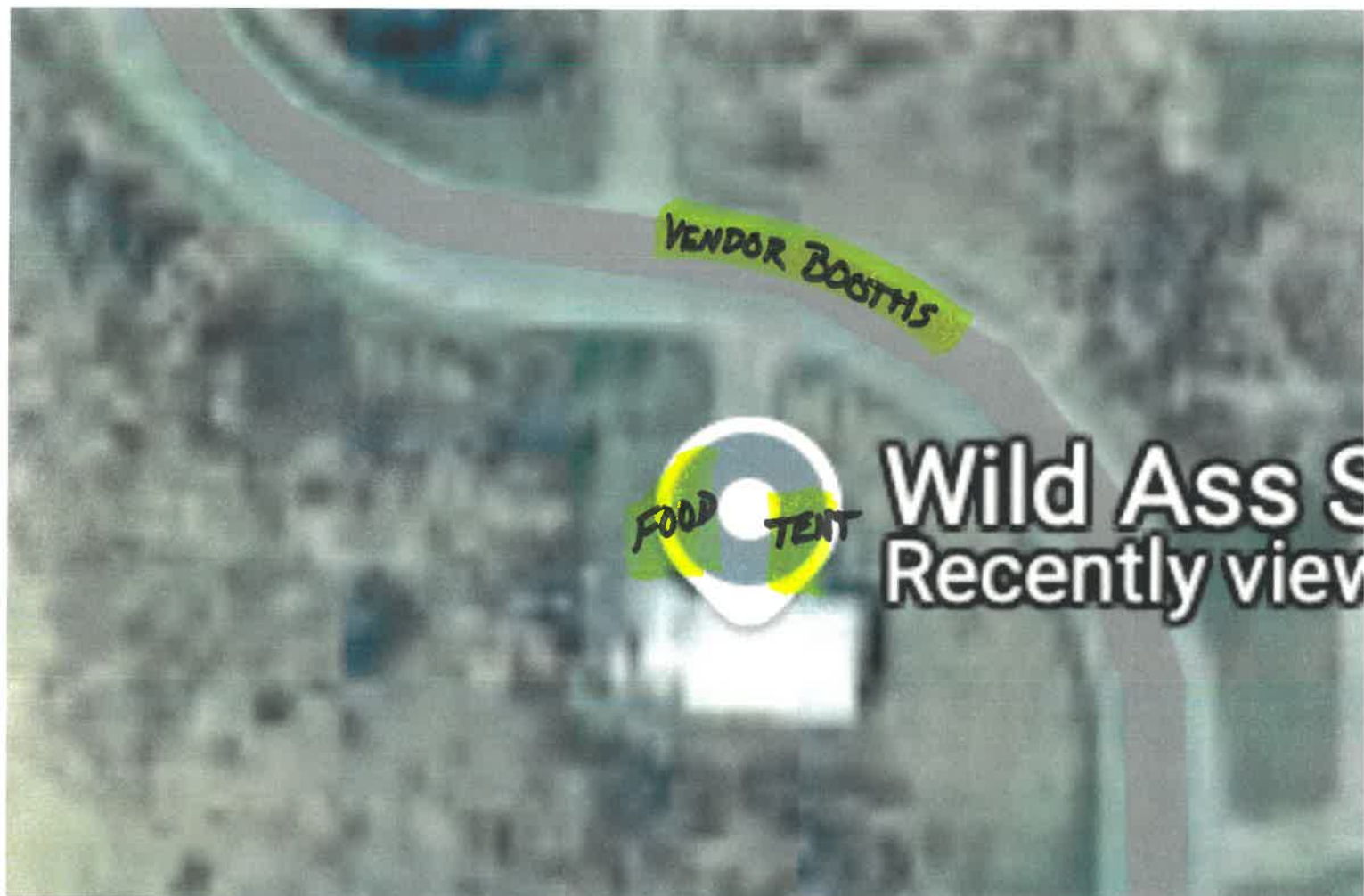
City Administrator

Date

Approval Conditions:









STREET/PARKING LOT EVENT CLOSURE APPLICATION

Date of Application: _____

Event applications must be submitted to the Public Works Department at 501 Laurel Street, Brainerd, MN 56401 or tgage@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of Event:

- ☐ Event- City Parking Lot
☐ Event with Street Closure

Name of Event:

Organizer Information

Organization Name	
Organization Address	
Event Contact Person	
Event Contact Phone	
Event Contact Email	
Contact (Day of)	
For Profit/Nonprofit Status	

Event Information

Description of Activities

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

Event Details:

Event Date	Start Time	End Time	Event Location(s)

City Locations/Facilities

- City Hall Parking Lot (130' x 146')
- Laurel Street Parking Lot (92' x 120')
- Front Street Parking Lot (66' x 125')
- City Street(s) (street closure request information on page 4 MUST be filled out)
- Other (specify location above)

Sit Information

Electrical Usage ___YES ___NO

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

Amplified Sound ___YES ___NO

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

Restrooms ___YES ___NO

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

Company contracted for restrooms:

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

Signs/Banners/Posters/Flyers ___YES ___NO

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

Trash Receptacle Disposal ___YES ___NO

Company contracted for trash receptacle disposal:

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

Street Closure Request Information

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

Date and Time for beginning of street closure:

Date and Time for reopening of streets:

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian traffic along sidewalks):

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

Signature of Applicant

Print Name

Event Application Approval

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

City Administrator

Date

Approval Conditions:

RESOLUTION
xx:25

RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
April 1, 2025- June 30, 2025

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

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

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

SEE ATTACHED LIST OF DONORS

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

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

Adopted this 21st day of July 2025

MIKE O'DAY
President of the Council

Approved this 22nd day of July 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Brainerd Parks and Recreation

Contributions and Donations April-June 2025

Received From	Receipt Date	Type of Donation	Amount Received
Mid Minnesota Federal Credit Union	04/04/25	Easter Egg Hunt	200.00
Walleye Alliance	04/24/25	Fishing Clinic	200.00
Loree Besser	04/23/25	Memorial Bench	1,900.00
Arliss Bement	06/23/25	Memorial Bench	1,900.00
Flint Group	06/18/25	Banner Donation	250.00
Lion's Club	06/12/25	Buffalo Hills Lions Park donation	10,000.00
Lion's Club	06/30/25	Lion's Park new signage	1,000.00
Lion's Club	06/30/25	Lions Park reserve for maint.	5,000.00
Pampered Pets	04/15/25	Dog Ball Hunt-Baskets & Treats	In Kind
S&W Bait Shop	04/24/25	Bag of fishing equipment prizes	In Kind
Muskies Inc	05/24/25	Fishing Prizes	In Kind
Dunmires	05/24/25	Food	In Kind
TOTAL			\$20,450.00



STREET/PARKING LOT EVENT CLOSURE APPLICATION

Date of Application: 7-16-25

Event applications must be submitted to the Public Works Department at 501 Laurel Street, Brainerd, MN 56401 or tgage@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of Event:

- ☒ Event- City Parking Lot
☐ Event with Street Closure

Name of Event:

Organizer Information

Organization Name	Sheps on 6th
Organization Address	315 S 6th St
Event Contact Person	Cody Shepherd
Event Contact Phone	218 820 6527
Event Contact Email	Shepherd2017@gmail.com
Contact (Day of)	Cody ↑
For Profit/Nonprofit Status	for Profit

Event Information

Description of Activities

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

Rib Cook off in alley between 6th + 7th St.

Event Details:

Event Date	Start Time	End Time	Event Location(s)
7-26-25	9:00am	10:00pm	alley between 6th + 7th St

City Locations/Facilities

- City Hall Parking Lot (130' x 146')
- Laurel Street Parking Lot (92' x 120')
- Front Street Parking Lot (66' x 125')
- City Street(s) (street closure request information on page 4 MUST be filled out)
- Other (specify location above)

Sit Information

Electrical Usage

☐ YES☒ NO

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

Amplified Sound

☐ YES☒ NO

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

Restrooms

☐ YES☒ NO

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

Company contracted for restrooms: Sheas on 6th

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

Signs/Banners/Posters/Flyers

☒ YES☐ NO

Describe the signs, banners, posters, flyers, and locations: Rib Booths Banners

Trash Receptacle Disposal

☒ YES☐ NO

Company contracted for trash receptacle disposal:

Waste Partners

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

Street Closure Request Information

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

Alley between S 6th St and 7th St

Date and Time for beginning of street closure: 9:00 am 7/26-28

Date and Time for reopening of streets: 10:00 pm 7/26/25

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian traffic along sidewalks):

Roads will still be Available, alley will be closed

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

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

Signature of Event Applicant

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



Signature of Applicant

Cody Shepherd

Print Name

Event Application Approval

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

City Administrator

Date

Approval Conditions:

2:03

79

S SEVENTH ST

Blocked

ow Wing
od Co-Op

El Potro Mexican
Restaurant

Lotus Spa

Scissor Hands

MAPLE ST

Shep's on 6th

Veterans of
Foreign Wars

Blocked
S SIXTH ST

70°
AQI 25

Search Maps



City Council Agenda Request

MEETING DATE: July 21, 2025

TITLE OF ITEM: Approve Final Pay Request - Imp 22-08- South Brainerd Reconstruction Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this item is the Final Pay Request for Improvement 22-08 - South Brainerd Reconstruction Project. This project was completed in 2024. However, staff was waiting until spring 2025 for final turf re-establishment before acceptance. The project is now acceptable and staff recommends finalizing the contract.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The final pay request is in the amount of \$36,575.51. This pays the remaining seeding and releases the final retainage that was held. The total amount for the project would be \$3,657,551.02. The original bid was for \$3,557,788.80 with one change order for \$6,682.52.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the final pay request in the amount of \$36,575.51.

FINANCIAL IMPACT: \$36,575.51

Contract Number: 23-01
Pay Request Number: 8

Project Number	Project Description
22-08	South Brainerd Reconstruction

Contractor: DeChantal Excavating LLC P O Box 315 Brainerd, MN 56401	Vendor Number: N/A Up To Date: 06/27/2025
--	--

Contract Amount**Funds Encumbered**

Original Contract	\$3,557,788.80	Original	\$3,557,788.80
Contract Changes	\$6,682.52	Additional	N/A
Revised Contract	\$3,564,471.32	Total	\$3,557,788.80

Work Certified To Date

Base Bid Items	\$3,650,868.50
Contract Changes	\$6,682.52
Material On Hand	\$0.00
Total	\$3,657,551.02

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$3,657,551.02	\$0.00	\$3,620,975.51	\$36,575.51	\$3,657,551.02
Percent: Retained: 0%			Percent Complete: 102.61%		

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

Approved By



City Engineer

06/27/2025

Date

Approved By DeChantal Excavating LLC

[2#first_name#3] [2#last_name#4]

Contractor

[2#obtained#5]

Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2024-04-26	\$918,715.43	\$45,935.77	\$872,779.66
2	2024-05-24	\$594,912.47	\$29,745.63	\$565,166.84
3	2024-06-21	\$474,739.80	\$23,736.99	\$451,002.81
4	2024-07-30	\$874,103.70	\$43,705.18	\$830,398.52
5	2024-08-23	\$332,485.61	\$16,624.28	\$315,861.33
6	2024-09-30	\$436,717.21	(\$123,431.11)	\$560,148.32
7	2024-11-18	\$25,876.80	\$258.77	\$25,618.03
8	2025-06-27	\$0.00	(\$36,575.51)	\$36,575.51

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Brainerd Public Utilities - Water		\$1,163,890.00	\$0.00	\$1,152,251.09	\$11,638.91	\$1,163,890.00
Sanitary Sewer		\$309,756.60	\$0.00	\$306,659.04	\$3,097.56	\$309,756.60
Sidewalk (Not Assessed)		\$151,406.85	\$0.00	\$149,892.79	\$1,514.06	\$151,406.85
South Brainerd Reconstruction		\$1,662,774.32	\$0.00	\$1,646,146.57	\$16,627.75	\$1,662,774.32
Storm Sewer		\$267,858.25	\$0.00	\$265,179.67	\$2,678.58	\$267,858.25
Trees (Not Assessed)		\$101,865.00	\$0.00	\$100,846.35	\$1,018.65	\$101,865.00

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
South Brainerd Reconstruction	Local-City of Brainerd	\$36,575.51	\$3,564,471.32	\$3,557,788.80	\$3,657,551.02

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501	MOBILIZATION	LS	\$137,580.00	1	0	\$0.00	1	\$137,580.00
Base Bid	2	2101.502	CLEARING	EACH	\$425.00	38	0	\$0.00	83	\$35,275.00
Base Bid	3	2101.502	GRUBBING	EACH	\$85.00	49	0	\$0.00	94	\$7,990.00
Base Bid	4	2101.505	CLEARING	ACRE	\$4,400.00	1.06	0	\$0.00	1.06	\$4,664.00
Base Bid	5	2101.505	GRUBBING	ACRE	\$2,100.00	1.06	0	\$0.00	1.06	\$2,226.00
Base Bid	6	2104.502/001111	REMOVE SHRUB	EACH	\$30.00	20	0	\$0.00	19	\$570.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	7	2104.502	REMOVE CONCRETE STEPS	EACH	\$105.00	8	0	\$0.00	21	\$2,205.00
Base Bid	8	2104.502	REMOVE PIPE APRON	EACH	\$95.00	2	0	\$0.00	1	\$95.00
Base Bid	9	2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	\$245.00	26	0	\$0.00	30	\$7,350.00
Base Bid	10	2104.502	REMOVE CASTING	EACH	\$70.00	23	0	\$0.00	25	\$1,750.00
Base Bid	11	2104.502	REMOVE GATE VALVE & BOX	EACH	\$200.00	20	0	\$0.00	21	\$4,200.00
Base Bid	12	2104.502	REMOVE CURB STOP & BOX	EACH	\$150.00	84	0	\$0.00	88	\$13,200.00
Base Bid	13	2104.502	REMOVE HYDRANT	EACH	\$250.00	9	0	\$0.00	9	\$2,250.00
Base Bid	14	2104.502	SALVAGE GATE VALVE	EACH	\$500.00	1	0	\$0.00	1	\$500.00
Base Bid	15	2104.502	SALVAGE BOULDER	EACH	\$27.00	3	0	\$0.00	7	\$189.00
Base Bid	16	2104.503	SALVAGE LANDSCAPE EDGER	L F	\$2.95	280	0	\$0.00	280	\$826.00
Base Bid	17	2104.503	REMOVE LANDSCAPE EDGER	L F	\$0.90	45	0	\$0.00	30	\$27.00
Base Bid	18	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$4.40	724	0	\$0.00	747	\$3,286.80
Base Bid	19	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	\$2.10	2548	0	\$0.00	2819	\$5,919.90
Base Bid	20	2104.503	REMOVE WATER MAIN	L F	\$1.50	3953	0	\$0.00	3538	\$5,307.00
Base Bid	21	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$9.00	3205	0	\$0.00	869	\$7,821.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	22	2104.503	REMOVE SEWER PIPE (SANITARY)	L F	\$1.00	1045	0	\$0.00	3603	\$3,603.00
Base Bid	23	2104.503	REMOVE CURB & GUTTER	L F	\$2.90	14420	0	\$0.00	14546	\$42,183.40
Base Bid	24	2104.503	REMOVE GUARDRAIL	L F	\$14.50	90	0	\$0.00	90	\$1,305.00
Base Bid	25	2104.503	REMOVE WATER SERVICE PIPE	L F	\$1.00	2337	0	\$0.00	2459	\$2,459.00
Base Bid	26	2104.503	SALVAGE FENCE	L F	\$11.00	124	0	\$0.00	114	\$1,254.00
Base Bid	27	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$4.75	1018	0	\$0.00	1031	\$4,897.25
Base Bid	28	2104.504	REMOVE CONCRETE PAVEMENT	S Y	\$7.45	2227	0	\$0.00	2227	\$16,591.15
Base Bid	29	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$3.00	2561	0	\$0.00	2424	\$7,272.00
Base Bid	30	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$2.55	27134	0	\$0.00	28764	\$73,348.20
Base Bid	31	2104.505/0000001	REMOVE CONCRETE VALLEY GUTTER	S Y	\$9.90	56	0	\$0.00	56	\$554.40
Base Bid	32	2104.518	REMOVE CONCRETE SIDEWALK	S F	\$0.85	15642	0	\$0.00	15743	\$13,381.55
Base Bid	33	2104.518	REMOVE LANDSCAPE MULCH	S F	\$1.00	548	0	\$0.00	548	\$548.00
Base Bid	34	2104.518	REMOVE LANDSCAPE ROCK	S F	\$1.00	992	0	\$0.00	992	\$992.00
Base Bid	35	2104.618	REMOVE STONE PAVERS	S F	\$5.00	20	0	\$0.00	35	\$175.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	36	2104.618	SALVAGE STONE PAVERS	S F	\$15.00	122	0	\$0.00	122	\$1,830.00
Base Bid	37	2105.607	COMMON EXCAVATION	C Y	\$9.00	11208	0	\$0.00	11208	\$100,872.00
Base Bid	38	2105.607	MUCK EXCAVATION	C Y	\$13.60	459	0	\$0.00	120	\$1,632.00
Base Bid	39	2105.607	SELECT GRANULAR BORROW (LV)	C Y	\$19.25	305	0	\$0.00	313	\$6,025.25
Base Bid	40	2105.607	STABILIZING AGGREGATE	C Y	\$5.00	930	0	\$0.00	67	\$335.00
Base Bid	41	2108.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$5.25	172	0	\$0.00	0	\$0.00
Base Bid	42	2130.523	WATER	MGAL	\$57.00	191	0	\$0.00	0	\$0.00
Base Bid	43	2211.509	AGGREGATE BASE CLASS 5	TON	\$21.00	7443	0	\$0.00	8577	\$180,117.00
Base Bid	44	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$80.00	4138	0	\$0.00	4449	\$355,920.00
Base Bid	45	2411.502	CONCRETE STAIRWAY	EACH	\$907.00	7	0	\$0.00	8	\$7,256.00
Base Bid	46	2411.603	INSTALL LANDSCAPE EDGER	L F	\$5.00	149	0	\$0.00	167	\$835.00
Base Bid	47	2411.604	RECONSTRUCT STONE RETAINING WALL	S Y	\$145.00	9	0	\$0.00	9	\$1,305.00
Base Bid	48	2451.507	GRANULAR BEDDING	C Y	\$16.50	668	0	\$0.00	2399	\$39,583.50
Base Bid	49	2452.601	TEMPORARY VERTICAL SHORING	LS	\$4,500.00	1	0	\$0.00	1	\$4,500.00
Base Bid	50	2501.502	12" RC PIPE APRON	EACH	\$986.00	1	0	\$0.00	1	\$986.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	51	2501.503	18" PC-CS PIPE CULVERT	L F	\$67.30	10	0	\$0.00	10	\$673.00
Base Bid	52	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS III	L F	\$54.30	1586	0	\$0.00	1609	\$87,368.70
Base Bid	53	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS III	L F	\$61.80	420	0	\$0.00	408	\$25,214.40
Base Bid	54	2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS III	L F	\$65.95	10	0	\$0.00	10	\$659.50
Base Bid	55	2501.602	PRECAST HEADWALLS	EACH	\$2,450.00	1	0	\$0.00	1	\$2,450.00
Base Bid	56	2503.503	4" PVC PIPE SEWER	L F	\$39.00	12	0	\$0.00	50	\$1,950.00
Base Bid	57	2503.503	6" PVC PIPE SEWER	L F	\$37.00	1482	0	\$0.00	1814	\$67,118.00
Base Bid	58	2503.503	8" PVC PIPE SEWER	L F	\$61.00	2122	0	\$0.00	2149	\$131,089.00
Base Bid	59	2503.503	10" PVC PIPE SEWER	L F	\$87.00	18	0	\$0.00	26	\$2,262.00
Base Bid	60	2503.503	12" PVC PIPE SEWER	L F	\$74.00	6	0	\$0.00	5	\$370.00
Base Bid	61	2503.602	SANITARY SEWER SERVICE	EACH	\$655.00	57	0	\$0.00	53	\$34,715.00
Base Bid	62	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$624.00	13	0	\$0.00	8	\$4,992.00
Base Bid	63	2503.602	8"X6" PVC REDUCER	EACH	\$312.00	1	0	\$0.00	1	\$312.00
Base Bid	64	2503.602	6" PIPE CAP (SANITARY)	EACH	\$300.00	5	0	\$0.00	4	\$1,200.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	65	2503.602	4" PIPE PLUG	EACH	\$199.00	1	0	\$0.00	0	\$0.00
Base Bid	66	2503.602	6" PLUG-DUCTILE IRON	EACH	\$483.00	2	0	\$0.00	1	\$483.00
Base Bid	67	2503.602	12" PIPE PLUG	EACH	\$770.00	2	0	\$0.00	2	\$1,540.00
Base Bid	68	2503.604	4" INSULATION	S Y	\$58.00	120	0	\$0.00	146	\$8,468.00
Base Bid	69	2503.623	PUMPING	L S	\$4,800.00	1	0	\$0.00	1	\$4,800.00
Base Bid	70	2504.601	TEMPORARY WATER SERVICE	LS	\$50,000.00	1	0	\$0.00	1	\$50,000.00
Base Bid	71	2504.602	ADJUST VALVE BOX-WATER	EACH	\$345.00	1	0	\$0.00	3	\$1,035.00
Base Bid	72	2504.602	WATER SERVICE TAP AND HOOKUP (1")	EACH	\$1,168.00	82	0	\$0.00	83	\$96,944.00
Base Bid	73	2504.602	WATER SERVICE TAP AND HOOKUP (2")	EACH	\$2,219.00	2	0	\$0.00	8	\$17,752.00
Base Bid	74	2504.602	WATER SERVICE TAP & HOOKUP SPECIAL	EACH	\$1,600.00	7	0	\$0.00	6	\$9,600.00
Base Bid	75	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$1,600.00	17	0	\$0.00	18	\$28,800.00
Base Bid	76	2504.602	HYDRANT	EACH	\$7,586.00	10	0	\$0.00	10	\$75,860.00
Base Bid	77	2504.602	INSTALL PLUG	EACH	\$500.00	6	0	\$0.00	3	\$1,500.00
Base Bid	78	2504.602	4" GATE VALVE AND BOX	EACH	\$2,149.00	2	0	\$0.00	2	\$4,298.00
Base Bid	79	2504.602	6" GATE VALVE AND BOX	EACH	\$2,726.00	26	0	\$0.00	26	\$70,876.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	80	2504.602	8" GATE VALVE AND BOX	EACH	\$3,652.00	3	0	\$0.00	3	\$10,956.00
Base Bid	81	2504.602	12" GATE VALVE AND BOX	EACH	\$5,981.00	4	0	\$0.00	4	\$23,924.00
Base Bid	82	2504.603	1" TYPE K COPPER PIPE	L F	\$41.00	2452	0	\$0.00	2463	\$100,983.00
Base Bid	83	2504.603	2" TYPE K COPPER PIPE	L F	\$71.50	212	0	\$0.00	123	\$8,794.50
Base Bid	84	2504.603	4" WATERMAIN DUCTILE IRON CL 52	L F	\$91.00	26	0	\$0.00	74	\$6,734.00
Base Bid	85	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$67.00	4397	0	\$0.00	4485	\$300,495.00
Base Bid	86	2504.603	8" WATERMAIN DUCTILE IRON CL 52	L F	\$84.00	1482	0	\$0.00	1510	\$126,840.00
Base Bid	87	2504.603	12" WATERMAIN DUCTILE IRON CL 52	L F	\$123.00	504	0	\$0.00	533	\$65,559.00
Base Bid	88	2504.608	PIPE FITTINGS	LB	\$17.00	6360	0	\$0.00	4997	\$84,949.00
Base Bid	89	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN G OR H	EACH	\$3,333.00	7	0	\$0.00	10	\$33,330.00
Base Bid	90	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007	EACH	\$5,550.00	9	0	\$0.00	8	\$44,400.00
Base Bid	91	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	\$4,331.00	16	0	\$0.00	16	\$69,296.00
Base Bid	92	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4021	EACH	\$3,120.00	1	0	\$0.00	2	\$6,240.00
Base Bid	93	2506.502	CASTING ASSEMBLY	EACH	\$1,045.00	23	0	\$0.00	17	\$17,765.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	94	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007 (EXTRA DEPTH)	L F	\$355.00	27.72	0	\$0.00	30.72	\$10,905.60
Base Bid	95	2506.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$2,150.00	2	0	\$0.00	3	\$6,450.00
Base Bid	96	2506.602	CONNECT INTO EXISTING STORM SEWER	EACH	\$1,850.00	7	0	\$0.00	7	\$12,950.00
Base Bid	97	2506.602	SEAL DRAINAGE STRUCTURE	EACH	\$223.00	31	0	\$0.00	22	\$4,906.00
Base Bid	98	2506.602	CONCRETE COLLAR	EACH	\$725.00	4	0	\$0.00	2	\$1,450.00
Base Bid	99	2506.603	SUPPORT DRAINAGE PIPE (SANITARY)	EACH	\$150.00	6	0	\$0.00	4	\$600.00
Base Bid	100	2511.504	GEOTEXTILE FILTER TYPE 7	S Y	\$8.00	56	0	\$0.00	20	\$160.00
Base Bid	101	2511.507	RANDOM RIPRAP CLASS III	C Y	\$115.00	18	0	\$0.00	11	\$1,265.00
Base Bid	102	2511.602	PLACE BOULDER	EACH	\$160.00	3	0	\$0.00	0	\$0.00
Base Bid	103	2521.518	4" CONCRETE WALK	S F	\$6.20	15422	0	\$0.00	15719	\$97,457.80
Base Bid	104	2521.518	6" CONCRETE WALK	S F	\$12.50	2957	0	\$0.00	1987	\$24,837.50
Base Bid	105	2531.503	CONCRETE CURB AND GUTTER DESIGN B612	L F	\$38.20	197	0	\$0.00	103	\$3,934.60
Base Bid	106	2531.503	CONCRETE CURB AND GUTTER DESIGN B618	L F	\$17.90	13874	0	\$0.00	13223	\$236,691.70
Base Bid	107	2531.503	CONCRETE CURB AND GUTTER DESIGN B624	L F	\$33.50	318	0	\$0.00	56	\$1,876.00
Base Bid	108	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	S Y	\$71.20	1685	0	\$0.00	1929	\$137,344.80

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	109	2531.604	8" CONCRETE VALLEY GUTTER	S Y	\$163.45	92	0	\$0.00	156	\$25,498.20
Base Bid	110	2531.618	TRUNCATED DOMES	S F	\$55.00	256	0	\$0.00	286	\$15,730.00
Base Bid	111	2535.503	BITUMINOUS CURB	L F	\$46.25	37	0	\$0.00	216	\$9,990.00
Base Bid	112	2540.602	SALVAGE & REINSTALL MAILBOX	EACH	\$185.00	33	0	\$0.00	24	\$4,440.00
Base Bid	113	2540.602	TEMPORARY MAILBOX SUPPORT	EACH	\$45.00	78	0	\$0.00	87	\$3,915.00
Base Bid	114	2540.603	METAL RAILING	L F	\$389.00	8	0	\$0.00	10	\$3,890.00
Base Bid	115	2540.603	LANDSCAPE EDGER	L F	\$5.00	183	0	\$0.00	0	\$0.00
Base Bid	116	2540.618	INSTALL STONE PAVERS	S F	\$50.00	122	0	\$0.00	28	\$1,400.00
Base Bid	117	2557.603	INSTALL FENCE	L F	\$15.50	124	0	\$0.00	114	\$1,767.00
Base Bid	118	2557.603	INSTALL RAILING	L F	\$104.00	8	0	\$0.00	10	\$1,040.00
Base Bid	119	2563.601	TRAFFIC CONTROL	LS	\$16,900.00	1	0	\$0.00	1	\$16,900.00
Base Bid	120	2571.502	DECIDUOUS SHRUB 4' HT B&B	EACH	\$145.00	11	0	\$0.00	18	\$2,610.00
Base Bid	121	2571.502	CONIFEROUS TREE 8' HT B&B	EACH	\$995.00	2	0	\$0.00	11	\$10,945.00
Base Bid	122	2571.502	DECIDUOUS TREE 4' HT B&B	EACH	\$695.00	1	0	\$0.00	0	\$0.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	123	2571.502	DECIDUOUS TREE 2" CAL B&B	EACH	\$895.00	88	0	\$0.00	98	\$87,710.00
Base Bid	124	2572.602	TREE PRUNING	EACH	\$300.00	11	0	\$0.00	2	\$600.00
Base Bid	125	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$16,200.00	1	0	\$0.00	1	\$16,200.00
Base Bid	126	2573.501	EROSION CONTROL SUPERVISOR	LS	\$1,800.00	1	0	\$0.00	1	\$1,800.00
Base Bid	127	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$155.00	54	0	\$0.00	61	\$9,455.00
Base Bid	128	2573.503	SILT FENCE, TYPE HI	L F	\$5.00	298	0	\$0.00	333	\$1,665.00
Base Bid	129	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	L F	\$5.00	480	0	\$0.00	600	\$3,000.00
Base Bid	130	2574.507	COMMON TOPSOIL BORROW (CV)	C Y	\$37.00	2708	0	\$0.00	2734	\$101,158.00
Base Bid	131	2575.501	TURF ESTABLISHMENT	LS	\$44,500.00	1	0	\$0.00	1	\$44,500.00
Base Bid	132	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$50.00	23	0	\$0.00	0	\$0.00
Base Bid	133	2575.604	MULCH MATERIAL TYPE SPECIAL	S Y	\$9.95	63	0	\$0.00	24	\$238.80
Base Bid	134	2575.607	LANDSCAPE ROCK	C Y	\$150.00	15	0	\$0.00	0	\$0.00
Base Bid Totals:								\$0.00		\$3,650,868.50

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
22-08		\$0.00	\$3,650,868.50

Contract Change Item Status

Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
22-08	CO1	135	- SALVAGE AND REINSTALL KEYSTONE RETAINING WALL (L S)	\$2,671.90	1	\$2,671.90	ITM	\$0.00	\$0.00	1	\$2,671.90
22-08	CO1	136	- REMOVE AND INSTALL NEW TIMBER RETAINING WALL (L S)	\$2,385.77	1	\$2,385.77	ITM	\$0.00	\$0.00	1	\$2,385.77
22-08	CO1	137	- REPAIR PRIVATE SEWER LINE (L S)	\$412.65	1	\$412.65	ITM	\$0.00	\$0.00	1	\$412.65
22-08	CO1	138	- REMOVE CONCRETE RETAINING WALL (L S)	\$607.20	1	\$607.20	ITM	\$0.00	\$0.00	1	\$607.20
22-08	CO1	139	- RELOCATE SHED (L S)	\$605.00	1	\$605.00	ITM	\$0.00	\$0.00	1	\$605.00
Contract Change Totals:									\$0.00		\$6,682.52

Contract Change Totals

Number	Description	Effective Date	Amount
1	Extra work related to two retaining wall removals that were not included in the plan. One of the retaining walls was reinstalled. A third retaining wall was removed. Also included is the relocation of a shed over the top of the planned storm line replacement down to pond off of S 8th Street that was not present during preliminary survey/plan development. While that line was being replaced, an unknown private storm sewer line was hit and repaired, and that is also included. See invoice for Change Order 1.	06/04/2024	\$6,682.52

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

Material On Hand Balance

Line	Item	Description	Date	Added	Used	Remaining
57	2503.503	6" PVC PIPE SEWER	2024-04-23	1,484 L F \$21,211.28	1,484 L F \$21,211.28	0 L F \$0.00
58	2503.503	8" PVC PIPE SEWER	2024-04-23	2,128 L F \$30,416.18	2,128 L F \$30,416.18	0 L F \$0.00
72	2504.602	WATER SERVICE TAP AND HOOKUP (1")	2024-04-23	49 EACH \$42,225.68	49 EACH \$42,225.68	0 EACH \$0.00
79	2504.602	6" GATE VALVE AND BOX	2024-04-23	10 EACH \$13,972.58	10 EACH \$13,972.58	0 EACH \$0.00
85	2504.603	6" WATERMAIN DUCTILE IRON CL 52	2024-04-23	2,323 L F \$145,187.50	2,323 L F \$145,187.50	0 L F \$0.00
87	2504.603	12" WATERMAIN DUCTILE IRON CL 52	2024-04-23	520 L F \$55,000.00	520 L F \$55,000.00	0 L F \$0.00

Contract Total**\$3,657,551.02**



City Council Agenda Request

MEETING DATE: July 21, 2025

TITLE OF ITEM: Approve Final Payment - 15th/Quince Sewer Replacement

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this item is the final payment request for the sewer replacement in the alley adjacent to 15th Street, south of Quince Street. At the request of the PUC, the work included the addition of watermain and service lines as well. This work is complete and staff recommends approval of the request.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The total amount is for \$137,508.86. The original amount was \$125,439, however some additional items and pipe footage than originally anticipated were required to complete this work. \$60,316.20 of the total is attributed to the sanitary sewer work and \$77,192.66 attributed to the watermain.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the final payment request totaling \$137,508.86.

FINANCIAL IMPACT: \$137,508.86



**P.O. Box 315
Brainerd, MN 56401**

Invoice

Date	Invoice #
6/15/2025	4932

Bill To

City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Terms	Due Date	Project
Net 10	6/25/2025	25101 SE 15th Sewer/Water

Item	Description	Qty	Rate	Serviced	Amount
	* SE 15th Street Alley Sewer and Water				
General Excavating	1. Mobilization	1	6,000.00		6,000.00
General Excavating	2. Clearing	0.01	27,500.00		275.00
General Excavating	3. Grubbing	0.01	27,500.00		275.00
General Excavating	4. Remove Manhole or Catch Basin	0	0.00		0.00
General Excavating	5. Remove Casting	2	425.00		850.00
General Excavating	6. Remove Curb Stop and Box	4	150.00		600.00
General Excavating	7. Sawing Concrete Pavement (Full Depth)	19	10.00		190.00
General Excavating	8. Sawing Bituminous Pavement (Full Depth)	62	3.25		201.50
General Excavating	9. Remove Watermain	0	0.00		0.00
General Excavating	10. Remove Sewer Pipe (Sanitary)	434	11.00		4,774.00
General Excavating	11. Remove Curb and Gutter	31	10.00		310.00
General Excavating	12. Remove Water Service Pipe	224	15.50		3,472.00
General Excavating	13. Remove Concrete Driveway	11	16.00		176.00
General Excavating	14. Remove Bituminous Driveway Pavement	68	3.45		234.60
General Excavating	15. Remove Bituminous Pavement	92	3.45		317.40
General Excavating	16. Common Excavation	189	13.50		2,551.50
General Excavating	17. Aggregate Base Class 5	234.56	22.14		5,193.16

Total

Payments/Credits

Balance Due

**Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com**



**P.O. Box 315
Brainerd, MN 56401**

Invoice

Date	Invoice #
6/15/2025	4932

Bill To

City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Terms	Due Date	Project
Net 10	6/25/2025	25101 SE 15th Sewer/Water

Item	Description	Qty	Rate	Serviced	Amount
General Excavating	18. Type SP 9.5 Wearing Course Mixture (2,C) - SY	214	47.05		10,068.70
General Excavating	19. 6" PVC Pipe Sewer	0	51.00		0.00
General Excavating	20. 8" PVC Pipe Sewer	341	72.00		24,552.00
General Excavating	21. Sanitary Sewer Service	11	1,333.00		14,663.00
General Excavating	22. Temporary Water Service	0	0.00		0.00
General Excavating	23. Water Service Tap and Hookup	4	1,815.00		7,260.00
General Excavating	24. Connect To Existing Watermain	1	1,979.00		1,979.00
General Excavating	25. Hydrant	1	6,986.00		6,986.00
General Excavating	26. 6" Gate Valve and Box	2	2,521.00		5,042.00
General Excavating	27. Turn Off Corporation Stop	1	650.00		650.00
General Excavating	28. 1" Type K Copper - PE Pipe	70	46.00		3,220.00
General Excavating	29. 6" Watermain Ductile Iron CL 52	346	88.00		30,448.00
General Excavating	30. Ductile Iron Fittings	0	0.00		0.00
General Excavating	31. Construct Drainage Structure 4007	0	0.00		0.00
General Excavating	32. Casting Assembly	0	0.00		0.00
General Excavating	33. Connect to Existing Drainage Structure	2	785.00		1,570.00
General Excavating	34. Seal Drainage Structure	1	185.00		185.00
General Excavating	35. Concrete Curb and Gutter B618	31	39.00		1,209.00

Total

Payments/Credits

Balance Due

**Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com**



P.O. Box 315
Brainerd, MN 56401

Invoice

Date	Invoice #
6/15/2025	4932

Bill To
City of Brainerd 501 Laurel Street Brainerd, MN 56401

Terms	Due Date	Project
Net 10	6/25/2025	25101 SE 15th Sewer/Water

[illegible]

Balance due Net 10 days. Past due accounts are subject to a service charge of 1.5% per month (18% per annum)

Total	\$137,508.86
Payments/Credits	\$0.00
Balance Due	\$137,508.86

Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com



City Council Agenda Request

MEETING DATE: July 21, 2025

TITLE OF ITEM: Approve Pay Request #1 and Change Order #1 - Imp 23-16 - South Brainerd Resurfacing Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this item is a request for Change Order #1 and Pay Request #1 for the South Brainerd Resurfacing Project. Included in the attachments is a letter from Bolton & Menk providing justification for the Change Order items and some of the overrun on quantities. The Change Order encompasses a pipe change for the fire hydrant replacements, additional asphalt patching on Graydon, and some other miscellaneous items. The Change Order items total \$32,452.81. Also attached is the Pay Request encompassing much of the completed work to date, including the new paving. The total amount for the request, including Change Order items, is \$616,603.30.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Also attached is a breakdown of the pay estimate based on costs attributed to the street and to water/fire hydrant work. Some minor restorative and punchlist items remain to be completed and should be nearing completion by the end of July.

RECOMMENDED ACTION/MOTION: Staff recommends approval of Change Order #1 and Pay Request #1 for the South Brainerd Resurfacing Project.

FINANCIAL IMPACT: \$616,603.30

July 15, 2025

Jessie Dehn, PE
City of Brainerd – City Engineer
501 Laurel Street
Brainerd, MN 56401RE: Change Order No. 1 and Pay Application No. 1
2025 South Brainerd Resurfacing Project
BMI Project No.: 24X135884000

Dear Jessie,

Attached for city approval please find Change Order No. 1 and Pay Application No. 1 for the 2025 South Brainerd Resurfacing Project. These reflect construction completed through Friday, July 11th. The project is 99% complete with crosswalk striping, acceptance of turf establishment, and punchlist items remaining.

Change Order No. 1 includes 4 items as follows:

- Revising watermain piping from as bid PVC to Ductile Iron Pipe
- Adding the replacement of a portion of the concrete driveway at 1909 Woodcrest Road to match adjacent curb replacement.
- Salvaging and reinstalling a portion of a boulder retaining wall adjacent to a hydrant replacement on Carol Lane cul-de-sac.
- Graydon Avenue was milled and overlaid. When the milling was completed, there was inconsistent pavement thicknesses which resulted in areas of thin to no pavement present in the underlying base course. These areas were excavated, class 5 aggregate base placed, and bituminous patched ahead of wear course paving to provide a consistent and stable surface to pave over. Below are a couple of photos of representative areas:



Name: Jessie Dehn, PE

Date: July 15, 2025

Page: 2

We recommend approval of Change Order No. 1 in the added amount of \$27,558.30.

Attached for approval please find Pay Application No. 1 in the amount of \$616,603.30. To date the contractor has completed work in the amount of \$649,056.10, 5% is being retained in the amount of \$32,452.81, which results in a recommended payment of \$616,603.30.

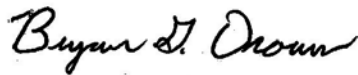
To note the aggregate base, Class 5 quantity is over the estimated quantity by 105 cubic yards. Upon removal of the existing bituminous there were areas of minimal class 5. These sandy areas were removed and supplemental Class 5, Aggregate Base placed. Also, the bituminous paving quantity is 8% over the estimated quantity. This is attributed to the existing pavement thickness being greater than the planned two inches in areas and new paving needing to match these thicknesses to perpetuate drainage to the existing curb and gutter.

Attached for your use please find a breakdown of project cost for the City of Brainerd Resurfacing and the Brainerd Public Utilities fire hydrant replacements.

- City of Brainerd - \$432,523.36
- Brainerd Public Utilities - \$184,079.93

Sincerely,

Bolton & Menk, Inc.



Bryan G. Drown, PE

Municipal Project Manager

Attachments: Change Order No. 1
Pay Application No. 1
Breakdown of Pay Application No. 1 Cost

CONTRACTOR'S PAY REQUEST

2025 SOUTH BRAINERD RESURFACING PROJECT

**BOLTON
& MENK**

Real People. Real Solutions.

DISTRIBUTION:

CONTRACTOR (1)

OWNER (1)

ENGINEER (1)

CITY OF BRAINERD -

BMI PROJECT NO. 24X135884000

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$638,506.30
TOTAL, COMPLETED WORK TO DATE	\$649,056.10
TOTAL, STORED MATERIALS TO DATE	\$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	\$649,056.10
RETAINED PERCENTAGE (5.0%)	\$32,452.81
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$616,603.30
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$0.00
PAY CONTRACTOR AS ESTIMATE NO. 1	\$616,603.30

CERTIFICATE FOR PARTIAL PAYMENT

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor:

Knifer River Corporation - North Central
4787 Shadow Wood Dr NE
Sauk Rapids, MN 56379

By

Name

Adam J. SURMA

PM

Title

Date

7-14-25

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

BOLTON & MENK, INC. 7656 DESIGN ROAD, SUITE 200, BAXTER, MN 56425

By

CONSULTING ENGINEER

Date 07/15/2025

APPROVED FOR PAYMENT:

OWNER: CITY OF BRAINERD, 501 LAUREL STREET, BRAINERD, MN 56401

By

Name

Title

Date

And

Name

Title

Date



CITY OF BRAINERD
BMI PROJECT NO. 24X135884000
WORK COMPLETED THROUGH FRIDAY, JULY 11, 2025

ITEM NO.	ITEM	UNIT PRICE	AS BID & CO #1		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	MOBILIZATION	\$29,000.00	1.00	LUMP SUM \$29,000.00	LUMP SUM	\$0.00	0.90	LUMP SUM \$26,100.00
2	REMOVE CURB AND GUTTER	\$3.45	750.00	LIN FT \$2,587.50	LIN FT	\$0.00	764.00	LIN FT \$2,635.80
3	REMOVE HYDRANT	\$2,450.00	10.00	EACH \$24,500.00	EACH	\$0.00	10.00	EACH \$24,500.00
4	REMOVE CASTING	\$135.00	2.00	EACH \$270.00	EACH	\$0.00	3.00	EACH \$405.00
5	SAWCUT CONCRETE FULL DEPTH	\$13.00	135.00	LIN FT \$1,755.00	LIN FT	\$0.00	135.00	LIN FT \$1,755.00
6	REMOVE WATER MAIN	\$8.00	80.00	LIN FT \$640.00	LIN FT	\$0.00	64.00	LIN FT \$512.00
7	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	\$32.00	44.00	SQ YD \$1,408.00	SQ YD	\$0.00	22.20	SQ YD \$710.40
8	REMOVE BITUMINOUS PAVEMENT	\$2.50	27,258.00	SQ YD \$68,145.00	SQ YD	\$0.00	27,258.00	SQ YD \$68,145.00
9	SALVAGE LANDSCAPE ROCK	\$46.00	30.00	SQ YD \$1,380.00	SQ YD	\$0.00	30.00	SQ YD \$1,380.00
10	COMMON EXCAVATION (P)	\$36.00	137.90	CU YD \$4,964.40	CU YD	\$0.00	137.90	CU YD \$4,964.40
11	AGGREGATE BASE (CV) CLASS 5 (P)	\$58.00	137.90	CU YD \$7,998.20	CU YD	\$0.00	242.30	CU YD \$14,053.40
12	BITUMINOUS PATCH SPECIAL (DRIVEWAY)	\$52.00	44.00	SQ YD \$2,288.00	SQ YD	\$0.00	22.20	SQ YD \$1,154.40
13	MILL BITUMINOUS SURFACE (2.0")	\$2.50	6,778.00	SQ YD \$16,945.00	SQ YD	\$0.00	6,778.00	SQ YD \$16,945.00
14	BITUMINOUS MATERIAL FOR TACK COAT	\$2.00	680.00	GALLON \$1,360.00	GALLON	\$0.00	680.00	GALLON \$1,360.00
15	TYPE SP 9.5 WEARING COURSE MIX (2,B)	\$63.00	4,122.00	TON \$259,686.00	TON	\$0.00	4,450.00	TON \$280,350.00
16	CONNECT TO EXISTING WATER MAIN	\$1,692.00	12.00	EACH \$20,304.00	EACH	\$0.00	12.00	EACH \$20,304.00
17	HYDRANT (8.5' BURY)	\$6,751.00	2.00	EACH \$13,502.00	EACH	\$0.00	2.00	EACH \$13,502.00
18	HYDRANT (9.0' BURY)	\$6,956.00	5.00	EACH \$34,780.00	EACH	\$0.00	5.00	EACH \$34,780.00
19	HYDRANT (9.5' BURY)	\$7,261.00	3.00	EACH \$21,783.00	EACH	\$0.00	3.00	EACH \$21,783.00
20	HYDRANT EXTENSION (6")	\$1,638.00	3.00	EACH \$4,914.00	EACH	\$0.00	0.00	EACH \$0.00
21	6" GATE VALVE & BOX	\$2,779.00	10.00	EACH \$27,790.00	EACH	\$0.00	10.00	EACH \$27,790.00
22	6" PVC WATERMAIN	\$35.00	0.00	LIN FT \$0.00	LIN FT	\$0.00	0.00	LIN FT \$0.00
23	12" PVC WATERMAIN	\$105.55	0.00	LIN FT \$0.00	LIN FT	\$0.00	0.00	LIN FT \$0.00
24	WATERMAIN FITTINGS	\$15.25	110.00	POUND \$1,677.50	POUND	\$0.00	110.00	POUND \$1,677.50
25	CASTING ASSEMBLY (STORM)	\$1,315.00	2.00	EACH \$2,630.00	EACH	\$0.00	3.00	EACH \$3,945.00
26	CONCRETE CURB & GUTTER DESIGN B618	\$34.00	750.00	LIN FT \$25,500.00	LIN FT	\$0.00	764.00	LIN FT \$25,976.00
27	7" CONCRETE VALLEY GUTTER	\$81.00	58.10	SQ FT \$4,706.10	SQ FT	\$0.00	42.20	SQ FT \$3,418.20
28	INSTALL LANDSCAPE ROCK	\$125.00	30.00	SQ YD \$3,750.00	SQ YD	\$0.00	0.00	SQ YD \$0.00
29	TRAFFIC CONTROL	\$4,100.00	1.00	LUMP SUM \$4,100.00	LUMP SUM	\$0.00	0.90	LUMP SUM \$3,690.00
30	SEDIMENT CONTROL LOG TYPE WOOD FIBER	\$5.00	760.00	LIN FT \$3,800.00	LIN FT	\$0.00	385.00	LIN FT \$1,925.00
31	STORM DRAIN INLET PROTECTION	\$195.00	23.00	EACH \$4,485.00	EACH	\$0.00	23.00	EACH \$4,485.00
32	COMMON TOPSOIL BORROW	\$36.00	56.00	CU YD \$2,016.00	CU YD	\$0.00	64.00	CU YD \$2,304.00
33	TURF ESTABLISHMENT	\$6,750.00	1.00	LUMP SUM \$6,750.00	LUMP SUM	\$0.00	1.00	LUMP SUM \$6,750.00
34	CROSSWALK PAINT	\$8.40	200.00	SQ FT \$1,680.00	SQ FT	\$0.00	0.00	SQ FT \$0.00
CHANGE ORDER NO. 1								
35	6" DIP WATERMAIN	\$81.30	92.00	LIN FT \$7,479.60	LIN FT	\$0.00	101.00	LIN FT \$8,211.30
36	12" DIP WATERMAIN	\$193.65	6.00	LIN FT \$1,161.90	LIN FT	\$0.00	4.00	LIN FT \$774.60
37	6" CONCRETE DRIVEWAY PAVEMENT	\$72.00	23.30	SQ YD \$1,677.60	SQ YD	\$0.00	23.30	SQ YD \$1,677.60
38	SALVAGE AND REINSTALL BOULDER RETAINING WALL	\$1,347.00	1.00	LUMP SUM \$1,347.00	LUMP SUM	\$0.00	1.00	LUMP SUM \$1,347.00
39	BITUMINOUS PATCH	\$15.62	1,264.00	SQ YD \$19,745.50	SQ YD	\$0.00	1,264.00	SQ YD \$19,745.50
TOTAL AMOUNT:				\$638,506.30		\$0.00		\$649,056.10

PAY APPLICATION NO. 1 BREAKDOWN

2025 SOUTH BRAINERD RESURFACING PROJECT

CITY IMPROVEMENT NO. 23-16

CITY OF BRAINERD, MN

BMI PROJECT NO. 24X.135884



Date: 7/15/2025

Item No.	MnDOT Spec No.	Item	Estimated Quantity	Unit	Unit Price	City of Brainerd		Brainerd Public Utilities		Total Amount
						Quantity	Cost	Quantity	Cost	
1	2021.501	MOBILIZATION	0.90	LUMP SUM	\$29,000.00	0.66	\$ 19,140.00	0.24	\$ 6,960.00	\$26,100.00
2	2104.501	REMOVE CURB AND GUTTER	764	LIN FT	\$3.45	427	\$ 1,473.15	337	\$ 1,162.65	\$2,635.80
3	2104.502	REMOVE HYDRANT	10	EACH	\$2,450.00		\$ -	10	\$ 24,500.00	\$24,500.00
4	2104.502	REMOVE CASTING	3	EACH	\$135.00	3	\$ 405.00		\$ -	\$405.00
5	2104.503	SAWCUT CONCRETE FULL DEPTH	135	LIN FT	\$13.00	91	\$ 1,183.00	44	\$ 572.00	\$1,755.00
6	2104.503	REMOVE WATER MAIN	64	LIN FT	\$8.00		\$ -	64	\$ 512.00	\$512.00
7	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	22.2	SQ YD	\$32.00	11	\$ 358.40	11	\$ 352.00	\$710.40
8	2104.505	REMOVE BITUMINOUS PAVEMENT	27258	SQ YD	\$2.50	27047	\$ 67,617.50	211	\$ 527.50	\$68,145.00
9	2104.604	SALVAGE LANDSCAPE ROCK	30	SQ YD	\$46.00		\$ -	30	\$ 1,380.00	\$1,380.00
10	2105.501	COMMON EXCAVATION (P)	137.9	CU YD	\$36.00	102.7	\$ 3,697.20	35.2	\$ 1,267.20	\$4,964.40
11	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	242.3	CU YD	\$58.00	207.1	\$ 12,011.80	35.2	\$ 2,041.60	\$14,053.40
12	2231.604	BITUMINOUS PATCH SPECIAL (DRIVEWAY)	22.2	SQ YD	\$52.00	11.2	\$ 582.40	11	\$ 572.00	\$1,154.40
13	2232.504	MILL BITUMINOUS SURFACE (2.0")	6778	SQ YD	\$2.50	6778	\$ 16,945.00		\$ -	\$16,945.00
14	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	680	GALLON	\$2.00	680	\$ 1,360.00		\$ -	\$1,360.00
15	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	4450	TON	\$63.00	4438	\$ 279,594.00	12.00	\$ 756.00	\$280,350.00
16	2504.602	CONNECT TO EXISTING WATER MAIN	12	EACH	\$1,692.00		\$ -	12	\$ 20,304.00	\$20,304.00
17	2504.602	HYDRANT (8.5' BURY)	2	EACH	\$6,751.00		\$ -	2	\$ 13,502.00	\$13,502.00
18	2504.602	HYDRANT (9.0' BURY)	5	EACH	\$6,956.00		\$ -	5	\$ 34,780.00	\$34,780.00
19	2504.602	HYDRANT (9.5' BURY)	3	EACH	\$7,261.00		\$ -	3	\$ 21,783.00	\$21,783.00
20	2504.603	HYDRANT EXTENSION (6")		EACH	\$1,638.00		\$ -		\$ -	
21	2504.602	6" GATE VALVE & BOX	10	EACH	\$2,779.00		\$ -	10	\$ 27,790.00	\$27,790.00
22	2504.603	6" PVC WATERMAIN		LIN FT	\$35.00		\$ -		\$ -	
23	2504.603	12" PVC WATERMAIN		LIN FT	\$105.55		\$ -		\$ -	
24	2504.608	WATERMAIN FITTINGS	110	POUND	\$15.25		\$ -	110	\$ 1,677.50	\$1,677.50
25	2506.502	CASTING ASSEMBLY (STORM)	3	EACH	\$1,315.00	3	\$ 3,945.00		\$ -	\$3,945.00
26	2531.501	CONCRETE CURB & GUTTER DESIGN B618	764	LIN FT	\$34.00	427	\$ 14,518.00	337	\$ 11,458.00	\$25,976.00
27	2531.604	7" CONCRETE VALLEY GUTTER	42.2	SQ FT	\$81.00	42.2	\$ 3,418.20		\$ -	\$3,418.20
28	2540.604	INSTALL LANDSCAPE ROCK		SQ YD	\$125.00		\$ -		\$ -	
29	2563.601	TRAFFIC CONTROL	0.90	LUMP SUM	\$4,100.00	0.66	\$ 2,706.00	0.24	\$ 984.00	\$3,690.00
30	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	385	LIN FT	\$5.00	85	\$ 425.00	300	\$ 1,500.00	\$1,925.00
31	2573.502	STORM DRAIN INLET PROTECTION	23	EACH	\$195.00	23	\$ 4,485.00		\$ -	\$4,485.00
32	2574.507	COMMON TOPSOIL BORROW	64	CU YD	\$36.00		\$ -	64	\$ 2,304.00	\$2,304.00
33	2575.501	TURF ESTABLISHMENT	1	LUMP SUM	\$6,750.00		\$ -	1	\$ 6,750.00	\$6,750.00
34	2582.518	CROSSWALK PAINT		SQ FT	\$8.40		\$ -		\$ -	
35	2504.603	6" DIP WATERMAIN	101	LIN FT	\$81.30		\$ -	101	\$ 8,211.30	\$8,211.30
36	2504.603	12" DIP WATERMAIN	4	LIN FT	\$193.65		\$ -	4	\$ 774.60	\$774.60
37	2531.604	6" CONCRETE DRIVEWAY PAVEMENT	23.3	SQ FT	\$72.00	23.3	\$ 1,677.60		\$ -	\$1,677.60
38		SALVAGE AND REINSTALL BOULDER RETAINING WALL	1	LUMP SUM	\$1,347.00		\$ -	1	\$ 1,347.00	\$1,347.00
39		BITUMINOUS PATCH - GRAYDON AVENUE	1264	SQ YD	\$15.62	1264	\$ 19,745.50		\$ -	\$19,745.50
PAY APPLICATION NO. 1 CONSTRUCTION TOTAL:							\$455,287.75		\$193,768.35	\$649,056.10
MINUS 5% RETAINAGE							\$22,764.39		\$9,688.42	\$32,452.81
PAY APPLICATION NO. 1 TOTAL:							\$432,523.36		\$184,079.93	\$616,603.30

CHANGE ORDER NO. 1

Owner: City of Brainerd Owner's Project No.: 23-16
 Engineer: Bolton & Menk, Inc. Engineer's Project No.: 24X135884000
 Contractor: Knife River Corporation – North Central Contractor's Project No.:
 Project: 2025 South Brainerd Resurfacing Project
 Contract Name: 2025 South Brainerd Resurfacing Project
 Date Issued: July 11, 2025 Effective Date of Change Order: Upon City Council Approval

The Contract is modified as follows upon execution of this Change Order:

Description: Add to the project:

- Remove 6" PVC and 12" PVC Watermain Pipe and replace with 6" and 12" DIP Watermain Pipe.
- 6" Concrete Driveway Pavement at 1909 Woodcrest Road
- Salvage and reinstall boulder retaining wall at Carol Lane cul-de-sac hydrant replacement
- Bituminous Non-wear course patching on Graydon Ave

Attachments: Summary of proposed cost.

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 610,948.00		Substantial Completion:	July 31, 2025
		Ready for final payment:	August 15, 2025
Increase from previously approved Change Orders No. to No. :		Increase from previously approved Change Orders No. to No. :	
\$ 0.00		Substantial Completion:	
		Ready for final payment:	
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 610,948.00		Substantial Completion:	July 31, 2025
		Ready for final payment:	August 15, 2025
Increase this Change Order:		Increase this Change Order:	
\$ 27,558.30		Substantial Completion:	0
		Ready for final payment:	0
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 638,506.30		Substantial Completion:	July 31, 2025
		Ready for final payment:	August 15, 2025

Recommended by Engineer
 By: Bryan D. Brown
 Title: Project Engineer

Date: 07/15/2025

Accepted by Owner (Authorized Signature)

By: _____
 Title: _____
 Date: _____

Accepted by Contractor
William J. Brown
PM
7-14-25

CHANGE ORDER NO. 1
2025 SOUTH BRAINERD RESURFACING PROJECT
CITY OF BRAINERD, MINNESOTA
BMI PROJECT NO. 24X135884000

Date: 7/10/2025

ITEM NO.	SPECIFICATION NUMBER	ITEM	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL COST
22	2504.603	REMOVE 6" PVC WATERMAIN	LIN FT	-92	\$35.00	-\$3,220.00
23	2504.603	REMOVE 12" PVC WATERMAIN	LIN FT	-6	\$105.55	-\$633.30
35	2504.603	ADD 6" DIP WATERMAIN	LIN FT	92	\$81.30	\$7,479.60
36	2504.603	ADD 12" DIP WATERMAIN	LIN FT	6	\$193.65	\$1,161.90
37	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	23.3	\$72.00	\$1,677.60
38		SALVAGE AND REINSTALL BOULDER RETAINING WALL	LUMP SUM	1	\$1,347.00	\$1,347.00
39		BITUMINOUS PATCH	SQ YD	1264	\$15.62	\$19,745.50

TOTAL: \$27,558.30



P.O. Box 315
Brainerd, MN 56401

Quote

Date	Quote #
6/4/2025	1791

Name / Address

Knife River Corporation - North Central
4787 Shadow Wood Dr NE
Sauk Rapids, MN 56379

Description	Quantity	Unit Cost	Unit	Total
* South Brainerd Resurfacing				
* DIP Watermain Pricing				
22. 6" DIP Water Main	92	81.30	LF	7,479.60
23. 12" DIP Water Main	6	193.65	LF	1,161.90
Total				\$8,641.50

Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com

FRENCH LAKE CURB CO
P O BOX 127
KIMBALL MN 55353-0127

Invoice

Date	Invoice #
7/2/2025	2017.1199

Bill To
Knife River Corporation 4787 Shadow Wood DR Sauk Rapids MN 56379

Phone #	Fax #
320-236-8300	320-236-8311
E-mail	
frenchlakecurb@outlook.com	

P.O. No.		Terms	Project	
Brainerd		Net 60	2025.18 Brainerd South	
Quantity	UOM	Description	Rate	Amount
23.3	SY	6" Concrete D/W Pavement Extra Driveway that was not on bid	72.00	1,677.60
			Total	\$1,677.60
			Payments/Credits	\$0.00
			Balance Due	\$1,677.60



**P.O. Box 315
Brainerd, MN 56401**

Quote

Date	Quote #
7/5/2025	1802

Name / Address

Knife River Corporation - North Central
4787 Shadow Wood Dr NE
Sauk Rapids, MN 56379

Description	Quantity	Unit Cost	Unit	Total
* South Brainerd Resurfacing * Extra Work Pricing 1. Carol Lane Hydrant: Salvage and Reinstall boulder retaining wall and Flag Pole.	1	1,347.00	LS	1,347.00
Total				\$1,347.00

**Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com**

Quote for Patching Change Order Request

07/11/2025 11:41AM Page 1

KNIFE RIVER CORPORATION - NC

4787 Shadow Wood Drive NE

Sauk Rapids, MN 56379

Phone: (320) 251-9472

Fax: (320) 258-2940

Bond:

Sales Tax:

Bid Date:

Quote To:

City of Brainerd
501 Laurel Street
Brainerd MN 56401

Phone: 218-

Fax:

Email:

Quote is valid for 15 days.

Item	Description	Quantity	Unit	Unit Price	Extension
10	Mobilization 2nd crew	1.000	LS	2,000.000	2,000.00
20	Patch Mill and Removal Crew	8.500	HR	235.000	1,997.50
30	Pave Patches Crew	9.500	HR	775.000	7,362.50
40	Trucking Hours	21.500	HR	130.000	2,795.00
50	Mix Placed in Patches	111.810	TN	50.000	5,590.50
				Total Quote: \$	19,745.50

Inclusions/Exclusions:



City Council Agenda Request

MEETING DATE: July 21, 2025

TITLE OF ITEM: Approve WSB Contract Amendment - M Street Outfall Repair Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Staff is recommending approval of a contract amendment request from WSB in the amount of \$2,500 for additional scope of work items related to the addition of the fence replacement work for the BIC property. As mentioned previously, the additional scope of work items related to the BIC property were not included in the original scope of work for design and construction services by WSB as they were unknown at that time. Per Council direction, staff directed WSB to include replacement of the fence section and some grading required to support the post foundations. Further grading of the eroded channel was not included in the scope of work.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The amendment request of \$2,500 would bring the overall contract amount with WSB to \$32,200. Funds for this are intended to be utilized from the Storm Water Utility Fund.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the WSB contract amendment request in the amount of \$2,500 for the M Street Outfall Repair project.

FINANCIAL IMPACT: \$2,500



City Council Agenda Request

MEETING DATE: July 21, 2025

TITLE OF ITEM: Approve Country Manor Sewer and Water Request

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 request from Country Manor for the City to provide funds to a change order due to additional excavation work required to make watermain and sanitary sewer connections at Wild Avenue and Warrior Avenue. The change order request from Bauer to Country Manor was in the amount of \$56,180, however BPU is intending to provide some salvaged gate valves to the project resulting in a \$5,000 credit. Thus, the request would be in the amount of \$51,180.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: In review of the as-built plans of Warrior and Wild Avenues, the drawings show the contractor installed the mains and capped them at the end of the streets. However, the actual conditions, the mains were not extended as far as the plans indicated. To make the connections, the contractor will have to replace a portion of each street as well as provide temporary water service to multiple properties. As this was not foreseen, Country Manor is requesting the City assist with the additional costs for this work.

RECOMMENDED ACTION/MOTION: Staff recommends approval of \$51,180 towards the requested change order work for the Country Manor project to extend mains into Warrior and Wild Avenues.

FINANCIAL IMPACT: \$51,180

**PCO #L002**

Bauer Design Build, LLC
14030 21st Ave North
Plymouth, Minnesota 55447
Phone: +17639720000

Project: 25-23-0008 - Pinecrest of Country Manor
9040 Country Manor Way
Brainerd, Minnesota 56401

Prime Contract Potential Change Order #L002: Extra Utilities Work at Warrior & Wild

TO:	Country Manor Campus Brainerd LLC 520 First Street NE Sartell, Minnesota 56377	FROM:	Bauer Design Build, LLC 14030 21st Ave North Plymouth, Minnesota 55447
PCO NUMBER/REVISION:	L002 / 0	CONTRACT:	25230008L - Country Manor Senior Campus L
REQUEST RECEIVED FROM:		CREATED BY:	Nate Geberl (Bauer Design Build, LLC)
STATUS:	Approved	CREATED DATE:	7/9/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$56,180.00

POTENTIAL CHANGE ORDER TITLE: Extra Utilities Work at Warrior & Wild

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

Extra Utilities Work at Warrior & Wild

Added cost to extend utilities into residential development due to gap in as-built condition versus plans for Sanitary, and extra gate valves for Water to reduce shutdowns for the residential neighborhood.

ATTACHMENTS:

Warrior & Wild Utility Extras Landwehr.pdf

#	Cost Code	Description	Type	Amount
1	33-0001 - Utilities	Add 2 Gate Valves	Subcontract	\$11,000.00
2	31-0001 - Earthwork	Demo/Excavation/Paving Prep	Subcontract	\$12,000.00
3	32-1216 - Asphalt Paving	Paving Patches Allowance	Subcontract	\$20,000.00
4	32-1613 - Curb and Gutters	Curb Replacement Allowance	Subcontract	\$5,000.00
5	32-9000 - Planting	Irrigation & Seeding Restoration Allowance	Subcontract	\$5,000.00
6	99-0020 - Fee / Profit	6%	Overhead	\$3,180.00
Subtotal:				\$56,180.00
Grand Total:				\$56,180.00

Country Manor Campus Brainerd LLC
520 First Street NE
Sartell, Minnesota 56377

Bauer Design Build, LLC
14030 21st Ave North
Plymouth, Minnesota 55447

7/9/2025

SIGNATURE

DATE

7/9/2025

SIGNATURE

DATE



CO

Landwehr Construction, Inc.
P. O. Box 1086
St. Cloud, MN 56302

Phone (320) 252-1494
Fax (320) 252-2380

Submitted to:		Job Name (if different than submitted to)	
Name Bauer Design Build	Name County Manor		
City, State, Zip	City, State, Zip Brainerd, MN		
Phone	Fax	Bid Date 7/2/2025	

We hereby submit specifications and estimates for:

ADD	UNIT	QTY	EXTENSION
Additional gate valves	EA	2	\$ 11,000.00
Additional removal, prep for paving	LS	1	\$ 12,000.00

\$ 23,000.00

Excluded
Class 5
Paving
Curb and gutter
Landscaping
Sheeting, shoring, underpinning
Plantings
Seeding

Logan Kainbach

Prepared by -
Landwehr Construction, Inc.

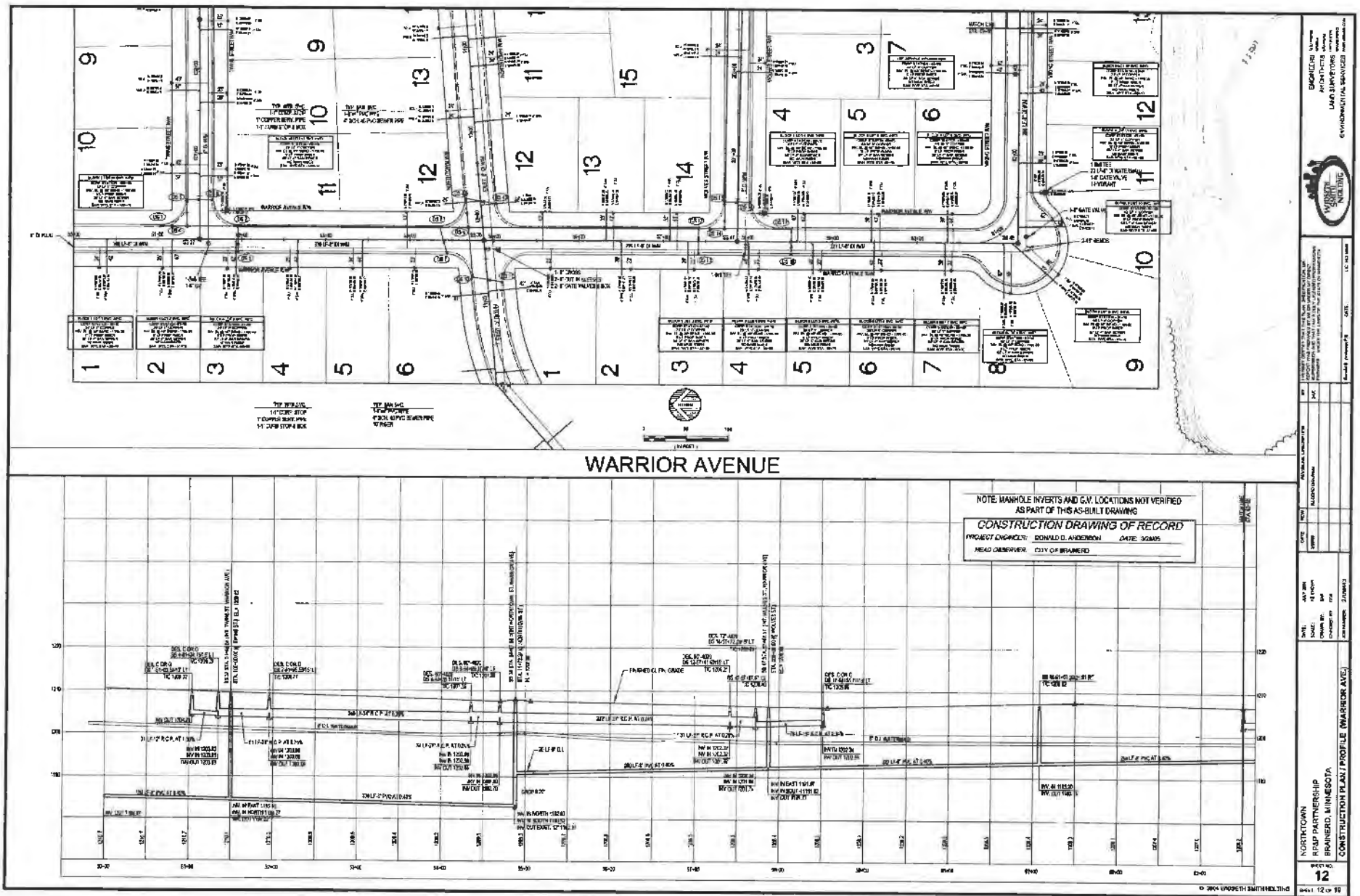
7/2/2025
Date

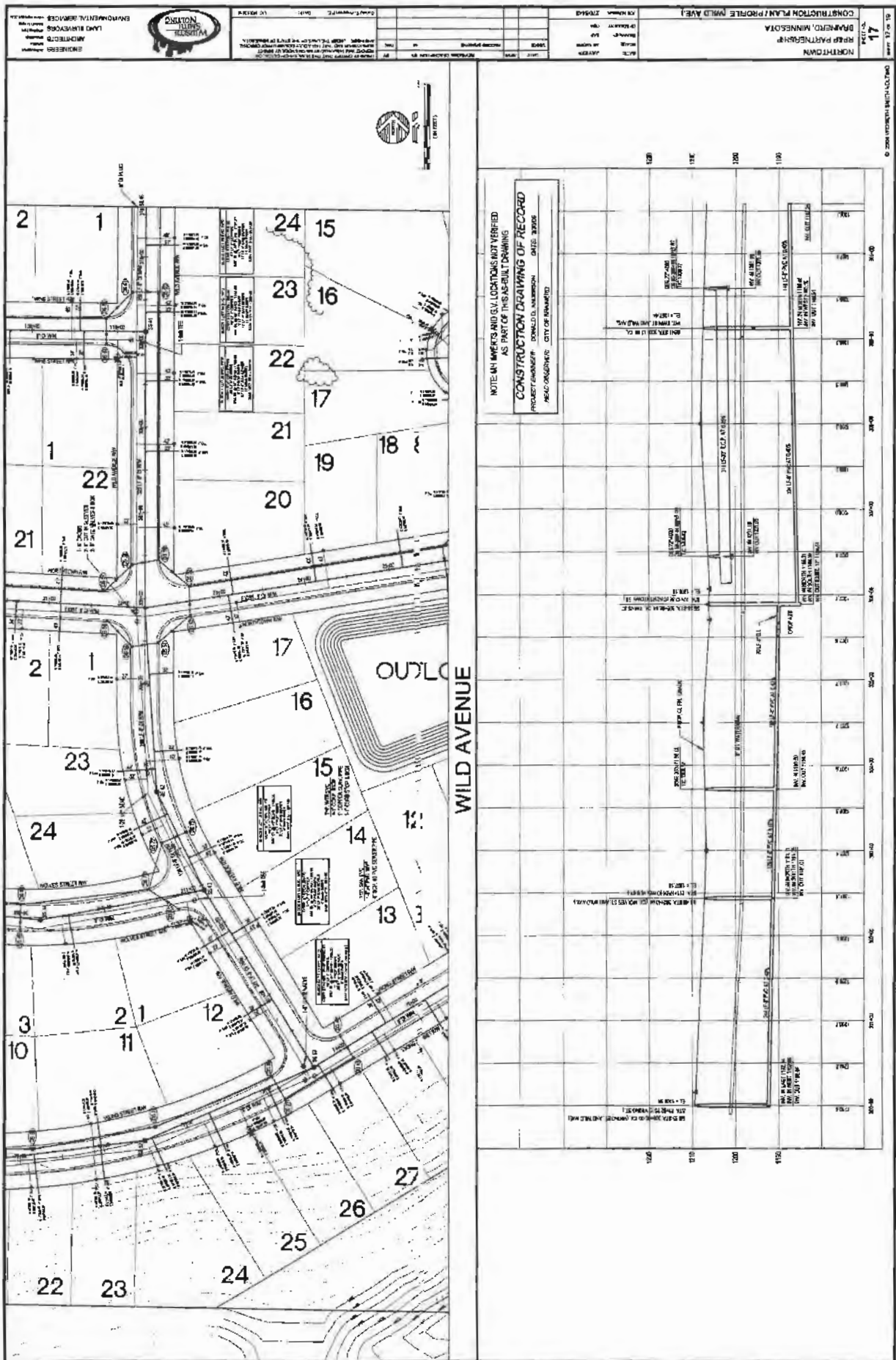
Proposal Valid for 15 Days

Accepted by (Signature)

Title, Company

Date





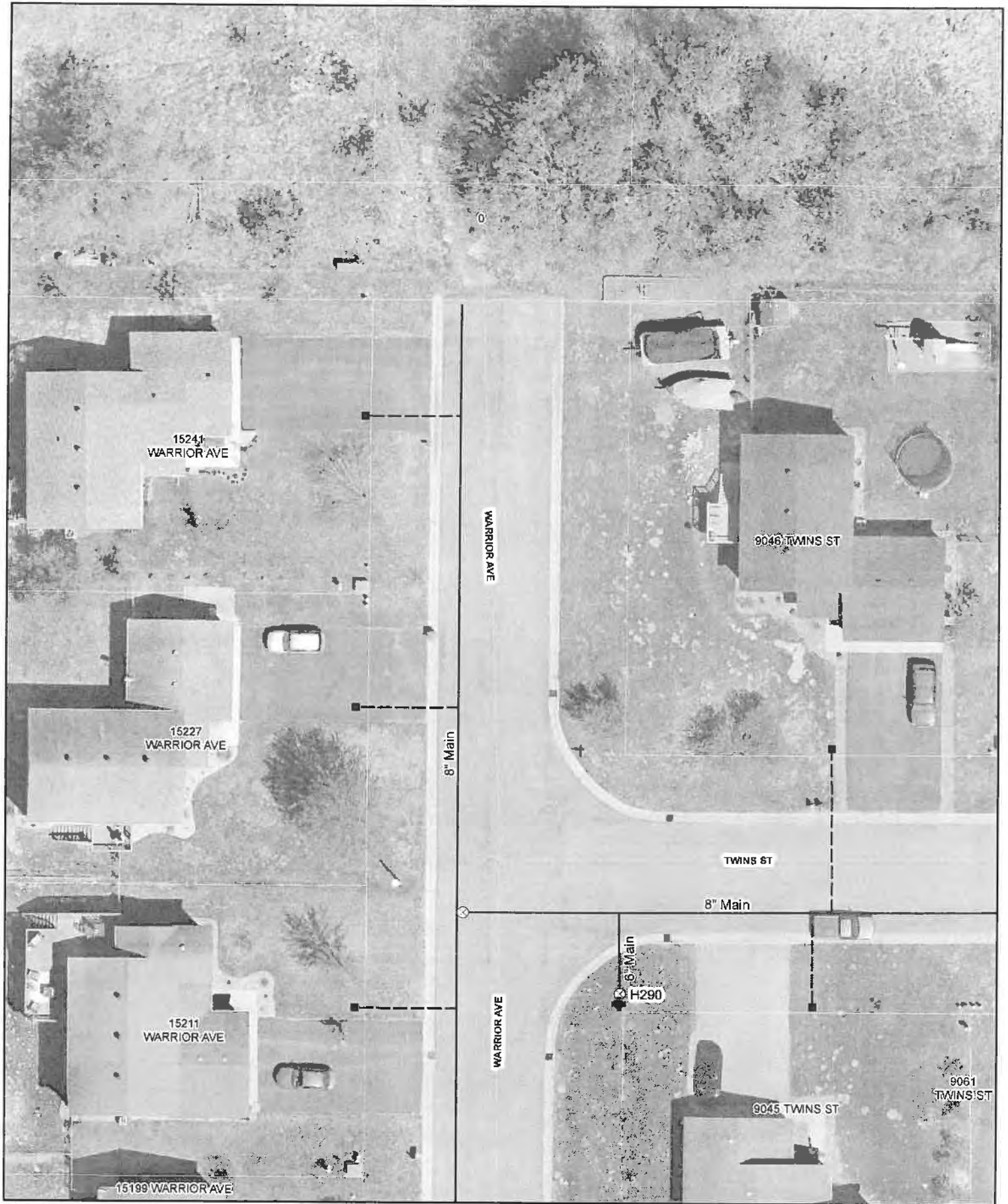


**BRainerd PUBLIC UTILITIES
ELECTRIC MAP**

This map is intended for reference purposes only and is not a legally recorded map nor survey. Brainerd Public Utilities shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statutes 466.03 Subd 21.

0 5 10 20
Feet

Date: 6/18/2025



BRainerd PUBLIC UTILITIES **WATER MAP**

This map is intended for reference purposes only and is not a legally recorded map nor survey. Brainerd Public Utilities shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statutes 466.03 Subd 21.

0 5 10 20
 Feet

Date: 6/18/2025



BRainerd PUBLIC UTILITIES **WATER MAP**



This map is intended for reference purposes only and is not a legally recorded map nor survey. Brainerd Public Utilities shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statutes 466.03 Subd 21.

0 5 10 20
 Feet

Date: 6/18/2025



City Council Agenda Request

MEETING DATE: July 21, 2025

TITLE OF ITEM: Discussion of Capital Improvements for Annex Building

AGENDA: SPW Committee

ACTION REQUESTED: Discussion Item

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

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Staff is requesting direction on work for the Annex building. There is approximately \$160,000 remaining in funds allocated to the Annex. Repairs to the elevator are complete, however there are significant concerns regarding the status of the HVAC system. The AC condensing units continue to be non-operational and the building is not able to regulate temperature and humidity during the summer months, which negatively impacts the interior building components. In addition, the furnaces are also in need of repair/ replacement. Staff is recommending that the Council authorize an HVAC project and direct staff to receive proposals for replacements of the furnaces and air conditioning condenser units along with other miscellaneous work needed for the HVAC system. The work is estimated to be roughly half of the remaining funds allocated to the Annex. Staff is also requesting direction from the Council on how to utilize the remaining capital funds for the building.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Widseth provided a review of the 2019 facility study during a walk-through of the building this last winter, attached is the cost estimate. Staff is recommending the following improvements for Council consideration.

1. Start at the highest priority of work as outlined below:

- a. HVAC
- b. Exterior wood windows
- c. 2nd floor structural joists
- d. Electrical (this is minor work)
- e. Keep remaining funds for future build-out improvements

Note: Staff would ensure the project remains in budget as we progress down the priority list of improvements. In addition, the restrooms are currently not ADA compliant but can wait for a tenant build-out.

2. Discussion on the future of the Annex. Staff is providing several options for Council consideration:

- a. Research improvements and design layout for City staff to occupy the Annex;
- b. Advertise the Annex for lease after the minimum improvements are completed. The tenant and the City can negotiate an improvement project as part of a lease agreement.

c. Research necessary improvements for a move-in-ready lease option. Improvements would primarily include cosmetic features and bathroom upgrades (refer to facilities study).

RECOMMENDED ACTION/MOTION: Staff has provided two improvement options for the Council to consider:

1. Solicit proposals and complete work within budget as outlined in Option 1; or
2. Solicit HVAC proposal and complete HVAC work and leave remaining funds for a future build-out.

Staff is also seeking direction on the future of the Annex.

FINANCIAL IMPACT: Unknown at this time.



BRAINERD
MINNESOTA

City of Brainerd, Minnesota

City Hall Annex Building Facility Report



June 18, 2018

WSN No. 280B0406.000

Brainerd City Hall Annex – Architectural Evaluation

Existing Conditions and Recommendations:

Overall the current state of the Brainerd City Hall Annex building is in poor condition. This building was built in 1914 and there was an addition constructed on the east side of the original structure that is currently vacant and the roof is being utilized as a second exit from the upper level. The reliance on the roof for a second exit is questionable and not recommended due to the months out of the year that the roof is covered in snow and ice. The exterior windows, structural integrity of the upper level floor joists and mechanical systems dominate the issues that need to be addressed. There have been some improvements made within the last year, that include new carpet and paint for the walls within the DMV Exam Station on the main level, however the remaining spaces within the building need significant repair. Please refer to the following items that were identified during our on-site walkthrough:

Item 1) Exterior Brick and Mortar, Stucco Deterioration: The brick and mortar towards the top of the building needs to be addressed. There are indications of missing mortar and spalling that present water and air infiltration issues for the building envelope. The exterior stucco finish for the single level east addition needs to be repaired. Also, there is a concrete block vestibule that should be removed. The roof for this structure has deteriorated beyond repair and the vestibule currently serves no purpose.

Recommendation: Deteriorating and missing mortar need to be replaced, and these areas need to “repointed” or “tuckpointed” to ensure that the exterior envelope is air and water tight. Prior to any restoration work commencing, the building will need to be washed to remove the dirt and debris that has accumulated on the building over time. Although this building is not registered on the Registry of Historic Places, we recommend that this work be performed by an accredited historic restoration construction company that will make the appropriate corrections to the building and ensure that the new materials will match the historic materials to provide a consistent look. The existing stucco should be repaired using similar materials with a texture and color that matches the existing finish, which includes the area where the existing vestibule will be removed.

Priority: Medium

Item 1) Photos:





Item 2) West Entrance: The west entrance is not an accessible entrance. The exterior door swings out onto a surface that is sloped to provide a solid surface from the interior of the building to the exterior sidewalk. The 2015 Minnesota Accessibility Code, Section 406.7, specifies that a landing shall be provided at the tops of curb ramps which shall have a length of 36" minimum. The American with Disabilities Act (ADA) is a civil rights issue, not a building code issue and should be a high priority of any building that serves the general public and employees.

Recommendation: A code-compliant ramp and landing should be poured out of concrete to provide an accessible entrance to this building if it serves the public.

Priority: High

Item 2) Photos:



Item 3) EPDM Roof Repair: The existing roof is an EPDM roof, which is a roof system that has a layer of ethylene propylene diene monomer (EPDM). The annex building as well as the covered parking building roofs were reroofed in 2005. Although there are indications of where water was infiltrating on the upper level, the city should plan on reroofing these two buildings when the roof system has met the anticipated life expectancy in 15 years.

Recommendation: The existing ballasted roof will need to be replaced due to remaining life of the existing roof. During the installation of a new ballasted roof, it is also recommended to install new prefinished metal coping that will be installed over EPDM that extends up the face of the parapet wall.

Priority: Low

Item 3) Photos:

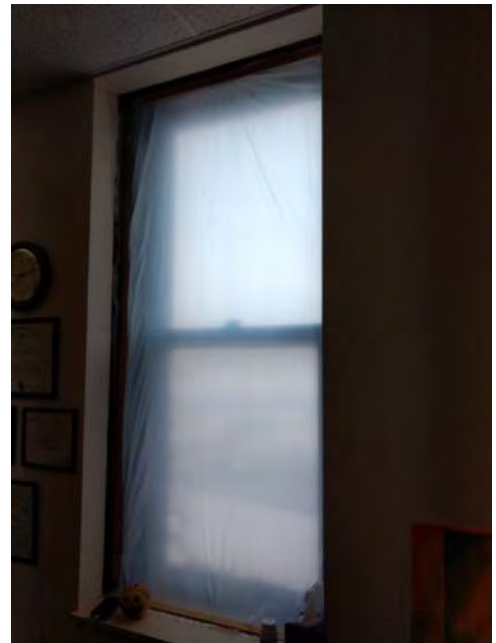
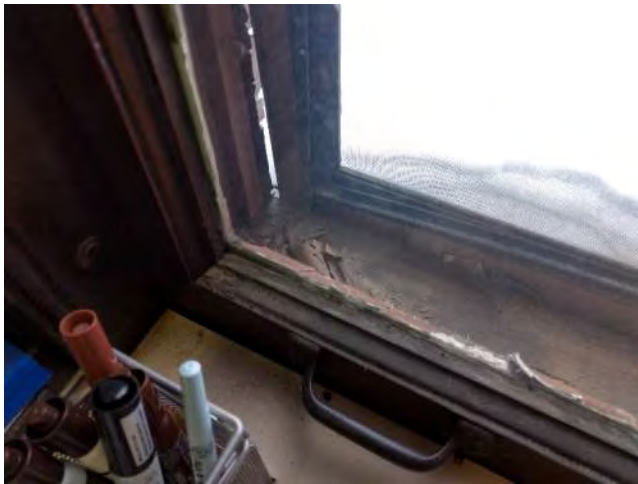


Item 4) Exterior Wood Windows: The existing wood exterior windows need to be replaced due to deterioration that has occurred over the years. The existing wood windows are operable; however, they no longer function and in many instances, do not close. This allows air and water to infiltrate into the existing space and creates an interior environment that is not easily maintained from an HVAC standpoint.

Recommendation: The existing wood windows could be restored, or repaired, however the associated costs with this would exceed the benefits a new energy efficient aluminum window. We recommend removing the old window, install framing that will provide adequate support for a new aluminum window and associated wood trim to case these windows for a clean and finished look on the interior of the space.

Priority: High

Item 4) Photos:



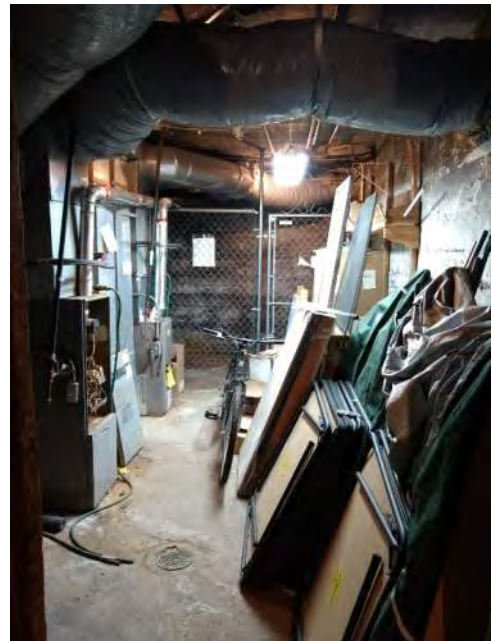
Item 5) Lower Level Mechanical/Electrical/Elevator Equipment Room & Elevator Operation: There is a space located in the lower level of this building that contains mechanical, electrical, elevator equipment and storage of miscellaneous items. The location of an elevator equipment room is typically located in a dedicated, and 1-rated room, that is separate from all other HVAC and electrical systems. The current location of the elevator equipment could be enclosed with the addition of a 1-hour rated wall and access could be provided with a 1-hour rated door. This room should not be utilized for anything other than housing the mechanical, electrical and elevator equipment. Currently, this space is utilized for the storage of voting equipment on wood shelving that is not adequate to support the weight of the equipment.

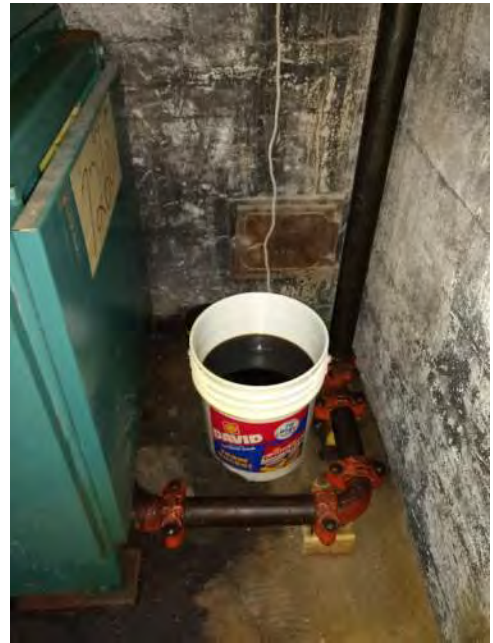
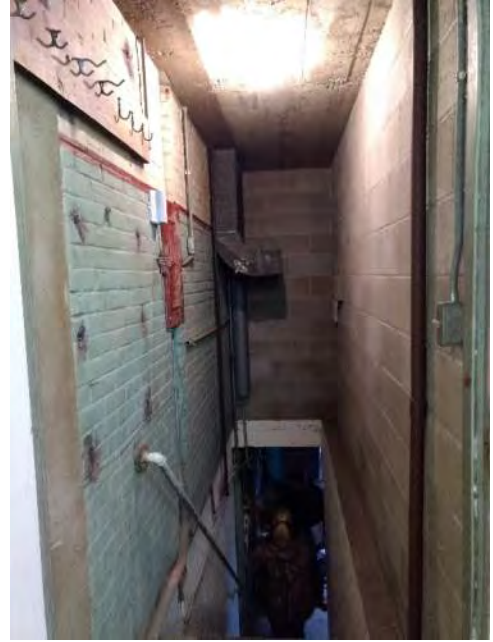
The existing elevator provides an accessible route to the second floor of the building. Although the elevator is operational, the elevator car does not align with the second floor. When the car comes to a rest, or stops at the second floor, the elevator floor is lower than the second floor level by 1 to 2 inches. The elevator equipment is located in the lower level mechanical/electrical space. There are indications of hydraulic oil leaking from the hydraulic piping, and should be addressed.

Recommendation: An elevator company will need to adjust the elevator car for the elevator car to stop at the same level as the second floor to allow for a barrier free, or accessible, access. Install a 1-hour rated wall assembly and door that will provide a 1-hour separation from the adjacent mechanical and electrical systems. Remove all items stored in this space and store them in another space immediately.

Priority: High

Item 4) Photos:



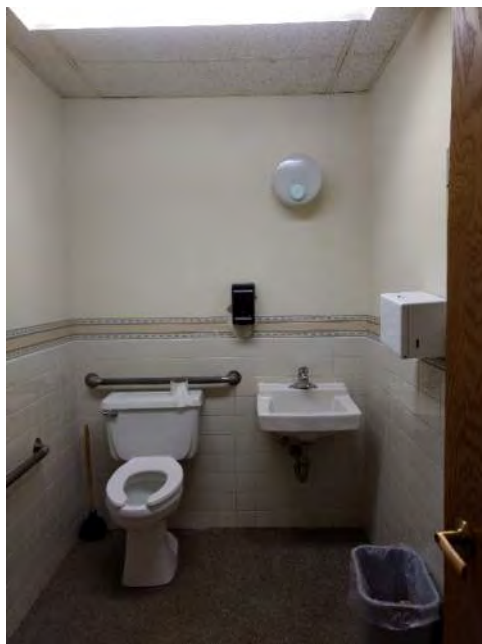


Item 6) Non-Accessible Restrooms: The existing restrooms located on the main floor and upper floor are not accessible. The current size of the restrooms do not provide the required clearance and grab bars in the correct location.

Recommendation: All restrooms will need to be reconfigured to provide the adequate clearance and installation of grab bars as defined by The 2015 Minnesota Accessibility Code. This reconfiguration would require a significant remodel and would impact the overall layout of the interior spaces of the building. The American with Disabilities Act (ADA) is a civil rights issue, not a building code issue and should be a high priority of any building that serves the general public and employees.

Priority: High

Item 6) Photos:



Item 7) Guardrails: The existing stair guardrail and handrails do not comply with current code in that the openings within the wood spindles are too large as well as the height of the guardrail is less than the required 42" minimum in height. This is a safety concern for the height especially, due to the existing configuration for anyone that has access to the second floor. IBC Section 1013.3 requires that the height of the guardrail shall not be less than 42" in height. IBC Section 1013.4 requires openings within a guardrail not allow the passage of sphere of 4".

Recommendation: Remove existing guardrails and install code compliant guardrails.

Priority: High

Item 7) Photos:



Item 8) Interior Floor Finishes: The existing carpet and vinyl floor finishes are showing indications of foot traffic throughout the building. The majority of the finishes that are in need of replacement are located on the second floor. The main floor finishes have been replaced in the DMV Exam Station, and the east addition is currently not being used, other than for storage.

Recommendation: Remove existing carpet and replace with new carpet tiles that can be easily replaced if necessary.

Priority: Medium

Item 8) Photos:



Item 9) Interior Gypsum Board Repair and Painting: Throughout the building, there are walls and ceilings that have damaged gypsum board and need to be repainted. The damage has occurred throughout the years through foot traffic as well as roof leaks.

Recommendation: Repair all walls and ceiling gypsum board and repaint these areas from corner to corner, or along an entire surface to ensure that there is a consistent finished wall or ceiling surface with the same paint sheen.

Priority: Medium

Item 9) Photos:



Item 10) Covered Parking Building: There are indications of water infiltration along the intersection of the city hall building and covered parking building in the southwest corner. The solution was to install foam insulation to infill the gap between the two buildings.

Recommendation: Install backer rod and sealant on the interior and exterior side and a sealant to ensure that air and water cannot infiltrate the interior of the space.

Priority: Low

Item 10) Photos:



Brainerd City Hall Annex – Structural Evaluation

Existing Conditions and Recommendations:

There were no structural concerns noted at this facility.

Brainerd City Hall Annex – Mechanical Evaluation

Existing Conditions and Recommendations

The HVAC system serving Brainerd City Hall Annex consists of two furnaces with AC coils. One furnace is new as of the 2017-2018 heating season, the other is from 1989 and was not working. It is scheduled to be replaced. Both furnaces are 80% efficient. The exhaust flue on the new furnace is piped incorrectly by having a male end inserted into the female end and caulked to seal the gases. Condensing units were not accessible at the time of walk-through, but the staff did not have complaints for the furnaces ability to provide cool air. The staff did mention however that the conference room gets “hot” during meetings. There is no outdoor air ventilation to either furnace which is required by MN Mechanical Code. The ductwork is not insulated per MN Mechanical Code. Ductwork and registers seem to be good shape. The registers look new.

The plumbing system serves the restrooms and breakroom adequately with good water pressure and good drainage. The restrooms have tank type water closets and a flush valve urinal in the men’s room. The fixtures are in good shape but may need standard maintenance in the years to come (cartridges, gaskets, etc.) There is a new electric hot water heater (11/26/17). The water lines are not insulated throughout the building and the Lavatories do not have piping safety covers on the trap and supplies. The flow of the drinking fountain in the first-floor corridor shall be reduced so water does not shoot over the bowl.

Item 1) New 80% Furnace Exhaust Flue: The exhaust flue on the new furnace is piped incorrectly by having a male end inserted into the female end and caulked to seal the gases.

Recommendation: The exhaust flue shall be piped in the correct fashion. When the caulking fails, there may be CO exhaust that will be sent into the space.

Priority: High.

Item 1) Photos:



Item 2) Replace Existing 80% Furnace: The older furnace is from 1989, was not working, and is scheduled to be replaced. Air condition condensing unit is assumed to be of the same age and should be replaced with a high efficiency model. Analysis should be done to figure out if the tonnage should be increased. Air conditioning coil should be replaced.

Recommendation: Replace old 80% furnace with a high efficiency furnace (92+%). Air condition condensing unit and evaporator coil is assumed to be of the same age and should be replaced with a high efficiency model. Analysis should be done to figure out if the tonnage must be increased.

Priority: High

Item 2) Photos:



Item 3) Second-floor Conference Room temperature: Staff mentioned the conference room gets “hot” during meetings. This is a typical complaint heard when buildings have a single zone furnace, serving multiple areas with different exposures. The conference room has multiple windows and a glass entry door which makes the room cold in the winter and hot in the summer. The furnace seems to “keep up” in the winter, but struggles in the summer.

Recommendation: Two options:

- 1) Train the staff to Pre-cool the area prior to meetings by setting the thermostat down to 65°F (+/-) for a few hours (or as needed).
- 2) Add a small ductless Air Conditioning unit to the conference room.

Priority: Medium

Item 3) Photos:

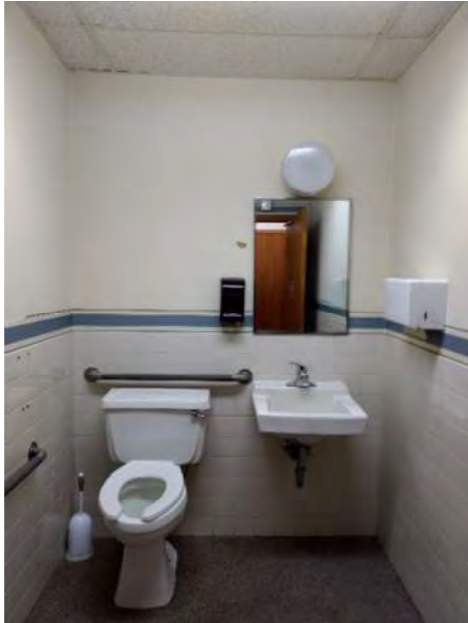


Item 4) Piping Safety Covers for Fixtures and Corridor drinking fountain: The Lavatories have exposed trap drains and supply lines. They shall be covered to address ADA requirements. The drinking fountain has too high of pressure/flow and spills onto floor when in use.

Recommendation: Install piping safety covers on exposed piping for lavatories. Adjust drinking fountain supply or install flow restrictor.

Priority: Low

Item 4) Photos:



Item 5) Demo plumbing fixtures in back storage room: The Annex once housed a small commercial kitchen area with a 3-compartment sink and hand sink.

Recommendation: Remove 3-compartment sink, drain piping, cap and abandon plumbing to recapture some extra storage space.

Priority: Medium

Item 5) Photo:



Brainerd City Hall Annex – Electrical Evaluation

Electrical Summary

The electrical systems in the building appear to be in good overall condition except where specifically noted in the Electrical Support Information.

Power Distribution:

The building is served from an overhead service with metering on building and pole mounted transformers in the alley. The service is a 200 Amp, 208Y/120 VAC 3-phase service. The Main Panelboard is located in storage room at back of the building with a 100 Amp, 208Y/120 VAC single phase subpanel mounted adjacent to main Panel. Electrical panels are both Full and could be close to overloading.

Lighting:

Exterior wall mounted lighting is a combination of CFL, Incandescent, and HID. Lighting in the building is mainly fluorescent lighting provided by various types of fixtures with T12 and CFL bulbs. There are also some Keyless type fixtures with incandescent bulbs Exit and Emergency lighting is adequate for the building and the fixtures have battery back-up. There is not any occupancy controlled lighting in the building. Lighting in Parking Garage is not adequate with the amount of fixtures that is there.

Communications:

Communication System for the facility is a traditional telephone switch system.

Fire Alarm System:

The building has a Pull Station and Bell fire alarm system that is in unknown working condition and covers parts of the facility.

Security and Safety:

N/A

Long Term Updates: Overall

- Retro Fit HID lighting to LED for energy savings
- Retro Fit Fluorescent T12 lighting to LED for energy savings
- Add Occupancy/ Vacancy Sensors to achieve energy savings and to meet 2015 MN Building Energy Code

Electrical Service upgrade for more circuit spaces (currently panels are full)

Power Feeding Building



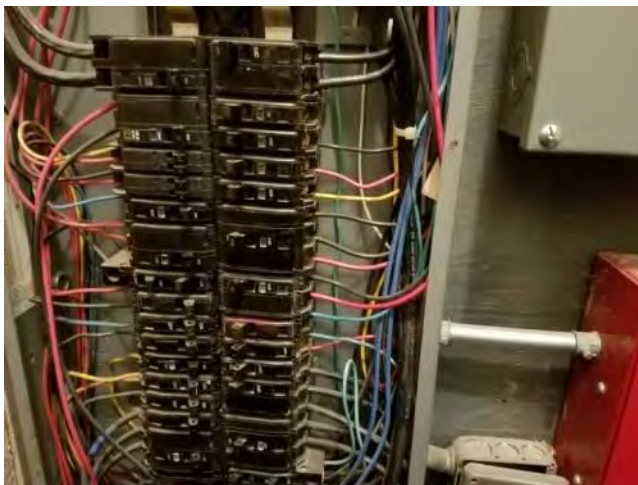
Fire Alarm System



HID Light



Panel Cover not installed



Disconnect not labeled



2 Prong Outlet (Not GFI Protected)

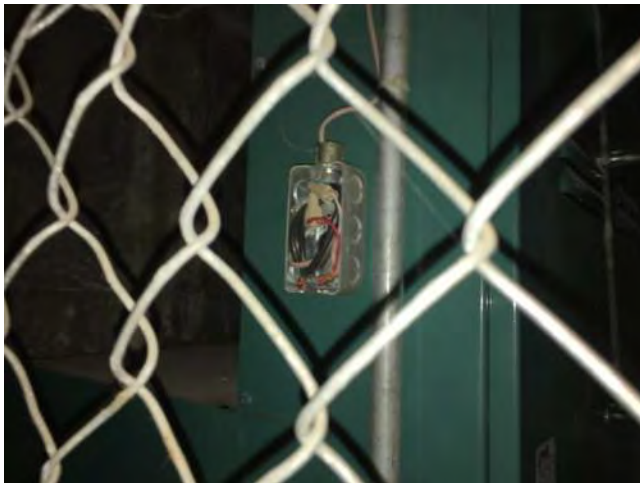


Reverse Polarity Outlet



Missing Boxes and Covers





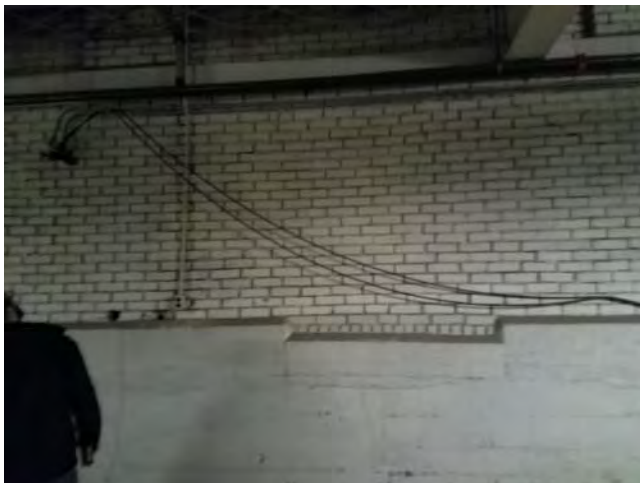
Parking Garage needs more light



Old Cloth Covered Cables Need to be removed

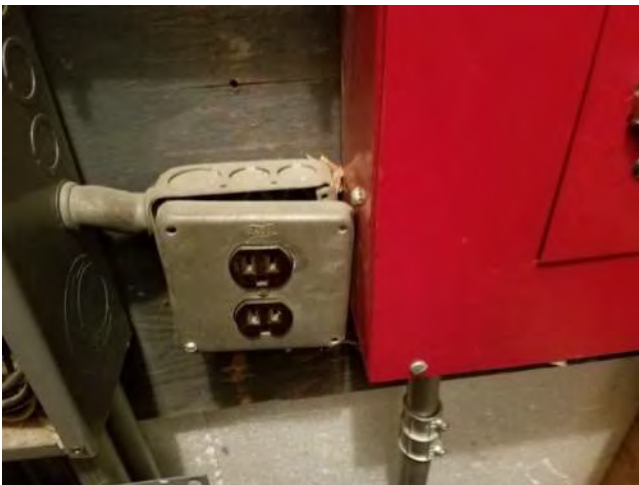


Antenna Cables run thru Garage Needs to be Strapped and rerouted





Outlet Next to Panel missing a Screw



Conduit and Boxes are not Weather Proof



Trim needs replacing broken and discolored



Outlet not GFI protected near Sink



Outlet By sink Not GFI protected and Disposal needs repair



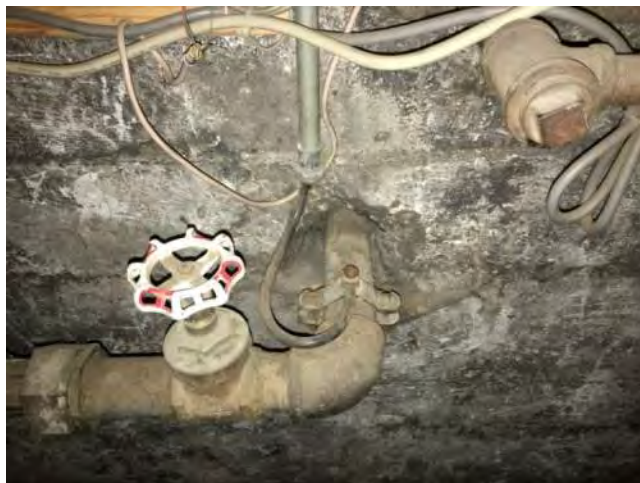
Box needs to be reattached



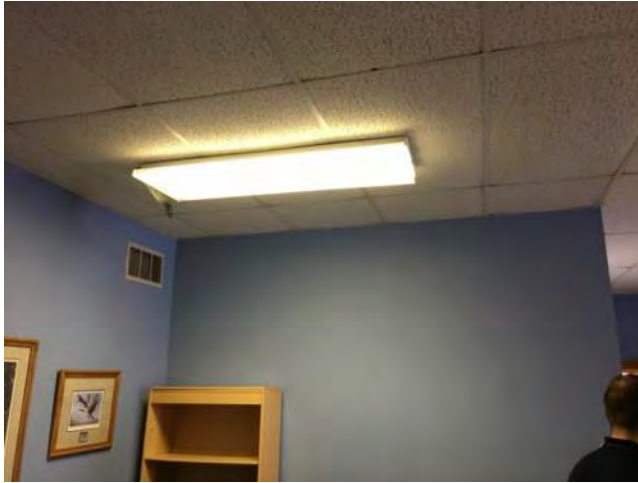
Outlets need to be added to eliminate cords



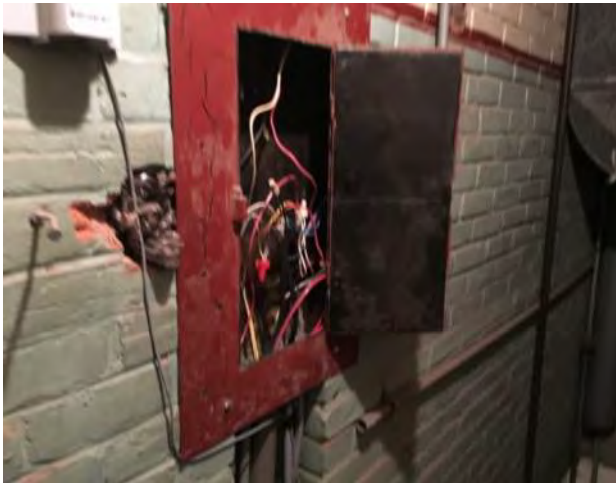
Missing bonding bushings



One end of Fixture is falling off and the other is missing



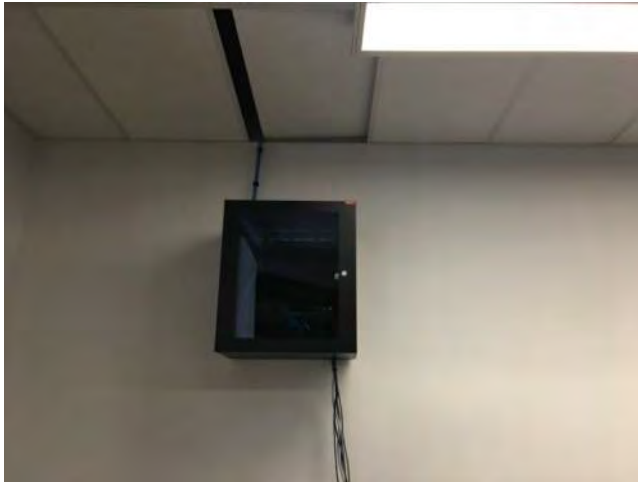
J-Box has multiple items in need of repair



Raceway needs to be attached to the wall



Cable Management and Raceways for Low Voltage cables





FACILITIES ASSESSMENT FOR THE CITY OF BRAINERD
City Hall Annex Estimated Budgetary Cost Summary
6/18/2018



BRAINERD
MINNESOTA



DISCIPLINE	ITEM	DESCRIPTION	ESTIMATED	PRIORITY		
			BUDGETARY COST	LOW	MEDIUM	HIGH
CIVIL						
	1		\$0.00			
	2		\$0.00			
SUB-TOTAL			\$0.00	\$0.00	\$0.00	\$0.00
ARCHITECTURAL						
	1	Exterior Brick and Mortar, Stucco Deterioration	\$36,540.00			\$36,540.00
	2	West Entrance	\$1,800.00			\$1,800.00
	3	Ballasted Roof Repair	\$106,128.00	\$106,128.00		
	4	Exterior Wood Windows	\$22,500.00			\$22,500.00
	5	Lower Level Mechanical/Electrical/Elevator Equipment Room & Elevator Operation	\$18,500.00			\$18,500.00
	6	Non-Accessible Restrooms	\$30,000.00			\$30,000.00
	7	Guardrails	\$5,500.00			\$5,500.00
	8	Interior Floor Finishes	\$18,000.00		\$18,000.00	
	9	Interior Gypsum Board Repair and Painting	\$17,500.00		\$17,500.00	
	10	Covered Parking Building	\$1,500.00			\$1,500.00
SUB-TOTAL			\$257,968.00	\$106,128.00	\$35,500.00	\$116,340.00
STRUCTURAL						
	1	Second Floor Joists	\$25,000.00			\$25,000.00
SUB-TOTAL			\$25,000.00	\$0.00	\$0.00	\$25,000.00
MECHANICAL						
	1	Furnace Exhaust Flue	\$2,500.00			\$2,500.00
	2	New 92+% Furnace, AC Coil, and Cond. Unit	\$8,000.00			\$8,000.00
	3	Add Ductless split-system cooling unit to conference room.	\$4,000.00		\$4,000.00	
	4	Add piping safety covers to lavatories	\$500.00	\$500.00		
	5	Demo existing fixtures in back storage area	\$1,000.00		\$1,000.00	
SUB-TOTAL			\$16,000.00	\$500.00	\$5,000.00	\$10,500.00
ELECTRICAL						
	1	Electrical Items	\$5,000.00			\$5,000.00
	2	Parking Garage Lighting	\$6,000.00			\$6,000.00
	3	Low Voltage Clean Up	\$500.00		\$500.00	
	4	LED Lighting Update	\$10,000.00		\$10,000.00	
	5	Electrical Service Upgrade	\$2,000.00		\$2,000.00	
SUB-TOTAL			\$23,500.00	\$0.00	\$12,500.00	\$11,000.00
SUB-TOTAL			\$322,468.00	\$106,628.00	\$53,000.00	\$162,840.00
CONTINGENCY			20%	\$64,493.60	\$21,325.60	\$10,600.00
SUB-TOTAL			\$386,961.60	\$127,953.60	\$63,600.00	\$195,408.00
GENERAL CONTRACTOR/CONSTRUCTION MANAGER			20%	\$77,392.32	\$25,590.72	\$12,720.00
SUB-TOTAL			\$464,353.92	\$153,544.32	\$76,320.00	\$234,489.60
A/E DESIGN			11%	\$51,078.93	\$16,889.88	\$8,395.20
TOTAL			\$515,432.85	\$170,434.20	\$84,715.20	\$260,283.46



City Council Agenda Request

MEETING DATE: July 21, 2025

TITLE OF ITEM: Discussion of Requests for Proposals for 2025 Audit Services

AGENDA: P&F Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: October 2015 was the last time the City did an RFP for audit services and retained CliftonLarsonAllen (CLA). The City received eight responses to the RFP and interviewed CLA, BerganKDV, and Eide Bailey. The term was for was for 3 years and recap is attached for your information. An RFP was also done in 2010 and CLA was retained.

Staff has brought going out for an RFP for audit services to the City Council in 2018, 2019, 2020, 2021, and 2022. The motions in 2018 and 2019, was to retain CLA and go out for RFP the following year. The 2020-2022 motion was to retain CLA for that year's audit services.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The City has retained CLA as auditors for a long time. Staff is satisfied with the services the City receives from CLA. They are responsive, courteous, and thorough not only during the audit but throughout the entire year. Even though they have been our auditors for many years, CLA does rotate staff and the in-charge on the audit every so many years.

BPU and the HRA also use CLA for audit services. It works out well that all three entities use the same audit firm since their financials roll into the City's Annual Comprehensive Financial Report (ACFR). Changing audit firms does create additional work - a new audit firm would need to familiarize itself with the City and its operations - many questionnaires would need to be completed by staff.

The total fee for 2024 audit services was \$61,162.50. This included the base cost of the audit of \$56,000, \$1,500 for the new GASB 101 Standard, and \$750 for the preparation of the OSA Form, plus a 5% technology fee on all services. This was a 4.7% increase from 2023 audit services. 14% of the total fee (\$8,563) will be allocated to the Airport. The split is based on revenues.

If the Council decides to retain CLA for audit services for 2025, Staff is seeking direction on when the Council would like to discuss doing an RFP for services in the future.

RECOMMENDED ACTION/MOTION: It would be Staff's recommendation to retain CliftonLarsonAllen (CLA) for 2025 audit services, but Staff also understands if Council's direction is to conduct an RFP process. If it is Council's direction to retain CLA, Staff's recommendation would be to discuss seeking an RFP in two years (for 2027 audit services).

FINANCIAL IMPACT:

AUDITING SERVICES FOR PERIOD ENDING 12/31/2015

	Abdo, Eick & Meyers Edina	BerganKDV, LTD St. Cloud	CliftonLarsonAllen Brainerd	EideBailly Fargo, ND	McGladrey LLO Minneapolis	Redpath and Co. White Bear Lake	Schlenner Wenner & Co. St. Cloud	Wipfli LLP Minneapolis
Breakdown of All Inclusive Fee:								
Primary Government Audit	\$30,350	\$27,000	\$33,375	\$21,800	\$27,000	\$29,000	\$21,150	\$31,500
Component Units Audit	\$3,200	\$6,300	\$4,000	\$3,000	\$5,000	\$4,000	\$10,750	\$4,000
A-133 Audit	\$3,800	\$2,300	\$2,500	\$4,500	\$5,000	\$5,000	\$4,800	\$3,000
Passenger Facility Charges Audit	\$2,000	\$2,500	\$2,500	\$1,900	\$1,500	\$3,000	\$2,200	\$1,500
Preparation of OSA Form	\$675	\$700	\$500	\$400	\$1,000	\$500	\$500	\$500
Drafting Financial Statements	\$5,000	\$3,000	\$1,000	\$3,000	\$5,000	\$4,500	\$900	\$4,500
Out-of-Pocket Charges	\$0	\$0	\$125	\$6,300	\$6,000	\$0	\$200	Included
ALL INCLUSIVE FEE	\$45,025	\$41,800	\$44,000	\$40,900	\$50,500	\$46,000	\$40,500	\$45,000
Other Comments:			* Quoted 2% increase for 2016 & 2017	* A-133 Audit assumes 3 programs, if more/less, increase/decrease by \$1500 * Out-of-Pocket is estimate, only actually will be charged	* A-133 Audit assumes 1 major program, if more, increase by \$5000 each addt'l * Out-of-Pocket includes transportation, lodging, and meals			* Out-of-Pocket includes transportation, lodging, and meals
Client References: (partial lists)	City of Elk River City of Alberta Lea City of Granite Falls City of Faribault	City of Park Rapids City of Fergus Falls City of St. Cloud City of Richfield	City of Redwood Falls City of Minnetonka City of St. Cloud City of Baxter	City of Moorhead City of Wadena City of Morris City of Dilworth	Hennepin County MN Public Fac Authority City of Peoria City of Davenport	City of Andover City of Blaine City of Bloomington City of Cambridge	City of Little Falls City of Maple Lake City of International Falls City of Bayport	City of Anoka City of Wrenshall City of Scanlon City of Cloquet
Estimated # of Hours involved in the Audit	295	375	440	375	500	390	470	400
Passenger Facility Charges Audit Experience	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Experience with GFOA Cert of Achievement	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Rate/hour (total fees divided by est hrs)	\$152.63	\$111.47	\$100.00	\$109.07	\$101.00	\$117.95	\$86.17	\$112.50

NOTE: This spreadsheet is ONLY a review of fees, client references and hours for informational purposes. The RFP states on page 5 that "Cost will not be the primary factor in the selection of an audit firm. The City reserves the right to further negotiate on price if the firm desired for selection is higher than other proposing firms."



City Council Agenda Request

MEETING DATE: July 21, 2025

TITLE OF ITEM: Discussion of 2026 Capital Equipment and Facilities Budget

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Department Heads

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: See attachment memo.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Discussion of the 2026 requested capital equipment and facilities budget.

FINANCIAL IMPACT:

MEMO



TO: Mayor and Council
FROM: Finance Director Connie Hillman
DATE: July 15, 2025
RE: 2026 Equipment and Facilities Budget

Attached you will find:

- Staff's equipment and facilities recommendation for years 2026-2030
- A portion of the 30-year capital equipment and facilities plan for the Working Funds – General, Police, Fire, Parks, and Streets. These are the funds which are primarily supported through tax levy.

The Park Board is meeting later this month and will finalize their request to the Council in August. The capital plan will be updated at that time.

OVERVIEW OF 2026-2030 PLAN:

When we were budgeting in June of 2024 for 2025, the 2026 capital expenditures began at \$1,603,711. By November, the budget totaled \$1,855,211. Equipment and facilities expenditures for 2026 are currently proposed at \$7,703,211.

2026 Equipment and Facilities budget from June 2024 to November 2024: \$251,500

- City Hall Bathrooms - \$200,000: A facelift and update was initially in the proposed budget for 2025 at \$150,000. The project was moved to 2026, and the estimated cost was updated to \$200,000.
- Codification - \$50,000: This is a professional service, but it is the capital plan as a placeholder. This was added to the 2026 budget and every 10 years thereafter.
- Parks Camera Cost - \$1,500: Increased the line item from \$6,500 to \$8,000 to reflect estimated cost.

2026 Equipment and Facilities budget from November 2024 to now: \$5,848,000

- Fire Station 1 Remodel/Addition (new item)- \$5,500,000: This item was added per Council's initiatives/goals from the April 26, 2025 meeting. Staff is proposing we bond for the project. The amount needed for bonding would be the estimated cost less \$340,000. This is the \$65,000 that is part of the Fire Advisory calculation as

“rent” that has been transferred to the capital fund the last 5 years, plus 2026 less the \$50,000 to be used for the preliminary engineering and design in 2025.

- EFIS – Elevator Vestibule (new item) - \$50,000: The stucco on the outside of the elevator vestibule is damaged and falling apart, exposing the interior wall. The issue was discovered by the County when they re-caulked around the windows to help with the moisture problem that was occurring in the vestibule. This is a high priority to get it fixed before further damage occurs.
- Fire Alarm and Suppression in Public Works Building (new item) - \$145,000: Neither section of the building is sprinkled. Sprinkling was not part of the new addition as it was to be used for cold storage, and not to be occupied. This item is being proposed to protect the equipment that we have in the building.
- Techology – Net change of \$22,000:
 - Plotter - \$-8,000: This item was removed because the plotter quit working and was replaced in 2025.
 - Security Cameras for Library (new item) - \$30,000: Item was added at the request of the Librarian, and the Police Department is in favor of adding cameras. The library is the last of the City owned buildings that currently does not have sufficient security cameras.
- Fire/Civil Defense – Net change of \$4,000:
 - Build up costs for service vehicle - \$-12,000: This item was removed as we are planning on extending the 2021 lease. It has been determined that 5 years is too short of a service period for the service truck.
 - iPad for apparatus (new item) - \$3,000: A couple of the iPads in the apparatus cannot be updated, therefore a new item was added to the budget.
 - Radios and Pagers - \$10,000: Increased the line item to reflect estimated cost. The cost of radios and pagers has significantly increased over the last couple of years. By the end of 2027, all of the old portable radios will be replaced. Some of the older radios are no longer supported or serviceable.
 - Civil Defense Siren - \$3,000: Increase in cost estimated. Planning on replacing the siren in the downtown area.
- Public Works – Parks/Streets – Net change of \$127,000:
 - Mower - \$-27,000: Removed the cost of replacing the 96” mower, as the current one quit and was replaced in 2025.

- Aerator (new item) - \$9,000: This item was added as part of the Council's initiatives/goals from the April 26, 2025 meeting on the importance of maintaining our parks.
- Plow truck - \$95,000: Increased the estimate based on recent quotes received.
- Lift (new item) - \$35,000: This item is budgeted 50% Parks and 50% Streets as it would be used by both departments. We do not have an OHSA approved piece of equipment to put up banners, flags, tree trimming, back stop maintenance etc. When the task is too high for how we used to operate, we would rent a lift or enlist BPU's assistance. We need to have a lift to be able to do the normal day-to-day operations.
- Wing plow (new item) – \$15,000: This item is budgeted 50% Parks and 50% Streets as it would be used by both departments. This piece of equipment would be needed if the Parks department took over the snow removal of the Downtown Special Service District, but would also be used by the Streets department as well.

OTHER ITEMS:

The Parks and Streets department both budget \$25,000 for tree replacement for a total of \$50,000 annually. For 2025, the budget was reduced to \$15,000 each or \$30,000 in total. The current budget has tree replacements at \$25,000 for each department as it was Staff's understanding the reduction was for one year.

The 2025 levy for equipment and facilities was reduced by \$100,000 to \$1,180,927. The current budget maintains the levy at \$1,180,927.

NEXT STEP:

Staff is looking for Council's input on the capital plan. The next step in the budget process would be to vet the estimates of the 2026 capital items and see how the levy of \$1,180,927 for equipment and facilities flows into the overall 2026 levy.

2026-2030 Budget Detail and Comparison By Department

	2026	2027	2028	2029	2030
Facilities					
City Hall Bathrooms	200,000				
City Hall Annex		200,000			
City Hall Elevator Vestibule - EFIS	50,000				
Public Works Garage - Exterior and Lot (Study)	784,000				
Public Works Garage - Fire Alarm	65,000				
Public Works Garage - Fire Suppression	80,000				
Library - Exterior/Mechanical (Study)					
Library - Electrical (Study)			68,000		
Police Station - Interior/Mechanical (Study)		162,000			
Fire Station 1 - Remodel/Addition	5,500,000				
Fire Station 2 - Shingles (Study)				77,000	
Fire Station 2 - Electrical/Mechanical (Study)					141,000
Crack Sealing	1,111				
City Hall - General					
Office Furniture	10,000	10,000	10,000	10,000	30,000
Administration					
Scanner	3,600	2,000	2,000	3,600	2,000
Wage Study ** Placeholder			45,000		
Codification ** Placeholder	50,000				
Technology					
Computers - City Wide	100,000				100,000
Monitors - City Wide	20,000				
Server Replacement	15,000	15,000	15,000	15,000	15,000
UPS (Battery Backup)	6,000			6,000	
Firewall/Router			20,000		
Network Switches				20,000	
Laptops				25,500	
Phones					20,000
Cell phones		5,000	10,000		5,000
Council Audio/Visual			30,000		
Software - Finance/Permit - to Cloud					
ID Card Printer				5,000	
Wi-Fi Hardware	15,000				

2026-2030 Budget Detail and Comparison By Department

	2026	2027	2028	2029	2030
Technology (Continued)					
Potter (large format Printer)					
Security Cameras - City Hall					20,000
Security Cameras - Police					20,000
Security Cameras - Fire					30,000
Security Cameras - Library	30,000				
Police					
Leased Squad Car Build Ups	114,000	86,000	86,000	124,500	98,000
Officer Furniture	3,500	3,500	3,500	3,500	3,500
Office Staff Reconfiguration					40,000
Firearms Upgrade/Rifle Replacement		35,000			
Firearms Upgrade/Pistol Replacement			25,000		
LADID Vehicle - Build Up			8,000		
Body Warn Camera/Squad Camera Purchase		45,000			
Fire					
Tender					
Rescue Apparatus		475,000			
Squad Truck 2				225,000	
Squad Truck 1 lease build out			5,000		
Build up of leased Car 1				15,000	
Build up of leased Car 2	-		15,000		
SCBA Fill Station		75,000			
Apparatus iPad Replacement	3,000		6,000		
Radios and Pagers	30,000	30,000		25,000	
Commercial Dryer	12,000				
Turnout Gear & Hose Dryer					13,000
Civil Defense					
Siren	28,000				30,000
Community Development					
Comprehensive Plan ** Placeholder					32,000
Scanner			3,000		
Leased Vehicles Build Up					

2026-2030 Budget Detail and Comparison By Department

	2026	2027	2028	2029	2030
Public Works - Parks					
Leased Vehicles Build Up					
Groomer		15,000	30,000		
Snowblower					
Walk behind snow blower		4,000			
Walk Behind Mower		1,000			
Mower	-		22,000	23,000	22,000
Used Lift (50% of Cost)	17,500				
Wing Plow (50% of Cost)	7,500				
Aerator	9,000				
Skid Steer		75,000			
Welder		3,000			
Tree Replacement	25,000	25,000	25,000	25,000	25,000
Picnic Table/Grilling Station/Trash Can Replacement	15,000	15,000	15,000	15,000	15,000
Park Weed and Feed Program	25,000	25,000	25,000	25,000	25,000
Bench Installation Program	5,000	5,000	5,000	5,000	5,000
Park ADA Upgrades	25,000	25,000	25,000	25,000	25,000
Park Sign Replacement	5,000	5,000	5,000	5,000	5,000
Security Cameras	8,000	8,000	8,000	8,000	8,000
Facility Projects					
Bane - Batting Cage				5,000	
Buffalo Hills- Parking Lot Reconfiguration					
Gregory - SE Playground			100,000		
Gregory - Tennis Court Rain Garden				5,000	
Gustafson - Backstops (4)			40,000		
Jaycees - Scoreboards				30,000	
Jaycees - Garage Improvements				50,000	
Kiwanis - Boom Lake Paved Trail			120,000		
Lum Park - Beach					20,000
Lum Park - Stone Arch Roof Assembly		6,000			
Lum Park - Sidewalks (bituminous)			50,000		
Lum Park - Water Spigot				500	
Lum Park - Umbrella Buildings (3)					200,000

2026-2030 Budget Detail and Comparison By Department

	2026	2027	2028	2029	2030
Public Works - Parks (Continued)					
Lyman P. White - Bike Repair Tools				3,200	
Memorial - West Parking lot (shrink/gravel)		75,000			130,000
Memorial - Main Playground			100,000		
Memorial - Parking Lot					
Memorial - Hockey Rinks					3,000
Memorial - Dug Outs/Backstop/Fencing					40,000
Memorial - Mills Scoring Tower				100,000	
Memorial - Mills Concession Stand				600,000	
Memorial - Mills Sun Deck					200,000
Memorial - Mills Netting					75,000
Memorial - Storage Building					100,000
Triangle - Dog Waste Bag Holder				500	
Public Works - Streets					
Tree Replacement	25,000	25,000	25,000	25,000	25,000
Leased Vehicles Build Up	36,000			11,000	
Motor Grader		440,000			
Plow Truck	355,000		355,000		355,000
Street Sweeper				240,000	
Broom Attachment & Trailer					
Truck Mounted Changeable Arrow Board				2,500	
Snow Plow		75,000		6,000	
Skid Streer					
Used Lift (50% of Cost)	17,500				
Wing Plow (50% of Cost)	7,500				
Air Compressor					
Street Sweeping Screening ** Placeholder					30,000
Roundabout Woodchips ** Placeholder		12,500			12,500

2026-2030 Budget Detail and Comparison By Department

	2026	2027	2028	2029	2030
Public Works - Engineering					
Leased Vehicles Build Up			5,000		
Robotic Total Station		35,000			
Data Collector		10,000			
Survey Level				1,500	
GPS Receiver				30,000	
Total Cash to be Spent	7,703,211	2,028,000	1,306,500	1,796,300	1,920,000
<i>Park Board Long-term Capital Asset Maintenance Request</i>	433,233	360,431	12,835	(442,752)	(408,722)
Total Capital Planned	\$ 8,136,444	\$ 2,388,431	\$ 1,319,335	\$ 1,353,548	\$ 1,511,278
Parks Equipment/Annual Programs	142,000	206,000	160,000	131,000	130,000
Park Request Facilities	433,233	441,431	422,835	351,448	359,278
Total Park Board Request	575,233	647,431	582,835	482,448	489,278

City of Brainerd
Capital Plan: Summary
2025-2054 - 30 Years

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Tax Levy: Current	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927
Tax Levy: Add/Sub	299,666	306,299	313,264	320,577	328,256	336,319	414,785	423,674	433,008	442,809	453,099	463,904
Bonds	-	5,160,000	-	-	-	-	-	-	-	-	-	-
Other/Grants	-	-	-	-	-	-	-	-	-	-	-	-
Under budget	-	-	-	-	-	-	-	-	-	-	-	-
Sale of Assets	118,600	75,100	82,000	71,100	70,600	69,100	94,100	52,800	112,100	71,600	134,600	81,100
General Fund	(25,000)	(50,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
Interest Earnings	3,345	37,175	27,888	23,999	27,250	25,707	22,978	17,219	25,239	30,812	39,093	18,955
Dedicated to Fire Buildings	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000
Revenues	\$ 1,642,538	\$ 6,774,501	\$ 1,639,079	\$ 1,631,603	\$ 1,642,033	\$ 1,647,053	\$ 1,747,790	\$ 1,709,620	\$ 1,786,274	\$ 1,761,147	\$ 1,842,719	\$ 1,779,885
Vehicles	\$ 689,856	\$ 150,000	\$ 561,000	\$ 99,000	\$ 360,500	\$ 98,000	\$ 922,000	\$ 114,000	\$ 91,000	\$ 115,500	\$ 2,726,000	\$ 672,000
Equipment	359,000	708,100	896,500	569,500	449,600	703,500	418,500	315,100	888,000	563,500	646,100	504,500
Furniture & Fixtures	10,000	10,000	10,000	10,000	10,000	30,000	10,000	10,000	10,000	10,000	10,000	10,000
Buildings	476,000	6,679,000	362,000	68,000	77,000	141,000	123,000	100,000	-	-	-	-
Improvements	138,000	156,111	117,500	150,000	105,000	179,500	161,667	105,000	162,500	105,000	172,000	168,611
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Parks Facilities	40,000	-	81,000	410,000	794,200	768,000	688,500	263,500	77,500	139,000	302,500	-
Expenditures	\$ 1,712,856	\$ 7,703,211	\$ 2,028,000	\$ 1,306,500	\$ 1,796,300	\$ 1,920,000	\$ 2,323,667	\$ 907,600	\$ 1,229,000	\$ 933,000	\$ 3,856,600	\$ 1,355,111
Beginning Cash Balance	\$ 3,787,835	\$ 3,717,517	\$ 2,788,808	\$ 2,399,887	\$ 2,724,990	\$ 2,570,724	\$ 2,297,777	\$ 1,721,900	\$ 2,523,921	\$ 3,081,195	\$ 3,909,342	\$ 1,895,462
Annual Surplus (deficit)	(70,318)	(928,710)	(388,921)	325,103	(154,267)	(272,947)	(575,877)	802,020	557,274	828,147	(2,013,881)	424,774
Cash Balance	\$ 3,717,517	\$ 2,788,808	\$ 2,399,887	\$ 2,724,990	\$ 2,570,724	\$ 2,297,777	\$ 1,721,900	\$ 2,523,921	\$ 3,081,195	\$ 3,909,342	\$ 1,895,462	\$ 2,320,236
Savings (Water Tower)	44,969	44,969	44,969	44,969	44,969	44,969	44,969	44,969	44,969	44,969	44,969	44,969
Set Aside for Fire Buildings	275,000	-	65,000	130,000	195,000	260,000	325,000	390,000	455,000	520,000	585,000	650,000
Set Aside for Parks Facilities	750,734	1,183,966	1,544,397	1,557,232	1,114,480	705,758	385,585	442,545	669,505	845,219	859,422	1,186,364
Rollover of Budgeted Items	364,375	364,375	364,375	364,375	364,375	364,375	364,375	364,375	364,375	364,375	364,375	364,375
	\$ 2,282,439	\$ 1,195,498	\$ 381,146	\$ 628,414	\$ 851,900	\$ 922,675	\$ 601,971	\$ 1,282,032	\$ 1,547,346	\$ 2,134,779	\$ 41,696	\$ 74,528



City Council Agenda Request

MEETING DATE: July 21, 2025

TITLE OF ITEM: Final Reading - Proposed Ordinance 1588 to Amend Section 515-3 Allowed Uses; Appendix A Table of Uses to Allow Office/Business in the GI District

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 2 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:

Office businesses/ medical clinics are currently not an allowed use in the General Industrial (GI) Zoning District. The Planning Commission is currently working on an update to the Allowed Uses Table and office business use in the GI District is a staff recommendation. However, the Allowed Uses Table amendment timeline for completion does not align with the investment company's timeline for the project. Staff propose to update the Allowed Uses Table immediately to allow office business in the GI District and the ME District.

The Planning Commission considered the proposed ordinance and unanimously recommended approval at their June 18th meeting.

City Council conducted the first reading of proposed Ordinance 1588 at the July 7th City Council meeting.

RECOMMENDED ACTION/MOTION:

- 1) Conduct the final reading of proposed Ordinance 1588 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 1588.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: June 18th, 2025

RE: Consider Proposed Ordinance to Amend Section 515-3 Allowed Uses, Appendix A Table of Uses to Allow Office/Business in the GI District

INTRODUCTION

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.

CURRENT ISSUE

Office businesses/ medical clinics are currently not an allowed use in the General Industrial (GI) Zoning District. The Planning Commission is currently working on an update to the Allowed Uses Table and office business use in the GI District is a staff recommendation. However, the Allowed Uses Table amendment timeline for completion does not align with the investment company's timeline for the project. Staff propose to update the Allowed Uses Table immediately to allow office business in the GI District.

The EDA motioned and approved a recommendation to the Planning Commission that this use is compatible with the GI District and should be allowed.

STAFF RECOMMENDATION

Hold a public hearing and recommend approval of the proposed ordinance as presented.

**ORDINANCE
NO. 15XX**

AN ORDINANCE AMENDING SECTION 515-3 OF THE ZONING CODE

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code, on June 18th, 2025

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

SECTION ONE: Section 515-3 Appendix A Table of Uses (Commercial/ General Business Uses) is hereby amended with the following new underlined language added to the table:

ZONING DISTRICT	Section Reference	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Office businesses – (general use, medical clinic)								C	C	P	P	P	P	<u>P</u>	<u>P</u>		

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 – _____

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 515-3 Allowed Uses, Appendix A: Table of Uses of the Zoning Code. The purpose of this ordinance is to permit office business – (general use, medical clinic) in the (GI) General Industrial Zoning District. Office business is currently not allowed in the GI District.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, June 18th, 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 4th day of June, 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: June 7th, 2025



City Council Agenda Request

MEETING DATE: July 21, 2025

TITLE OF ITEM: Final Reading - Proposed Ordinance 1589 to Amend Section 515-4-11 Fence Standards

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 2 min

SUMMARY OF ISSUE:

According to Section 515-4-11 Fence Standards of the Zoning Code, fences may be located in any yard up to a height of four (4) feet. A fence up to six and one-half (6½) feet high may be erected from a line extended from the front façade of the principal building to the side lot lines, and then along the side lot lines and the rear lot line (see Figure 515-4-11.1).

Corner lot property owners consistently have issues with the construction of backyard privacy fences. The fence often bisects the property, splitting the backyard in half. Staff have attached two images of houses within one block of each other that have rear yard fence issues because the primary structure is set far from the side yard corner setback.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Proposed Ordinance Language: For corner properties, if the rear yard abuts an alley, a fence up to six and one-half (6½) feet high may be erected from a line extended from the rear corner of the principal building to the side corner lot line, and then along the side corner lot line to the rear lot line.

The Planning Commission considered the proposed ordinance and unanimously recommended approval at their June 18th meeting.

City Council conducted the first reading of proposed Ordinance 1589 at the July 7th meeting.

RECOMMENDED ACTION/MOTION:

1) Conduct the final reading of proposed Ordinance 1589 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 1589.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: June 18th, 2025

RE: Consider Proposed Ordinance to Amend Section 515-4-11 Fence Standards

INTRODUCTION

According to Section 515-4-11 Fence Standards of the Zoning Code, fences may be located in any yard up to a height of four (4) feet. A fence up to six and one-half (6½) feet high may be erected from a line extended from the front façade of the principal building to the side lot lines, and then along the side lot lines and the rear lot line (see Figure 515-4-11.1).

Corner lots have two front facades as the house faces two streets. Permitted corner lot fence construction is depicted in Figure 515-4-11.1, which is included as an attachment.

CURRENT ISSUE

Corner lot property owners consistently have issues with the construction of backyard privacy fences. The fence often bisects the property, splitting the backyard in half. Staff have attached two images of houses within one block of each other that have rear yard fence issues because the primary structure is set far from the side yard corner setback. Along with Council Member Johnson, staff recommend potential changes for corner properties in which a rear yard abuts an alley. Variances should not be a remedy for these instances due to the high volume of properties that experience the same difficulties. The findings would not indicate a practical difficulty unique to the site.

However, staff do not recommend a change for corner properties that abut another property line as the increase in fence height may impact the neighboring property's front yard. Variances should be reserved for those instances.

Proposed Language: For corner properties, if the rear yard abuts an alley, a fence up to six and one half (6½) feet high may be erected from a line extended from the rear corner of the principal building to the side corner lot line, and then along the side corner lot line to the rear lot line.

STAFF RECOMMENDATION

Hold a public hearing and recommend approval of the proposed ordinance as presented.

**ORDINANCE
NO. 15XX**

AN ORDINANCE AMENDING SECTION 515-4-11 OF THE ZONING CODE

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code, on June 18th, 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 allow for an increase in fence height for corner lot properties that abut an alley. Rear yards that abut an alley do not impact neighboring properties and therefore fence regulations should be more consistent with all other properties in the City of Brainerd.

SECTION TWO: Section 515-4-11.F Fence Height is hereby amended with the following new underlined language added:

F. Fence Height

1. Fences may be located in any yard up to a height of four (4) feet.
2. Except as prohibited by Section [D] a fence up to six and one half (6½) feet high may be erected from a line extended from the front façade of the principal building to the side lot lines, and then along the side lot lines and the rear lot line (see Figure 515-4-11.1).
 - 2.a. For corner properties, if the rear yard abuts an alley, a fence up to six and one half (6½) feet high may be erected from a line extended from the rear corner of the principal building to the side corner lot line, and then along the side corner lot line to the rear lot line.
3. Fence height shall be measured from the adjacent ground level to the top of the fence section on the side facing the neighboring property. Fence posts above the fence section and ornamental post features are exempt from the height limits.

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 – _____

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: May 19th, 2025

RE: Consider Revising Corner Lot Fence Requirements

AERIAL MAP

Current ordinance - allowable six-foot fences depicted in red



Proposed language - allowable six-foot fences depicted in red



From: [Gabe Johnson](#)
To: [James Kramvik](#)
Cc: [Nick Broyles](#); [Mike ODay](#)
Subject: Fence Ordinance
Date: Tuesday, May 13, 2025 5:32:15 PM

James,

Thank you for meeting with me and my constituent today to discuss their fence predicament.

I am emailing to request you add an item to new business for the council to consider revising our fence rules placed on corner lots, specifically setback requirements.

Please prepare a recap of the specific property on 12th St and a potential path forward for any changes.

Thanks,

Gabe

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 515-4-11 Fence Standards. The purpose of this ordinance is to allow additional privacy fencing for corner lots that abut an alley. As proposed for corner properties, if the rear yard abuts an alley, a fence up to six and one half (6½) feet high may be erected from a line extended from the rear corner of the principal building to the side corner lot line, and then along the side lot line to the rear lot line.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, June 18th, 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 4th day of June, 2025



James Kramvik
Community Development Director

Publication Date: June 7th, 2025



City Council Agenda Request

MEETING DATE: July 21, 2025

TITLE OF ITEM: Final Reading - Proposed Ordinance 1590 - Annexation of Dunmire's

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:

Christopher Dunmire has submitted a petition for annexation of parcel 81160517, which includes Dunmire's Bar and Grill.

The City may annex parcel 81160517 by ordinance if the land abuts the municipality and the area to be annexed is 120 acres or less, and the area to be annexed is not presently served by public wastewater facilities or public wastewater facilities are not otherwise available (from another municipality), and the municipality receives a petition for annexation from all the property owners of the land.

City Council conducted the first reading of proposed Ordinance 1590 at the July 7th meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff have included a resolution approving a summary publication of Ordinance 1590. Staff recommend a summary publication due to the length of the property description.

Oak Lawn Township has reached out to City staff and has not voiced any concerns at this time.

RECOMMENDED ACTION/MOTION:

1) Conduct the final reading of proposed Ordinance 1590 and dispense with the actual reading.

Note: A vote to dispense with the actual reading of the ordinance must be unanimous.

2) Hold a Public Hearing.

3) Approved Ordinance 1590.

4) Approve the attached resolution approving a summary publication of Ordinance 1590.

FINANCIAL IMPACT: N/A

**ORDINANCE
NO. 1590**

**AN ORDINANCE PROVIDING FOR THE ANNEXATION OF CERTAIN
PROPERTIES LOCATED IN OAK LAWN TOWNSHIP, CROW WING COUNTY, TO THE CITY
OF BRAINERD, CROW WING COUNTY MINNESOTA, PURSUANT
TO MINNESOTA STATUTE 414.033**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Christopher Dunmire, 12110 State Highway 210, Brainerd, MN 56401, the fee owners of certain property in the County of Crow Wing, State of Minnesota, described as follows:

That part of the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4), Section Sixteen (16), Township Forty-Five (45), Range Thirty (30), described as follows: Beginning at a point where the West line of State Trunk Highway No. 210, as located on December 22, 1939 (Book 98 of Deeds, page 613) as located in said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4), intersects the North line of said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4); thence Southwesterly along the West line of said State Trunk Highway No. 210 for a distance of 36 rods; thence Northwesterly at right angles to the West line of State Trunk Highway No. 210 for a distance of 9 rods; thence Northeasterly parallel to the West line of State Trunk Highway No. 210 to the North line of said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4), thence Easterly along said North line to the point of beginning. EXCEPT all that part of the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4), Section Sixteen (16), Township Forty-Five (45), Range Thirty (30), shown as Parcel 230C on Minnesota Department of Transportation Right-of-Way Plat No. 18-17.

AND

Together with a non-exclusive easement for ingress and egress from that certain real property described as follows: That part of the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4), Section Sixteen (16), Township Forty-Five (45), Range Thirty (30), Beginning at a point where the West line of State Highway No. 210, as described in Book 89 of Deeds, page 1, intersects the North line of said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4); thence Southwesterly along the West line of said State Highway No. 210 for a distance of 36 rods; thence Northwesterly at right angles to the West line of State Trunk Hwy. No. 210 for a distance of 9 rods; thence Northeasterly parallel to the West line of State Trunk Highway No. 210 to the North line of said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4); thence Easterly along said north line to the point of beginning.

Said easement to be over and across those tracts legally described to wit:

Beginning at a point on the Northwesterly Right-of-Way line of State Highway No. 210, as shown on Highway Right-of-Way plat 18-5, which is the Southeast corner of the tract of land conveyed from Joseph Majewski to Gene Venzon, Jr. in Book 212 of Deeds, page 75; thence Southwesterly along said Highway No. 210, 60 feet to the northeast corner of Parcel 230A, Point B10, on said highway Right-of-Way plat 18-5; thence Northwesterly 15 feet, more or less, to point B9, as shown on said plat; thence continuing on the same bearing a distance of 30 feet; thence Northeasterly parallel with the Northwesterly Right-of-Way line of Highway No. 210, 60 feet more or less, to the Southwesterly line of said tract conveyed from Majewski to Venzon in Book 212 of

Deeds, page 75; thence Southeasterly along the South line of the Majewski/Venzon tract 45 feet to the point of beginning.

And over and across that real property legally described to wit:

Beginning at a point where the West line of State Highway No. 210, as said highway is described in Book 89 deeds, page 1 and as located in the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4), Section Sixteen (16), Township Forty-Five (45), Range Thirty (30), intersects the North line of said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4); thence Southwesterly along the West line of said State Highway 210 as described in Book 89 of Deeds, page 1 for a distance of 37 rods to the point of beginning of the easement herein described; thence Northwesterly at right angles to the West line of State Highway No. 210 as described in Book 89 of Deeds, page 1 for a distance of 10 rods; thence Northeasterly parallel to the West line of State Highway No. 210 as described in Book 89 of Deeds, page 1 to the North line of said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4); thence East along the North line of said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4) to the Northwesterly corner of the tract of land conveyed from Joseph Majewski to Gene Venzon Jr. in Book 212 of Deeds, page 75; thence Southwesterly along the Northwesterly border of said Majewski/Venzon tract to the Southwesterly corner of said Majewski/Venzon tract; thence Southeasterly along the Southwesterly border of said Majewski/Venzon tract to the Northwesterly right of way of State Highway No. 210, then Southwesterly along the highway Right-of-Way of State Highway No. 210, one rod to the point of beginning of the easement herein described.

P.I.N. 81160517

filed a petition with the City Council of the City of Brainerd pursuant to Minnesota Statutes section 414.033, subdivision 2 (3). This property is located within Oak Lawn Township of Crow Wing County. This area contains approximately 1.44 acres of land.

SECTION TWO: That said realty abuts the City of Brainerd and is less than 120 acres in size.

SECTION THREE: That pursuant to Minnesota Statutes section 414.033, subdivision 13, the petitioner will see no change in their electric utility service at this time.

SECTION FOUR: That pursuant to Minnesota Statutes Section 414.033, Subdivision 2b, the City of Brainerd held the required public hearing and notified the Township along with all landowners within and contiguous to the area being annexed.

SECTION FIVE: Annexation of said realty to the City is in the best interest of the City and the territory affected and accordingly, said realty is hereby annexed to the City and zoned as GC (General Commercial) District so as to become and be part of the City and included within its corporate limits and boundaries thereof.

SECTION SIX: The area to be annexed is presently served by public water facilities and public wastewater facilities from Brainerd Public Utilities.

SECTION SEVEN: The property taxes payable on the annexed land shall continue to be paid to the affected town for the year in which the annexation becomes effective. If the annexation becomes effective on or before August 1, of a levy year, the City may levy on the annexed area beginning with that same levy year. If the annexation becomes effective after

August 1 of a levy year, the town may continue to levy on the annexed area for that levy year, and the City may not levy on the annexed area until the following levy year. The first year following the year when the City could first levy on the annexed area, property taxes on the annexed land shall be paid to the City.

SECTION EIGHT: A portion of the property is in the flood fringe and the shoreland zone. Existing City land use controls conform to State shoreland requirements.

SECTION NINE: This Ordinance shall take effect upon final approval by the Chief Administrative Law Judge of the Minnesota Office of Administrative Hearings.

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, _____

R E S O L U T I O N
NO. xx:25

RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE

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

WHEREAS, on July 21st, 2025, the City Council adopted Ordinance No. 1590 which provides for the annexation of 12110 State Highway 210, Brainerd, MN 56401.

WHEREAS, Ordinance No. 1590 is lengthy and would be expensive to publish in its entirety.

NOW, THEREFORE, BE IT RESOLVED that the Council finds that the following text clearly informs the public of the intent and effect of Ordinance No. 1590 and approves the following summary for publication:

SUMMARY PUBLICATION OF ORDINANCE 1590

**AN ORDINANCE PROVIDING FOR THE ANNEXATION OF CERTAIN
PROPERTIES LOCATED IN OAK LAWN TOWNSHIP, CROW WING COUNTY, TO THE
CITY OF BRAINERD, CROW WING COUNTY MINNESOTA, PURSUANT TO
MINNESOTA STATUTE 414.033**

Highlights of Ordinance 1583 include the following:

- 1) Christopher Dunmire, 12110 State Highway 210, Brainerd, MN 56401, the fee owners of certain property in the County of Crow Wing, State of Minnesota filed a petition with the City Council of the City of Brainerd pursuant to Minnesota Statutes section 414.033, subdivision 2 (3). This property is located within Oak Lawn Township of Crow Wing County. This area contains approximately 1.44 acres of land. P.I.N. 81160517
- 2) Annexation of said realty to the City is in the best interest of the City and the territory affected and accordingly, said realty is hereby annexed to the City and zoned as GC (General Commercial) District so as to become and be part of the City and included within its corporate limits and boundaries thereof.
- 3) The area to be annexed is presently served by public water facilities and public wastewater facilities from Brainerd Public Utilities.
- 4) The property taxes payable on the annexed land shall continue to be paid to the affected town for the year in which the annexation becomes effective. If the

annexation becomes effective on or before August 1, of a levy year, the City may levy on the annexed area beginning with that same levy year. If the annexation becomes effective after August 1 of a levy year, the town may continue to levy on the annexed area for that levy year, and the City may not levy on the annexed area until the following levy year. The first year following the year when the City could first levy on the annexed area, property taxes on the annexed land shall be paid to the City.

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

CERTIFIED MAIL

OAK LAWN TOWNSHIP
12404 HIGHWAY 18
BRainerd, MN 56401

June 13, 2025

TO WHOM IT MAY CONCERN:

Pursuant to Minnesota Statutes Annotated Section 414. 033 (Annexation by Ordinance), the City of Brainerd will be holding a Public Hearing on Monday, July 21st, 2025 at 7:30 pm to consider annexation of certain land owned by Christopher Dunmire, 12110 State Highway 210, Brainerd, MN 56401.

The property of the proposed annexation is located in Oak Lawn Township, Crow Wing County and is legally described as follows:

That part of the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4), Section Sixteen (16), Township Forty-Five (45), Range Thirty (30), described as follows: Beginning at a point where the West line of State Trunk Highway No. 210, as located on December 22, 1939 (Book 98 of Deeds, page 613) as located in said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4), intersects the North line of said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4); thence Southwesterly along the West line of said State Trunk Highway No. 210 for a distance of 36 rods; thence Northwesterly at right angles to the West line of State Trunk Highway No. 210 for a distance of 9 rods; thence Northeasterly parallel to the West line of State Trunk Highway No. 210 to the North line of said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4), thence Easterly along said North line to the point of beginning. EXCEPT all that part of the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4), Section Sixteen (16), Township Forty-Five (45), Range Thirty (30), shown as Parcel 230C on Minnesota Department of Transportation Right-of-Way Plat No. 18-17.

AND

Together with a non-exclusive easement for ingress and egress from that certain real property described as follows: That part of the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4), Section Sixteen (16), Township Forty-Five (45), Range Thirty (30), Beginning at a point where the West line of State Highway No. 210, as described in Book 89 of Deeds, page 1, intersects the North line of said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4); thence Southwesterly along the West line of said State Highway No. 210 for a distance of 36 rods; thence Northwesterly at right angles to the West line of State Trunk Hwy. No. 210 for a distance of 9 rods; thence Northeasterly parallel to the West line of State Trunk Highway No. 210 to the North line of said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4); thence Easterly along said north line to the point of beginning. Said easement to be over and across those tracts legally described to wit:

Beginning at a point on the Northwestern Right-of-Way line of State Highway No. 210, as shown on Highway Right-of-Way plat 18-5, which is the Southeast corner of the tract of land conveyed from Joseph Majewski to Gene Venzon, Jr. in Book 212 of Deeds, page 75; thence Southwesterly along said Highway No. 210, 60 feet to the northeast corner of Parcel 230A, Point B10, on said highway Right-of-Way plat 18-5; thence Northwesternly 15 feet, more or less, to point B9, as shown on said plat; thence continuing on the same bearing a distance of 30 feet; thence Northeasterly parallel with the Northwesternly Right-of-Way line of Highway No. 210, 60 feet more or less, to the Southwesterly line of said tract conveyed from Majewski to Venzon in Book 212 of Deeds, page 75; thence Southeasterly along the South line of the Majewski/Venzon tract 45 feet to the point of beginning.

And over and across that real property legally described to wit:

Beginning at a point where the West line of State Highway No. 210, as said highway is described in Book 89 deeds, page 1 and as located in the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4), Section Sixteen (16), Township Forty-Five (45), Range Thirty (30), intersects the North line of said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4); thence Southwesterly along the West line of said State Highway 210 as described in Book 89 of Deeds, page 1 for a distance of 37 rods to the point of beginning of the easement herein described; thence Northwesternly at right angles to the West line of State Highway No. 210 as described in Book 89 of Deeds, page 1 for a distance of 10 rods; thence Northeasterly parallel to the West line of State Highway No. 210 as described in Book 89 of Deeds, page 1 to the North line of said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4); thence East along the North line of said Southwest Quarter of the Northwest Quarter (SW1/4NW1/4) to the Northwesternly corner of the tract of land conveyed from Joseph Majewski to Gene Venzon Jr. in Book 212 of Deeds, page 75; thence Southwesterly along the Northwesternly border of said Majewski/Venzon tract to the Southwesterly corner of said Majewski/Venzon tract; thence Southeasterly along the Southwesterly border of said Majewski/Venzon tract to the Northwesternly right of way of State Highway No. 210, then Southwesterly along the highway Right-of-Way of State Highway No. 210, one rod to the point of beginning of the easement herein described.

P.I.N. 81160517

Section 16, Township 45, Range 30

The enclosed map identifies the location of the property proposed for annexation.

Please feel free to contact the Community Development Department at (218) 828- 2307 if you have any questions regarding this matter.

Sincerely,



James L. Kramvik
Community Development Director
Enclosure



Property Owner Petition for Annexation by Ordinance

City of Brainerd

501 Laurel Street • Brainerd, MN 56401 • 218.828.2307 • 218.828.2316 (fax)

www.ci.brainerd.mn.us

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE ANNEXATION OF CERTAIN LAND TO THE CITY OF BRAINERD, MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 2(3)

TO: Council of the City of Brainerd, Minnesota
AND
Office of Administrative Hearings
Municipal Boundary Adjustment Unit
P.O. Box 64620
St. Paul, MN 55164-0620



PETITIONER(S) STATE: All of the property owners in number are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 2(3).

Property Information

Property Address: 12110 State Highway 210, Brainerd, MN 56401 PID: 81160517

Legal Description: Lot(s): Part of the SW¼-NW¼ 16-45-30 Block: _____ Addition: _____

It is hereby requested by:

☒ the sole property owner; or
_____ all of the property owners; (If the land is owned by both husband and wife, both must sign the petition to represent all owners.)

of the area proposed for annexation to annex certain property described herein lying in the Township of Oak Lawn to the City of Brainerd, County of Crow Wing, Minnesota

The area proposed for annexation is described as follows:

See Attached

1. There are 1 property owners in the area proposed for annexation. (If a property owner owns more than one parcel in the area proposed for annexation, he/she is only counted once as an owner – the number of parcels owned by a petitioner is not counted.)
2. The land abuts the municipality and the area to be annexed is 120 acres or less, and the area to be annexed is not presently served by public wastewater facilities or public wastewater facilities are not otherwise available.
Except as provided for by an orderly annexation agreement, this clause may not be used to annex any property contiguous to any property previously annexed under this clause within the preceding 12 months if the property is owned by the same owners and annexation would cumulatively exceed 120 acres.
3. Said property is unincorporated, abuts on the city's **N S E W** (circle one) boundary(ies), and is not included within any other municipality.
4. The area of land proposed for annexation, in acres, is 1.44 acres.
5. The reason for the requested annexation is: Property is currently connected to City of Brainerd Water and Sewer.

Owner Information

Name: Christopher Dunmire

Owner's Address: 11241 County Road 77 SW

City: Nisswa

State: MN

Zip: 56468

Phone: 320-766-1960

Cell Phone:

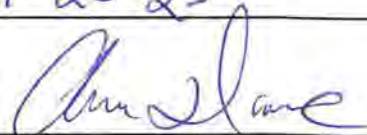
Email: chrisdunmire.vi@gmail.com

PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included within the City of Brainerd, Minnesota.

Dated:

4-20-25

Signatures:

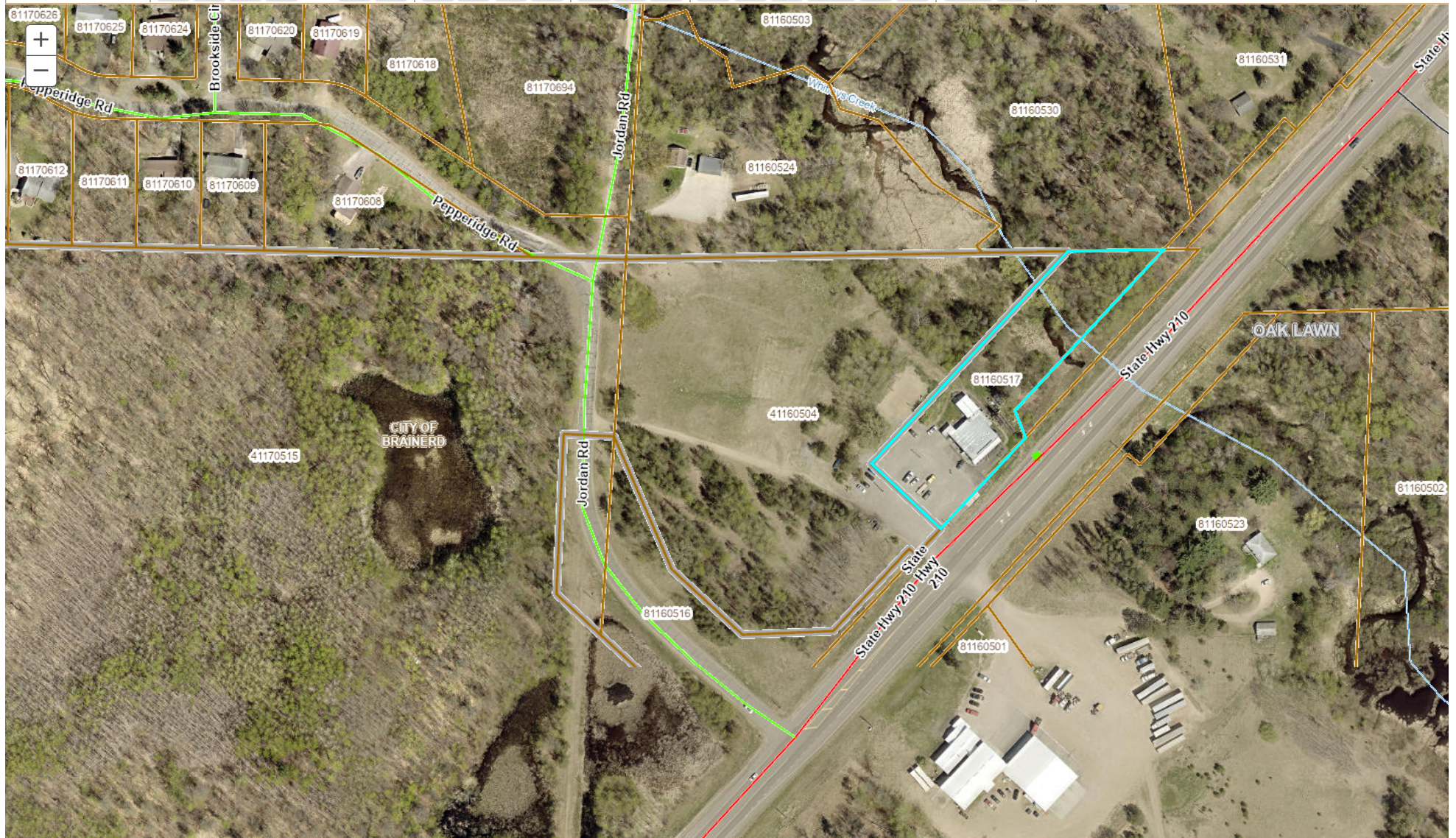


NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 2b, before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), a municipality must hold a public hearing and give 30 days' written notice by certified mail to the town or towns affected by the proposed ordinance and to all landowners within and contiguous to the area to be annexed.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 11, when a municipality declares land annexed to the municipality under subdivision 2, clause (3), and the land is within a designated floodplain, as provided by section 103F.111, subdivision 4, or a shoreland area, as provided by section 103F.205, subdivision 4, the municipality shall adopt or amend its land use controls to conform to chapter 103F, and any new development of the annexed land shall be subject to chapter 103F.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 12, when a municipality annexes land under subdivision 2, clause (2), (3), or (4), property taxes payable on the annexed land shall continue to be paid to the affected town or towns for the year in which the annexation becomes effective. If the annexation becomes effective on or before August 1st of a levy year, the municipality may levy on the annexed area beginning with that same levy year. If the annexation becomes effective after August 1st of a levy year, the town may continue to levy on the annexed area for that levy year, and the municipality may not levy on the annexed area until the following levy year.

NOTE: Pursuant to Minnesota Statutes § 414.033, Subd. 13, at least 30 days before a municipality may adopt an ordinance under subdivision 2, clause (2), (3), or (4), the petitioner must be notified by the municipality that the cost of electric utility service to the petitioner may change if the land is annexed to the municipality. The notice must include an estimate of the cost impact of any change in electric utility services, including rate changes and assessments, resulting from the annexation.



Y: 183503.1921



City Council Agenda Request

MEETING DATE: July 21, 2025

TITLE OF ITEM: Consider Interim Use Permit Renewal for a Short-Term Rental - 1123 15th Ave NE

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Jared Luhman on behalf of Luhman Properties LLC applied for a short-term rental renewal at 1123 15th Ave NE, Brainerd, MN 56401.

Renewal for an Interim Use Permit for an existing short-term rental at a premises shall be granted for a duration not to exceed twenty-four (24) months.

Recently, the property owner rented the house to a long-term tenant after being displaced by a fire. The long-term tenant had a dog, which is allowed by City Code for standard rentals. Staff received complaints regarding the dog consistently being unleashed and aggressive, and Animal Control was involved at the property. The property owner and managing agent were diligently trying to remove the tenant because of multiple issues and were responding in a timely manner to neighbors' concerns. There have been no issues since the tenant moved from the property and staff confirmed that with animal control.

Staff have received no complaints regarding the short-term rental operation. Due to the one issue, staff recommended a one-year renewal with conditions.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

At the July 16th Planning Commission meeting, the Commission unanimously recommended approval of the IUP with staff's recommended conditions.

RECOMMENDED ACTION/MOTION:

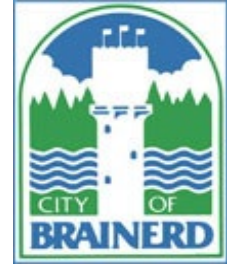
Recommend approval of the Interim Use Permit for one short-term rental unit at 1123 15th Ave NE Brainerd, MN 56401 with the following conditions:

1. The Interim Use Permit for a short-term rental at 1123 15th Ave NE. Brainerd, MN 56401 terminates one year after approval.
2. The Interim Use Permit shall terminate upon sale or transfer of the property.

3. All outdoor lighting fixtures shall meet the standards of Section 515-4-8 Outdoor Lighting of the Zoning Code.
4. All watercraft docked in the lake at the property shall be within the boundaries of 1123 15th Ave NE.
5. Overnight guest vehicles and trailers must be parked in the driveway. Two additional vehicles may be parked on the street for daytime guests.
6. Submission of the Lodging Tax report on a monthly basis to the Finance Department.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: July 16th, 2025

RE: Consider Interim Use Permit Renewal for a Short-Term Rental at 1123 15th Ave NE

REQUEST

Public Hearing. Interim Use Permit applied by Jared Luhman on behalf of Luhman Properties LLC for a short-term rental renewal at 1123 15th Ave NE, Brainerd, MN 56401.

Current/Valid Short-Term Rentals

Address	Zoning District	Type of STR
712 6 th St N	TN-1	VDU
1005 6 th St S	TN-2	VDU
9995 Island Dr	GL	VDU
502 Juniper St	TN-1	VDU
524 8 th S N	TN-1	VDU
714 7 th St S	TN-1	VDU
1123 15 th Ave NE	TN-1	VDU

CONTEXT

Parcel Numbers: 41200517
Zoning District: Traditional Neighborhood-One (TN-1) District
Property Area: 28,690 SQFT

Adjacent Uses: North: Single Family Dwelling
East: Rice Lake
South: Single Family Dwelling
West: Single Family Dwelling

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

AERIAL MAP



FINDINGS OF FACT

1. 1123 15th Ave NE. Brainerd, MN 56401 is located in a TN-1 (Traditional Neighborhood-One) District. The TN-1 District allows short-term rentals as an Interim Use according to Zoning Code [Appendix A: Table of Uses](#).
2. The applicant proposes to operate this short-term rental as a Vacation Dwelling Unit (VDU): A rental where the property owner is not a permanent resident of the unit, and the entire unit is rented without the property owner present during the rental period.
3. Renewal for an Interim Use Permit for an existing short-term rental at a premises shall be granted for a duration not to exceed twenty-four (24) months.
4. Short-term rentals must comply with the following minimum standards as required by the [Section 515-3-34](#) of the Zoning Code:
 - a. The maximum rental period shall not be more than 28 consecutive nights.
 - b. The permit holder (owner) of a short-term rental must apply for and receive an interim use permit.
 - i. *The applicant has applied for the renewal of the Interim Use Permit for the operation of a short-term rental.*
 - c. The application for an interim use permit shall include:
 - i. The number of bedrooms with dimensions and all other sleeping accommodations
 1. *The proposed short rental has four (4) bedrooms.*
 2. *The dimensions of each of these respective bedrooms are 12'x11', 12'x10', 10'x10', and 26'x12'.*

- ii. The number of off-street parking spaces available to guests.
 - 1. *There are four off-street parking spaces allocated to guests in the driveway and the applicant does not permit short term renters to utilize on-street parking.*
- iii. All accessory structures and outdoor recreational features available for guest use
 - 1. *The yard is available for guest use along with a fire pit. Guests are responsible for making sure that all the fires are completely extinguished when they are done tending them. If the property manager receives a call from a neighbor concerned about a fire that is unattended or too large, the manager will deal with it immediately.*
- iv. A pet, garbage, and noise policy.
 - 1. *There are no pets allowed on the property in their submitted policies noted as, "House Rules".*
 - 2. *Two garbage bins for use are located at the property with a capacity of six bags.*
 - 3. *There is a rule imposing quiet hours after 10:00 PM until 9:00 AM.*
- v. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental unit.
 - 1. *Emergency contact information is posted.*
- d. A permit holder must disclose in writing to their renters the following information regarding property policies and City codes:
 - i. Contact Information. The managing agent or local contact's name, address, and phone number. The agent shall be available 24 hours a day, seven days a week, whenever the property is being rented. Property contact information will always be accessible to the public on the City of Brainerd website.
 - 1. *Mr. Fish is the responsible party for this rental unit, and he resides within 50 miles of the premises.*
 - ii. Occupancy. The maximum number of guests allowed at the property.
 - 1. *The posted rules for the short-term rental state a guest maximum of 11 guests and parties are prohibited. The property is advertised for 9 guests on Airbnb.*
 - iii. Vehicles. The maximum number of vehicles, recreational vehicles, and trailers allowed on the property and where they are to be parked. Parking in a yard that fronts a street as well as along an interior side of a house is required to be on an improved surface. Recreational vehicles shall not be parked in any right-of-way or utility easement. No vehicle or trailer shall be parked on a street more than forty-eight (48) continuous hours.

1. *The rules state that there is parking available in the driveway. This would include trailers, however not recreational vehicles, as they are specifically prohibited by the rules.*
- iv. Garbage. Garbage and refuse containers shall be placed out for collection no earlier than 6:00 P.M. the day before collection and removed by the end of the day of collection. Garbage shall be placed in fly tight containers sufficient to receive all garbage which may accumulate between times of collection.
 1. *The weekly garbage schedule is provided for renters per the rules provided.*
- v. Noise. No person shall, between the hours of 10:00 P.M. and 7:00 A.M. congregate at, or participate in any party or gathering of two or more people from which noise emanates of a sufficient volume to disturb the peace, quiet, or repose of another person.
 1. *The short-term rental rules impose quiet hours after 10:00pm and until 9:00am.*
- vi. Pets. No person shall keep, maintain, or otherwise house more than a total of four cats or dogs within any household in the City of Brainerd. It shall be unlawful for any person to allow a dog or cat to run at large and to keep or harbor a dog that habitually barks, yelps, howls, cries, or whimpers to unreasonably disturb the peace and quiet of any person in the vicinity. The owner of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.
 1. *The short-term rental rules prohibit pets.*
 2. *Recently, the property owner rented the house to a long-term tenant after being displaced by a fire. The long-term tenant had a dog, which is allowed by City Code for standard rentals. Staff received complaints regarding the dog consistently being unleashed and aggressive. Animal control was involved at the property. The property owner had initiated the eviction process due to the animal issue and other issues.*
- e. The occupancy of a short-term rental shall be limited to no more than 3 people per bedroom or the occupancy set by the Building Official.
 - i. According to [Section 404.4.1 of the Property Maintenance Code](#), every bedroom shall contain not less than 70 square feet (6.5 m²) and every bedroom occupied by more than one person shall contain not less than 50 square feet (4.6 m²) of floor area for each occupant thereof, whichever is less.
 1. *The house rules indicate only registered guests are authorized after dark. No unauthorized guests are allowed overnight.*
 2. *Bedroom one is 132 SQFT which allows for two guests.*
 3. *Bedroom two is 120 SQFT which allows for two guests.*
 4. *Bedroom three is 100 SQFT which allows for two guests.*

5. *Bedroom four is 312 SQFT which exceeds the requirement for a maximum of 3 guests per room.*
- f. *Total occupancy of the short-term rental is 9 guests based on the square footage calculation and zoning requirements.*
- g. Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the Building Department, whichever is stricter.
 - i. *The rooms used for sleeping have egress windows and smoke detectors that comply with the Minnesota State Building Code and will be inspected by the Housing Inspector and the Fire Marshal.*
- h. The short-term rental shall be connected to city sewer and water or an approved septic system. A valid septic system certificate of compliance is required at the time of rental license issuance and annual renewal. A short-term rental shall have a full bathroom (sink, toilet, and tub or shower).
 - i. *The short-term rental is connected to the city sewer and water system. The building plans show a full bathroom with a toilet, tub/shower, and sink.*
- i. Additional occupancy by use of recreational vehicles, tents, accessory structures, or fish houses is not permitted.
 - i. *The applicant is not proposing occupancy by use of recreational vehicles, tents, accessory structures, or fish houses. Their policies for the property explicitly prohibit them.*
- j. The permit holder shall keep a report detailing use of the short-term rental by recording the full name, address, phone number and vehicle license number of the guest reserving the rental. A copy of the report shall be provided to the Zoning Administrator upon request.
- k. A short-term rental shall be a licensed rental unit by the City and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to, the City of Brainerd's rental housing maintenance code. Each unit shall be inspected annually by the rental housing inspector and the Fire Marshal.
 - i. *The premises was inspected by the Housing Inspector and by the Fire Marshal.*
- l. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety, and safety of renters. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of renters.
 - i. *As a result of the animal issue, staff recommend a one-year renewal. The animal issue was related to a long-term lease and not the short-term rental operation.*
 - ii. *The following conditions were applied to the previous interim use permit.*

1. *All outdoor lighting fixtures shall meet the standards of Section 515-4-8 Outdoor Lighting of the Zoning Code.*
 2. *All watercraft docked in the lake at the property shall be within the boundaries of 1123 15th Ave NE.*
 3. *Overnight guest vehicles and trailers must be parked in the driveway. Two additional vehicles may be parked on the street for daytime guests.*
 4. *Submission of the Lodging Tax report on a monthly basis to the Finance Department.*
- m. A permit holder must post their rental license permit number on all print, poster, or web advertisements.
 - n. It is the owner's responsibility to apply for state and local sales tax numbers, including hotel and motel use sales tax. It is the owner's responsibility to contact the Minnesota Department of Health about lodging license requirements.
 - i. *The application for short-term rentals includes an application for local sales tax that must be submitted to the City's Finance Department. It is the owner's responsibility to contact the MN Department of Health.*
 - o. There are to be no more than forty (40) operational VDU's at any given time in the City and are granted on a first-come first-serve basis.
 - i. There shall be no more than twenty (20) total VDU's permitted in the Town Center and Main Street District, and in all other zoning districts there shall be no more than ten (10) total VDU's permitted at any given time.
 1. Only one (1) building with a permitted VDU may be located on any platted block and shall not abut another property approved for a short-term rental.
 - a. *There are currently eight (7) VDU's in Brainerd.*
 - b. *This property is in the TN-1 District. Including this property, there are currently five (5) VDU's in the TN-1 District.*
 - c. *There are no other VDU's on this platted block.*

As of this writing, no party has contacted the Community Development Department regarding the Interim Use Permit. There was a prior complaint regarding an unleashed aggressive dog.

STAFF RECOMMENDATION

Staff recommends approval of the Interim Use Permit for one short term rental unit at 1123 15th Ave NE Brainerd, MN 56401 with the following conditions:

- 1) The Interim Use Permit for a short-term rental at 1123 15th Ave NE. Brainerd, MN 56401 terminates one year after approval.
- 2) The Interim Use Permit shall terminate upon sale or transfer of the property.
- 3) All outdoor lighting fixtures shall meet the standards of Section 515-4-8 Outdoor Lighting of the Zoning Code.

- 4) All watercraft docked in the lake at the property shall be within the boundaries of 1123 15th Ave NE.
- 5) Overnight guest vehicles and trailers must be parked in the driveway. Two additional vehicles may be parked on the street for daytime guests.
- 6) Submission of the Lodging Tax report on a monthly basis to the Finance Department.



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401
218/828-2309/Fax 218-828-2316 www.ci.brainerd.mn.us

INTERIM USE PERMIT for SHORT-TERM RENTAL

Application Form (residential - \$350.00 / commercial - \$500.00 +\$500.00 escrow deposit) (This form must be filled out completely before your application will be accepted)

Property Address for this *Interim Use Permit*: 1123 15th Ave. NE Brainerd, MN 56401

I (We) the undersigned, do hereby respectfully request the Brainerd City Council to grant an Interim Use Permit to allow us to use the property as a short term rental

at the property address listed above until the date of August, 1 2027

Legal Description (attach, if lengthy): Lot 9 Block Addition
S. 160 FT OF LOT 9 EX. S. 65 FT THEREOF.

Property Owner: Luhman Properties LLC

Address: 23008 350th st Goodhue MN 55027
(Street) (City) (State) (Zip)

Contact Information #: 507-271-5968
(Home) (Business)
mike@mnreandm.com
(Fax) (E-mail)

Applicant: (if different than Property Owner)

Address:
(Street) (City) (State) (Zip)

Contact Information #:
(Home) (Business)

(Fax) (E-mail)

Contact Person: (if different than Property Owner) Michael Fish

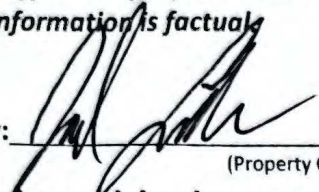
Address: Suite #205 14391 Baxter MN 56425
(Street) (City) (State) (Zip)

Contact Information #: 218 232 7079 218-232-7079
(Home) (Business)
mike@mnreandm.com
(Fax) (E-mail)

This Interim Use Permit may be approved if sufficient facts are presented at the Planning Commission and City Council meetings to support a finding that all of the attached criteria for granting an Interim Use Permit have been met.

Obtaining this *Interim Use Permit* does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, MnDOT access permits, etc.

I (We) certify that I (we) have submitted all the required information to apply for an Interim Use Permit and that the information is factual.

Signed by:  _____ Date: 4-28-25
(Property Owner)
Jared Luhman

(Property Owner-Please print Name)

(Applicant-If different than owner) Date: _____

(Applicant - Please print name)

**Interim Use Permit
Supporting Information**

The City Council may approve an Interim Use Permit if all of the "Criteria for Review of Interim Use Permits" are met. In order to facilitate review of this application for an *Interim Use Permit*, the applicant must address each of the "*Criteria*", referred to in Section 515-5-3 of the Zoning Ordinance.

1. **Public Health/Safety/Welfare.** The *Planning Commission* and the *City Council* shall review each application for the purpose of determining that each proposed use meets the following criteria referenced to in Section 515-5-2 and in addition, shall find adequate evidence that each use in its proposed location will address the following:
- (a) The proposed use conforms to the district and conditional use provisions and all general regulations of this Ordinance.
 - (b) The proposed use meets all special standards which may apply to its class of conditional uses as set forth in this section.
 - (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.
 - (d) The proposed use shall be sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - (e) The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - (f) The proposed use shall organize vehicular access and parking to minimize traffic congestion in the neighborhood.
 - (g) The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.

(con't)

1123 15th Ave NE Brainerd GENERAL HOUSE RULES

All guests are responsible for reviewing and following all basic house rules. Any violation of these rules MAY result in immediate eviction and forfeiting of all monies. Any breach of House Rules (including extraordinary cleaning) will also result in a charge to the credit card on file for no less than \$250 & up to \$500 per violation plus damage to property. This Charge will be discussed with the guest beforehand and processed on the card on file or billed out to the responsible guest with a 30 net demand for payment.

We want you to have an enjoyable stay! However, the following rules are necessary to protect our guests, neighbors, property, and make it possible for us to continue running as a successful short-term rental. Most guests appreciate and understand the general house rules. Let us know if you have questions. We always accommodate when we can.

Let us start by stating that we ask every guest to have the utmost consideration for our neighbors and community. After all, they did not choose to live next to a vacation rental. Many enjoy and appreciate the guests that rent from us. Some are not so appreciative, so we make our best effort. We must work closely with our neighbors and community if we are going to be able to continue to provide Short Term Rental opportunities for years to come.

Aside from the sign in the yard, all neighbors have our cell phone number and have been asked to call or text 24/7 with any concerns. We also strongly encourage our owners to have a ring camera on the front door. We want everyone to have a good time; however, our basic house rules must be followed. Problems for us are rare, but if you have questions please reach out.

SMOKING OR VAPING INSIDE

Smoking and vaping are strictly prohibited. A guest who smokes in a property without authorization will be charged for carpet cleaning and deodorizing if any evidence of smoking is found.

FIREWORKS

Fireworks of any kind ignited on the property are not allowed. There is just too much clean up, accidental damage, and neighbor complaints to allow fireworks of any kind.

PETS

There are no pets allowed on the property.

Illegal Drugs or other Illicit Activity

No drugs or illegal activity is allowed on the property. Any suspected illegal activity will be immediately turned over to the authorities.

HARD TO CLEAN MESSSES

Confetti, glitter, balloons, silly string are not allowed on the property. Please be very careful that gum does not get on furniture, pillows etc. Small, excessive debris of any kind thrown around

the property can make housekeeping very difficult and expensive. We reserve the right to run an extra charge on the CC on file if there is an unreasonable mess left for housekeeping.

YARD DEBRIS

Any garbage or debris thrown in the yard may cause environmental issues and severely impact our relations with neighbors. This most definitely includes water balloons & garbage left in the yard. Water balloons are strictly prohibited, and we ask that you please clean up any outside mess.

GARBAGE

Two garbage cans are provided at the home for each stay. This covers about six bags of trash, which is more than enough for most groups. Please let us know if for some reason you have an excess of garbage. We must hire someone to come and pick up the excess garbage and dispose of it. We do ask that guests let us know if they do have an extraordinary amount of garbage and we ask that they cover the cost of removal. See your specific house rules for pick up times.

UNAUTHORIZED GUESTS OVERNIGHT

Only registered guests can be on the property after dark. See the GUESTS section for more details. We are strictly regulated by the Short-Term License as to how many guests are allowed. This is based on the size of the home. Please be respectful of our rules so our owners do not get in trouble. We prohibit any tents or camping in yards.

NEIGHBOR OR POLICE CALL

Avoiding a complaint or nuisance call by the neighbors or incident involving the police are the reason for all the other rules! The four most common calls we receive are for 1) Too many guests 2) Noise pollution 3) Unauthorized dogs 4) Too many cars. PLEASE ask us if you have questions concerning any of the house rules. Of course, we take each individual situation into account and work closely with our guests to ensure fairness.

EXCESSIVE OR INDECENT NOISE

All neighbors have been given a cell phone number and asked to call or text 24/7 if they have issues. We know you're coming to enjoy your time and that may involve making some noise. However, please be considerate of our neighbors. Quiet hours are 10 PM to 9 AM. Loud music, at any time or music with obscene language or containing explicit sexual content is prohibited. Constant screaming or yelling with obscene language is prohibited. We have some neighbors with small children who may be offended at any loud obscenities. We appreciate your patience and cooperation with this issue.

SELF TANNING LOTION, FINGERNAIL POLISH & REMOVER

Accidents happen and fingernail polish/remover & Self-tanning lotion is prohibited from all properties. It destroys towels, bed linens, and permanently stains furniture.

EXTRA DAYTIME GUESTS

If you do plan to have company during your stay you **MUST** get prior approval from Management. Daytime guests must never exceed more than the number of registered guests and must be off the property by nightfall.

PARKING

Our rental license allows up to one vehicle per bedroom. There can be no parking on a public road or in a yard. Please let us know if there is a need to make an exception. This is a common complaint call from neighbors, and we need to follow the rules.

USE OF AMENITIES

Due to liability and insurance concerns only guests who are listed on the rental agreement and registered as guests are allowed to use any amenities.

OPERATION OF ATVs & SNOWMOBILES

No motorized vehicles of any kind are allowed at this rental. (expectation of course it he vehicle used to transport guest to the property)

USE OF FIREARMS

As much as we support your right to carry and use firearms, a short-term rental is not the place for them. MN RE&M strictly prohibits firearms from all properties.

OUTSIDE FIRES

We provide a great firepit for our guests to use. It is very important that guests use proper fire safety. When things get dry and the wind picks up flames can easily flare up, get blown into nearby grass and start a serious fire. Guests are responsible for making sure that all fires are completely extinguished when they are done tending them. If we get a call from a neighbor concerned about a fire that is unattended or too large, we must deal with it immediately by calling the guest and asking them to put it out. If they are not reached, all costs of having someone come to put the fire out will be billed to the guest's credit card on file.

LARGE GROUPS, MEETINGS, PARTIES

The Guest must not hold events (such as parties, celebrations, or meetings that exceed the capacity of the home) Any of these cases will allow the Owner to terminate the Agreement without providing a refund of any payment the Guest has paid for the booking and the Owner will not be legally responsible to find any alternative accommodation.



July 1st, 2025

Jared Luhman
23008 350th St.
Goodhue MN, 55027

Dear Mr. Luhman,

Your complete application and payment for an Interim Use Permit for a short-term rental at 1123 15th Ave NE was received by staff on May 5th. The current Interim Use Permit for 1123 expires on August 5th. Staff have received documented issues regarding animal nuisance complaints against the property and need a full year of evaluation prior to consideration of a new Interim Use Permit.

Municipalities are required to approve or deny an application for an Interim Use Permit within 60 days of the complete application submittal which is July 3rd, 2025 for your application. Minnesota State Statute allows municipalities to extend this review period by another 60 days for approval or denial of Interim Use Permits. The City of Brainerd is extending the time limit by an additional 30 days to act on your request for an Interim Use Permit at 1123 15th Ave NE to operate a short-term rental, which moves the deadline to August 1st, 2025. The City of Brainerd is extending the time limit to fully review the property for one year before considering approval of a new Interim Use Permit. The public hearing and recommendation for the Interim Use Permit will take place at the July 16th Planning Commission meeting and final consideration of the permit will occur at the July 21st City Council meeting.

Sincerely,

James Kramvik
Community Development Director
City of Brainerd

Cc: Mike Fish, MN Real Estate and Management

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Jared Luhman on behalf of Luhman Properties LLC has submitted an Interim Use Permit renewal to operate a short-term rental at 1123 15th Ave NE. Brainerd, MN 56401. The property included in this application is described as:

*Lot 9 AUDITORS SUBDIVISION OF NW 20-45-30 S. 160 FT OF LOT 9 EX. S 65 FT
THEREOF*

P.I.N. 41200517

Section 20, Township 045, Range 030

The property is zoned TN-1 (Traditional Neighborhood One) District. [Appendix A: Table of Uses](#) of the Zoning Code requires an Interim Use Permit for the operation of a short-term rental in a TN-1 District as regulated by Section 515-3-34 Short-Term Rentals. Information on the proposed short-term rental is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, July 16th, 2025, in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the Interim Use Permit.

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

Dated this 01 day of July, 2025



James L. Kramvik
Community Development Director

Publication Date: July 5, 2025



City Council Agenda Request

MEETING DATE: July 21, 2025

TITLE OF ITEM: Adopt Resolution - Improvement 23-14 - Hawkins/Ronald/Joseph Resurfacing Project - Accepting Bids and Award Contract

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 item is a resolution accepting bids and awarding the contract for Improvement 23-14 – Hawkins/Ronald/Joseph Resurfacing Project. Bids were opened on Thursday, July 17th. Four bids were received, with the apparent low bidder being J&J Excavating with a bid amount of \$698,026.50.

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.

The low bid from J&J Excavating in the amount of \$698,026.50 is 15.8% under the Engineer's Estimate of \$828,780.00

RECOMMENDED ACTION/MOTION: Staff recommends adoption of the attached resolution accepting bids and awarding the contract for Improvement 23-14 – Hawkins/Ronald/Joseph Resurfacing Project to J&J Excavating Inc. in the amount of \$698,026.50.

FINANCIAL IMPACT: N/A

RESOLUTION
NO. _____

RESOLUTION ACCEPTING BID

WHEREAS, pursuant to an advertisement for bids for the improvements of the following described improvements:

IMPROVEMENT 23-14

Hawkins/Ronald/Joseph Resurfacing Project

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

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>
J&J Excavating Inc.	<u>\$698,026.50</u>
DeChantal Excavating LLC	\$721,191.50
C&L Excavating, Inc.	\$888,895.00
Borden Excavating Inc.	\$1,094,560

AND WHEREAS, J&J Excavating 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 J&J Excavating 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 21st day of July 2025

MIKE O'DAY
President of the Council

Adopted this 22nd day of July 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



1808 East Fir Avenue
Fergus Falls, MN 56537
P: 218.998.4041
F: 218.998.4042



July 17, 2025

Honorable Mayor and Council Members
Jessie Dehn, City Engineer
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

RE: 2025 Street and Utility Improvements
Improvement 23-14 – Hawkins-Ronald-
Joseph Resurfacing
City of Brainerd
Recommendation of Notice of Award
Moore No. 24583

Honorable Mayor and Members of the Council,

On July 17, 2025 at 11:00 a.m., sealed bids were opened for the 2025 Street and Utility Improvements; Improvement 23-14 – Hawkins-Ronald-Joseph Resurfacing project. A total of 4 bids were opened with base bids ranging from \$698,026.50 to \$1,094,560.00.

We have reviewed the bids and have determined that the lowest responsible bid was from J&J Excavating, Inc. in the amount of \$698,026.50. This cost is within the range of the initial estimate included in the Feasibility Report completed in March of 2025, which was noted as \$799,075. Therefore, we recommend that a contract be awarded to J&J Excavating, Inc.

Enclosed are the bid tabulation, engineer's statement of estimated cost, and Notice of Award for your consideration.

Please feel free to contact me with any questions or comments at 218.998.4041.

Sincerely,

Ryan Odden, PE
Senior Project Manager

Enclosures
(Bid Tabulation, Engineer's Statement of Estimated Cost-7/17/2025, Notice of Award-
07/21/2025)

**BID TABULATION****2025 Street and Utility Improvements****Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing****Brainerd, Minnesota****Project No. 24583****Bid Date: July 17, 2025**

J&J Excavating Inc.

10707 285th Ave

Staples, MN 56479

DeChantal Excavating LLC

PO Box 315

Brainerd, MN 56401

C&L Excavating, Inc.

PO Box 99

St. Joseph, MN 56374

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
BASE BID										
1.	24200	Removal of Gate Valve	EA	12	\$150.00	\$1,800.00	\$145.00	\$1,740.00	\$250.00	\$3,000.00
2.	24200	Removal of Hydrant	EA	5	\$250.00	\$1,250.00	\$225.00	\$1,125.00	\$500.00	\$2,500.00
3.	2215.504	Full Depth Reclamation	SY	5,200	\$5.90	\$30,680.00	\$5.90	\$30,680.00	\$3.50	\$18,200.00
4.	2232.504	Mill Bituminous Surface (2.0")	SY	4,700	\$3.45	\$16,215.00	\$3.45	\$16,215.00	\$2.50	\$11,750.00
5.	2104.503	Remove Concrete Curb	LF	400	\$4.10	\$1,640.00	\$4.10	\$1,640.00	\$7.00	\$2,800.00
6.	2104.504	Remove Bituminous Driveway Pavement	SY	250	\$4.75	\$1,187.50	\$4.75	\$1,187.50	\$12.00	\$3,000.00
7.	2104.504	Remove Sidewalk	SY	30	\$8.50	\$255.00	\$8.50	\$255.00	\$12.00	\$360.00
8.	2104.504	Remove Concrete Driveway Pavement	SY	550	\$5.85	\$3,217.50	\$5.85	\$3,217.50	\$12.00	\$6,600.00
9.	2104.507	Remove Aggregate	SY	70	\$1.00	\$70.00	\$1.00	\$70.00	\$20.00	\$1,400.00
10.	331413	Water Main - 6"	LF	2,050	\$70.00	\$143,500.00	\$82.25	\$168,612.50	\$80.00	\$164,000.00
11.	331417	Curb Stop & Box - 1"	EA	30	\$770.00	\$23,100.00	\$1,019.35	\$30,580.50	\$675.00	\$20,250.00
12.	331417	Water Service Connection - 1"	EA	30	\$536.00	\$16,080.00	\$684.90	\$20,547.00	\$500.00	\$15,000.00
13.	331417	Water Service Line - 1"	LF	320	\$36.00	\$11,520.00	\$30.90	\$9,888.00	\$65.00	\$20,800.00
14.	331419	Gate Valve & Box - 6"	EA	16	\$2,400.00	\$38,400.00	\$2,545.00	\$40,720.00	\$2,400.00	\$38,400.00
15.	331419	Hydrant - 6"	EA	7	\$9,220.00	\$64,540.00	\$6,596.00	\$46,172.00	\$8,700.00	\$60,900.00
16.	330597	Trace Wire System	L SUM	1	\$8,210.00	\$8,210.00	\$7,952.00	\$7,952.00	\$8,000.00	\$8,000.00
17.	12000	Mobilization	L SUM	1	\$50,000.00	\$50,000.00	\$39,530.00	\$39,530.00	\$140,000.00	\$140,000.00
18.	312500	Storm Water Management	L SUM	1	\$500.00	\$500.00	\$500.00	\$500.00	\$5,000.00	\$5,000.00
19.	2563.601	Traffic Control	L SUM	1	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$5,500.00	\$5,500.00
20.	2112.604	Stabilizing Aggregate	CY	160	\$10.00	\$1,600.00	\$10.00	\$1,600.00	\$45.00	\$7,200.00
21.	2105.604	Rock Bedding	CY	160	\$59.00	\$9,440.00	\$53.00	\$8,480.00	\$50.00	\$8,000.00
22.	2112.604	Subgrade Preparation	SY	5,200	\$1.85	\$9,620.00	\$1.85	\$9,620.00	\$2.00	\$10,400.00
23.	2211.507	Aggregate Base (Cv) Class 5	CY	600	\$33.70	\$20,220.00	\$33.70	\$20,220.00	\$32.50	\$19,500.00
24.	2211.601	Blended Base	SY	5,200	\$0.01	\$52.00	\$0.01	\$52.00	\$5.25	\$27,300.00
25.	2531.503	Concrete Curb & Gutter Design S518	LF	1,700	\$21.20	\$36,040.00	\$21.20	\$36,040.00	\$22.00	\$37,400.00
26.	2531.503	Concrete Curb & Gutter Design B618	LF	580	\$34.00	\$19,720.00	\$34.00	\$19,720.00	\$35.50	\$20,590.00
27.	2531.503	Concrete Curb Design V	LF	40	\$40.00	\$1,600.00	\$40.00	\$1,600.00	\$41.00	\$1,640.00
28.	2360.509	Type Sp 9.5 Wearing Course Mix (2,B)	TON	1,100	\$75.00	\$82,500.00	\$75.00	\$82,500.00	\$79.00	\$86,900.00
29.	2531.504	4" Concrete Driveway Pavement	SY	600	\$72.75	\$43,650.00	\$75.75	\$45,450.00	\$76.00	\$45,600.00

[C]=CORRECTED AMOUNT

**BID TABULATION****2025 Street and Utility Improvements****Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing****Brainerd, Minnesota****Project No. 24583****Bid Date: July 17, 2025**

J&J Excavating Inc.

10707 285th Ave

Staples, MN 56479

DeChantal Excavating LLC

PO Box 315

Brainerd, MN 56401

C&L Excavating, Inc.

PO Box 99

St. Joseph, MN 56374

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE	BID UNIT PRICE	BID PRICE
30.	2118.507	Aggregate Surfacing (Cv) Class 5	CY	15	\$33.00	\$495.00	\$33.00	\$495.00	\$37.00	\$555.00
31.	2521.518	4" Concrete Walk	SF	25	\$7.50	\$187.50	\$10.50	\$262.50	\$10.00	\$250.00
32.	2506.502	Casting Assembly	EA	6	\$1,167.00	\$7,002.00	\$1,395.00	\$8,370.00	\$1,750.00	\$10,500.00
33.	2104.503	Salvage Chain Link Fence	LF	190	\$10.00	\$1,900.00	\$44.00	\$8,360.00	\$80.00	\$15,200.00
34.	2104.503	Salvage Fence	LF	185	\$10.00	\$1,850.00	\$53.00	\$9,805.00	\$80.00	\$14,800.00
35.	2540.602	Salvage and Reinstall Mailbox	EA	13	\$150.00	\$1,950.00	\$150.00	\$1,950.00	\$500.00	\$6,500.00
36.	2540.602	Temporary Mailbox Support	L SUM	1	\$250.00	\$250.00	\$250.00	\$250.00	\$1,000.00	\$1,000.00
37.	2572.602	Tree Pruning	EA	5	\$450.00	\$2,250.00	\$450.00	\$2,250.00	\$300.00	\$1,500.00
38.	2572.602	Plant Pruning	EA	20	\$55.00	\$1,100.00	\$55.00	\$1,100.00	\$50.00	\$1,000.00
39.	2572.602	Large Tree Removal	EA	1	\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00	\$10,000.00	\$10,000.00
40.	2571.502	Deciduous Shrub 2.5' Spread Cont	EA	18	\$100.00	\$1,800.00	\$100.00	\$1,800.00	\$125.00	\$2,250.00
41.	2571.524	Deciduous Tree 6' Ht Cont	EA	5	\$795.00	\$3,975.00	\$795.00	\$3,975.00	\$600.00	\$3,000.00
42.	2571.502	Coniferous Tree 6' Ht Cont	EA	8	\$795.00	\$6,360.00	\$795.00	\$6,360.00	\$600.00	\$4,800.00
43.	2574.507	Common Topsoil Borrow	CY	150	\$59.00	\$8,850.00	\$59.00	\$8,850.00	\$37.00	\$5,550.00
44.	2575.501	Turf Establishment	L SUM	1	\$17,200.00	\$17,200.00	\$15,200.00	\$15,200.00	\$20,000.00	\$20,000.00
TOTAL						\$698,026.50		\$721,191.50		\$888,895.00

**BID TABULATION****2025 Street and Utility Improvements****Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing****Brainerd, Minnesota****Project No. 24583****Bid Date: July 17, 2025**

Borden Excavating Inc.

13110 Borden Road

Merrifield, MN 56465

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE
BASE BID						
1.	24200	Removal of Gate Valve	EA	12	\$1,000.00	\$12,000.00
2.	24200	Removal of Hydrant	EA	5	\$1,000.00	\$5,000.00
3.	2215.504	Full Depth Reclamation	SY	5,200	\$5.00	\$26,000.00
4.	2232.504	Mill Bituminous Surface (2.0")	SY	4,700	\$3.00	\$14,100.00
5.	2104.503	Remove Concrete Curb	LF	400	\$10.00	\$4,000.00
6.	2104.504	Remove Bituminous Driveway Pavement	SY	250	\$5.00	\$1,250.00
7.	2104.504	Remove Sidewalk	SY	30	\$30.00	\$900.00
8.	2104.504	Remove Concrete Driveway Pavement	SY	550	\$5.00	\$2,750.00
9.	2104.507	Remove Aggregate	SY	70	\$10.00	\$700.00
10.	331413	Water Main - 6"	LF	2,050	\$188.00	\$385,400.00
11.	331417	Curb Stop & Box - 1"	EA	30	\$1,500.00	\$45,000.00
12.	331417	Water Service Connection - 1"	EA	30	\$1,500.00	\$45,000.00
13.	331417	Water Service Line - 1"	LF	320	\$50.00	\$16,000.00
14.	331419	Gate Valve & Box - 6"	EA	16	\$3,500.00	\$56,000.00
15.	331419	Hydrant - 6"	EA	7	\$8,500.00	\$59,500.00
16.	330597	Trace Wire System	L SUM	1	\$7,500.00	\$7,500.00
17.	12000	Mobilization	L SUM	1	\$73,000.00	\$73,000.00
18.	312500	Storm Water Management	L SUM	1	\$5,000.00	\$5,000.00
19.	2563.601	Traffic Control	L SUM	1	\$10,000.00	\$10,000.00
20.	2112.604	Stabilizing Aggregate	CY	160	\$40.00	\$6,400.00
21.	2105.604	Rock Bedding	CY	160	\$50.00	\$8,000.00
22.	2112.604	Subgrade Preparation	SY	5,200	\$1.00	\$5,200.00
23.	2211.507	Aggregate Base (Cv) Class 5	CY	600	\$40.00	\$24,000.00
24.	2211.601	Blended Base	SY	5,200	\$0.10	\$520.00
25.	2531.503	Concrete Curb & Gutter Design S518	LF	1,700	\$23.00	\$39,100.00
26.	2531.503	Concrete Curb & Gutter Design B618	LF	580	\$38.00	\$22,040.00
27.	2531.503	Concrete Curb Design V	LF	40	\$40.00	\$1,600.00
28.	2360.509	Type Sp 9.5 Wearing Course Mix (2,B)	TON	1,100	\$80.00	\$88,000.00
29.	2531.504	4" Concrete Driveway Pavement	SY	600	\$74.00	\$44,400.00

[C]=CORRECTED AMOUNT

**BID TABULATION****2025 Street and Utility Improvements****Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing****Brainerd, Minnesota****Project No. 24583****Bid Date: July 17, 2025**

Borden Excavating Inc.

13110 Borden Road

Merrifield, MN 56465

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE
30.	2118.507	Aggregate Surfacing (Cv) Class 5	CY	15	\$40.00	\$600.00
31.	2521.518	4" Concrete Walk	SF	25	\$10.00	\$250.00
32.	2506.502	Casting Assembly	EA	6	\$1,500.00	\$9,000.00
33.	2104.503	Salvage Chain Link Fence	LF	190	\$1.00	\$190.00
34.	2104.503	Salvage Fence	LF	185	\$1.00	\$185.00
35.	2540.602	Salvage and Reinstall Mailbox	EA	13	\$150.00	\$1,950.00
36.	2540.602	Temporary Mailbox Support	L SUM	1	\$500.00	\$500.00
37.	2572.602	Tree Pruning	EA	5	\$1.00	\$5.00
38.	2572.602	Plant Pruning	EA	20	\$1.00	\$20.00
39.	2572.602	Large Tree Removal	EA	1	\$1,000.00	\$1,000.00
40.	2571.502	Deciduous Shrub 2.5' Spread Cont	EA	18	\$500.00	\$9,000.00
41.	2571.524	Deciduous Tree 6' Ht Cont	EA	5	\$2,000.00	\$10,000.00
42.	2571.502	Coniferous Tree 6' Ht Cont	EA	8	\$2,000.00	\$16,000.00
43.	2574.507	Common Topsoil Borrow	CY	150	\$50.00	\$7,500.00
44.	2575.501	Turf Establishment	L SUM	1	\$30,000.00	\$30,000.00
				TOTAL		\$1,094,560.00



**2025 Street and Utility Improvements
Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing
Brainerd, Minnesota
Project No. 24583
ENGINEER'S STATEMENT OF ESTIMATED COST**

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE
BASE BID						
1.	24200	Removal of Gate Valve	EA	12	\$150.00	\$1,800.00
2.	24200	Removal of Hydrant	EA	5	\$250.00	\$1,250.00
3.	2215.504	Full Depth Reclamation	SY	5,200	\$5.90	\$30,680.00
4.	2232.504	Mill Bituminous Surface (2.0")	SY	4,700	\$3.45	\$16,215.00
5.	2104.503	Remove Concrete Curb	LF	400	\$4.10	\$1,640.00
6.	2104.504	Remove Bituminous Driveway Pavement	SY	250	\$4.75	\$1,187.50
7.	2104.504	Remove Sidewalk	SY	30	\$8.50	\$255.00
8.	2104.504	Remove Concrete Driveway Pavement	SY	550	\$5.85	\$3,217.50
9.	2104.507	Remove Aggregate	SY	70	\$1.00	\$70.00
10.	331413	Water Main - 6"	LF	2,050	\$70.00	\$143,500.00
11.	331417	Curb Stop & Box - 1"	EA	30	\$770.00	\$23,100.00
12.	331417	Water Service Connection - 1"	EA	30	\$536.00	\$16,080.00
13.	331417	Water Service Line - 1"	LF	320	\$36.00	\$11,520.00
14.	331419	Gate Valve & Box - 6"	EA	16	\$2,400.00	\$38,400.00
15.	331419	Hydrant - 6"	EA	7	\$9,220.00	\$64,540.00
16.	330597	Trace Wire System	L SUM	1	\$8,210.00	\$8,210.00
17.	12000	Mobilization	L SUM	1	\$50,000.00	\$50,000.00
18.	312500.00	Storm Water Management	L SUM	1	\$500.00	\$500.00
19.	2563.601	Traffic Control	L SUM	1	\$3,500.00	\$3,500.00
20.	2112.604	Stabilizing Aggregate	CY	160	\$10.00	\$1,600.00
21.	2105.60	Rock Bedding	CY	160	\$59.00	\$9,440.00
22.	2112.60	Subgrade Preparation	SY	5,200	\$1.85	\$9,620.00
23.	2211.507	Aggregate Base (Cv) Class 5	CY	600	\$33.70	\$20,220.00
24.	2211.60	Blended Base	SY	5,200	\$0.01	\$52.00
25.	2531.503	Concrete Curb & Gutter Design S518	LF	1,700	\$21.20	\$36,040.00
26.	2531.503	Concrete Curb & Gutter Design B618	LF	580	\$34.00	\$19,720.00
27.	2531.503	Concrete Curb Design V	LF	40	\$40.00	\$1,600.00
28.	2360.509	Type Sp 9.5 Wearing Course Mix (2,B)	TON	1,100	\$75.00	\$82,500.00
29.	2531.504	4" Concrete Driveway Pavement	SY	600	\$72.75	\$43,650.00
30.	2118.507	Aggregate Surfacing (Cv) Class 5	CY	15	\$33.00	\$495.00
31.	2521.518	4" Concrete Walk	SF	25	\$7.50	\$187.50
32.	2506.502	Casting Assembly	EA	6	\$1,167.00	\$7,002.00
33.	2104.503	Salvage Chain Link Fence	LF	190	\$10.00	\$1,900.00
34.	2104.503	Salvage Fence	LF	185	\$10.00	\$1,850.00
35.	2540.602	Salvage and Reinstall Mailbox	EA	13	\$150.00	\$1,950.00
36.	2540.602	Temporary Mailbox Support	L SUM	1	\$250.00	\$250.00
37.	2572.602	Tree Pruning	EA	5	\$450.00	\$2,250.00
38.	2572.602	Plant Pruning	EA	20	\$55.00	\$1,100.00
39.	2572.60	Large Tree Removal	EA	1	\$2,750.00	\$2,750.00
40.	2571.502	Deciduous Shrub 2.5' Spread Cont	EA	18	\$100.00	\$1,800.00
41.	2571.524	Deciduous Tree 6' Ht Cont	EA	5	\$795.00	\$3,975.00
42.	2571.502	Coniferous Tree 6' Ht Cont	EA	8	\$795.00	\$6,360.00

2025 Street and Utility Improvements
Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing
Brainerd, Minnesota
Project No. 24583
ENGINEER'S STATEMENT OF ESTIMATED COST

BID ITEM NO. & DESCRIPTION			UNIT	ESTIMATED QUANTITY	BID UNIT PRICE	BID PRICE
43.	2574.507	Common Topsoil Borrow	CY	150	\$59.00	\$8,850.00
44.	2575.501	Turf Establishment	L SUM	1	\$17,200.00	\$17,200.00
Total						\$698,026.50
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
Legal Fees						\$2,500.00
Special Assessments (Attorney & Publishing)						\$10,000.00
Contingencies (~15%)						\$106,973.50
TOTAL COST						\$900,000.00

NOTICE OF AWARD

Date of Issuance: July 21, 2025
Owner: City of Brainerd Owner's Project No.:
Engineer: Moore Engineering, Inc. Engineer's Project No.: 24583
Project: 2025 Street and Utility Improvements
Contract Name: Improvement 23-14 – Hawkins-Ronald-Joseph Resurfacing
Bidder: J&J Excavating, Inc.
Bidder's Address: 10707 285th Ave, Staples, MN 56479

You are notified that Owner has accepted your Bid dated July 17, 2025 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for underground and pavement improvements as described in the Contract Documents.

The Contract Price of the awarded Contract is \$698,026.50. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Three (3) unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☐ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner Three (3) counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Deliver to Owner Supplemental Contractor Verification of Compliance in accordance with Minnesota Statute 16C.285 subd. 3 subclauses (1) to (7).
4. Other conditions precedent (if any): None.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Brainerd
By (signature): _____
Name (printed): _____
Title: _____
Copy: Engineer



City Council Agenda Request

MEETING DATE: July 21, 2025

TITLE OF ITEM: Discussion of City Council Packet Distribution

AGENDA: Main

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Administration

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE: In 2023, when the City switched over to Civic Clerk for creating Council Packets, it was the intention to discontinue sending council packets via e-mail as Civic Clerk has an online portal to access all packets. Staff has continued to send packets out via e-mail as Council Members access their e-mail regularly for other communications from staff.

With the size of packets increasing due to either file sizes, number of items, and/or number of attachments, it has become difficult to maintain a packet file size that is capable of being sent via e-mail even when optimizing the packet prior to sending. Staff would like Council to discuss using the Civic Clerk portal for Council Members to access the packet going forward. This requires using the user profile that was setup for each Council Member when the City transitioned to Civic Clerk and downloading the packet on their own. Or whether staff should continue to send out the packet via e-mail as possible and determine an alternative for when the packet is too large.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: By using the Board Portal, all users are notified via e-mail from Civic Clerk when a packet is published. Users can subscribe to any packets they would like to be notified about and access all meeting information past and present. As a note: all Council Members and Board Commissioners have access to the Board Portal. However, the portal has not been tested for accessibility and items may still need to be sent to Member Czczok separately which does not have the same limitations as the full packet.

RECOMMENDED ACTION/MOTION: Discuss using the Board Portal as the primary way for Council Members to access meeting packets.

FINANCIAL IMPACT:



**Quality Inn & Suites -
Brainerd/Baxter (MN094)**
2115 S. 6th Street
Brainerd, MN 56401
(218) 270-7333
MN094@stayatchoice.com

Crow Wing County
[REDACTED] 174
unknown
Brainerd, MN 56401

Account: 990647690
Date: 6/4/25
Room: 256 BAR
Arrival Date: 5/31/25
Departure Date: 6/2/25
Check In Time: 5/31/25 9:43 AM
Check Out Time: 6/2/25 2:46 PM
Rewards Program ID:
You were checked in by: jfeltn
You were checked out by: jfeltn
Total Balance Due: 0.00

Post Date	Description	Comment	Amount
5/31/25	Room Charge	#256 [REDACTED] 174	69.00
6/1/25	Room Charge	#256 [REDACTED] 174	69.00
6/2/25	Direct Bill		(138.00)
Folio Summary 5/31/25 - 6/2/25			
	Room Charge		138.00
	Direct Bill		(138.00)
Balance Due:			<u>0.00</u>

**With this rate you are able to earn Choice Privileges
points to redeem for free nights and other rewards!**

We thank you kindly for your stay at our hotel.

Do you need a future reservation at Quality Inn & Suites Brainerd? Please book
directly by calling us at 218-270-7333

Quality Inn & Suites
2115 S. 6th Street Bldg A
Brainerd, MN 56401

X_____



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www.choicehotels.com/choice-privileges. Earn reward nights faster with the Choice
Privileges Mastercard. Learn more at www.choicehotels.com/cardoffer.**



**Quality Inn & Suites -
Brainerd/Baxter (MN094)**
2115 S. 6th Street
Brainerd, MN 56401
(218) 270-7333
MN094@stayatchoice.com

Crow Wing County
[REDACTED]
204 Laurel St
Brainerd, MN 56401

Account: 992271538
Date: 6/16/25
Room: 117 NTHB02
Arrival Date: 6/9/25
Departure Date: 6/16/25
Check In Time: 6/9/25 11:28 AM
Check Out Time:
Rewards Program ID:
You were checked in by: jfeltn
You were checked out by:
Total Balance Due: 0.00

Post Date	Description	Comment	Amount
6/9/25	Room Charge	[REDACTED]	69.00
6/10/25	Room Charge	[REDACTED]	69.00
6/11/25	Room Charge	[REDACTED]	69.00
6/12/25	Room Charge	[REDACTED]	69.00
6/13/25	Room Charge	[REDACTED]	69.00
6/14/25	Room Charge	[REDACTED]	69.00
6/15/25	Room Charge	[REDACTED]	69.00
6/16/25	Direct Bill		(483.00)
		Folio Summary	6/9/25 - 6/16/25

Room Charge	483.00
Direct Bill	(483.00)

Balance Due: 0.00

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points to redeem for free nights and other rewards!**
We thank you kindly for your stay at our hotel.

Do you need a future reservation at Quality Inn & Suites Brainerd? Please book
directly by calling us at 218-270-7333

Quality Inn & Suites
2115 S. 6th Street Bldg A
Brainerd, MN 56401

X_____



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Brainerd/Baxter (MN094)**
2115 S. 6th Street
Brainerd, MN 56401
(218) 270-7333
MN094@stayatchoice.com

Account: 992271622
Date: 6/16/25
Room: 217 BAR
Arrival Date: 6/9/25
Departure Date: 6/16/25
Check In Time: 6/9/25 11:42 AM
Check Out Time:
Rewards Program ID:
You were checked in by: jfeltn
You were checked out by:
Total Balance Due: 0.00

Crow Wing County
[REDACTED]
unknown
Brainerd, MN 56401

Post Date	Description	Comment	Amount
6/9/25	Room Charge	[REDACTED] 176	69.00
6/10/25	Room Charge	[REDACTED] 176	69.00
6/11/25	Room Charge	[REDACTED] 176	69.00
6/12/25	Room Charge	[REDACTED] 176	69.00
6/13/25	Room Charge	[REDACTED] 176	69.00
6/14/25	Room Charge	[REDACTED] 176	69.00
6/15/25	Room Charge	[REDACTED] 176	69.00
6/16/25	Direct Bill		(483.00)
Folio Summary 6/9/25 - 6/16/25			

Room Charge	483.00
Direct Bill	(483.00)

Balance Due: 0.00

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Brainerd, MN 56401

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Brainerd/Baxter (MN094)**
2115 S. 6th Street
Brainerd, MN 56401
(218) 270-7333
MN094@stayatchoice.com

Account: 992271695
Date: 6/16/25
Room: 235 BAR
Arrival Date: 6/9/25
Departure Date: 6/16/25
Check In Time: 6/9/25 11:39 AM
Check Out Time:
Rewards Program ID:
You were checked in by: jfeltn
You were checked out by:
Total Balance Due: 0.00

Crow Wing County
[REDACTED] 169
Unknown
Brainerd, MN 56401

Post Date	Description	Comment	Amount
6/9/25	Room Charge	[REDACTED]	69.00
6/10/25	Room Charge	[REDACTED]	69.00
6/11/25	Room Charge	[REDACTED]	69.00
6/12/25	Room Charge	[REDACTED]	69.00
6/13/25	Room Charge	[REDACTED]	69.00
6/14/25	Room Charge	[REDACTED]	69.00
6/15/25	Room Charge	[REDACTED]	69.00
6/16/25	Direct Bill		(483.00)
		Folio Summary	6/9/25 - 6/16/25

Room Charge	483.00
Direct Bill	(483.00)

Balance Due: 0.00

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points to redeem for free nights and other rewards!**
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Brainerd, MN 56401

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Brainerd/Baxter (MN094)**
2115 S. 6th Street
Brainerd, MN 56401
(218) 270-7333
MN094@stayatchoice.com

Account: 992271774
Date: 6/16/25
Room: 251 BAR
Arrival Date: 6/9/25
Departure Date: 6/16/25
Check In Time: 6/9/25 11:48 AM
Check Out Time:
Rewards Program ID:
You were checked in by: jfeltn
You were checked out by:
Total Balance Due: 0.00

Crow Wing County
[REDACTED] 276
unknown
Brainerd, MN 56401

Post Date	Description	Comment	Amount
6/9/25	Room Charge	[REDACTED]	69.00
6/10/25	Room Charge	[REDACTED]	69.00
6/11/25	Room Charge	[REDACTED]	69.00
6/12/25	Room Charge	[REDACTED]	69.00
6/13/25	Room Charge	[REDACTED]	69.00
6/14/25	Room Charge	[REDACTED]	69.00
6/15/25	Room Charge	[REDACTED]	69.00
6/16/25	Direct Bill		(483.00)
		Folio Summary	6/9/25 - 6/16/25

Room Charge	483.00
Direct Bill	(483.00)

Balance Due: 0.00

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points to redeem for free nights and other rewards!**
We thank you kindly for your stay at our hotel.

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Brainerd, MN 56401

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Brainerd, MN 56401
(218) 270-7333
MN094@stayatchoice.com

Crow Wing County
[REDACTED]
Unknown
Brainerd, MN 56401

Account: 992271842
Date: 6/16/25
Room: 253 NTHB02
Arrival Date: 6/9/25
Departure Date: 6/16/25
Check In Time: 6/9/25 11:54 AM
Check Out Time:
Rewards Program ID:
You were checked in by: jfeltn
You were checked out by:
Total Balance Due: 0.00

Post Date	Description	Comment	Amount
6/9/25	Room Charge	[REDACTED]	69.00
6/10/25	Room Charge	[REDACTED]	69.00
6/11/25	Room Charge	[REDACTED]	69.00
6/12/25	Room Charge	[REDACTED]	69.00
6/13/25	Room Charge	[REDACTED]	69.00
6/14/25	Room Charge	[REDACTED]	69.00
6/15/25	Room Charge	[REDACTED]	69.00
6/16/25	Direct Bill		(483.00)
		Folio Summary	6/9/25 - 6/16/25
Room Charge			483.00
Direct Bill			(483.00)
		Balance Due:	0.00

With this rate you are able to earn Choice Privileges points to redeem for free nights and other rewards!

We thank you kindly for your stay at our hotel.

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Quality Inn & Suites
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Brainerd, MN 56401

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Brainerd/Baxter (MN094)**
2115 S. 6th Street
Brainerd, MN 56401
(218) 270-7333
MN094@stayatchoice.com

Account: 992271887
Date: 6/16/25
Room: 257 BAR
Arrival Date: 6/9/25
Departure Date: 6/16/25
Check In Time: 6/9/25 11:12 AM
Check Out Time:
Rewards Program ID:
You were checked in by: jfeltn
You were checked out by:
Total Balance Due: 0.00

Crow Wing County
[REDACTED]
13575 Kenwood Dr
Baxter, MN 56425

Post Date	Description	Comment	Amount
6/9/25	Room Charge	[REDACTED]	69.00
6/10/25	Room Charge	[REDACTED]	69.00
6/11/25	Room Charge	[REDACTED]	69.00
6/12/25	Room Charge	[REDACTED]	69.00
6/13/25	Room Charge	[REDACTED]	69.00
6/14/25	Room Charge	[REDACTED]	69.00
6/15/25	Room Charge	[REDACTED]	69.00
6/16/25	Direct Bill		(483.00)
Folio Summary		6/9/25 - 6/16/25	

Room Charge	483.00
Direct Bill	(483.00)
Balance Due:	0.00

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We thank you kindly for your stay at our hotel.

Do you need a future reservation at Quality Inn & Suites Brainerd? Please book directly by calling us at 218-270-7333

Quality Inn & Suites
2115 S. 6th Street Bldg A
Brainerd, MN 56401

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2115 S. 6th Street
Brainerd, MN 56401
(218) 270-7333
MN094@stayatchoice.com

Crow Wing County
Bridges, staff 284
none
Brainerd, MN 56401

Account: 992271950
Date: 6/16/25
Room: 258 BAR
Arrival Date: 6/9/25
Departure Date: 6/16/25
Check In Time: 6/9/25 11:58 AM
Check Out Time:
Rewards Program ID:
You were checked in by: jfeltn
You were checked out by:
Total Balance Due: 0.00

Post Date	Description	Comment	Amount
6/9/25	Room Charge	#258 Bridges, staff	69.00
6/10/25	Room Charge	#258 Bridges, staff	69.00
6/11/25	Room Charge	#258 Bridges, staff	69.00
6/12/25	Room Charge	#258 Bridges, staff	69.00
6/13/25	Room Charge	#258 Bridges, staff	69.00
6/14/25	Room Charge	#258 Bridges, staff	69.00
6/15/25	Room Charge	#258 Bridges, staff	69.00
6/16/25	Direct Bill	284	(483.00)
Folio Summary		6/9/25 - 6/16/25	
	Room Charge		483.00
	Direct Bill		(483.00)
Balance Due:			0.00

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We thank you kindly for your stay at our hotel.

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Quality Inn & Suites
2115 S. 6th Street Bldg A
Brainerd, MN 56401

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Brainerd, MN 56401
(218) 270-7333
MN094@stayatchoice.com

Account: 993501814
Date: 6/23/25
Room: 217 BAR
Arrival Date: 6/16/25
Departure Date: 6/23/25
Check In Time: 6/16/25 11:41 AM
Check Out Time:
Rewards Program ID:
You were checked in by: jstout
You were checked out by:
Total Balance Due: 0.00

Crow Wing County
[REDACTED] 176
unknown
Brainerd, MN 56401

Post Date	Description	Comment	Amount
6/16/25	Room Charge	[REDACTED] 176	69.00
6/17/25	Room Charge	[REDACTED] 176	69.00
6/18/25	Room Charge	[REDACTED] 176	69.00
6/19/25	Room Charge	[REDACTED] 176	69.00
6/20/25	Room Charge	[REDACTED] 176	69.00
6/21/25	Room Charge	[REDACTED] 176	69.00
6/22/25	Room Charge	[REDACTED] 176	69.00
6/23/25	Direct Bill		(483.00)
Folio Summary 6/16/25 - 6/23/25			

Room Charge	483.00
Direct Bill	(483.00)

Balance Due: **0.00**

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We thank you kindly for your stay at our hotel.

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Brainerd, MN 56401

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Brainerd, MN 56401
(218) 270-7333
MN094@stayatchoice.com

Crow Wing County
[REDACTED] 172
Unknown
Brainerd, MN 56401

Account: 993502455
Date: 6/23/25
Room: 253 NTHB02
Arrival Date: 6/16/25
Departure Date: 6/23/25
Check In Time: 6/16/25 11:16 AM
Check Out Time:
Rewards Program ID:
You were checked in by: jstout
You were checked out by:
Total Balance Due: 0.00

Post Date	Description	Comment	Amount
6/16/25	Room Charge	[REDACTED] 172	69.00
6/17/25	Room Charge	[REDACTED] 172	69.00
6/18/25	Room Charge	[REDACTED] 172	69.00
6/19/25	Room Charge	[REDACTED] 172	69.00
6/20/25	Room Charge	[REDACTED] 172	69.00
6/21/25	Room Charge	[REDACTED] 172	69.00
6/22/25	Room Charge	[REDACTED] 172	69.00
6/23/25	Direct Bill		(483.00)
Folio Summary 6/16/25 - 6/23/25			
	Room Charge		483.00
	Direct Bill		(483.00)

Balance Due: **0.00**

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We thank you kindly for your stay at our hotel.

Do you need a future reservation at Quality Inn & Suites Brainerd? Please book directly by calling us at 218-270-7333

Quality Inn & Suites
2115 S. 6th Street Bldg A
Brainerd, MN 56401

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Brainerd/Baxter (MN094)**
2115 S. 6th Street
Brainerd, MN 56401
(218) 270-7333
MN094@stayatchoice.com

Crow Wing County
██████████ 273
204 Laurel St
Brainerd, MN 56401

Account: 993501645
Date: 6/23/25
Room: 254 NTHB02
Arrival Date: 6/16/25
Departure Date: 6/23/25
Check In Time: 6/16/25 11:43 AM
Check Out Time:
Rewards Program ID:
You were checked in by: jstout
You were checked out by:
Total Balance Due: 0.00

Post Date	Description	Comment	Amount
6/16/25	Room Charge	██████████	69.00
6/17/25	Room Charge	██████████	69.00
6/18/25	Room Charge	██████████	69.00
6/19/25	Room Charge	██████████	69.00
6/20/25	Room Charge	██████████	69.00
6/21/25	Room Charge	██████████	69.00
6/22/25	Room Charge	██████████	69.00
6/23/25	Direct Bill		(483.00)
Folio Summary 6/16/25 - 6/23/25			
	Room Charge		483.00
	Direct Bill		(483.00)

Balance Due: 0.00

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points to redeem for free nights and other rewards!**
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Brainerd, MN 56401

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2115 S. 6th Street
Brainerd, MN 56401
(218) 270-7333
MN094@stayatchoice.com

Crow Wing County
██████████ 166
Unknown
Brainerd, MN 56401

Account: 993726123
Date: 6/23/25
Room: 255 BAR
Arrival Date: 6/17/25
Departure Date: 6/30/25
Check In Time: 6/17/25 9:33 AM
Check Out Time:
Rewards Program ID:
You were checked in by: jfeltn
You were checked out by:
Total Balance Due: 0.00

Post Date	Description	Comment	Amount
6/17/25	Room Charge	██████████	69.00
6/18/25	Room Charge	██████████	69.00
6/19/25	Room Charge	██████████	69.00
6/20/25	Room Charge	██████████	69.00
6/21/25	Room Charge	██████████	69.00
6/22/25	Room Charge	██████████	69.00
6/23/25	Direct Bill		(414.00)
Folio Summary 6/17/25 - 6/23/25			

Room Charge	414.00
Direct Bill	(414.00)

Balance Due: 0.00

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Brainerd, MN 56401

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Brainerd, MN 56401
(218) 270-7333
MN094@stayatchoice.com

Crow Wing County
██████████ 275
13575 Kenwood Dr
Baxter, MN 56425

Account: 993502640
Date: 6/23/25
Room: 257 BAR
Arrival Date: 6/16/25
Departure Date: 6/30/25
Check In Time: 6/16/25 11:14 AM
Check Out Time:
Rewards Program ID:
You were checked in by: jstout
You were checked out by:
Total Balance Due: 0.00

Post Date	Description	Comment	Amount
6/16/25	Room Charge	██████████ 275	69.00
6/17/25	Room Charge	██████████ 275	69.00
6/18/25	Room Charge	██████████ 275	69.00
6/19/25	Room Charge	██████████ 275	69.00
6/20/25	Room Charge	██████████ 275	69.00
6/21/25	Room Charge	██████████ 275	69.00
6/22/25	Room Charge	██████████ 275	69.00
6/23/25	Direct Bill		(483.00)
Folio Summary 6/16/25 - 6/23/25			
	Room Charge		483.00
	Direct Bill		(483.00)
Balance Due:			<u>0.00</u>

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2115 S. 6th Street
Brainerd, MN 56401
(218) 270-7333
MN094@stayatchoice.com

Crow Wing County
Bridges, staff 284
none
Brainerd, MN 56401

Account: 993502863
Date: 6/23/25
Room: 258 BAR
Arrival Date: 6/16/25
Departure Date: 6/23/25
Check In Time: 6/16/25 11:13 AM
Check Out Time:
Rewards Program ID:
You were checked in by: jstout
You were checked out by:
Total Balance Due: 0.00

Post Date	Description	Comment	Amount
6/16/25	Room Charge	#258 Bridges, staff 284	69.00
6/17/25	Room Charge	#258 Bridges, staff 284	69.00
6/18/25	Room Charge	#258 Bridges, staff 284	69.00
6/19/25	Room Charge	#258 Bridges, staff 284	69.00
6/20/25	Room Charge	#258 Bridges, staff 284	69.00
6/21/25	Room Charge	#258 Bridges, staff 284	69.00
6/22/25	Room Charge	#258 Bridges, staff 284	69.00
6/23/25	Direct Bill		(483.00)
Folio Summary 6/16/25 - 6/23/25			

Room Charge	483.00
Direct Bill	(483.00)

Balance Due: 0.00

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Brainerd, MN 56401

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INVOICE

Phone: 218-825-7682

DATE

5/5/2025

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

PO Box 742
Brainerd, MN 56401
Phone: 218-825-7682

INVOICE #	DATE
2025-5	7/9/2025

BILL TO

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

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Library Meet Ups	8	29.23	233.84
Open Arms Meet Ups	84	29.23	2,455.32
Meetings and committees	20	29.23	584.60
Staff Meetings- BW	6.00	29.23	175.38
Staff Meetings - NM, RW, KG	18.00	17.00	306.00
			-
Cleaning/organizing/painting	40	29.23	1,169.20
1 week of shelter lease	5	90.87	454.37
			-
			-
			-
			-
			-
			-
			-
			-
SUBTOTAL			5,378.71
TAX RATE			0.000%
TAX			-
TOTAL		\$	5,378.71

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



July 9, 2025

Brainerd City Council
501 Laurel Street
Brainerd, MN 56401

Dear Mayor and City Council Members,

On behalf of the Northland Arboretum, thank you for your continued levy support. Your investment has been instrumental in helping us grow as both a natural sanctuary and a thriving hub for outdoor recreation.

We are proud to share that, as of June 26, 2025, the Arboretum officially earned designation as a *Greater Minnesota Regional Park* by the Greater Minnesota Regional Parks and Trails Commission (GMRPTC). This achievement, built on years of planning and partnership, affirms the Arboretum's regional significance and highlights the importance of land conservation within city limits.

While this designation marks an important milestone, it also brings new opportunities—and responsibilities. With more than 41,000 annual visitors and growing, the Arboretum plays a vital role in driving tourism and recreation-based economic activity in Brainerd. Whether it's families visiting from out of town, skiers and bikers seeking year-round access, or school groups and volunteers engaging with nature, these users contribute directly to local lodging, dining, and retail sectors.

Importantly, while regional designation provides access to capital funding, it does not cover operations, staffing, or program development. Your continued support remains essential to our long-term stability and to sustaining the shared economic benefits that outdoor recreation brings to the city.

We are also expanding our recreation revenue streams through memberships, programs, and events—but public support remains the foundation of our success. With your partnership, we look forward to growing Brainerd's reputation as a leader in nature-based tourism and recreation for years to come.

With sincere appreciation,

Trevor Pumnea
Executive Director
218.829.8770

From: [Eric Klang](#)
To: [Toni Gage](#); [Debby Erickson](#); [Andy Bradley](#)
Cc: [Nick Broyles](#)
Subject: Re: Resolution Supporting CWC Sheriff Agreement
Date: Friday, July 11, 2025 10:46:58 AM
Attachments: [image001.png](#)
[image001.png](#)
[RES 53_25- RES Supporting CWC Sheriff Agreement.pdf](#)

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

Wow!, thank you so much for your unwavering support of our office/county. We strive to do the right thing in the right way, at the right time, for the right reasons. Thank you for your partnership!
Sheriff Eric Klang

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From: Toni Gage <tgage@ci.brainerd.mn.us>
Sent: Friday, July 11, 2025 9:53:16 AM
To: Eric Klang <Eric.Klang@crowwing.gov>; Debby Erickson <Debby.Erickson@crowwing.gov>
Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Subject: Resolution Supporting CWC Sheriff Agreement

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

Hello all,

Attached is the resolution passed by the Brainerd City Council on July 7th.

Toni Gage



Toni Gage | Administrative Assistant
City of Brainerd | 501 Laurel St, Brainerd MN 56401
(218) 454-3402 | tgage@ci.brainerd.mn.us

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