



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, August 4, 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: 2494 127 9457

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

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

Per MN Statutes 13D.02 Subd 1 Council Members may participate 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. **Approve Event/Street Closure- First Lutheran Church Night Out**

E. **Ratify Hiring Jacob Engebretson as Lineworker effective August 11, 2025, at Step 4 of the Lineworker Wage Grid (\$49.98 per hour)**

F. **2024 Tax Increment Financing (TIF) Report Summary - Informational**

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. **Presentation**

A. **Brainerd Lakes Regional Airport Essential Air Service and Budget Presentation**

8. **Council Committee Reports**

A. **Safety & Public Works Committee**

1. Approve Final Pay Request - Imp 21-15 - Buffalo Hills Gully Remediation Project
2. Approve Bids and Award Contract - Imp 24-08 - M Street Outfall Replacement Project
3. Authorize South Brainerd Sewer Study
4. Approve 10-Year CIP (2026-2035)
5. Direction on Active Code Enforcement

B. **Personnel & Finance Committee**

1. Approve 2025 Fire Department Relief Association Annual Report
2. Authorize Sale of Retired Police Squad #432.
3. Consider Requesting 2026 Health Insurance Proposals
4. Discuss the Purchase of Perform and NextRequest Software
5. Discussion of Annual Budget Timeline and Set Workshop

9. **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. **Approve Payment Breakdown for Water and Sewer Extension to Country Manor Project**

- C. **Public Hearing and Adopt Resolution Approving Reapportionment of Assessment - Beaver Dam Road**
 - D. **Consider Development Agreement with St. Francis**
 - E. **Consider a Resolution Stating City Council's Interpretation of Chapter 5 (Public Utilities Commission), Section 4 of the Brainerd City Charter**
10. **New Business**
- A. **Consider Conditional Use Permit to Allow for the Construction of a Fellowship Hall (Worship Center) - NW 3rd Street PID 41040783**
 - B. **Consider Variance Request to Allow for a 6' Fence to be Installed in Front Yard - 14721 Riverside Dr**
 - C. **Consider Conditional Use Permit for a Fire Hall Addition and Variance Request for Impervious Surface and Bluff Setbacks - 23 Laurel St Brainerd Fire Department**
 - D. **First Reading - Proposed Ordinance 1591 to Amend Section 515-3 Allowed Uses; Appendix A Table of Uses**
 - E. **Conditional Approval of LoonFest**
11. **Staff Reports**
(Verbal: Any Updates since Packet)
12. **Mayor's Report**
13. **Council Member Reports**
14. **Adjourn**
15. **Council Communications**
- A. **2025-07-28 CWC Airport Levy Letter**

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

MISSION

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

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 3572 - AAA EQUIPMENT CENTER:							
126244 89081	AAA EQUIPMENT CENTER NEW BELT - MOWER REPAIR	07/14/2025 pziemer	08/06/2025	124.31	124.31	Open	N 08/06/2025
230-5200-42220	REPAIR & MAINT			124.31			
Total for vendor 3572 - AAA EQUIPMENT CENTER:				124.31	124.31		
Vendor 0011 - ACE HARDWARE:							
333936/1 89082	ACE HARDWARE MILLS FIELD - LIGHTBULBS	07/22/2025 pziemer	08/06/2025	13.49	13.49	Open	N 08/06/2025
230-5200-42221	R&M- MILLS FIELD			13.49			
INV333846/1 89125	ACE HARDWARE BUNGEE CORD REEL	07/17/2025 pziemer	08/06/2025	6.27	6.27	Open	N 08/06/2025
225-2220-42210	OPERATING SUPPLIES			6.27			
333986/1 89235	ACE HARDWARE SWEEPER 111 SKIRT FASTENERS	07/23/2025 pziemer	08/06/2025	2.99	2.99	Open	N 08/06/2025
235-3100-42220	REPAIR & MAINT			2.99			
334175/1 89268	ACE HARDWARE SQUAD WASH SUPPLIES	07/30/2025 pziemer	08/06/2025	17.98	17.98	Open	N 08/06/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			17.98			
Total for vendor 0011 - ACE HARDWARE:				40.73	40.73		
Vendor 3348 - ACTIVE911 INC:							
628192 89121	ACTIVE911 INC SUBSCRIPTION 8/4/25-8/4/26	07/06/2025 pziemer	08/06/2025	817.60	817.60	Open	N 08/06/2025
225-2220-43433	DUES & SUBSCRIPTIONS			340.67			
225-0000-15510	PREPAID OTHER			476.93			
Total for vendor 3348 - ACTIVE911 INC:				817.60	817.60		
Vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:							
6574519725098 89105	ADVANCE AUTO PARTS - FINANCIAL SVCS OIL FILTER - ERT TRUCK	07/16/2025 pziemer	08/06/2025	4.00	4.00	Open	N 08/06/2025
238-3160-42220	REPAIR & MAINT			4.00			
6574519785711 89106	ADVANCE AUTO PARTS - FINANCIAL SVCS SPARE OIL FILTER - ERT TRUCK	07/16/2025 pziemer	08/06/2025	4.00	4.00	Open	N 08/06/2025
238-3160-42220	REPAIR & MAINT			4.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
	Total for vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:			8.00	8.00		
Vendor 3343 - ARROW MANAGEMENT - ZACH MCKAY:							
34739							
89091	ARROW MANAGEMENT - ZACH MCKAY	07/15/2025	08/06/2025	3,500.00	3,500.00	Open	N
	TREE ABATEMENT - 1201 NORWOOD ST	pziemer					08/06/2025
	101-2400-43405 NUISANCES			3,500.00			
34748							
89144	ARROW MANAGEMENT - ZACH MCKAY	07/28/2025	08/06/2025	375.00	375.00	Open	N
	ABATEMENTS X3: MOWING	pziemer					08/06/2025
	101-2400-43405 NUISANCES			375.00			
	Total for vendor 3343 - ARROW MANAGEMENT - ZACH MCKAY:			3,875.00	3,875.00		
Vendor 3859 - ASL INTERPRETING SERVICES INC:							
INV-00441-A							
89111	ASL INTERPRETING SERVICES INC	07/17/2025	08/06/2025	55.46	55.46	Open	N
	INTERPRETING SERVICES	pziemer					08/06/2025
	225-2120-43300 PROFESSIONAL SERVICES			55.46			
	Total for vendor 3859 - ASL INTERPRETING SERVICES INC:			55.46	55.46		
Vendor 2068 - BAXTER POLICE DEPARTMENT:							
3RD QTR 25 TZD							
89238	BAXTER POLICE DEPARTMENT	07/30/2025	08/06/2025	3,179.39	3,179.39	Open	N
	REMIT 3RD QTR 25 TZD	pziemer					08/06/2025
	225-0000-20800 DUE TO OTHER GOVT UNITS			3,179.39			
	Total for vendor 2068 - BAXTER POLICE DEPARTMENT:			3,179.39	3,179.39		
Vendor 3201 - BAYCOM INC:							
EQUIPINV_056914							
89236	BAYCOM INC	07/29/2025	08/06/2025	3,145.00	3,145.00	Open	N
	419 NEW SQUAD BUILD	pziemer					08/06/2025
	400-2120-45500 POLICE CAPITAL OUTLAY			3,145.00			
	Total for vendor 3201 - BAYCOM INC:			3,145.00	3,145.00		
Vendor 3966 - BLUE SKY TRANSIT:							
63025							
89265*	BLUE SKY TRANSIT	07/01/2025	08/06/2025	87,536.96	87,536.96	Open	N
	JUNE 2025 3RD PARTY SERVICES	pziemer					08/06/2025
	203-9000-43401 VEHICLE REPAIRS			10,670.97			
	203-9000-43440 TRANSIT SERVICE CONTRACT PY			78,615.99			
	203-9000-43440 TRANSIT SERVICE CONTRACT PY			(1,750.00)			
	Total for vendor 3966 - BLUE SKY TRANSIT:			87,536.96	87,536.96		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 0206 - BRAINERD HOUSING AUTHORITY:							
SCDP 2ND QTR 25							
89094	BRAINERD HOUSING AUTHORITY	07/17/2025	08/06/2025	8,464.40	8,464.40	Open	N
	SE BRD 24 ADMIN - 2ND QTR 25	pziemer					08/06/2025
202-6323-43300	SE BRD - ADMINISTRATIVE EXPENSE			8,464.40			
Total for vendor 0206 - BRAINERD HOUSING AUTHORITY:				8,464.40	8,464.40		
Vendor 0078 - BRAINERD LAKES AREA DEV C:							
JULY 2025							
89148	BRAINERD LAKES AREA DEV C	07/28/2025	08/06/2025	3,084.00	3,084.00	Open	N
	2025 EDA CONSULTING SVCS	pziemer					08/06/2025
295-6510-43300	PROFESSIONAL SERVICES			3,084.00			
Total for vendor 0078 - BRAINERD LAKES AREA DEV C:				3,084.00	3,084.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
JUN 25/FD							
89150	BRAINERD PUBLIC UTILITIES	07/24/2025	08/06/2025	1,887.15	1,887.15	Open	N
	5/24/25-6/24/25 FIRE DEPT UTILITIES	pziemer					08/06/2025
225-2220-43381	BPU UTILITIES			1,887.15			
JUN 25/LIB							
89151	BRAINERD PUBLIC UTILITIES	07/01/2025	08/06/2025	2,101.39	2,101.39	Open	N
	5/24/25-6/24/25 LIBRARY UTILITIES	pziemer					08/06/2025
211-5500-43381	BPU UTILITIES			2,101.39			
JUNE 25/PARKS							
89152	BRAINERD PUBLIC UTILITIES	07/01/2025	08/06/2025	17,654.87	17,654.87	Open	N
	5/24/25-6/24/25 PARKS UTILITIES	pziemer					08/06/2025
230-5200-43381	BPU UTILITIES			16,810.40			
230-5280-43380	UTILITIES			844.47			
JUN 25/STRTS							
89153	BRAINERD PUBLIC UTILITIES	07/01/2025	08/06/2025	23,665.84	23,665.84	Open	N
	5/24/25-6/24/25 STREET DEPT UTILITIES	pziemer					08/06/2025
235-3100-43381	BPU UTILITIES			23,103.06			
230-5200-43381	BPU UTILITIES			562.78			
JUN 25/PD							
89171	BRAINERD PUBLIC UTILITIES	07/01/2025	08/06/2025	5,102.20	5,102.20	Open	N
	5/24/25-6/24/25 POLICE DEPT UTILITIES	pziemer					08/06/2025
225-2120-43381	BPU UTILITIES			5,102.20			
JUN 25/CITY							
89174	BRAINERD PUBLIC UTILITIES	07/24/2025	08/06/2025	3,130.36	3,130.36	Open	N
	5/24/25-6/24/25 CITY UTILITIES	pziemer					08/06/2025
101-1940-43381	BPU UTILITIES			2,780.43			
101-9200-43381	BPU UTILITIES			226.34			
236-3180-43381	BPU UTILITIES			37.50			
401-1003-43380	UTILITIES			52.48			
101-9200-43381	BPU UTILITIES			33.61			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:				53,541.81	53,541.81		
Vendor 2072 - BREEZY POINT POLICE DEPARTMENT:							
3RD QTR 25 TZD							
89239	BREEZY POINT POLICE DEPARTMENT	07/30/2025	08/06/2025	2,849.16	2,849.16	Open	N
	REMIT 3RD QTR 25 TZD	pziemer					08/06/2025
225-0000-20800	DUE TO OTHER GOVT UNITS			2,849.16			
Total for vendor 2072 - BREEZY POINT POLICE DEPARTMENT:				2,849.16	2,849.16		
Vendor 3598 - BS&A SOFTWARE:							
161838							
89099	BS&A SOFTWARE	07/17/2025	08/06/2025	318.00	318.00	Open	N
	PERMIT APPLICATIONS 4/7/25-7/3/25	pziemer					08/06/2025
101-1800-43309	COMPUTER SUPPORT			318.00			
Total for vendor 3598 - BS&A SOFTWARE:				318.00	318.00		
Vendor 0102 - CANON FINANCIAL SERVICE:							
41545361							
89132	CANON FINANCIAL SERVICE	07/24/2025	08/06/2025	80.69	80.69	Open	N
	COPIER LEASE 8/1/25-8/31/25	pziemer					08/06/2025
225-2220-43331	LEASED PAYMENTS			80.69			
Total for vendor 0102 - CANON FINANCIAL SERVICE:				80.69	80.69		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/JUL25/CH							
89245	CENTERPOINT ENERGY	07/24/2025	08/06/2025	224.74	224.74	Open	N
	6/17/25-7/16/25 CITY HALL/ANNEX UTILIT	pziemer					08/06/2025
101-1940-43380	UTILITIES			191.40			
101-1940-43380	UTILITIES			33.34			
92166-0/JUL25/STRTS							
89246	CENTERPOINT ENERGY	07/24/2025	08/06/2025	56.08	56.08	Open	N
	6/17/25-7/16/25 STREET GARAGE UTILIT	pziemer					08/06/2025
235-3100-43380	UTILITIES			56.08			
92166-0/JUL25/PKS							
89247	CENTERPOINT ENERGY	07/24/2025	08/06/2025	56.08	56.08	Open	N
	6/17/25-7/16/25 PARKS GARAGE UTILIT	pziemer					08/06/2025
230-5200-43380	UTILITIES			56.08			
92166-0/JUL25/FD							
89248	CENTERPOINT ENERGY	07/24/2025	08/06/2025	77.11	77.11	Open	N
	6/17/25-7/16/25 FIRE DEPT UTILITIES	pziemer					08/06/2025
225-2220-43380	UTILITIES			38.09			
225-2220-43380	UTILITIES			39.02			

08/01/2025 01:56 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/04/2025 - 08/04/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution GRANT						
92166-0/JUL25/PD							
89249	CENTERPOINT ENERGY	07/24/2025	08/06/2025	16.91	16.91	Open	N
	6/17/25-7/16/25 POLICE DEPT UTILITIES	pziemer					08/06/2025
225-2120-43380	UTILITIES			16.91			
92166-0/JUL25/LIB							
89250	CENTERPOINT ENERGY	07/24/2025	08/06/2025	500.34	500.34	Open	N
	6/17/25-7/16/25 LIBRARY UTILITIES	pziemer					08/06/2025
211-5500-43380	UTILITIES			500.34			
Total for vendor 0307 - CENTERPOINT ENERGY:				931.26	931.26		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
309							
89092	CENTRAL LAKES FERTILIZING	07/19/2025	08/06/2025	3,770.00	3,770.00	Open	N
	SUMMER WEED SPRAY: BANE, BHP, LUM, J	pziemer					08/06/2025
400-5200-45500	PARKS CAPITAL OUTLAY			3,770.00			
Total for vendor 4301 - CENTRAL LAKES FERTILIZING:				3,770.00	3,770.00		
Vendor 1333 - CHAMBERLAIN OIL COMPANY:							
517373-00							
89131	CHAMBERLAIN OIL COMPANY	07/23/2025	08/06/2025	833.45	833.45	Open	N
	15-40 ENGINE OIL AND HAND WIPES	pziemer					08/06/2025
235-3100-42220	REPAIR & MAINT			833.45			
Total for vendor 1333 - CHAMBERLAIN OIL COMPANY:				833.45	833.45		
Vendor 1343 - CHARTER COMMUNICATIONS:							
175587701072125							
89155	CHARTER COMMUNICATIONS	07/21/2025	08/06/2025	46.51	46.51	Open	N
	BUSINESS TV	pziemer					08/06/2025
225-2120-43380	UTILITIES			46.51			
Total for vendor 1343 - CHARTER COMMUNICATIONS:				46.51	46.51		
Vendor 4269 - COLUMN SOFTWARE:							
425BB603-0129							
89165	COLUMN SOFTWARE	07/17/2025	08/06/2025	21.69	21.69	Open	N
	RFB: GROUP LTD 7-9-25	pziemer					08/06/2025
101-9200-43350	LEGAL PUBLICATIONS			21.69			
425BB603-0136							
89166	COLUMN SOFTWARE	07/08/2025	08/06/2025	98.66	98.66	Open	N
	ORD 1586 - ADMINISTRATIVE CITATIONS	pziemer					08/06/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			98.66			
425BB603-0137							
89167	COLUMN SOFTWARE	07/18/2025	08/06/2025	55.87	55.87	Open	N
	NOH: BEAVER DAM REAPPORTIONMENT	pziemer					08/06/2025

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
401-9030-43350	LEGAL PUBLICATIONS			55.87			
425BB603-0138							
89267	COLUMN SOFTWARE	07/22/2025	08/06/2025	78.17	78.17	Open	N
	ORD 1589 CORNER LOT FENCE 7-26-25	pziemer					08/06/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			78.17			
	Total for vendor 4269 - COLUMN SOFTWARE:			254.39	254.39		

Vendor 2075 - CROSSLAKE POLICE DEPARTMENT:

3RD QTR 25 TZD							
89240	CROSSLAKE POLICE DEPARTMENT	07/30/2025	08/06/2025	1,292.06	1,292.06	Open	N
	REMIT 3RD QTR 25 TZD	pziemer					08/06/2025
225-0000-20800	DUE TO OTHER GOVT UNITS			1,292.06			
	Total for vendor 2075 - CROSSLAKE POLICE DEPARTMENT:			1,292.06	1,292.06		

Vendor 0900 - CUB FOODS - BRAINERD:

TRX 200715							
89120	CUB FOODS - BRAINERD	07/22/2025	08/06/2025	18.46	18.46	Open	N
	WELLNESS - WATER, NAPKINS, PLATES, UT	pziemer					08/06/2025
278-6515-43430	MISCELLANEOUS			18.46			
TRX 208785							
89154	CUB FOODS - BRAINERD	07/28/2025	08/06/2025	11.38	11.38	Open	N
	BLEACH - SPLASH PAD	pziemer					08/06/2025
230-5200-42220	REPAIR & MAINT			11.38			
TRX 204231							
89156	CUB FOODS - BRAINERD	07/24/2025	08/06/2025	152.20	152.20	Open	N
	MISSING PERSON SEACH AID	pziemer					08/06/2025
225-2120-42210	OPERATING SUPPLIES			152.20			
TRX 209397							
89253	CUB FOODS - BRAINERD	07/30/2025	08/06/2025	14.98	14.98	Open	N
	CONCESSIONS - WATER	pziemer					08/06/2025
230-5204-42210	OPERATING SUPPLIES			14.98			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			197.02	197.02		

Vendor 1688 - CUSTOM FIRE APPARATUS INC:

0024310-IN							
89124	CUSTOM FIRE APPARATUS INC	07/17/2025	08/06/2025	10,113.05	10,113.05	Open	N
	T20 REPAIR - PARTS & LABOR	pziemer					08/06/2025
225-2220-42220	REPAIR & MAINT			10,113.05			
	Total for vendor 1688 - CUSTOM FIRE APPARATUS INC:			10,113.05	10,113.05		

Vendor 0133 - CWC RECORDER:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
25-6788							
89168	CWC RECORDER	07/16/2025	08/06/2025	46.00	46.00	Open	N
	WILLIAMS ST VACATION - PETITION	pziemer					08/06/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			46.00			
	Total for vendor 0133 - CWC RECORDER:			46.00	46.00		

Vendor 0134 - CWC SANITARY LANDFILL:

213871							
89140	CWC SANITARY LANDFILL	07/17/2025	08/06/2025	40.00	40.00	Open	N
	DISPOSE - DUMPED COUCH/MATTRESS	pziemer					08/06/2025
235-3100-43430	MISCELLANEOUS			40.00			
	Total for vendor 0134 - CWC SANITARY LANDFILL:			40.00	40.00		

Vendor 1156 - CWC SHERIFF:

3RD QTR 25 TZD							
89241	CWC SHERIFF	07/30/2025	08/06/2025	1,780.41	1,780.41	Open	N
	REMIT 3RD QTR TZD	pziemer					08/06/2025
225-0000-20800	DUE TO OTHER GOVT UNITS			1,780.41			
	Total for vendor 1156 - CWC SHERIFF:			1,780.41	1,780.41		

Vendor 3438 - DAHLHEIMER BEVERAGE:

2534033							
89263	DAHLHEIMER BEVERAGE	07/30/2025	08/06/2025	172.40	172.40	Open	N
	JANITORIAL SUPPLIES - LIBRARY	pziemer					08/06/2025
211-5500-42220	REPAIR & MAINT			172.40			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			172.40	172.40		

Vendor 3954 - DALLMAN SIGNS & GRAPHICS:

1016							
89112	DALLMAN SIGNS & GRAPHICS	07/17/2025	08/06/2025	725.00	725.00	Open	N
	SQD 410 REPLACEMENT DECAL	pziemer					08/06/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			725.00			
	Total for vendor 3954 - DALLMAN SIGNS & GRAPHICS:			725.00	725.00		

Vendor 1381 - DECHANTAL EXCAVATING LLC:

4932 - FINAL							
89038	DECHANTAL EXCAVATING LLC	06/15/2025	08/06/2025	25,859.47	25,859.47	Open	N
	SE 15TH/QUINCE ALLEY REPAIR - FINAL	pziemer					08/06/2025
401-9030-45530-25:04	CAPITAL-PYMTS TO CONTRACTS			25,859.47			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			25,859.47	25,859.47		

Vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
JULY 2025							
89147	DESTINATION DOWNTOWN BRAINERD COALI	07/28/2025	08/06/2025	833.34	833.34	Open	N
	2025 EDA CONSULTING SERVICES	pziemer					08/06/2025
	295-6510-43300	PROFESSIONAL SERVICES		833.34			
	Total for vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:			833.34	833.34		

Vendor 3353 - DTM FLEET SERVICE:

2546							
89113	DTM FLEET SERVICE	07/18/2025	08/06/2025	5,694.85	5,694.85	Open	N
	SQD BUILD 419 - REPLACE 412 CRASH	pziemer					08/06/2025
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		5,694.85			
	Total for vendor 3353 - DTM FLEET SERVICE:			5,694.85	5,694.85		

Vendor 1286 - EAST SIDE OIL COMPANY:

R118849							
89134	EAST SIDE OIL COMPANY	07/23/2025	08/06/2025	50.00	50.00	Open	N
	OIL/FILTERS	pziemer					08/06/2025
	227-3230-43428	USED OIL RECYCLING EXPENSE		50.00			
	Total for vendor 1286 - EAST SIDE OIL COMPANY:			50.00	50.00		

Vendor 3493 - FIRE CATT, LLC:

16448							
89122	FIRE CATT, LLC	07/14/2025	08/06/2025	5,030.50	5,030.50	Open	N
	HOSE AND GROUND LADDER TESTING	pziemer					08/06/2025
	225-2220-43300	PROFESSIONAL SERVICES		5,030.50			
	Total for vendor 3493 - FIRE CATT, LLC:			5,030.50	5,030.50		

Vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:

2109:015515							
89102	FIRST CHOICE FOOD & BEVERAGE	07/21/2025	08/06/2025	352.32	352.32	Open	N
	CONCESSIONS - BEVERAGES	pziemer					08/06/2025
	230-5204-42210	OPERATING SUPPLIES		352.32			
	Total for vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:			352.32	352.32		

Vendor 1967 - FRONTIER PRECISION INC:

INV330065							
89090	FRONTIER PRECISION INC	07/16/2025	08/06/2025	2,368.80	2,368.80	Open	N
	LATHES/PAINT -CONSTRUCTION	pziemer					08/06/2025
	401-9030-43430	MISCELLANEOUS		2,368.80			
	Total for vendor 1967 - FRONTIER PRECISION INC:			2,368.80	2,368.80		

Vendor 4426 - GROUND PENETRATING RADAR SYSTEMS:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
901819							
89251	GROUND PENETRATING RADAR SYSTEMS	07/22/2025	08/06/2025	9,805.00	9,805.00	Open	N
	VPI SERVICES - VIDEO PIPE INSPECTION pziemer						08/06/2025
401-9030-43300-25:05	PROFESSIONAL SERVICES			9,805.00			
	Total for vendor 4426 - GROUND PENETRATING RADAR SYSTEMS:			9,805.00	9,805.00		

Vendor 0769 - HYTEC CONSTRUCTION INC:

15194							
89252	HYTEC CONSTRUCTION INC	07/23/2025	08/06/2025	31,350.00	31,350.00	Open	N
	PAY REQ 5: BRD PD EXTERIOR pziemer						08/06/2025
400-9050-45500	FACILITIES CAPITAL OUTLAY			31,350.00			
	Total for vendor 0769 - HYTEC CONSTRUCTION INC:			31,350.00	31,350.00		

Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:

IN4890870							
89114	INNOVATIVE OFFICE SOLUTIONS LLC	07/24/2025	08/06/2025	74.22	74.22	Open	N
	COPY PAPER pziemer						08/06/2025
225-2120-42200	OFFICE SUPPLIES			74.22			
	Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:			74.22	74.22		

Vendor 0017 - KEVTEL CORPORATION:

I-06282025							
89103	KEVTEL CORPORATION	07/23/2025	08/06/2025	866.24	866.24	Open	N
	BUS 250: RADIO PROGRAM/ANTENNA pziemer						08/06/2025
203-9000-42210	OPERATING SUPPLIES			866.24			
	Total for vendor 0017 - KEVTEL CORPORATION:			866.24	866.24		

Vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:

7/7/25							
89110	KITCHIGAMI REGIONAL LIBRARY - CC	07/12/2025	08/06/2025	138.90	138.90	Open	N
	REMIT LIB CC CHARGES THRU 7/7/25 pziemer						08/06/2025
211-0000-20800	DUE TO OTHER GOVT UNITS			138.90			
	Total for vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:			138.90	138.90		

Vendor 3960 - KNOWBE4 INC:

INV392358							
89262	KNOWBE4 INC	07/15/2025	08/06/2025	2,548.80	2,548.80	Open	N
	KNOWBE4 SECURITY TRNG 7/29/25-7/28/26 pziemer						08/06/2025
101-1800-43309	COMPUTER SUPPORT			969.07			
101-0000-15510	PREPAID OTHER			1,356.71			
260-9020-43309	COMPUTER SUPPORT			92.92			
260-0000-15500	PREPAID EXPENSE			130.10			
	Total for vendor 3960 - KNOWBE4 INC:			2,548.80	2,548.80		

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Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 3627 - LAKES AREA WILDLIFE CONTROL:							
JULY 2025							
89137	LAKES AREA WILDLIFE CONTROL	07/25/2025	08/06/2025	3,263.00	3,263.00	Open	N
	JUL 25 ANIMAL CONTROL CONTRACT	pziemer					08/06/2025
225-2700-43300	PROFESSIONAL SERVICES			3,263.00			
	Total for vendor 3627 - LAKES AREA WILDLIFE CONTROL:			3,263.00	3,263.00		
Vendor 0227 - LAKES PRINTING:							
227662							
89178	LAKES PRINTING	07/14/2025	08/06/2025	86.45	86.45	Open	N
	BUSINESS CARDS - D.DESETH	pziemer					08/06/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			86.45			
	Total for vendor 0227 - LAKES PRINTING:			86.45	86.45		
Vendor 3469 - LAMS INC:							
39237							
89175	LAMS INC	07/29/2025	08/06/2025	48.64	48.64	Open	N
	CITY HALL FLOOR MATS	pziemer					08/06/2025
101-1940-43410	RENTAL EXPENSE			48.64			
39340							
89233	LAMS INC	07/29/2025	08/06/2025	58.88	58.88	Open	N
	POLICE DEPT FLOOR MATS	pziemer					08/06/2025
225-2120-43300	PROFESSIONAL SERVICES			58.88			
	Total for vendor 3469 - LAMS INC:			107.52	107.52		
Vendor 1956 - LANDSBURG LANDSCAPE NURSERY INC:							
23565							
89098	LANDSBURG LANDSCAPE NURSERY INC	07/08/2025	08/06/2025	8,402.86	8,402.86	Open	N
	DOWNTOWN LANDSCAPING - REMAINING BAL	pziemer					08/06/2025
401-1003-43430	MISCELLANEOUS			8,402.86			
	Total for vendor 1956 - LANDSBURG LANDSCAPE NURSERY INC:			8,402.86	8,402.86		
Vendor 3792 - LANDWEHR CONSTRUCTION INC:							
17-12 PAY REQ 1							
89255	LANDWEHR CONSTRUCTION INC	07/24/2025	08/06/2025	439,794.38	439,794.38	Open	N
	IMP 17-12 PAY REQ 1	pziemer					08/06/2025
401-1712-45530	PYMTS TO CONTRACTORS			439,794.38			
	Total for vendor 3792 - LANDWEHR CONSTRUCTION INC:			439,794.38	439,794.38		
Vendor 0232 - LEAGUE MN CITIES C/O BERKLEY ADMIN:							

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DB: Brainerd

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
CA430109							
89271	LEAGUE MN CITIES C/O BERKLEY ADMIN	07/31/2025	08/06/2025	2,601.95	2,601.95	Open	N
	OVERPAYMENT OF CA430109 2020 SUTPHEN	pziemer					08/06/2025
225-2220-42220	REPAIR & MAINT			2,601.95			
	Total for vendor 0232 - LEAGUE MN CITIES C/O BERKLEY ADMIN:			2,601.95	2,601.95		

Vendor 1753 - MARCO - NW 7128:

INV14098617							
89093	MARCO - NW 7128	07/18/2025	08/06/2025	1,315.82	1,315.82	Open	N
	UNIFY IT 7/19/25-8/18/25	pziemer					08/06/2025
101-1800-43309	COMPUTER SUPPORT			1,200.68			
260-9020-43309	COMPUTER SUPPORT			115.14			
INV14108904							
89109	MARCO - NW 7128	07/22/2025	08/06/2025	2,767.50	2,767.50	Open	N
	MICROSOFT 365 6/16/25-7/15/25	pziemer					08/06/2025
101-1800-43309	COMPUTER SUPPORT			2,543.50			
260-9020-43309	COMPUTER SUPPORT			224.00			
	Total for vendor 1753 - MARCO - NW 7128:			4,083.32	4,083.32		

Vendor 2392 - MENARDS:

50108							
89234	MENARDS	07/21/2025	08/06/2025	(87.50)	(87.50)	Open	N
	CREDIT FOR MULCH NOT IN STOCK	pziemer					08/06/2025
401-9030-43430-23:16	MISCELLANEOUS			(87.50)			
	Total for vendor 2392 - MENARDS:			(87.50)	(87.50)		

Vendor 0889 - MENARDS - BAXTER :

50127							
89083	MENARDS - BAXTER	07/15/2025	08/06/2025	35.37	35.37	Open	N
	RATCHET STRAPS, CONNECTORS, FOUNTAIN	pziemer					08/06/2025
230-5200-42220	REPAIR & MAINT			35.37			
	Total for vendor 0889 - MENARDS - BAXTER :			35.37	35.37		

Vendor 3394 - MIDWEST MACHINERY CO:

10557377							
89084	MIDWEST MACHINERY CO	07/21/2025	08/06/2025	329.99	329.99	Open	N
	HANDHELD BLOWER	pziemer					08/06/2025
230-5200-42240	SMALL TOOLS			329.99			
10564016							
89130	MIDWEST MACHINERY CO	07/25/2025	08/06/2025	30.99	30.99	Open	N
	FILLER CAP	pziemer					08/06/2025
230-5200-42220	REPAIR & MAINT			30.99			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			360.98	360.98		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 1601 - MINNESOTA UI FUND:							
18170805							
89095	MINNESOTA UI FUND	07/08/2025	08/06/2025	156.55	156.55	Open	N
	ACCT 07970122: 2ND QTR 25	pziemer					08/06/2025
101-1410-41140	UNEMPLOYMENT			128.35			
230-5200-41140	UNEMPLOYMENT			28.20			
	Total for vendor 1601 - MINNESOTA UI FUND:			156.55	156.55		
Vendor 0270 - MN DEPT LABOR & INDUSTRY-FIN. SVCS:							
ABR0350317X							
89254	MN DEPT LABOR & INDUSTRY-FIN. SVCS	07/15/2025	08/06/2025	10.00	10.00	Open	N
	PRESSURE VESSEL	pziemer					08/06/2025
225-2220-42210	OPERATING SUPPLIES			10.00			
	Total for vendor 0270 - MN DEPT LABOR & INDUSTRY-FIN. SVCS:			10.00	10.00		
Vendor 3168 - MOTORS-N-MORE:							
31205							
89115	MOTORS-N-MORE	07/18/2025	08/06/2025	50.00	50.00	Open	N
	SQD 410 OIL CHANGE	pziemer					08/06/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			50.00			
31214							
89157	MOTORS-N-MORE	07/25/2025	08/06/2025	733.94	733.94	Open	N
	SQD 415 BRAKE REPAIR	pziemer					08/06/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			733.94			
	Total for vendor 3168 - MOTORS-N-MORE:			783.94	783.94		
Vendor 1449 - M-R SIGN CO., INC.:							
228353							
89142	M-R SIGN CO., INC.	07/01/2025	08/06/2025	3,175.92	3,175.92	Open	N
	BARRICADE SIGNS	pziemer					08/06/2025
235-3170-42210	OPERATING SUPPLIES			3,175.92			
	Total for vendor 1449 - M-R SIGN CO., INC.:			3,175.92	3,175.92		
Vendor 0798 - MR TIRE:							
41571							
89085	MR TIRE	07/21/2025	08/06/2025	37.78	37.78	Open	N
	MOWER TIRE REPAIR - JD1550	pziemer					08/06/2025
230-5200-42220	REPAIR & MAINT			37.78			
	Total for vendor 0798 - MR TIRE:			37.78	37.78		
Vendor 0273 - NAPA AUTO PARTS:							

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
824359							
89088	NAPA AUTO PARTS	07/16/2025	08/06/2025	14.68	14.68	Open	N
	SOCKETS	pziemer					08/06/2025
	235-3100-42240			14.68			
	SMALL TOOLS						
	Total for vendor 0273 - NAPA AUTO PARTS:			14.68	14.68		

Vendor 0427 - NISSWA POLICE DEPT:

3RD QTR 25 TZD							
89242	NISSWA POLICE DEPT	07/30/2025	08/06/2025	3,015.15	3,015.15	Open	N
	REMIT 3RD QTR 25 TZD	pziemer					08/06/2025
	225-0000-20800			3,015.15			
	DUE TO OTHER GOVT UNITS						
	Total for vendor 0427 - NISSWA POLICE DEPT:			3,015.15	3,015.15		

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

1647-370957							
89086	O'REILLY AUTOMOTIVE STORES INC.	07/21/2025	08/06/2025	26.48	26.48	Open	N
	BATTERIES, WIRE - SHOP	pziemer					08/06/2025
	230-5200-42220			26.48			
	REPAIR & MAINT						
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			26.48	26.48		

Vendor 2073 - PEQUOT LAKES POLICE DEPARTMENT:

3RD QTR 25 TZD							
89243	PEQUOT LAKES POLICE DEPARTMENT	07/30/2025	08/06/2025	2,872.54	2,872.54	Open	N
	REMIT 3RD QTR 25 TZD	pziemer					08/06/2025
	225-0000-20800			2,872.54			
	DUE TO OTHER GOVT UNITS						
	Total for vendor 2073 - PEQUOT LAKES POLICE DEPARTMENT:			2,872.54	2,872.54		

Vendor 1485 - QUICK CONSTRUCTION INC:

1507 NORWOOD - FINAL							
89104	QUICK CONSTRUCTION INC	07/22/2025	08/06/2025	19,250.00	19,250.00	Open	N
	1507 NORWOOD - FINAL	pziemer					08/06/2025
	202-6323-45520			19,250.00			
	SE BRD - CAPITAL - SINGLE FAM RENTAL						
	Total for vendor 1485 - QUICK CONSTRUCTION INC:			19,250.00	19,250.00		

Vendor 3413 - RATWIK, ROSZAK AND MALONEY:

80218							
89244	RATWIK, ROSZAK AND MALONEY	07/01/2025	08/06/2025	16,253.92	16,253.92	Open	N
	JUNE 2025 RETAINER/SPECIAL SERVICES	pziemer					08/06/2025
	101-1610-43301			4,388.08			
	101-0000-14100			813.60			
	101-1610-43301			9,769.74			
	101-0000-14100			487.50			
	101-2400-43405			288.00			
	401-9030-43300-23:13			507.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:				16,253.92	16,253.92		
Vendor 3612 - SEVERSON PORTER LAW:							
JULY 2025							
89138	SEVERSON PORTER LAW	07/25/2025	08/06/2025	19,430.95	19,430.95	Open	N
	JUL 25 PROSECUTION AGREEMENT	pziemer					08/06/2025
225-2127-43310	MISDEMEANOR PROSECUTOR			19,430.95			
Total for vendor 3612 - SEVERSON PORTER LAW:				19,430.95	19,430.95		
Vendor 0314 - SHANNON'S AUTO BODY:							
42274							
89158	SHANNON'S AUTO BODY	07/09/2025	08/06/2025	13,661.17	13,661.17	Open	N
	SQD 410 BODY REPAIR	pziemer					08/06/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			13,661.17			
Total for vendor 0314 - SHANNON'S AUTO BODY:				13,661.17	13,661.17		
Vendor 0315 - SHERWIN WILLIAMS:							
2271-7							
89118	SHERWIN WILLIAMS	07/24/2025	08/06/2025	6.60	6.60	Open	N
	SPRAYER DIFFUSION TUBE - LESS SALES	pziemer					08/06/2025
235-3170-42210	OPERATING SUPPLIES			6.60			
Total for vendor 0315 - SHERWIN WILLIAMS:				6.60	6.60		
Vendor 0317 - SHORT ELLIOTT HENDRICKSON:							
491557							
89126	SHORT ELLIOTT HENDRICKSON	07/10/2025	08/06/2025	6,564.80	6,564.80	Open	N
	23:13 WILLOW S.6TH ROUNDABOUT	pziemer					08/06/2025
401-9030-43300-23:13	PROFESSIONAL SERVICES			6,564.80			
Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:				6,564.80	6,564.80		
Vendor 0322 - STREICHERS PROF EQUIP:							
I1773132							
89116	STREICHERS PROF EQUIP	07/17/2025	08/06/2025	204.98	204.98	Open	N
	701 UNIFORM PANTS	pziemer					08/06/2025
225-2120-41113	UNIFORM ALLOWANCE			204.98			
I1773845							
89159	STREICHERS PROF EQUIP	07/22/2025	08/06/2025	222.98	222.98	Open	N
	725 UNIFORM BOOTS	pziemer					08/06/2025
225-2120-41113	UNIFORM ALLOWANCE			222.98			
I1774025							
89160	STREICHERS PROF EQUIP	07/22/2025	08/06/2025	155.95	155.95	Open	N
	701 UNIFORM SHIRTS	pziemer					08/06/2025
225-2120-41113	UNIFORM ALLOWANCE			155.95			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
I1774373							
89161	STREICHERS PROF EQUIP	07/24/2025	08/06/2025	7,114.50	7,114.50	Open	N
	BODY ARMOR: 701,716,719,710, & 707	pziemer					08/06/2025
225-2120-41113	UNIFORM ALLOWANCE			7,114.50			
I1774424							
89162	STREICHERS PROF EQUIP	07/24/2025	08/06/2025	305.99	305.99	Open	N
	722 VEST CARRIER	pziemer					08/06/2025
225-2120-41113	UNIFORM ALLOWANCE			305.99			
I1774432							
89163	STREICHERS PROF EQUIP	07/24/2025	08/06/2025	1,127.96	1,127.96	Open	N
	VEST CARRIERS: 716,719,707	pziemer					08/06/2025
225-2120-41113	UNIFORM ALLOWANCE			1,127.96			
I1774393							
89237	STREICHERS PROF EQUIP	07/24/2025	08/06/2025	64.97	64.97	Open	N
	726 UNIFORM NAME PLATE	pziemer					08/06/2025
225-2120-41113	UNIFORM ALLOWANCE			64.97			
Total for vendor 0322 - STREICHERS PROF EQUIP:				9,197.33	9,197.33		

Vendor 3724 - SUTPHEN CORPORATION:

50010689							
89173	SUTPHEN CORPORATION	07/25/2025	08/06/2025	111,544.23	111,544.23	Open	N
	T20 REPAIRS - LMCIT CA 430109	pziemer					08/06/2025
225-2220-42220	REPAIR & MAINT			111,544.23			
Total for vendor 3724 - SUTPHEN CORPORATION:				111,544.23	111,544.23		

Vendor 3838 - SWANSON HASKAMP CONSULTING:

JULY 2025							
89146	SWANSON HASKAMP CONSULTING	07/28/2025	08/06/2025	2,916.67	2,916.67	Open	N
	2025 EDA CONSULTING SVCS	pziemer					08/06/2025
295-6510-43300	PROFESSIONAL SERVICES			2,916.67			
Total for vendor 3838 - SWANSON HASKAMP CONSULTING:				2,916.67	2,916.67		

Vendor 0329 - TOMS BACKHOE SERVICE INC:

21-15 FINAL							
89270	TOMS BACKHOE SERVICE INC	07/21/2025	08/06/2025	64,571.29	64,571.29	Open	N
	21:15 BUFFALO HILLS GULLY FINAL	pziemer					08/06/2025
401-9030-45530-21:15	CAPITAL-PYMTS TO CONTRACTS			64,571.29			
Total for vendor 0329 - TOMS BACKHOE SERVICE INC:				64,571.29	64,571.29		

Vendor 4314 - TRETTER TRUCKING:

1032							
89096	TRETTER TRUCKING	07/11/2025	08/06/2025	6,476.28	6,476.28	Open	N
	2025 - CLASS 5	pziemer					08/06/2025

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
235-3100-42220	REPAIR & MAINT			6,476.28			
	Total for vendor 4314 - TRETTER TRUCKING:			6,476.28	6,476.28		

Vendor 0039 - VESTIS:

2530428149							
89089	VESTIS	07/17/2025	08/06/2025	91.58	91.58	Open	N
	RUGS AND OVERALLS	pziemer					08/06/2025
235-3100-43430	MISCELLANEOUS			91.58			
2530430695							
89135	VESTIS	07/24/2025	08/06/2025	65.85	65.85	Open	N
	RUGS AND OVERALLS	pziemer					08/06/2025
235-3100-43430	MISCELLANEOUS			65.85			
	Total for vendor 0039 - VESTIS:			157.43	157.43		

Vendor 0087 - VISIT BRAINERD:

JULY 2025							
89145	VISIT BRAINERD	07/28/2025	08/06/2025	5,258.33	5,258.33	Open	N
	2025 EDA CONSULTING SVCS	pziemer					08/06/2025
295-6510-43300	PROFESSIONAL SERVICES			5,258.33			
	Total for vendor 0087 - VISIT BRAINERD:			5,258.33	5,258.33		

Vendor 0349 - W.W. THOMPSON CONCRETE:

2507-781313							
89087	W.W. THOMPSON CONCRETE	07/18/2025	08/06/2025	66.00	66.00	Open	N
	JCP - CONCRETE FOR GATE POSTS	pziemer					08/06/2025
230-5200-42220	REPAIR & MAINT			66.00			
	Total for vendor 0349 - W.W. THOMPSON CONCRETE:			66.00	66.00		

Vendor 3914 - WATSON COMPANY:

151259							
89080	WATSON COMPANY	07/22/2025	08/06/2025	352.76	352.76	Open	N
	CONCESSIONS - CANDY, POPCORN, ICE CREAM	pziemer					08/06/2025
230-5204-42210	OPERATING SUPPLIES			352.76			
	Total for vendor 3914 - WATSON COMPANY:			352.76	352.76		

Vendor 0888 - WEST BRAINERD AUTO SERVICE:

049130							
89117	WEST BRAINERD AUTO SERVICE	07/22/2025	08/06/2025	45.00	45.00	Open	N
	TOW FLEEING - ICR 25010465	pziemer					08/06/2025
225-2120-42210	OPERATING SUPPLIES			45.00			
048665							
89136	WEST BRAINERD AUTO SERVICE	07/24/2025	08/06/2025	200.00	200.00	Open	N
	DWI ICR 25010605	pziemer					08/06/2025

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
225-2120-42210	OPERATING SUPPLIES			200.00			
	Total for vendor 0888 - WEST BRAINERD AUTO SERVICE:			245.00	245.00		

Vendor 0346 - WIDSETH SMITH NOLTING:

239409							
89176	WIDSETH SMITH NOLTING	07/22/2025	08/06/2025	6,217.50	6,217.50	Open	N
	BRD FD IMPROVEMENTS THRU 7/11/25	pziemer					08/06/2025
400-9050-45500	FACILITIES CAPITAL OUTLAY			6,217.50			
239221							
89177	WIDSETH SMITH NOLTING	07/21/2025	08/06/2025	1,950.00	1,950.00	Open	N
	BRD PD EXTERIOR RENOVATION THRU 7/11/25	pziemer					08/06/2025
400-9050-45500	FACILITIES CAPITAL OUTLAY			1,950.00			
	Total for vendor 0346 - WIDSETH SMITH NOLTING:			8,167.50	8,167.50		

Vendor 1159 - WINNERS TROPHY - KATHY BINDER:

13949							
89097	WINNERS TROPHY - KATHY BINDER	07/16/2025	08/06/2025	70.00	70.00	Open	N
	QTY 2 NAMEPLATES - HRA CHAMBERS	pziemer					08/06/2025
101-0000-14100	DUE FROM COMPONENT UNIT			70.00			
13964							
89164	WINNERS TROPHY - KATHY BINDER	07/24/2025	08/06/2025	120.00	120.00	Open	N
	MEMORIAL TREE PLAQUE X3 - MEINER FAMILY	pziemer					08/06/2025
230-5225-42220	REPAIR & MAINT			120.00			
	Total for vendor 1159 - WINNERS TROPHY - KATHY BINDER:			190.00	190.00		

Vendor 1712 - WSB & ASSOCIATES:

R-028470-000-4							
89123	WSB & ASSOCIATES	07/23/2025	08/06/2025	12,276.25	12,276.25	Open	N
	M STREET STORM SEWER OUTFALL	pziemer					08/06/2025
401-9030-43300-24:08	PROFESSIONAL SERVICES			12,276.25			
R-026252-000-12							
89143	WSB & ASSOCIATES	07/27/2025	08/06/2025	16,480.25	16,480.25	Open	N
	24:07 LOWELLS SRTS JUNE 2025	pziemer					08/06/2025
401-9030-43300-24:07	PROFESSIONAL SERVICES			16,480.25			
R-025844-000-8							
89172	WSB & ASSOCIATES	07/29/2025	08/06/2025	140.00	140.00	Open	N
	BRD ARPA CONSTRUCTION STAKING/OBSERVATION	pziemer					08/06/2025
400-9050-43300	PROFESSIONAL SERVICES			140.00			
	Total for vendor 1712 - WSB & ASSOCIATES:			28,896.50	28,896.50		

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Vendor 3698 - AMAZON:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
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GL Distribution GRANT

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7/21/25							
89188	AMAZON	07/21/2025	08/06/2025	8.62	8.62	Open	N
	MOVIES IN THE PARK - JUMANJI	pziemer					08/06/2025
230-5211-42210	OPERATING SUPPLIES			8.62			
7/1/25							
89192	AMAZON	07/01/2025	08/06/2025	389.48	389.48	Open	N
	AWS JUNE 2025	pziemer					08/06/2025
101-1800-43309	COMPUTER SUPPORT			389.48			
7/23/25							
89203	AMAZON	07/23/2025	08/06/2025	284.95	284.95	Open	N
	CANON TM340 INK	pziemer					08/06/2025
101-1940-42210	OPERATING SUPPLIES			284.95			
7/21/25 - 2							
89204	AMAZON	07/21/2025	08/06/2025	130.98	130.98	Open	N
	MAILBOX/DROPBOX - WATERPROOF	pziemer					08/06/2025
101-1940-42220	REPAIR & MAINT			130.98			
	Total for vendor 3698 - AMAZON:			814.03	814.03		

Vendor 4186 - BURRITOS CALIFORNIA:

7/22/25							
89201	BURRITOS CALIFORNIA	07/22/2025	08/06/2025	533.50	533.50	Open	N
	JULY 25 LNL MEAL	pziemer					08/06/2025
278-6515-43430	MISCELLANEOUS			533.50			
	Total for vendor 4186 - BURRITOS CALIFORNIA:			533.50	533.50		

Vendor 0133 - CWC RECORDER:

7/1/25							
89193	CWC RECORDER	07/01/2025	08/06/2025	10.00	10.00	Open	N
	1 DAY CWC WEB ACCESS - CDD	pziemer					08/06/2025
101-2400-43433	DUES & SUBSCRIPTIONS			10.00			
	Total for vendor 0133 - CWC RECORDER:			10.00	10.00		

Vendor 3331 - DELTA:

7/2/25							
89198	DELTA	07/02/2025	08/06/2025	433.46	433.46	Open	N
	ICMA 2025 CONF. FLIGHT - N.BROYLES	pziemer					08/06/2025
101-1400-43330	PROFESSIONAL DEVELOPMENT			433.46			
	Total for vendor 3331 - DELTA:			433.46	433.46		

Vendor 2193 - GOVERNMENT FINANCE OFFICERS ASSN:

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

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6/27/25

89191	GOVERNMENT FINANCE OFFICERS ASSN	07/01/2025	08/06/2025	460.00	460.00	Open	N
	COA REVIEW FEE	pziemer					08/06/2025
101-9200-43430	MISCELLANEOUS			460.00			
	Total for vendor 2193 - GOVERNMENT FINANCE OFFICERS ASSN:			460.00	460.00		

Vendor 1518 - ICMA MEMBERSHIP RENEWALS:

6/30/25

89202	ICMA MEMBERSHIP RENEWALS	07/01/2025	08/06/2025	890.00	890.00	Open	N
	ICMA 2025 REGISTRATION - N.BROYLES	pziemer					08/06/2025
101-1400-43330	PROFESSIONAL DEVELOPMENT			890.00			
	Total for vendor 1518 - ICMA MEMBERSHIP RENEWALS:			890.00	890.00		

Vendor 0517 - MCFOA:

7/8/25

89195	MCFOA	07/08/2025	08/06/2025	50.00	50.00	Open	N
	ANNUAL MEMBERSHIP THRU 7/1/26 C.HILL	pziemer					08/06/2025
101-1400-43433	DUES & SUBSCRIPTIONS			50.00			

7/8/25 - 2

89200	MCFOA	07/08/2025	08/06/2025	50.00	50.00	Open	N
	MCFOA MEMBERSHIP DUES THRU 7/1/2025	pziemer					08/06/2025
101-1400-43433	DUES & SUBSCRIPTIONS			50.00			
	Total for vendor 0517 - MCFOA:			100.00	100.00		

Vendor 2392 - MENARDS:

7/18/25

89189	MENARDS	07/18/2025	08/06/2025	112.50	112.50	Open	N
	23-16 MULCH NEEDED FOR PROJECT	pziemer					08/06/2025
401-9030-43430-23:16	MISCELLANEOUS			112.50			

7/2/25

89199	MENARDS	07/02/2025	08/06/2025	19.20	19.20	Open	N
	TREE STAKES	pziemer					08/06/2025
235-3100-43300	DNR - USD PROFESSIONAL SERVICES			19.20			
	Total for vendor 2392 - MENARDS:			131.70	131.70		

Vendor 3211 - NATIONAL PELRA ADMIN OFFICE:

6/27/25

89196	NATIONAL PELRA ADMIN OFFICE	07/01/2025	08/06/2025	275.00	275.00	Open	N
	2025 SUMMER CONF. REG. K.SHUBERT	pziemer					08/06/2025
101-1400-43330	PROFESSIONAL DEVELOPMENT			275.00			

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6/27/25 - 2

89197	NATIONAL PELRA ADMIN OFFICE	07/01/2025	08/06/2025	275.00	275.00	Open	N
	2025 MPLERA SUMMER CONF B.KUMMET	pziemer					08/06/2025
101-1400-43330	PROFESSIONAL DEVELOPMENT			275.00			
	Total for vendor 3211 - NATIONAL PELRA ADMIN OFFICE:			550.00	550.00		

Vendor 4409 - THE SUITES HOTEL AT WATERFRONT PLAZ:

6/27/25

89190	THE SUITES HOTEL AT WATERFRONT PLAZ	07/01/2025	08/06/2025	386.60	386.60	Open	N
	HOTEL - LEAGUE CONF 2025 N.BROYLES	pziemer					08/06/2025
101-1400-43330	PROFESSIONAL DEVELOPMENT			386.60			
	Total for vendor 4409 - THE SUITES HOTEL AT WATERFRONT PLAZ:			386.60	386.60		

Vendor MISC - VIMEO:

7/10/25

89210	VIMEO	07/10/2025	08/06/2025	108.00	108.00	Open	N
	VIMEO 7/10/25-7/10/26	pziemer					08/06/2025
101-1800-43309	COMPUTER SUPPORT			108.00			
	Total for vendor MISC - VIMEO:			108.00	108.00		

Vendor MISC - WORDPRESS:

7/19/25

89211	WORDPRESS	07/19/2025	08/06/2025	19.00	19.00	Open	N
	BRD RIVERFRONT WEBSITE DOMAIN REG	pziemer					08/06/2025
101-0000-13200	DUE FROM OTHER GOVTS			19.00			

7/17/25

89213	WORDPRESS	07/17/2025	08/06/2025	99.00	99.00	Open	N
	BRD RIVERFRONT WEBSITE	pziemer					08/06/2025
101-0000-13200	DUE FROM OTHER GOVTS			99.00			
	Total for vendor MISC - WORDPRESS:			118.00	118.00		

Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:

7/18/25

89194	ZOOM VIDEO COMMUNICATIONS	07/18/2025	08/06/2025	33.98	33.98	Open	N
	ZOOM 7/18/25-8/18/25	pziemer					08/06/2025
101-1800-43309	COMPUTER SUPPORT			33.98			
	Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:			33.98	33.98		

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

4,569.27	4,569.27
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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

Vendor 4282 - BRAINERD TOOLS AND MORE:

6/30/25

89185	BRAINERD TOOLS AND MORE	07/01/2025	08/06/2025	19.00	19.00	Open	N
	RATCHET STRAP - RESCUE EQUIP	pziemer					08/06/2025
225-2220-42210	OPERATING SUPPLIES			19.00			
	Total for vendor 4282 - BRAINERD TOOLS AND MORE:			19.00	19.00		

Vendor 3726 - COPPER CREEK LANDSCAPING:

6/27/25

89212	COPPER CREEK LANDSCAPING	07/01/2025	08/06/2025	100.00	100.00	Open	N
	FLOWERS FOR STATION 1 STATUE	pziemer					08/06/2025
225-2220-42210	OPERATING SUPPLIES			100.00			
	Total for vendor 3726 - COPPER CREEK LANDSCAPING:			100.00	100.00		

Vendor 3879 - HARBOR FREIGHT TOOLS:

7/8/25

89187	HARBOR FREIGHT TOOLS	07/08/2025	08/06/2025	49.98	49.98	Open	N
	RESCUE TRAILER SUPPLY TOTE	pziemer					08/06/2025
225-2220-42210	OPERATING SUPPLIES			49.98			
	Total for vendor 3879 - HARBOR FREIGHT TOOLS:			49.98	49.98		

Vendor 3885 - THE UPS STORE:

7/8/25

89186	THE UPS STORE	07/08/2025	08/06/2025	15.10	15.10	Open	N
	EQUIPMENT REPAIR - SHIPPING	pziemer					08/06/2025
225-2220-42220	REPAIR & MAINT			15.10			
	Total for vendor 3885 - THE UPS STORE:			15.10	15.10		

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

184.08	184.08
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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						

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

Vendor 0160 - DEMCO INC:

6/23/25							
89307	DEMCO INC	07/01/2025	08/06/2025	86.96	86.96	Open	N
	YOUTH READING INCENTIVES	pziemer					08/06/2025
	211-5501-43430	MISC - SPECIFIED DONATION USE		86.96			
6/29/25							
89310	DEMCO INC	07/01/2025	08/06/2025	310.35	310.35	Open	N
	READING INCENTIVES, SHELF DIVIDERS	pziemer					08/06/2025
	211-5501-43430	MISC - SPECIFIED DONATION USE		310.35			
		Total for vendor 0160 - DEMCO INC:		397.31	397.31		

Vendor MISC - DYMATION:

7/11/25							
89312	DYMATION	07/11/2025	08/06/2025	168.00	168.00	Open	N
	EMPLOYEE SCHEDULING SOFTWARE	pziemer					08/06/2025
	211-5503-43430	MISC - USE OF HOLDEN TRUST		168.00			
		Total for vendor MISC - DYMATION:		168.00	168.00		

Vendor MISC - MAILCHIMP:

7/4/25							
89305	MAILCHIMP	07/04/2025	08/06/2025	45.00	45.00	Open	N
	EMAIL SUBSCRIPTION SERVICE	pziemer					08/06/2025
	211-5503-43430	MISC - USE OF HOLDEN TRUST		45.00			
		Total for vendor MISC - MAILCHIMP:		45.00	45.00		

Vendor 2392 - MENARDS:

7/11/25							
89306	MENARDS	07/11/2025	08/06/2025	44.79	44.79	Open	N
	VACUUM FILTER, DUCT TAPE, SOAP	pziemer					08/06/2025
	211-5500-42220	REPAIR & MAINT		44.79			
		Total for vendor 2392 - MENARDS:		44.79	44.79		

Vendor 0039 - VESTIS:

6/27/25							
89308	VESTIS	07/01/2025	08/06/2025	32.95	32.95	Open	N
	RUG SERVICE	pziemer					08/06/2025
	211-5500-42220	REPAIR & MAINT		32.95			
7/3/25							
89309	VESTIS	07/03/2025	08/06/2025	32.95	32.95	Open	N
	RUG SERVICE	pziemer					08/06/2025
	211-5500-42220	REPAIR & MAINT		32.95			

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GL Distribution GRANT							
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
7/11/25							
89311	VESTIS	07/11/2025	08/06/2025	32.95	32.95	Open	N
	RUG SERVICE	pziemer					08/06/2025
211-5500-42220	REPAIR & MAINT			32.95			
7/21/25							
89313	VESTIS	07/21/2025	08/06/2025	32.95	32.95	Open	N
	RUG SERVICE	pziemer					08/06/2025
211-5500-42220	REPAIR & MAINT			32.95			
Total for vendor 0039 - VESTIS:				131.80	131.80		
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				786.90	786.90		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

Vendor 3711 - COSTCO:

6/26/25							
89205	COSTCO	07/01/2025	08/06/2025	130.00	130.00	Open	N
	COSTCO BUSINESS MEMBERSHIP RENEWAL	pziemer					08/06/2025
	230-5200-43433 DUES & SUBSCRIPTIONS			130.00			
7/16/25							
89206	COSTCO	07/16/2025	08/06/2025	101.90	101.90	Open	N
	CONCESSIONS - HOT DOGS/WATER	pziemer					08/06/2025
	230-5204-42210 OPERATING SUPPLIES			101.90			
	Total for vendor 3711 - COSTCO:			231.90	231.90		

Vendor 3719 - FLEET FARM:

7/16/25							
89207	FLEET FARM	07/16/2025	08/06/2025	509.97	509.97	Open	N
	SPRAYER TANK/TRANSFER PUMP - DOWNTOWN	pziemer					08/06/2025
	401-1003-43430 MISCELLANEOUS			509.97			
	Total for vendor 3719 - FLEET FARM:			509.97	509.97		

Vendor 2277 - GEMPLER'S:

6/27/25							
89256	GEMPLER'S	07/01/2025	08/06/2025	215.92	215.92	Open	N
	ARBORGARD TREE PROTECTOR	pziemer					08/06/2025
	230-5200-42220 REPAIR & MAINT			215.92			
	Total for vendor 2277 - GEMPLER'S:			215.92	215.92		

Vendor 1956 - LANDSBURG LANDSCAPE NURSERY INC:

23583							
89119	LANDSBURG LANDSCAPE NURSERY INC	07/14/2025	08/06/2025	0.00	0.00	Void	N
	MEMORIAL TREES X3 - MEINER FAMILY	pziemer					08/06/2025
	230-5225-42220 REPAIR & MAINT			404.97			
7/24/25							
89208	LANDSBURG LANDSCAPE NURSERY INC	07/25/2025	08/06/2025	154.99	154.99	Open	N
	QTY 1 MEMORIAL TREE - WILLIAMS FAMILY	pziemer					08/06/2025
	230-5225-42220 REPAIR & MAINT			154.99			
7/17/25							
89214	LANDSBURG LANDSCAPE NURSERY INC	07/17/2025	08/06/2025	361.50	361.50	Open	N
	QTY 3 TREES - MEMORIAL TREES?	pziemer					08/06/2025
	230-5225-42220 REPAIR & MAINT			361.50			
	Total for vendor 1956 - LANDSBURG LANDSCAPE NURSERY INC:			516.49	516.49		

Vendor MISC - NATIONAL NOTARY ASSOCIATION:

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

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6/30/25							
89209	NATIONAL NOTARY ASSOCIATION	07/01/2025	08/06/2025	50.70	50.70	Open	N
	NOTARY STAMP - L.ASBACH	pziemer					08/06/2025
230-5200-43330	PROFESSIONAL DEVELOPMENT			50.70			
	Total for vendor MISC - NATIONAL NOTARY ASSOCIATION:			50.70	50.70		

Vendor 4308 - SWANK MOTION PICTURES:

7/11/25							
89215	SWANK MOTION PICTURES	07/11/2025	08/06/2025	510.00	510.00	Open	N
	MOVIES IN THE PARK - RIGHTS TO JUMAN	pziemer					08/06/2025
230-5211-42210	OPERATING SUPPLIES			510.00			
	Total for vendor 4308 - SWANK MOTION PICTURES:			510.00	510.00		

Total PCard: 2257 U.S. BANK Card Holder: PARKS	2,034.98	2,034.98
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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

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

Vendor 3698 - AMAZON:

6/23/25 - 3

89216	AMAZON	07/01/2025	08/06/2025	35.45	35.45	Open	N
	KLEENEX, BATTERIES, KEY RINGS	pziemer					08/06/2025
	225-2120-42220	REPAIR & MAINT		13.49			
	225-2120-42210	OPERATING SUPPLIES		21.96			

7/3/25

89220	AMAZON	07/03/2025	08/06/2025	36.41	36.41	Open	N
	SANITIZE WIPES/BATTERIES/FLASH DRIVE	pziemer					08/06/2025
	225-2120-42220	REPAIR & MAINT		11.00			
	225-2120-42210	OPERATING SUPPLIES		25.41			

Total for vendor 3698 - AMAZON:

71.86 71.86

Vendor 0049 - AUTO VALUE - WEST:

7/11/25

89229	AUTO VALUE - WEST	07/11/2025	08/06/2025	65.93	65.93	Open	N
	SQUAD WASH SUPPLIES	pziemer					08/06/2025
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		65.93			

Total for vendor 0049 - AUTO VALUE - WEST:

65.93 65.93

Vendor 3420 - BCA :

7/10/25

89226	BCA	07/10/2025	08/06/2025	75.00	75.00	Open	N
	715 BCA DMT RECERTIFICATION	pziemer					08/06/2025
	225-2120-43330	PROFESSIONAL DEVELOPMENT		75.00			

Total for vendor 3420 - BCA :

75.00 75.00

Vendor MISC - FAA SUPPORT:

6/26/25

89269	FAA SUPPORT	07/31/2025	08/06/2025	175.00	175.00	Open	N
	723 - DRONE TEST	pziemer					08/06/2025
	225-2120-43330	PROFESSIONAL DEVELOPMENT		175.00			

Total for vendor MISC - FAA SUPPORT:

175.00 175.00

Vendor MISC - LITTLE CAESARS:

7/4/25

89222	LITTLE CAESARS	07/04/2025	08/06/2025	120.67	120.67	Open	N
	PARADE ASSIST	pziemer					08/06/2025
	225-2120-43430	MISCELLANEOUS		120.67			

Total for vendor MISC - LITTLE CAESARS:

120.67 120.67

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
PCard: 2257 U.S. BANK Card Holder: POLICE							
Vendor 3584 - NARTEC, INC:							
7/7/25							
89223	NARTEC, INC	07/07/2025	08/06/2025	189.63	189.63	Open	N
	EVIDENCE SUPPLIES	pziemer					08/06/2025
225-2120-42210	OPERATING SUPPLIES			189.63			
	Total for vendor 3584 - NARTEC, INC:			189.63	189.63		
Vendor 0497 - SIRCHIE FINGER PRINT LAB -DEPT 6481:							
7/9/25							
89225	SIRCHIE FINGER PRINT LAB -DEPT 6481	07/09/2025	08/06/2025	68.48	68.48	Open	N
	EVIDENCE SUPPLIES	pziemer					08/06/2025
225-2120-42210	OPERATING SUPPLIES			68.48			
	Total for vendor 0497 - SIRCHIE FINGER PRINT LAB -DEPT 6481:			68.48	68.48		
Vendor 4306 - TACTACAM REVEAL:							
7/3/25							
89224	TACTACAM REVEAL	07/03/2025	08/06/2025	61.00	61.00	Open	N
	CAMERA SUBSCRIPTION X5	pziemer					08/06/2025
225-2120-43433	DUES & SUBSCRIPTIONS			61.00			
	Total for vendor 4306 - TACTACAM REVEAL:			61.00	61.00		
Vendor 3703 - TRANSUNION RISK:							
7/2/25							
89219	TRANSUNION RISK	07/02/2025	08/06/2025	75.00	75.00	Open	N
	INVESTIGATIONS AND PARKING TKT COLLE	pziemer					08/06/2025
225-2120-42210	OPERATING SUPPLIES			75.00			
	Total for vendor 3703 - TRANSUNION RISK:			75.00	75.00		
Vendor 3697 - USPS:							
6/26/25							
89217	USPS	07/01/2025	08/06/2025	1.77	1.77	Open	N
	POSTAGE	pziemer					08/06/2025
225-2120-43322	POSTAGE			1.77			
7/1/25							
89218	USPS	07/01/2025	08/06/2025	11.10	11.10	Open	N
	POSTAGE	pziemer					08/06/2025
225-2120-43322	POSTAGE			11.10			
7/3/25							
89221	USPS	07/03/2025	08/06/2025	10.05	10.05	Open	N
	POSTAGE	pziemer					08/06/2025
225-2120-43322	POSTAGE			10.05			

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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						

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

7/10/25							
89227	USPS	07/10/2025	08/06/2025	5.35	5.35	Open	N
	POSTAGE	pziemer					08/06/2025
225-2120-43322	POSTAGE			5.35			
7/10/25 - 2							
89228	USPS	07/10/2025	08/06/2025	11.10	11.10	Open	N
	POSTAGE	pziemer					08/06/2025
225-2120-43322	POSTAGE			11.10			
7/11/25							
89230	USPS	07/11/2025	08/06/2025	1.77	1.77	Open	N
	POSTAGE	pziemer					08/06/2025
225-2120-43322	POSTAGE			1.77			
7/18/25							
89231	USPS	07/18/2025	08/06/2025	11.10	11.10	Open	N
	POSTAGE	pziemer					08/06/2025
225-2120-43322	POSTAGE			11.10			
7/24/25							
89232	USPS	07/24/2025	08/06/2025	15.70	15.70	Open	N
	POSTAGE	pziemer					08/06/2025
225-2120-43322	POSTAGE			15.70			
Total for vendor 3697 - USPS:				67.94	67.94		

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

# of Invoices:	175	# Due:	174	Totals:	1,062,875.87	1,062,875.87
# of Credit Memos:	1	# Due:	1	Totals:	(87.50)	(87.50)
Net of Invoices and Credit Memos:					1,062,788.37	1,062,788.37

* 1 Net Invoices have Credits Totalling: (1,750.00)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-13200	DUE FROM OTHER GOVTS	118.00
101-0000-14100	DUE FROM COMPONENT UNIT	1,371.10
101-0000-15510	PREPAID OTHER	1,356.71
101-1400-43330	PROFESSIONAL DEVELOPMENT	2,260.06
101-1400-43433	DUES & SUBSCRIPTIONS	100.00
101-1410-41140	UNEMPLOYMENT	128.35
101-1610-43301	CITY ATTORNEY	14,157.82
101-1800-43309	COMPUTER SUPPORT	5,562.71
101-1940-42210	OPERATING SUPPLIES	284.95
101-1940-42220	REPAIR & MAINT	130.98
101-1940-43380	UTILITIES	224.74
101-1940-43381	BPU UTILITIES	2,780.43
101-1940-43410	RENTAL EXPENSE	48.64
101-2400-43350	PRINTING/LEGAL PUBLICATION	309.28

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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						
	101-2400-43405	NUISANCES		4,163.00			
	101-2400-43433	DUES & SUBSCRIPTIONS		10.00			
	101-9200-43350	LEGAL PUBLICATIONS		21.69			
	101-9200-43381	BPU UTILITIES		259.95			
	101-9200-43430	MISCELLANEOUS		460.00			
	202-6323-43300	ADMINISTRATIVE EXPENSE		8,464.40			
	202-6323-45520	CAPITAL - SINGLE FAM RENTAL		19,250.00			
	203-9000-42210	OPERATING SUPPLIES		866.24			
	203-9000-43401	VEHICLE REPAIRS		10,670.97			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		76,865.99			
	211-0000-20800	DUE TO OTHER GOVT UNITS		138.90			
	211-5500-42220	REPAIR & MAINT		348.99			
	211-5500-43380	UTILITIES		500.34			
	211-5500-43381	BPU UTILITIES		2,101.39			
	211-5501-43430	MISC - SPECIFIED DONATION USE		397.31			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		213.00			
	225-0000-15510	PREPAID OTHER		476.93			
	225-0000-20800	DUE TO OTHER GOVT UNITS		14,988.71			
	225-2120-41113	UNIFORM ALLOWANCE		9,197.33			
	225-2120-42200	OFFICE SUPPLIES		74.22			
	225-2120-42210	OPERATING SUPPLIES		777.68			
	225-2120-42220	REPAIR & MAINT		24.49			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		20,948.87			
	225-2120-43300	PROFESSIONAL SERVICES		114.34			
	225-2120-43322	POSTAGE		67.94			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		250.00			
	225-2120-43380	UTILITIES		63.42			
	225-2120-43381	BPU UTILITIES		5,102.20			
	225-2120-43430	MISCELLANEOUS		120.67			
	225-2120-43433	DUES & SUBSCRIPTIONS		61.00			
	225-2127-43310	MISDEMEANOR PROSECUTOR		19,430.95			
	225-2220-42210	OPERATING SUPPLIES		185.25			
	225-2220-42220	REPAIR & MAINT		124,274.33			
	225-2220-43300	PROFESSIONAL SERVICES		5,030.50			
	225-2220-43331	LEASED PAYMENTS		80.69			
	225-2220-43380	UTILITIES		77.11			
	225-2220-43381	BPU UTILITIES		1,887.15			
	225-2220-43433	DUES & SUBSCRIPTIONS		340.67			
	225-2700-43300	PROFESSIONAL SERVICES		3,263.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		50.00			
	230-5200-41140	UNEMPLOYMENT		28.20			
	230-5200-42220	REPAIR & MAINT		548.23			
	230-5200-42221	R&M- MILLS FIELD		13.49			
	230-5200-42240	SMALL TOOLS		329.99			
	230-5200-43330	PROFESSIONAL DEVELOPMENT		50.70			
	230-5200-43380	UTILITIES		56.08			
	230-5200-43381	BPU UTILITIES		17,373.18			
	230-5200-43433	DUES & SUBSCRIPTIONS		130.00			
	230-5204-42210	OPERATING SUPPLIES		821.96			
	230-5211-42210	OPERATING SUPPLIES		518.62			
	230-5225-42220	REPAIR & MAINT		636.49			
	230-5280-43380	UTILITIES		844.47			
	235-3100-42220	REPAIR & MAINT		7,312.72			
	235-3100-42240	SMALL TOOLS		14.68			
	235-3100-43300	PROFESSIONAL SERVICES		19.20			
	235-3100-43380	UTILITIES		56.08			
	235-3100-43381	BPU UTILITIES		23,103.06			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	235-3100-43430	MISCELLANEOUS		197.43			
	235-3170-42210	OPERATING SUPPLIES		3,182.52			
	236-3180-43381	BPU UTILITIES		37.50			
	238-3160-42220	REPAIR & MAINT		8.00			
	260-0000-15500	PREPAID EXPENSE		130.10			
	260-9020-43309	COMPUTER SUPPORT		432.06			
	278-6515-43430	MISCELLANEOUS		551.96			
	295-6510-43300	PROFESSIONAL SERVICES		12,092.34			
	400-2120-45500	POLICE CAPITAL OUTLAY		3,145.00			
	400-5200-45500	PARKS CAPITAL OUTLAY		3,770.00			
	400-9050-43300	PROFESSIONAL SERVICES		140.00			
	400-9050-45500	FACILITIES CAPITAL OUTLAY		39,517.50			
	401-1003-43380	UTILITIES		52.48			
	401-1003-43430	MISCELLANEOUS		8,912.83			
	401-1712-45530	PYMTS TO CONTRACTORS		439,794.38			
	401-9030-43300-23:13	PROFESSIONAL SERVICES		7,071.80			
	401-9030-43300-24:07	PROFESSIONAL SERVICES		16,480.25			
	401-9030-43300-24:08	PROFESSIONAL SERVICES		12,276.25			
	401-9030-43300-25:05	PROFESSIONAL SERVICES		9,805.00			
	401-9030-43350	LEGAL PUBLICATIONS		55.87			
	401-9030-43430	MISCELLANEOUS		2,368.80			
	401-9030-43430-23:16	MISCELLANEOUS		25.00			
	401-9030-45530-21:15	CAPITAL-PYMTS TO CONTRACTS		64,571.29			
	401-9030-45530-25:04	CAPITAL-PYMTS TO CONTRACTS		25,859.47			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
--- TOTALS BY FUND ---							
101 -	GENERAL FUND			33,748.41	33,748.41		
202 -	SCDP GRANTS			27,714.40	27,714.40		
203 -	TRANSIT FUND			88,403.20	88,403.20		
211 -	LIBRARY FUND			3,699.93	3,699.93		
225 -	PUBLIC SAFETY FUND			206,837.45	206,837.45		
227 -	RECYCLING FUND			50.00	50.00		
230 -	PARK & RECREATION FUND			21,351.41	21,351.41		
235 -	STREET & SEWER FUND			33,885.69	33,885.69		
236 -	PARKING LOT FUND			37.50	37.50		
238 -	STORM SEWER FUND			8.00	8.00		
260 -	AIRPORT FUND			562.16	562.16		
278 -	HEALTHY EMPLOYEE INITIATIVE			551.96	551.96		
295 -	EDA FUND			12,092.34	12,092.34		
400 -	CAPITAL PROJECTS FUND			46,572.50	46,572.50		
401 -	CONSTRUCTION FUND			587,273.42	587,273.42		
--- TOTALS BY DEPT/ACTIVITY ---							
0000 -				18,580.45	18,580.45		
1003 -	10:03 DWNTWN MAIN CNTRACT			8,965.31	8,965.31		
1400 -	ADMINISTRATION			2,360.06	2,360.06		
1410 -	ELECTIONS			128.35	128.35		
1610 -	LEGAL-CIVIL ATTORNEY			14,157.82	14,157.82		
1712 -	17:12 Wright St Resurfaci			439,794.38	439,794.38		
1800 -	IT/GIS			5,562.71	5,562.71		
1940 -	CITY HALL			3,469.74	3,469.74		
2120 -	POLICE DEPARTMENT			39,947.16	39,947.16		
2127 -	MISDEMEANOR PROSECUTOR			19,430.95	19,430.95		
2220 -	FIRE DEPARTMENT			131,875.70	131,875.70		
2400 -	COMMUNITY DEVL/INSPECTION			4,482.28	4,482.28		
2700 -	ANIMAL CONTROL			3,263.00	3,263.00		
3100 -	S & S MAINTENANCE			30,703.17	30,703.17		
3160 -	STORM SEWER EXPENSE			8.00	8.00		
3170 -	TRAFFIC CONTROL			3,182.52	3,182.52		
3180 -	PARKING LOTS EXPENSE			37.50	37.50		
3230 -	RECYCLING EXPENSE			50.00	50.00		
5200 -	PARK MAIN/ADMINISTRATION			22,299.87	22,299.87		
5204 -	CONCESSIONS			821.96	821.96		
5211 -	SPECIAL EVENTS PROGRAM			518.62	518.62		
5225 -	MEMORIAL BENCHES & TREE PROGRAM			636.49	636.49		
5280 -	CAMPGROUND			844.47	844.47		
5500 -	LIBRARY-BUDGETED			2,950.72	2,950.72		
5501 -	SPECIFIED DONATION USE			397.31	397.31		

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD
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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 DEPT/ACTIVITY ---							
	5503 - HOLDEN TRUST DONATION USE			213.00	213.00		
	6323 - SE BRAINERD SCDP GRANT			27,714.40	27,714.40		
	6510 - ECONOMIC DEVELOPMENT AUTH			12,092.34	12,092.34		
	6515 - HEALTHY EMPLOYE INITIATIVE			551.96	551.96		
	9000 - TRANSIT FUND			88,403.20	88,403.20		
	9020 - AIRPORT M & O			432.06	432.06		
	9030 - CONSTRUCTION PROJ-MISC			138,513.73	138,513.73		
	9050 - CAPITAL PROJECTS-MISC			39,657.50	39,657.50		
	9200 - CITY-WIDE			741.64	741.64		

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

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

Member Czczok stated that he would like to amend the July 7th Council minutes to include in the motion regarding the Employee Appreciation Event an invitation to all commissioners of boards to the event.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO APPROVE THE AGENDA WITH CORRECTION TO THE MINUTES.

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

- 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)

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

No one came forward.

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

Council Committee Reports

Safety and Public Works Committee

Approve Final Pay Request - Imp 22-08- South Brainerd Reconstruction Project

Committee Chair Erickson stated that the project was completed in 2024, staff was waiting for the turf establishment to submit final pay.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND YEAGER,
DULY CARRIED, TO APPROVE FINAL PAY REQUEST IN THE AMOUNT OF \$36,575.51.

Approve Final Payment - 15th/Quince Sewer Replacement

Committee Chair Erickson stated that at the request of the Public Utilities Commission the work included the addition of watermain and service lines.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND YEAGER,
DULY CARRIED, TO APPROVE FINAL PAYMENT REQUEST TOTALING \$137,509.

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

Committee Chair Erickson stated that Bolton and Menk included a justification for the change order. The Public Utilities Commission recommended a change to the pipe material that connects to the hydrants.

Member Czczok asked about the change order and change of pipe.

Public Works Director Habighorst stated that staff would email City Council regarding the change of the pipe and the change order request.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK,
DULY CARRIED, TO APPROVE CHANGE ORDER #1 AND PAY REQUEST #1 FOR THE SOUTH BRAINERD RESURFACING PROJECT AND REQUEST INFORMATION REGARDING THE CHANGE OF PIPE ON THE PROJECT.

Approve WSB Contract Amendment - M Street Outfall Repair Project

Committee Chair Erickson stated that this is an amendment to the engineering contract for additional scope that was previously approved by the City Council.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK,
DULY CARRIED, TO APPROVE THE WSB CONTRACT AMENDMENT REQUEST IN THE AMOUNT OF \$2,500 FOR THE M STREET OUTFALL REPAIR PROJECT.

Approve Country Manor Sewer and Water Request

Committee Chair Erickson stated that the as-built plans for Warrior and Wild Avenues show the contractor installed the main and capped them at the end of the streets. However, the actual conditions, the mains were not extended as far as the plans indicated. Country Manor is requesting the City provide funds due to additional excavation work required to make watermain and sanitary sewer connections. The Committee would like to have staff finalize the numbers and come back to a future meeting.

Public Works Director Habighorst stated that staff would recommend waiting for a future meeting to assess the true cost.

Member Johnson stated that the work should be completed, the City should participate in the cost, and it is reasonable to know the actual cost of the work prior to approving an amount.

Committee Chair Erickson suggested amending the motion to bring the item back to the Council when the work is completed.

Chair O'Day stated that the City does take responsibility for its maps and following through with developers. He thanked Country Manor for being patient.

Member Czeczok stated that he would like to impress upon the Council that regardless of whatever work is done by the developer and contractor had the information been provided correctly to the developer they still would had to do the work to connect to utilities. The City does have some responsibility. He is willing to negotiate but the cost should not be solely on the City's taxpayers.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO ALLOW WORK TO BE COMPLETED AND BRING THE ITEM BACK TO COUNCIL WHEN THE WORK IS COMPLETED FOR FORMAL DIRECTION.

Discussion of Capital Improvements for Annex Building

Committee Chair Erickson stated that there is approximately \$160,000 allocated for improving the Annex. The committee would like the full Council to proceed with discussion on the use of the Annex.

Member Czeczok suggested adding the Annex as a discussion point to the workshop on Monday the 28th. There are a lot of options to consider regarding the Annex.

Chair O'Day stated that the priority list is smart. The HVAC will need to be replaced regardless of what the City ultimately decides to do with the building. There is money allocated, he is comfortable moving forward with replacing the HVAC and other high priority improvements.

Member Yeager stated that he fears "might as well- itis" may set in once some improvements are made. He is not opposed to retaining the Annex, however, he would like to know the end game for the building before improvements are made.

MOVED AND SECONDED BY COUNCIL MEMBER ERICKSON AND CZECZOK, DULY CARRIED, TO BRING THE DISCUSSION TO THE FULL COUNCIL.

Member Johnson stated that the City needs to decide what it's doing with the building. If selling, there may be a couple of things to improve prior to listing. If retaining, then improvements are needed.

Member Erickson stated that there needs to be a larger discussion. He leans toward keeping the building as the City is growing. Whether the City retains the building or not improvements will need to be made.

Member Czeczok asked whether the building could pass an inspection as is. He also asked how much has already been put into the building.

Community Development Director Kramvik stated that improvements necessary before sale would be dependent on the contingencies outlined in a purchase offer. He stated that the roof was addressed when City Hall's was replaced, minor furnace work, and the elevator repairs have been done.

Member Czeczok asked about the highest priority items and how much these would cost. He would like to know what the cost of the highest priority improvements.

Public Works Director Habighorst gave an overview of the estimates from 2019. The estimates have very little merit in 2025.

Chair O'Day stated that the Annex is the most obvious space to use when the City inevitably outgrows City Hall.

Member Czczok asked if the Council would be agreeable to get estimates.

Administrator Broyles stated that when estimates are received staff can bring them back. He recommends not including the discussion of the Annex on the workshop. He reminded the Council that there is no voting at a workshop.

Member Czczok asked why no votes are taken at the workshop.

Chair O'Day stated that Council has traditionally not taken votes at workshops.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STUNEK, DULY CARRIED, TO DIRECT STAFF TO OBTAIN ESTIMATES FOR THE HIGHEST PRIORITY IMPROVEMENTS TO THE ANNEX.

Personnel and Finance Committee

Discussion of Requests for Proposals for 2025 Audit Services

Committee Chair Johnson stated that CLA is very competitive in their fee, they're local, staff is satisfied with their services, and they also provide audit services to BPU and the HRA.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO RETAIN CLIFTONLARSONALLAN FOR 2025 AND 2026 AUDIT SERVICES AND DISCUSS SEEKING PROPOSALS FOR 2027 AUDIT SERVICES.

Discussion of 2026 Capital Equipment and Facilities Budget

Committee Chair Johnson gave an update on the capital and facilities budget for 2026. He directed any questions to Finance Director Hillman and thanked her for her work on the budget.

Member Czczok questioned the amount included in the capital plan for codification.

Finance Director Hillman stated that there is \$50,000 for codifying City Codes. The cost for codification is a place holder in the capital fund. The cost will come out of the operating budget when completed. It is in the capital plan so that there is less fluctuation in the operating budget from year to year with these larger projects.

Unfinished Business

Call for Applicants – Informational:

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

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

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 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. He noted that the Makers and Employment district also includes updating a permitted use for Office Businesses. The City Council could conduct the reading with or without the inclusion of this permitted use. He clarified that the permitted use was included in the ordinance that the Planning Commission held a public hearing for.

MOVED AND SECONED BY COUNCIL MEMBERS ERICKSON AND YEAGER, DULY CARRIED, TO CONDUCT THE FINAL READING OF PROPOSED ORDINANCE 1588 AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND JOHNSON TO ADOPT ORDINANCE 1588.

ORDINANCE 1588

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

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

Community Development Director Kramvik gave an overview of the ordinance.

MOVED AND SECONED BY COUNCIL MEMBERS JOHNSON AND ERICKSON, DULY CARRIED, TO CONDUCT THE FINAL READING OF PROPOSED ORDINANCE 1589 AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO ADOPT ORDINANCE 1589.

ORDINANCE 1589

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

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

Community Development Director Kramvik gave an overview of the ordinance.

MOVED AND SECONED BY COUNCIL MEMBERS ERICKSON AND YEAGER, DULY CARRIED, TO CONDUCT THE FINAL READING OF PROPOSED ORDINANCE 1590 AND DISPENSE WITH THE ACTUAL READING.

The Chair opened the public hearing at 8:06 p.m.

No one came forward.

The Chair closed the public hearing at 8:07 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND JOHNSON TO ADOPT ORDINANCE 1590.

ORDINANCE 1590

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

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERCKSON TO ADOPT RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE 1590.

RESOLUTION 55:25

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

New Business

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

Community Development Director Kramvik gave an overview of the interim use permit.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO APPROVE THE INTERIM USE PERMIT FOR ONE SHORT-TERM RENTAL UNIT AT 1123 15TH AVE NE WITH THE FOLLOWING CONDITIONS: THE INTERIM USE PERMIT FOR A SHORT-TERM RENTAL TERMINATES ONE YEAR AFTER APPROVAL, THE INTERIM USE PERMIT SHALL TERMINATE UPON SALE OR TRANSFER OF THE PROPERTY, ALL OUTDOOR LIGHTING FIXTURES SHALL MEET THE STANDARDS OF SECTION 515-4-8 OUTDOOR LIGHTING OF THE ZONING CODE, ALL WATERCRAFT DOCKED IN THE LAKE AT THE PROPERTY SHALL BE WITHIN THE BOUNDARIES OF THE PROPERTY, OVERNIGHT GUEST VEHICLES AND TRAILERS MUST BE PARKED IN THE DRIVEWAY. TWO ADDITIONAL VEHICLES MAY BE PARKED ON THE STREET FOR DAYTIME GUESTS, SUBMISSION OF THE LODGING TAX REPORT ON A MONTHLY BASIS TO THE FINANCE DEPARTMENT.

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

Public Works Director Habighorst gave an overview of the project.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERICKSON TO ADOPT 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 \$698,027.

RESOLUTION 55:25

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

Discussion of City Council Packet Distribution

Administrator Broyles gave an overview on the process of distributing packets. Due to increased size of the packet. Staff is requesting revising the process for Council and Commissioners to receive their packets.

Member Czczok asked whether any of the Council Members use CivicPlus.

Generally, Council Members do not use CivicPlus for accessing packets.

Chair O'Day stated that he doesn't have a preference on how he receives the information.

Member Johnson stated he is open to receiving packets in a different way on a trial basis to test the process. He stated that if this doesn't work, the packets could be distributed by the Police Department again.

Administrator Broyles stated he would discuss with IT a tutorial on accessing packets.

Chair O'Day asked if there was a way to make the packet smaller in general with less pages.

Member Stunek stated that more items could be put on the consent calendar.

Staff Reports

Finance Director Hillman thanked the Department Heads for working on the Capital budget.

Public Works Director Habighorst stated that there will be a special event application for Loon Fest on the next meeting.

Community Development Director Kramvik stated that there are minor details left to workout on the development agreement with St. Francis that should be ready by the next Council meeting. He has drafted a preliminary orderly annexation agreement to continue annexation work on Riverside Drive.

Administrator Broyles stated that comments regarding the Public Utilities Commission roles and responsibilities will be accepted until Tuesday. The packet for this meeting will be distributed to Council and the Public Utilities Commission.

Mayor's Report

Mayor Badeaux stated that he got about one third of the fence on College Drive repainted. He thanked staff for providing traffic control. He was reminded why the fence was installed, as there was a tragic accident before the reconstruction. He encouraged everyone to slow down on College drive. The Police vs. Fire Softball game is on Thursday at 6:00 p.m. at Mills Stadium. He is very excited to hold this event.

Council Member Reports

Member Czczok stated that he is looking forward to the game on Thursday. He calls 'em like he sees 'em. On August 1st, the transit app for scheduling rides will launch. He has heard many compliments on the action taken by the City Council to support the Sheriff's Office.

Member Yeager gave an update on the Airport. The Commission has been very focused on the budget. He thanked Airport Staff for their work. He went to Lum Park the day after the

Grand Re-Opening, it looks great. He thanked the Park Board and Public Works Department for their work in the parks.

Member Johnson stated that he attended the Grand Re-Opening at Lum Park, it looks great. He is happy to see the hole at Jaycees Park is filled.

Member Erickson stated that the South Brainerd Resurfacing project is complete. He also stated that Spruce Drive which is scheduled for repair but has many hazardous potholes. He contacted the Public Works Department and they filled in some of the more hazardous potholes.

Chair O'Day stated that all of our Staff has been working very hard, it is a busy time of year for everyone. He thanked staff and encouraged them to keep up the good work.

Adjourn

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

The Chair adjourned the meeting at 8:28 p.m.

Nicholas W. Broyles
City Administrator

Pursuant to due call and notice thereof, the joint workshop of the Brainerd City Council and Public Utilities Commission was called to order at 6:00 P.M. by Council President O'Day.

Upon roll call the following Members were noted as present: Bevans, Czeczok, Johnson, Stunek, Yeager, Erickson, and Mike O'Day. Mayor Badeaux was also noted as present. Commissioners present Angland, Higgins, and Matten. Commissioner Mark O'Day was noted as absent.

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

Administrator Broyles stated that several conversations have been had regarding potential ambiguity of roles and responsibilities surrounding the Public Utilities Director position. The same information from the July 21st meeting and additional comments were available in the packet.

Member Czeczok stated that he read what Chair O'Day submitted, there were some similarities on their opinions. A lot of the conversation will surround the interpretation of the Charter. Employing a Utility Director is recommendation of the Utility Commission.

Chair O'Day stated that his interpretation would not require the Commission to make many changes. He sees the focus of the Commission as the management of the projects and infrastructure. The way the Charter is written is clearer than everyone believes. Employees are under the City Council. Clear communication is key. His opinion is that a Charter change is not required.

Member Johnson stated that he agrees with Chair O'Day's interpretation. The Public Utility Director answers to the City Administrator. All operational decisions are made by the Public Utilities Commission but those decisions flow through the Public Utilities Director and City Administrator. The language in the Charter for the Park Board and Public Utilities Commission are very similar. The Park Board makes all of the operational decisions in the Parks, but all of the employees answer to the City Council through the City Administrator. This is the same for the Public Utilities Commission regarding its operation and employees. Our Public Utility Director's boss is the City Administrator.

Commissioner Higgins stated that in his opinion there is only two issues that need to be addressed. The first, being that the Commission should control all of the underground pipe including the gravity fed sanitary sewer. The amount of money that will be expended in the next ten years for the Waste Treatment Facility will be wasted if the Public Utility does not control the sanitary sewer. The second, the interpretation of "the City Council shall employ all necessary help for the Commission to properly perform its duties...". He does not interpret the statement the same way as other Members, he believes that "help" is an overly broad word.

Chair O'Day stated that he does not see the ambiguity that Mr. Higgins presented. The intent of the Charter Commission was that the City does employ the employees.

Member Czeczok stated that it is up to the City Council to interpret the Charter by a majority vote.

Attorney Langel stated that, yes, the Council could conduct a vote to determine the interpretation of the statement. He stated that the previous version of the Charter stated "The Commission shall have the power to appoint and employ all necessary help...". The only

change made to the statement was to add that the City Council shall employ necessary help for the Commission. The word employ means the same thing that it has for the last forty years. The Charter was update due to a clarification that needed to be made for state employment laws, pay equity, and personnel policies not being applied consistently. Public Utility department employees are City employees and are subject to the same rules.

Commissioner Angland stated that there has been confusion regarding day to day operation. The Commission wants to ensure that they are making strategic hires and employing staff to meet the needs of customers. He asked if there is a way to deliver information to the City Council to ensure that the Commission's needs are being met by the City Council. In discussing the organizational chart with Administrator Broyles and HR Director Schubert has helped to clear the communication for positions.

Chair O'Day stated that he doesn't believe that there have been staffing recommendations by the Commission that have not been met, aside from the current hiring of the Public Utilities Director. However, the City Council determined it needed to address issues prior to hiring a new director.

Member Johnson stated that as a practice, if the Commission has had a recommendation for a change or employee hirings have gone straight to the consent calendar. If things were to start becoming concerning, the Council can address a hiring if need be. The Council trusts that the Commission are doing an effective job with hiring. As far as he is aware, the Public Utilities Director hiring was recommended by the Commission to hire. The Council did discuss the hiring process coupled with the length of time served and the resignation letter submitted raised a lot of questions that needed to be figured out prior to hiring a Director. The council is in the process of doing so.

Member Yeager stated that he was a part of the Park Board and Charter Commission when this change was made. The Park Board at the time worked autonomously with their employees previous to the change. Attorney Langel's statement regarding risk was accurate. In his opinion, the long term healthiness of Commissions and Council depends on open communication regarding obstacles, staffing, and needs. He was a proponent to bring the employees back to the City centrally because Commissions acting autonomously creates risk when staffing affects the entire City.

Member Czczok clarified that hiring Public Utility employees are not typically controversial.

Mayor Badeaux stated that the process to determine the organization of the Park Board has ultimately worked out.

Commissioner Matten stated that when the Charter was changed, she felt the statement in paragraph 4 of the Charter was vague. The City Council has the final approval of hiring. The Commission would like to be involved in hiring the Director Position. The personnel committee for the Commission isn't to establish wages, rather to establish that positions are needed and positions are clear. She is a firm believer that the City Administrator should oversee all Department Heads to ensure that all departments are functioning at a legal level and follow policy. Consistency is important, but language needs to be improved in the Charter.

Member Johnson stated that his interpretation of the statement is slightly different. If the statement still said "the Commission shall" no one would say that they are confused about what that means. It goes back to not just approving hiring and firing. Public Utility department employees are City employees managed by the City organizational chart, under the City Administrator. The management, oversight, and discipline of all employees comes from the City Administrator's office.

Chair O'Day stated that he believes that the ambiguity comes from keeping "the commission to properly perform its duties".

Member Czczok stated that he would like to direct staff to come back to another meeting with an interpretation based on the current discussion. It would give clarity and would not require changing the Charter.

Member Yeager asked how an interpretation is passed on to future generations.

Member Johnson stated that the last interpretation was regarding the Arboretum, and was included in a City Council meeting.

Administrator Broyles stated that clarity of expectations is critical. As long as there is a clear expectation of the rules of engagement going forward staff will follow Council's direction.

Member Johnson asked about the sanitary sewer management.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO DIRECT STAFF TO COME BACK TO A FUTURE MEETING WITH A RESOLUTION CLARIFYING ITEM FOUR OF CHAPTER FIVE OF THE CITY CHARTER BASED ON DISCUSSION.

Member Bevans asked for clarification on the organization chart of the Public Utilities. He stated that there is only one organizational chart for the City of Brainerd. He cautioned everyone to refer to the City of Brainerd as one entity because otherwise it creates confusion. He stated that the City may have gotten into the situation that it is in right now, because people are interpreting statements in correctly.

Commissioner Matten stated that by looking at the organizational chart, it suggests that Boards and Commissions are above the City Administrator. She suggested adjusting the positioning of the organizational chart.

Packet Distribution Training

Technology Director Strong gave a short training on how the future packets will be distributed.

Member Yeager asked about bookmarks still working.

Commission Matten stated that the City of Brainerd website is difficult to find.

The Chair adjourned the meeting at 6:55 p.m.



Nicholas W. Broyles
City Administrator



HR DIRECTOR REPORT

In this report:

- Union Negotiations
- Performance Evaluations
- Wellness Committee
- Personnel
- MN Paid Family Leave
- Airport Update
- Insurance Committee

Union Negotiations

The City and Teamsters (Police Lieutenant & Sergeants) Union will conduct its Interest Arbitration hearing on July 31st. Phillip Finkelstein was selected as the Arbitrator.

Our first meeting with the Brainerd Public Utilities Managers and Supervisors Association Union was held on July 7th to receive the union's demands. The Council held a closed session that evening to provide direction regarding negotiations. We will meet with the Union rep again on July 31st.

Performance Evaluations

HR Staff updated our Performance Evaluation Forms to incorporate feedback received after our last review cycle. The Administrative Team decided to implement Mid-Year Review meetings instead of Quarterly Talks. Those reviews will begin shortly to be completed by September 1st.

Wellness Committee

The Wellness Committee invited Scott Elwood from MSRS to present at the July Lunch 'N Learn. Scott had offered to conduct 1:1 meetings with employees before and after the Lunch 'N Learn to give employees an opportunity to ask any questions they may have.

Staff requested Council's approval to allow City Buildings to close for two hours on October 2nd to conduct our annual Employee Appreciation Event. Council approved the request and clarified that employees who are working that day, but do not attend, will continue to work. Event flyers are being prepared and will be distributed next month. We ask employees as well as Board/Committee/Commission members to RSVP to ensure we get an accurate amount of food for the event. We hope all are able to join and look forward to celebrating another great year with everyone!

Personnel

New Hires/Promotions for City/HRA/Airport:

Jacob Walz - Network Administrator (6/30)

Jacob Engebretson - Lineworker (8/11)

Current Job Opportunities:

Police Officer - Interviews took place on June 12th. A job offer was extended however the candidate has withdrawn from consideration. The Police Department is looking to extend another conditional job offer.

Paid on-call Firefighter - Open and accepting applications through August 29th.

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

MN Paid Family Leave

Integrity applied an analysis of the proposals received with a comparison to the State-administered plan. On July 7th the City Council moved 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. Staff is continuing to monitor the MN Paid Family Leave "chatter" to prepare the City and our employees for implementation on January 1st.

Airport Update

The Airport Commission requested that the Ratwik Law Firm review the Airport Commission's Employee Policy Manual. The HR Director has conducted her review and provided suggestions regarding current operational practice to the Ratwik Firm. The updated draft will be provided to Interim Airport Director Planzer in the near future.

Insurance Committee

The Employee Insurance Committee met on July 28th. An update was provided by Adam Olson, our Health Insurance Broker from North Risk Partners. Mr. Olson informed the Committee that we currently have a favorable loss ratio (premiums vs. claims paid) for the last 12 month period; therefore, this would be an opportune time if the City wanted to test the health insurance market. The consensus from the Committee was although the City of Brainerd has been pleased with the health insurance offering from the Better Health Collective, a little competition isn't a bad idea. This recommendation is being made to be financially responsible for a market check on our health plans. Mr. Olson will attend the August 4th Council meeting to discuss this with the Council.



Brainerd Fire Department Monthly Report

July 2025

July continued the trend of high call volume, demonstrating the ongoing demand for our services within the community.

The department was highly active during the 4th of July celebrations, participating in both the City of Nisswa and Brainerd parades. These events provided excellent opportunities for community engagement.



Maintaining our operational readiness is essential. In July, we successfully completed our annual fire hose and ground ladder testing. This rigorous process involved testing over 12,500 feet of fire hose and 205 feet of ground ladders, ensuring all equipment meets safety standards and is ready for immediate deployment.

A productive Technical Rope Rescue refresher training was organized at Camp Ripley.





Brainerd Fire Department Monthly Report

July 2025

This specialized training saw participation from several other area departments, highlighting our commitment to inter-agency collaboration and advanced rescue techniques.

Our 4 newest firefighters received their “Black” helmets symbolizing completion of their Firefighter I and II training, a big milestone for each of them.



The Brainerd Fire Department proudly assisted the Brainerd Police Department with a search for a missing person. This significant effort involved over 75 public safety personnel, showcasing the strong spirit of collaboration and dedication to serving our community that exists among our local emergency services.

The 2nd Annual FD vs. PD Softball game was once again an enormous success. This event proved to be a very fun evening for all involved, fostering camaraderie between the fire and police departments and providing an enjoyable evening for the community.



We appreciate your continued support of the Brainerd Fire Department.



Brainerd Fire Department Monthly Report

July 2025

INSPECTIONS	
Fire Alarm	23
Fire Pump	1
Hood Suppression	11
Commercial Kitchen Exhaust	4
5 Year Sprinkler	1
Sprinkler System	23
Private Fire Hyd	1

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	4
Rescue & Emergency Medical Service	9
Hazardous Condition	6
Service Calls	2
Good Intent Call	15
Alarm Activation	18
TOTAL	54
Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	2
Rescue & Emergency Medical Service	1
Hazardous Condition	3
Service Calls	2
Good Intent Call	8
Alarm Activation	12
TOTAL	28

CROW WING COUNTY ALERT



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

Please sign up at

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

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



RECREATION REPORT

Current:

Second Movies in the Park Date TBD

Playoffs beginning soon for MS1, MS2, Women's, and Coed softball

Playoffs beginning soon for Pickleball (Recreational & Advanced)

August 8th Registration Deadline for fall sports (kickball, softball, pickleball)

PARKS MAINTENANCE REPORT

- Memorial bench placement & Memorial tree placement
- Planting trees
- Making gate for JCP
- Edging sidewalks
- Repairing vandalism
- Fixing damaged doors
- Tilling beach
- Making watering system for downtown
- Weeding
- Mowing
- Preparing for tournaments

STREETS & SEWER

- Fill, level and topsoil JC Park
- Paint cross blocks on Laurel, Oak, S. 5th, 9th and 10th ave.
- Assist with traffic control for Shep fest, farmers market
- Jet sanitary sewers in North brainerd
- Remove downed tree from S. 7th street
- Sweep downtown every Wednesday morning
- Make minor repairs on Transit bus 181

Engineering Division

Beech/Oakridge Reconstruction Project

The work on this project has begun with Landwehr having recently completed reclamation of the existing asphalt pavement. Centerpoint Gas will continue finishing their removal of the old gas main ahead of the contractor. Landwehr is expected to begin underground utility construction on Oakridge Road after Centerpoint has completed their removals in this area. Staff and the contractor are coordinating with residents and Meadow View Manor during construction.

Wright/10th Reconstruction Project

Landwehr has completed underground utility work on Wright Street between 6th and 10th Streets. Following grading, they are planning to move gravel to this segment before continuing east with underground utility replacement between 10th and 13th Streets. Wright Street will remain closed as they are completing the underground utility replacement work. However, City staff and the contractor continue to coordinate with affected properties on access during this time. Wright Street construction is expected to continue through mid-August. After Wright Street is re-paved and open to traffic, the contractor will move to 10th Street.

TH 371B/Willow Roundabout Project

Construction on this project will begin on Monday, August 4th with installation of the traffic control and detour route. Following this, Landwehr will be completing removals to allow for utility relocations to occur in the area. City staff and SEH have been distributing flyers and other outreach materials to properties on the project to provide guidance on detour routing as well as business access during construction. It is expected that this work will be completed in early October.

South Brainerd Resurfacing Project

Main work on this project is completed. Some punchlist items remain and Bolton & Menk is following up with the contractor to verify completion of those items.

Hawkins-Ronald-Joseph Resurfacing Project

The project is awarded and staff is currently working with the contractor to collect and execute contract documents. It is intended that following execution of the contract, staff will coordinate with the contractor to discuss schedule and construction details. It is intended to have this project occur with close coordination with the TH 371B/Willow Street Roundabout project as the local detour for that project will utilize Joseph Street during construction of the roundabout. Some work may be able to occur in fall 2025 but some may lag into spring of 2026, depending on the weather this fall.

2025 Lowell Safe Routes to School Project

DeChantal Excavating has completed much of the concrete flatwork and the initial lift of paving. Over the next week, final topsoil and seeding as well as the final lift of paving, pavement markings and signs will be completed. Once those items are complete, the street is intended to be re-opened to traffic. It is expected that this will be completed by mid-August.

TH 210/Washington Street Reconstruction Project

MnDOT has prepared plans to the 90% stage and staff has provided comments regarding the planned utilities and street lighting. Staff will continue to work with SRF and MnDOT as the plans are wrapped up to 100% completion.

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

This project is complete and staff is verifying that the contractor has completed all punchlist items before issuing final payment.

M Street Storm Sewer Outfall Repair Project

This project has been awarded to Tretter Excavating. It is intended that following execution of the contract, staff will coordinate with the contractor to discuss schedule and construction details. The project is planned to be completed in fall 2025.

2025 Chip Sealing Project

The project has mainly been completed, with pavement markings remaining. Staff will coordinate with the contractor on completion.

2025 Large Patching Project

Project has been completed and staff will be requesting final payment from the Council to closeout this contract.

Library Exterior and Mechanical Repairs Project

The exterior soffit work was recently completed. Staff is anticipating that the remaining HVAC, door, and other repairs will be completed in August and September 2025.

2025 City Tree Plantings Project

The contractor is expecting to plant the trees later this summer and into the fall to avoid peak summer heat. Street tree locations include the remaining tree locations on College Drive. Parks tree locations are planned for Jaycees and Triangle Parks.

Police Department Exterior Repairs Project (2024)

The contractor will be completing window replacement shortly. With some material delays, this work was pushed back into the summer. After window replacement, the contractor will work on new painting. Once complete, staff will review the project items for completion for final acceptance and contract close out.

Other Activities

- Participated in weekly check-in meetings for TH 371B/Willow Street Roundabout Project
- Reviewed building permits for appropriate erosion control plans and requirements
- Reviewed and approved excavation and utility permits
- Continued coordination for relocation work on 2025 construction projects with utilities
- Participated in weekly construction update meetings for 2025 projects.
- Met with SRF staff to review utilities on TH 210 Reconstruction project
- Provided guidance during sanitary sewer lateral locating on 2026 reconstruction project
- Reviewed Country Manor request for water/sewer extensions
- Met with developer regarding potential residential project in Buffalo Hills area
- Reviewed Development Agreement for St. Francis Church improvements
- Reviewed TH 210 lighting layouts and details with BPU
- Attended bid openings for Hawkins/Ronald/Joseph Resurfacing and M Street Outfall Replacement project
- Attended construction update meeting for Library repairs project
- Performed walkthrough with MnDNR regarding ash tree grant
- Met with MnDOT staff regarding TH 210 Reconstruction contaminated materials and disposal
- Coordinated with Streets Maintenance for re-painting of City Hall parking lot
- Met with MPCA regarding MS4 program and discussion
- Met with SEH staff to discuss current status and next steps for CLST – East Segment
- Met with SEH staff to discuss scope and schedule for East River Road CIPP Lining
- Began planning with LCCMR staff for legislative committee visit
- Coordinated with MnDOT and CWC regarding Oak Street detour for Beech construction
- Reviewed project funding and bonding needs for 2025 projects with Finance
- Met with CWC SWCD to discuss final steps before closeout of BH Gully project and grant
- Reviewed Orderly Annexation items with CDD
- Attended Pre-Construction meeting for TH 371B/Willow Street Roundabout project

-
- Attended TH 371/TH 210 Interchange Public Meeting
 - Reviewed Jaycees Park grading and guidance for final grades
 - Met with staff to discuss Street Sweeping and Screening program

Subject	Due Date	Department
BlockMetrix- Site Control	8/4/2025	Community Dev
Amended Allowed Use Table - Zoning Code	8/4/2025	Community Dev
St. Francis Development Agreement	8/4/2025	Community Dev
Improved Signage Ordinance	8/18/2025	Community Dev
Transit Consultant Review	8/30/2025	Public Works
Hiring Public Utilities Director		Administration

Sale of Industrial Properties		Community Dev
614 Front Street Building - Fire Damage		Community Dev
Arbitration Teamsters Union	10/1/2025	Human Resources
Improvement 23-12 Beech	10/20/2025	Public Works
Improvement 17-12 Wright	10/20/2025	Public Works
Improvement 23-14 Hawkins	10/20/2025	Public Works
Improvement 23-16 S Brd Resurface	10/20/2025	Public Works
SRTS Lowell	10/20/2025	Public Works
M Street Outfall	10/20/2025	Public Works

Shoreland Ordinance	12/31/2025	Community Dev
2026 Budget	12/31/2025	Administration
Fire Station #1 Renovation	12/31/2026	Fire
Country Manor		Community Dev
Airport Resolution		Administration
Codification		Administration
805 Laurel		HRA

Riverside Drive
Orderly Annexation

Community Dev

Pedestrian Bridge

Public Works

Wastewater
Reclamation

Public
Utilities

Hydrodam

Public
Utilities



Ordinance to Amend Off-Street Parking – Allowing Unimproved Surfaces in General Industrial	Community Dev
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Ordinance to Amend Screening Requirements – Outdoor Sales	Community Dev
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Code Enforcement Ordinance	Community Dev
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Rural Service District Ordinance	Community Dev
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Corner Lot Fence Requirements	Community Dev
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Office Business in the GI District	Community Dev
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Notes	Date Completed	% Complete
Purchase and Development Agreement- needs to be executed by BM		50%
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		
Staff set up a virtual meeting with Blockmetrix on 7/30 -		
Blockmetrix did not attend - stated that an issue came up		
Initial Planning Commission Review of Revised Allowed Use Table 5/21		75%
Planning Commission Review and Direct Changes 6/18		
Planning Commission Public Hearing 7/16		
City Council First Reading - 8/4		
Staff drafted a development agreement and e-mail the agreement for St. Francis to review - 7/1		75%
St. Francis reviewed the development agreement and sent a revised version - 7/11		
Staff met with City Attorney to discuss revisions - 7/14		
Reviewed Example Ordinances and Selected New Proposed Language (complete)		50%
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		
3rd party BlueSky has an extreme amount of Non-Performance Issues causing staff to have State conduct a Consultant Review.		10%
Council and Public Utilities Commission conducted a workshop regarding roles and responsibilities.		25%
Staff is working with legal to resolve interpretations of the Charter.		

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 City Council passed ordinance to allow clinics in the industrial district - 7/8	10%
Fire occurred at 614 Front Street - 6/4 City Council waived fire escrow - 7/7 Property owner submitted structural plans - 7/29 Building permit submittal requires details on connection The Arbitration Hearing with the Teamsters (Police Lieutenant and Sergeants) Union took place on July 31st. (Update will be available)	25%
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%
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%
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%
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%
Construction	75%
Award Bids (8/4) Construction	50%

DNR E-mailed Staff Indicating the City must update its Shoreland Ordinance		25%
Staff have Begun Researching Other Municipalities' Shoreland Ordinances		
Staff is complete with the draft shoreland ordinance and will		
Staff is in progress reviewing Capital Equipment and Facilities budgets.		5%
On 4/22/25 met with Widseth and sub-contractors to review scope of work and cost estimates.		10%
On 4/28/25 met with Widseth. Walk throughs with Nor-son and Hytec to review scope of work and cost estimates.		
5/9/25 Widseth is going to start working on the DNR permit process.		
5/12/25 Widseth onsite shooting grades for bluff setback confirmations. 5/19/25 On site		
6/16/25 Meeting with Widseth, Kramvik, and Dehn in reference to CUP and variance needed for project. Verifying we can do the project on the current site if funded.		
7/16/2025 Planning Commission approved CUP and variance needed for the proposed renovation.		
Development Agreement (executed)	6/2/2025	100%
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)		
Staff continues work on resolution.		25%
Interim Airport Director has been hired.		
The Airport has been conducting meetings in July regarding budget.		
7/28/25 Crow Wing County will be removing the City of Brainerd properties from the County portion of the Airport levy given that the City levies equal to or more than the County for the Airport in 2026.		
Initial talks have taken place.		0%
Need to develop a schedule.		
Staff is working to do this internally.		
Developer is working on financing		10%

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)

50%

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 are working on an interdepartmental review and will
complete review by 8/1
Draft joint resolution will be reviewed by the City Attorney
prior to meeting with Crow Wing County staff

Staff is pursuing funding opportunities including State
Bonding

25%

Staff is pursuing funding opportunities including State
Bonding

25%

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.

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

25%

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).

COMPLETED IN 2025

Planning Commission Reviewed Draft Ordinance (complete)	6/13/2025	100%
Planning Commission Reviews Ordinance and Holds Public Hearing 5/21		
Planning Commission Recommended Ordinance 5/21		
First Reading 6/2		
Final Reading 6/16		
Planning Commission Review Draft Ordinance (complete)	6/13/2025	100%
Planning Commission Reviews Ordinance and Holds Public Hearing 5/21		
Planning Commission Recommended Ordinance 5/21		
First Reading 6/2		
Final Reading 6/16		
Review Draft Ordinance 5/19	7/2/2025	100%
First Reading of Proposed Ordinance 6/2		
Final Reading and public hearing 7/7		
Review of Draft Ordinance (Complete)	6/9/2025	100%
1st Reading (Complete)		
Letters mailed to designated property owners 5/12		
2nd Reading & Public Hearing 6/2		
City Council Directed Planning Commission to Review Proposed Regulations for Corner Lot Fences 5/19	7/24/2025	100%
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		
Developer submitted letter of intent to purchase three City owned industrial lots for a medical clinic - 6/5	7/17/2025	100%
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		

Status

In Progress
In Progress
In Progress
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Progress

Waiting

Waiting

Waiting

Complete

Complete

Complete

Complete

Complete

Complete



SPECIAL EVENT APPLICATION

Date of Application: 7-28-25

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

Name of Event:

Organizer Information

Organization Name	First Lutheran Church
Organization Address	824 424 S 8 th St Brainerd, MN
Event Contact Person	Kelly Bevans / Tessa Vikesland
Event Contact Phone	218-829-9552
Event Contact Email	office@flcbrainerd.com
Contact (Day of)	Kelly Bevans 218-821-9035
For Profit/Nonprofit Status	Non 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:

National Night ~~Out~~ out Aug 5th 5⁰⁰-8⁰⁰

Event Details:

Event Date	Start Time	End Time	Event Location(s)
8/5/25	5 ⁰⁰	8 ⁰⁰	Norwood between 7 th + 8 th

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:

Restrooms

☐ YES☒ NO

Available in Church

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

NA

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	☐	☐	☒	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. <i>Have on file</i>
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):

Norwood from ~~8th~~ 8th St to 7th St

Date and Time for beginning of street closure: 5⁰⁰

Date and Time for reopening of streets: 8⁰⁰

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):

Shouldn't be a problem

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

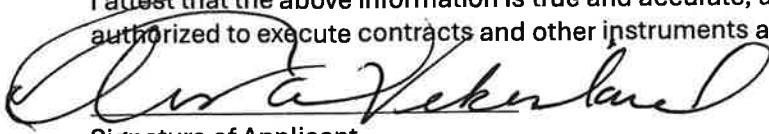
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and 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

Tessa Vikesland

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:

FIRST LUTHERAN CHURCH-BRAINERD Neighborhood Block Party **HOT DOG FEED**

All are Welcome!



Tues, Aug. 5

5:30-7:00pm

FOOD, FUN, and FELLOWSHIP

424 South 8th St

South side of the church on Norwood St

Free Hot Dogs, Beans, Salad, Chips, Cookies, Bevs.

BOUNCY HOUSE FOR THE KIDS!

A Christ in the Neighborhood Event -sponsored by Community Action



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Ratify Hiring Jacob Engebretson as Lineworker effective August 11, 2025, at Step 4 of the Lineworker Wage Grid (\$49.98 per hour)

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): n/a - consent

SUMMARY OF ISSUE: We received 4 applications for the Journeyman Lineworker position. Staff interviewed three candidates and made an offer to Jacob Engebretson. Jacob will start with us on August 11, 2025, at Step 4 of the 2025 Lineworker wage grid (\$49.98 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Approve as noted on the consent calendar.

FINANCIAL IMPACT: The position was included in the 2025 Public Utilities Department budget.



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: 2024 Tax Increment Financing (TIF) Report Summary - Informational

AGENDA: Consent

ACTION REQUESTED: Information Only

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Annually before August 1st, the City needs to file annual TIF reports. The reports were filed before the deadline and attached is the required 2024 TIF disclosure that was published in the Dispatch on August 6, 2025.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Informational

FINANCIAL IMPACT: Informational, no action needed.

City of Brainerd, Minnesota

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2024

TIF District Name:	TIF 4-11 East Brainerd Mall	TIF 4-13 Timberland Townhomes	TIF 4-15 Artspace	TIF 4-16 Taco John's	TIF 4-17 Jimmy John's	TIF 4-18 Royal Tire
Current net tax capacity	\$292,752	\$18,513	\$35,656	\$7,430	\$3,856	\$16,494
Original net tax capacity	\$50,184	\$253	\$22,158	\$7,346	\$2,848	\$6,578
Captured net tax capacity	\$242,568	\$18,260	\$13,498	\$84	\$1,008	\$9,916
Principal and interest payments due in 2025	\$167,023	\$9,591	\$11,962	\$79	\$832	\$12,635
Tax increment received in 2024	\$191,230	\$15,335	\$12,698	\$153	\$982	\$9,645
Tax increment expended in 2024	\$212,405	\$12,873	\$9,542	\$1,454	\$936	\$8,740
Month and year of first tax increment receipt	7 / 2004	7 / 2003	7 / 2009	7 / 2009	7 / 2010	7 / 2017
Date of required decertification	12/31/2029	12/31/2028	12/31/2034	12/31/2034	12/31/2035	12/31/2042

Additional information regarding each district may be obtained from-

Connie Hillman, Finance Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401
(218) 828-2307

Position Paper

To: Brainerd Lakes City Council

Subject: Airport Commission Support for Delta/SkyWest Bid for EAS Service at BRD

1. Executive Summary

The Brainerd Lakes Regional Airport Commission has completed its review of the current Essential Air Service (EAS) proposals for BRD. After careful evaluation of the bids submitted by **Delta Air Lines/SkyWest** and **Denver Air Connection (DAC)**, the Commission voted **unanimously to support the Delta/SkyWest proposal** and submit that recommendation to the U.S. Department of Transportation (DOT).

The Commission's decision was based on service continuity, network connectivity, economic impact, and community preference.

2. Rationale for Selecting Delta/SkyWest

A. Hub Connectivity and Network Access

- Delta/SkyWest connects BRD directly to Minneapolis-St. Paul International Airport (MSP) through a **codeshare with Delta** making travel seamless for the Brainerd community.

B. Continuity of Service and Passenger Confidence

- Delta/SkyWest has provided consistent, reliable service to BRD for 12 years. Maintaining the existing provider avoids disruption and preserves passenger confidence.
- A sudden switch to DAC would introduce new operational processes, aircraft types, and schedules, creating uncertainty for travelers and potentially reducing ridership.

C. Community and Business Feedback

- Previous public comments solicited by the Airport Commission showed a clear preference for maintaining Delta/SkyWest service.
- Regional businesses, including healthcare providers, manufacturing firms, and tourism operators, expressed strong support for continued Delta/SkyWest service due to its convenience for corporate travel and client access. The Community of

Brainerd wanted a return of an early morning flight to MSP which Delta /SkyWest has committed to doing as soon as possible, but **no later than the first quarter of 2026.**

D. Economic Impact

- The Brainerd Lakes economy depends on reliable, frequent service into a major hub to support tourism and business growth.
- Maintaining Delta/SkyWest service ensures ongoing economic stability and growth potential for Crow Wing County and surrounding areas.

E. Proposed Service Levels and Pricing

- Delta/SkyWest has committed to 12 round trips per week. **Delta/SkyWest will also initiate an early morning flight and an evening flight with their aircraft remaining overnight at BRD.** This provides a schedule aligned with community needs.
- While DAC's proposal included slightly lower subsidy requests, the difference in connectivity, passenger loyalty, and hub access outweighs the marginal cost savings.

3. Commission Evaluation Process

Step	Description
Bid Review	Analyzed proposals from Delta/SkyWest and Denver Air Connection.
Economic Analysis	Evaluated long-term impact of hub connectivity, schedule reliability, and passenger retention.
Vote	Commission voted unanimously to recommend Delta/SkyWest to the DOT as BRD's EAS carrier.

4. Consideration of Denver Air Connection

- Although DAC has successfully served smaller regional markets, their fleet is not considered as comfortable as the Delta/SkyWest aircraft.
 - Changing carriers also creates risk of passenger decline, which could impact on BRD's enplanement numbers.
-

5. Recommendations for Brainerd Lakes City Council

1. **Support the Airport Commission's unanimous vote** for Delta/SkyWest as the preferred EAS provider.
 2. **Advocate to DOT for continuity of hub service to MSP**, emphasizing business, healthcare, and tourism needs.
 3. **Reinforce the importance of an early morning departure and evening return** to maximize same-day connectivity for business travelers.
 4. **Continue engaging the community and local businesses** to sustain and grow enplanements under the renewed EAS contract.
-

6. Conclusion

The Brainerd Lakes Regional Airport Commission's recommendation of Delta/SkyWest is grounded in maintaining critical hub connectivity, minimizing disruption, protecting economic stability, and honoring clear community preference. Supporting this recommendation ensures that BRD continues to provide reliable, convenient, and essential air service for Crow Wing County residents, businesses, and visitors.

Sincerely,
Brainerd Lakes Regional Airport Commission

[Brainerd City Council Letterhead]

[Date]

U.S. Department of Transportation

Essential Air Service Program

1200 New Jersey Ave, SE

Washington, DC 20590

Subject: Support for Delta/SkyWest Airlines – Essential Air Service at Brainerd Lakes Regional Airport (BRD)

Dear [EAS Program Director],

On behalf of the Brainerd City Council, we strongly and unequivocally support the selection of Delta/SkyWest Airlines as the Essential Air Service (EAS) provider for Brainerd Lakes Regional Airport (BRD).

Reliable, seamless air service is vital to the economic health, tourism, and business development of the Brainerd Lakes area. Delta/SkyWest's proposal offers the highest level of stability and connectivity for our residents and visitors. Their established codeshare with Delta Airlines ensures passengers have direct access to the Minneapolis–St. Paul International Airport (MSP) hub and its extensive domestic and international network without the risk of disruptions that can accompany an interline-only arrangement. Communities of similar size, such as Pierre, SD; Kearney, NE; and Sheridan, WY, experienced notable declines in passenger traffic after switching from a codeshare to an interline carrier.

Delta/SkyWest has also committed to scheduling a morning departure between 6:00 and 7:00 a.m., no later than the first quarter of 2026. This aligns perfectly with the Delta morning bank at MSP, providing crucial same-day business and international connections that drive economic activity in our region.

Continuity of service is a top priority for our community. Maintaining Delta/SkyWest ensures there will be no disruption or turmoil that could negatively impact passenger confidence, airport operations, or local businesses dependent on reliable air travel.

We urge the Department of Transportation to recognize the overwhelming community support for Delta/SkyWest and select them as the EAS provider for Brainerd Lakes Regional Airport.

Sincerely,

[Name]

Chairperson, Brainerd City Council

Brainerd Lakes Regional Airport

Reserve Fund Policy

For a small commercial service airport like Brainerd Lakes Regional Airport (BRD), the reserve fund (operating and capital reserves) needs to balance stability, risk management, and regulatory obligations. Industry guidelines and FAA recommendations for similar non-hub and small-hub airports suggest maintaining sufficient reserves to ensure operational continuity, meet grant matching requirements, and prepare for emergencies.

Purpose

To ensure the financial stability of Brainerd Lakes Regional Airport (BRD), the Airport Commission shall maintain adequate cash reserves to protect operations against revenue fluctuations, fund emergency needs, and support capital projects requiring both federal and state match funds, including the Minnesota Department of Transportation (MnDOT) 40% match on eligible projects.

Operating Reserve

Target Balance: Equivalent to 3–6 months of annual operating expenses.

Estimated Range: \$750,000 – \$1.5M

Purpose: Maintain operational continuity during unexpected revenue shortfalls and cover unforeseen expenses.

Use Triggers: Decline of 10% or more in projected revenues; major unbudgeted operating expense necessary to maintain safety or compliance.

Replenishment: Reserve must be replenished to the target balance within 24 months of use.

Capital Reserve

Target Balance: Sufficient to cover FAA AIP local match obligations (5–10% of anticipated AIP projects) and MnDOT state grant requirements (40% match).

Estimated Range: \$350,000 – \$700,000

Purpose: Provide the local and state match required to secure federal and state infrastructure grants and fund small capital improvements without new debt.

Use Triggers: Matching federal/state grants; emergency infrastructure repairs not eligible for insurance reimbursement.

Replenishment: Replenish annually during the budget process to maintain target levels.

Contingency/Emergency Reserve

Target Balance: 10–15% of the annual operating budget.

Estimated Range: \$300,000 – \$500,000

Purpose: Provide immediate liquidity for catastrophic events such as natural disasters or major operational disruptions.

Use Triggers: Declaration of emergency by the Airport Director and approval by the Airport Commission.

Replenishment: Replenish as a top priority in subsequent fiscal years.

Reserve Type	Target Balance (Revised FY2025 Example)
Operating Reserve	\$750,000 – \$1.5M
Capital Reserve (FAA + MnDOT)	\$350,000 – \$700,000
Contingency/Emergency Reserve	\$300,000 – \$500,000
Combined Total Goal	\$1.4M – \$2.7M



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Approve Final Pay Request - Imp 21-15 - Buffalo Hills Gully Remediation Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, City Engineer

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this item is the Final Pay Request for Improvement 21-15 - Buffalo Hills Gully Remediation Project. This project was mainly completed in 2024. However, the contractor had to wait until spring 2025 to finish planting of the live stakes on the project 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 \$64,571.29. This pays the remaining live stakes and releases the final retainage that was held. The total amount for the project would be \$943,725.79. The original bid was for \$870,113.10 with two change orders for \$10,350.16. The main cost increase would be attributed to the additional topsoil needed to cover and stabilize the slopes along the gully.

In addition, staff was informed that Crow Wing SWCD would like to nominate the project for the 2025 Minnesota Community Conservationist Award through the MN Assoc. of Soil and Water Conservation Districts (MASWCD). Awards would be announced at their annual conference this December.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the final pay request in the amount of \$64,571.29.

FINANCIAL IMPACT: \$64,571.29

Contract Number: 23-06
Pay Request Number: 9

Project Number	Project Description
21-15	Buffalo Hills Gully Storm Sewer

Contractor: Tom's Backhoe Service Inc. 323 Woodland Hills LN Brainerd, MN 56401	Vendor Number: N/A Up To Date: 07/21/2025
--	--

Contract Amount**Funds Encumbered**

Original Contract	\$870,113.10	Original	\$870,113.10
Contract Changes	\$10,350.16	Additional	N/A
Revised Contract	\$880,463.26	Total	\$870,113.10

Work Certified To Date

Base Bid Items	\$933,375.63
Contract Changes	\$10,350.16
Material On Hand	\$0.00
Total	\$943,725.79

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$18,300.00	\$943,725.79	\$0.00	\$879,154.50	\$64,571.29	\$943,725.79
Percent: Retained: 0%			Percent Complete: 107.19%		

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

[1#first_name#0] [1#last_name#1]

City Engineer

[1#obtained#2]

Date

Approved By Tom's Backhoe Service Inc.

[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	2024-01-05	\$183,532.50	\$9,176.63	\$174,355.87
2	2024-02-13	\$289,458.01	\$14,472.90	\$274,985.11
3	2024-04-05	\$6,520.00	\$326.00	\$6,194.00
4	2024-04-26	\$131,814.09	\$6,590.70	\$125,223.39
5	2024-05-24	\$80,141.06	\$4,007.05	\$76,134.01
6	2024-07-05	\$161,204.00	\$8,060.20	\$153,143.80
7	2024-08-01	\$36,969.50	\$1,848.48	\$35,121.02
8	2024-08-28	\$35,786.63	\$1,789.33	\$33,997.30
9	2025-07-21	\$18,300.00	(\$46,271.29)	\$64,571.29

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
Buffalo Hills Gully		\$943,725.79	\$0.00	\$879,154.50	\$64,571.29	\$943,725.79

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
City of Brainerd	Local-City of Brainerd	\$64,571.29	\$880,463.26	\$870,113.10	\$943,725.79

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	\$30,000.00	1	0.05	\$1,500.00	1	\$30,000.00
Base Bid	2	2101.505	CLEARING	ACRE	\$4,000.00	4.4	0	\$0.00	3.4	\$13,600.00
Base Bid	3	2101.505	GRUBBING	ACRE	\$3,000.00	4.4	0	\$0.00	3.4	\$10,200.00
Base Bid	4	2104.502	REMOVE CONCRETE APRON	EACH	\$300.00	1	0	\$0.00	1	\$300.00
Base Bid	5	2104.502	REMOVE METAL APRON	EACH	\$150.00	2	0	\$0.00	2	\$300.00
Base Bid	6	2104.607	SALVAGE RANDOM RIPRAP	C Y	\$50.00	20	0	\$0.00	35	\$1,750.00
Base Bid	7	2105.507	COMMON EXCAVATION	C Y	\$10.00	250	0	\$0.00	250	\$2,500.00
Base Bid	8	2106.507	COMMON EMBANKMENT (CV)	C Y	\$18.00	3206	0	\$0.00	3438	\$61,884.00

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	9	2118.507	AGGREGATE SURFACING (CV) CLASS 5	C Y	\$50.00	107	0	\$0.00	44	\$2,200.00
Base Bid	10	2451.507	FINE FILTER AGGREGATE (CV)	C Y	\$35.00	494	0	\$0.00	613	\$21,455.00
Base Bid	11	2451.507	COARSE FILTER AGGREGATE (CV)	C Y	\$50.00	23	0	\$0.00	15	\$750.00
Base Bid	12	2501.502	48" RC PIPE APRON	EACH	\$3,600.00	1	0	\$0.00	1	\$3,600.00
Base Bid	13	2501.602	PIPE TIES - FLAT BAR	EACH	\$160.00	9	0	\$0.00	9	\$1,440.00
Base Bid	14	2503.503	48" RC PIPE SEWER DES 3006	L F	\$290.00	1382	0	\$0.00	1360	\$394,400.00
Base Bid	15	2502.503	15" CM PIPE DRAIN	L F	\$50.00	23	0	\$0.00	24	\$1,200.00
Base Bid	16	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$500.00	3	0	\$0.00	3	\$1,500.00
Base Bid	17	2506.502	CASTING ASSEMBLY	EACH	\$750.00	20	0	\$0.00	20	\$15,000.00
Base Bid	18	2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	L F	\$755.00	119	0	\$0.00	119	\$89,845.00
Base Bid	19	2506.503	CONST DRAINAGE STRUCTURE DES 84-4020	L F	\$1,450.00	29	0	\$0.00	37.83	\$54,853.50
Base Bid	20	2506.503	CONST DRAINAGE STRUCTURE DES 96-4020	L F	\$1,600.00	12	0	\$0.00	12	\$19,200.00
Base Bid	21	2511.507	RANDOM RIPRAP CLASS III	C Y	\$200.00	71	0	\$0.00	96	\$19,200.00
Base Bid	22	2571.524	DECIDUOUS TREE 6' HT CONT	TREE	\$800.00	20	0	\$0.00	0	\$0.00
Base Bid	23	2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	L F	\$3.00	590	0	\$0.00	1160	\$3,480.00

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	24	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$250.00	5	0	\$0.00	5	\$1,250.00
Base Bid	25	2573.503	SILT FENCE, TYPE HI	L F	\$4.00	1827	0	\$0.00	450	\$1,800.00
Base Bid	26	2574.507	COMMON TOPSOIL BORROW	C Y	\$35.00	1361	0	\$0.00	2982	\$104,370.00
Base Bid	27	2574.508	FERTILIZER TYPE 4	LB	\$1.50	487	0	\$0.00	487	\$730.50
Base Bid	28	2575.505	SEEDING	ACRE	\$800.00	0.8	0	\$0.00	0	\$0.00
Base Bid	29	2575.505	SEEDING	ACRE	\$800.00	3.3	0	\$0.00	3.3	\$2,640.00
Base Bid	30	2575.508	SEED MIXTURE 36-711	LB	\$24.00	117.1	0	\$0.00	139.859 375	\$3,356.63
Base Bid	31	2575.508	SEED MIXTURE 33-361	LB	\$32.00	26.6	0	\$0.00	35	\$1,120.00
Base Bid	32	2575.504	SODDING TYPE LAWN	S Y	\$7.00	1095	0	\$0.00	0	\$0.00
Base Bid	33	2575.505	SEEDING	ACRE	\$500.00	4.1	0	\$0.00	0.75	\$375.00
Base Bid	34	2575.604	ROLLED EROSION PREVENTION CATEGORY 25	S Y	\$4.00	1536	0	\$0.00	12819	\$51,276.00
Base Bid	35	2575.604	ROLLED EROSION PREVENTION CATEGORY 45	S Y	\$8.00	2457	0	\$0.00	0	\$0.00
Base Bid	36	2575.604	ROLLED EROSION PREVENTION CATEGORY 47	S Y	\$10.00	100	0	\$0.00	100	\$1,000.00
Base Bid	37	2577.502	LIVE STAKES	EACH	\$14.00	1200	1200	\$16,800.00	1200	\$16,800.00

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 Totals:								\$18,300.00		\$933,375.63

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
21-15		\$18,300.00	\$933,375.63

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
21-15	CO1	38	REMOVE CONCRETE DEBRIS (C Y)	\$200.00	6	\$1,200.00	ITM	\$0.00	\$0.00	6	\$1,200.00
21-15	CO1	39	2511.507 HAND-PLACED RIPRAP (C Y)	\$200.00	15	\$3,000.00	ITM	\$0.00	\$0.00	15	\$3,000.00
21-15	CO2	40	1 INCREASE MANHOLE HEIGHT (L S)	\$6,150.16	1	\$6,150.16	ITM	\$0.00	\$0.00	1	\$6,150.16
Contract Change Totals:									\$0.00		\$10,350.16

Contract Change Totals			
Number	Description	Effective Date	Amount
1	This change order is for approved submissions for additional work completed to date. First, additional concrete debris was identified at the south end of project. Payment is accepted for removal and disposal of this material. Second, in an effort to control sediment, a rip rap ditch check was installed near the northern limits of the project.	04/05/2024	\$4,200.00
2	COST TO INCREASE MANHOLE HEIGHTS FROM PLANNED HEIGHT TO ASSIST WITH GRADES OF SLOPE. SEE ATTACHED INVOICE.	05/23/2024	\$6,150.16

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining
12	2501.502	48" RC PIPE APRON	2024-02-12	1 EACH \$1,907.50	1 EACH \$1,907.50	0 EACH \$0.00
14	2503.503	48" RC PIPE SEWER DES 3006	2024-02-12	1,072 L F \$203,657.02	1,072 L F \$203,657.02	0 L F \$0.00
18	2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	2024-02-13	86 L F \$52,536.54	86 L F \$52,536.54	0 L F \$0.00
19	2506.503	CONST DRAINAGE STRUCTURE DES 84-4020	2024-02-13	22 L F \$20,053.49	22 L F \$20,053.49	0 L F \$0.00

20	2506.503	CONST DRAINAGE STRUCTURE DES 96-4020	2024-02-12	11 L F \$10,692.57	11 L F \$10,692.57	0 L F \$0.00
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Contract Total	\$943,725.79
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City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Approve Bids and Award Contract - Imp 24-08 - M Street Outfall Replacement Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, City Engineer

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this item is bid summary for Improvement 24-08 - M Street Outfall Replacement Project and letter of recommendation from WSB to award the contract to Tretter Excavating. Bids were opened on Monday, June 28th with ten bids received. Staff is recommending award of the contract to Tretter Excavating in the amount of \$116,141.00.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Ten bids for the project were received. Tretter Excavating was the low bid on the project in the amount of \$116,141.00. The Engineer's Estimate was \$154,020. The low bid was \$37,879 below the Engineer's Estimate. In review of the bids, the bids appear to be appropriate for the work proposed. Major difference in the low bid was the amount proposed for Mobilization. This is typical for a local contractor to be lower than other out-of-town contractors having less distance to move equipment in and out of the site.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the bids and award of the contract to Tretter Excavating in the amount of \$116,141.00.

FINANCIAL IMPACT: \$116,141 (Storm Sewer Fund)



July 28, 2025

Honorable Mayor and City Council
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Re: M Street Storm Sewer Outfall Repair
City Project No. Improvement 24-08
City of Brainerd
WSB Project No. 028470-000

Dear Mayor and Council Members:

Bids were received for the above-referenced project on Monday, July 28, 2025, and were opened and read aloud. Ten bids were received. The bids were checked for mathematical accuracy. Please find enclosed the bid summary indicating the low bid as submitted by Tretter Excavating, LLC., Brainerd, Minnesota in the amount of \$116,141.00. The Engineer's Estimate was \$154,020.00.

We recommend that the City Council consider these bids and award a contract in the amount of \$116,141.00 to Tretter Trucking, LLC. based on the results of the bids received.

Sincerely,

WSB

Laura Rescorla, PE
Project Manager

Attachments

cc:

jsc

BID TABULATION SUMMARY

PROJECT:

M Street Storm Sewer Outfall Repair

CITY PROJECT NO.:

Improvement 24-08

OWNER:

City of Brainerd

WSB PROJECT NO.:

028470-000

Bids Opened: Monday, July 28, 2025, at 10:00 am

Contractor		Bid Security (5%)	Grand Total Bid
1	Tretter Trucking & Excavating	X	\$116,141.00
2	Borden Excavating, Inc.	X	\$167,660.00
3	Burski Excavating, Inc.	X	\$169,528.80
4	DeChantal Excavating LLC	X	\$188,212.25
5	Land Pride Construction	X	\$197,499.00
6	Landwehr Construction	X	\$207,408.30
7	JR Ferche, Inc.	X	\$219,432.00
8	Meyer Contracting, Inc.	X	\$269,547.02
9	M&M Contractors, LLC	X	\$328,416.00
8	Urban Companies	X	\$365,810.00
Engineer's Opinion of Cost			\$154,020.00

I hereby certify that this is a true and correct tabulation of the bids as received on July 28, 2025.



Laura Rescorla, Project Manager

 Denotes corrected figure



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Authorize South Brainerd Sewer Study

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works

DEPARTMENT: Public Works

Director, Jessie Dehn, City Engineer, James Kramvik,
Community Development Director

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Staff has been approached by potential developers in recent months in regard to various properties in the South Brainerd area, west of Highway 371B. In review of the utilities in this area, staff is currently lacking in the tools or modeling to appropriately determine the capacity and future uses of the sanitary sewer system in this area. With previous knowledge of the infrastructure, staff requested a proposal from SEH to perform modeling and evaluation of the sewershed. Attached is the proposal for Phase 1 of that analysis.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Without this study, staff is unable to provide guidance to potential developers on the available capacity of the existing sewer system and if additional infrastructure would be needed for future development needs. Staff requested the project be split into two phases. The first phase would be to model the main from Woodland Hills to Buffalo Hills, as this is one of the smaller mains and has dense development on the existing facility. Phase 2 would include the remaining sewer system including Buffalo Hills Park area and west. At this time, the proposal to complete Phase 1 would be \$15,710 and would take roughly 6-8 weeks, unless some efficiencies can be found to expedite the timeframe. Phase 2 is anticipated to be approximately the same amount, but will be brought forth to the Council at a future meeting.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the proposal from SEH for the sanitary sewer study in the amount of \$15,710.

FINANCIAL IMPACT: \$15,710 (Sanitary Sewer Fund)

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Brainerd ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective May 19, 2025, this Supplemental Letter Agreement dated July 23, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **South Brainerd Sanitary Sewer Model - Phase 1.**

Client's Authorized Representative: Jessie Dehn

Address: 501 Laurel Street, Brainerd, Minnesota 56401

Telephone: 507.384.1271 **email:** jdehn@ci.brainerd.mn.us

Project Manager: Dianne Mathews

Address: 13850 Bluestem Court, Suite 150, Baxter, Minnesota 56425

Telephone: 218.355.8063 **email:** dmatthews@sehinc.com

Scope: The Services to be provided by Consultant:

See attached SEH Proposal Letter, dated July 23, 2025.

Schedule:

See attached SEH Proposal Letter, dated July 23, 2025.

Payment:

The lump sum fee is \$15,710 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in the Master Services Agreement Exhibit A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

City of Brainerd

By:

Dianne Mathews

Full Name: Dianne Mathews

Title: Project Manager

By: _____

Full Name: _____

Title: _____



Building a Better World
for All of Us®

July 23, 2025

RE: City of Brainerd
2025 Sanitary Sewer Capacity Analysis
SEH No. BRNDMN P-186514 14.00

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

Dear Mr. Dehn:

Short Elliott Hendrickson Inc. (SEH®) appreciates the opportunity to submit this proposal to the City of Brainerd to develop a sanitary sewer system model to provide the framework for decision making relating to providing municipal sanitary sewer service for proposed development. In general, the existing trunk sanitary framework has provided adequate service to the existing customers, however proposed development has the potential to have higher wastewater flows than the system was originally designed to accommodate. This project will create a sanitary sewer model to determine if existing infrastructure is sufficient to serve the proposed development.

The City of Brainerd currently has no collection system modeling to determine capacity and impacts of additions to flow. The purpose of this project is to create sanitary sewer analysis tool, and to utilize the tools for evaluating the ability of the City of Brainerd to serve these potential development areas. The hydraulic model can be used to determine if hydraulic deficiencies exist that will need to be addressed in downstream portions of the system. It will determine if the existing size of the pipes are adequate to support proposed development. It can evaluate additional facilities and alternatives to increase capacity in order to accommodate additional flow and development.

To expedite the decision-making process regarding proposed development on the south side of the city, a two-phased approach is recommended to initiate modeling of the city's entire collection system. The current data from Brainerd's collection system will be integrated into a model known as PCSWMM.

The following work plan provides a detailed description of the services provided for the first phase of the modeling effort. Phase 1 would develop a hydraulic model for pipes serving the Woodland Hills to Buffalo Hills area. Phase 2 would develop a hydraulic model for the remaining southern sewershed and is strongly recommended to proceed after Phase 1 is complete in order to provide a full picture and model of the city's wastewater infrastructure. Without modeling the entirety of the southern portion of the system, Phase 1 assumes there is no surcharge at MH463 resulting from flow from other areas in the sewershed. It assumes the discharge point at MH463 is free flowing during existing dry and wet weather conditions.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 717 Third Avenue SE, Suite 101, Rochester, MN 55904-7373

507.288.6464 | 888.908.8166 fax | sehinc.com

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

SCOPE OF WORK

SEH proposes the following work scope for Phase 1.

Task 1: Project Administration

This task will provide overall project management and coordination of activities for the collection model project communications and will provide written updates with each invoice. SEH will complete the following:

- Monitor project costs, budget and schedule
- Maintain communications with the city of Brainerd and project team through project meetings and written communication
- Prepare for and attend up to 3 progress meetings and present results
- Project duration is expected to last 2 months.
- Prepare monthly invoices.

Task 2: Data Collection and Input

The goal of this task is to quantify the existing and proposed sanitary sewer design flows. Existing flows will be determined from a review of the past ten years of water and sewer flow records from the upstream pump station discharging at Crestview Lane. Existing average and peak flow rates will be established. Existing sewer usage will be allocated to the computer model (Task 2) based on water billing records and existing land use.

Projected flows will be determined by comparing existing land use (zoning) to proposed land use. Based on GIS files provided by the City, SEH will estimate added sewer flows due to infill (of platted but not built property), redevelopment of existing parcels, and potential new development. All calculations will be performed based on developable acres and per capita usage with peaking factors derived from WWTP flow data, additional flow monitoring information, and standards of practice.

Specific flows for sanitary sewer design “events” will also be established:

- Sanitary Sewer System Design:
 - Average Dry Weather, Peak Dry Weather, and Wet Weather

Since the work of this task affects all subsequent tasks, we will discuss the results of this task to the City of Brainerd prior to proceeding with the remaining tasks.

Data Provided by the City of Brainerd

- Proposed Land Use Map (GIS)
- Existing vacant parcels (GIS)
- Population projections and commercial/industrial phasing
- Historic water use records and geo-referenced billing data
- Historic sanitary sewer flow records (WWTP, lift station flow meters or run times, other available data)
- As-built drawings

Task 3: Review and Analysis of collection system model

A wastewater collection hydraulic model will be generated using PCSWMM and flows determined in Task 2 will be incorporated into the model.

Sanitary Sewer Model Creation and Existing Analysis

- Create PCSWMM sanitary sewer model (pipes) from existing City GIS, AutoCad and record drawing data for 8-inch and larger pipes
- Allocate design flows to junctions/manholes
- Review existing pipe capacities based on existing flows

Assumptions and Data Provided by the City

- Existing sanitary sewer pipes data (diameter, rim & invert elevations, pipe material, age) from GIS and record drawings
- Existing record drawings
- Water and sewer billing records
- WWTP flow information
- No analysis of WWTP capacity or condition assessment will be performed for this study
- No condition assessment will be performed for the collection system, pump stations, or WWTP facilities

Task 4: Analysis of current and future flow conditions

The SEH team will utilize the PCSWMM sewer model to evaluate existing conditions and will determine whether the existing pipe capacity can provide adequate service to the existing and proposed development areas. A summary of model conditions and results will be prepared and analyzed. Results will be summarized in a technical memorandum.

Deliverables

Prepare a draft technical memorandum summarizing the information from Tasks 1-4 above. After review with the City, prepare final technical memorandum and present results.

Meetings

The following meetings are assumed for this project:

- Kick-off meeting and data review
- Progress meetings to discuss flow determinations and future development
- Meeting / presentation to review results

CITY'S RESPONSIBILITIES:

The City shall:

- Assist SEH by providing all available information pertinent to the Project, including the following:
- Flow data from wastewater treatment facility and any temporary flow metering events
- Anticipated development information to model
- Provide GIS database, shapefiles and survey data for collection system
- Provide current population and employment data and future projections
- Provide direction where inconsistencies are identified
- Provide as-built drawings of collection system
- Review results and provide feedback and comments on draft documents prior to final report

ADDITIONAL SERVICES

If authorized by the Owner, SEH shall furnish a proposal for additional services including, but not limited to:

- Performing survey of rim and invert elevations if needed.
- Performing temporary flow metering activities to obtain data in various areas of the system to calibrate model. This provides a more accurate hydraulic model and is recommended in order to fine tune and better predict outcomes.
- Complete Phase 2 to add the remaining sewershed of Brainerd to the PCSWMM model.
- Assessment of additional developments and system changes in the future.

FEE

The lump sum fee is \$15,700 including expenses and equipment.

SCHEDULE

SEH proposes to Facilities Plan within 9 weeks of receiving a signed agreement from the City of Brainerd and receiving requested data necessary to prepare the model. The estimated fee in the Letter Agreement is based on receiving an executed proposal and requested data by August 15, 2025.

Authorization	August 2025
Kick off Meeting	August 2025
System Modeling	August to September 2025
Final Technical Memorandum	October 2025

We look forward to working with the City of Brainerd on this project. If you have any questions, please contact Dianne Mathews directly at 612.428.0269.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Dianne Mathews, PE
Project Manager
(Lic. MN)

dIm/mrb

c: Paul Sandy, SEH

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SHORT ELLIOTT HENDRICKSON INC.
Project Cost Budget Summary
Brainerd
Sanitary Sewer Capacity Analysis

	Employee	Labor Hours						Hours	Costs	
		Mathews, Dianne L	Yitbarek, Fasil B	Gjerstad, Braden	Lor, See	Babb, Victoria L (Tori)	Hayes, Michele R			
Classification		Project Manager	QAQC	Grad Engineer	PMA	Accounting	Admin	Hours	Labor	Total
Task	Description									
Task 1	Project Administration									
	1.1 Project Setup	1	0	0	1	1	1	4	\$657	\$657
	1.2 Project Management Plan	1	0	0	0	0	0	1	\$263	\$263
	1.3 Internal Kickoff Meeting	1	0	1	0	0	0	3	\$548	\$548
	Subtotal	6	0	2	2	2	1	15	\$2,820	\$2,820
Task 2	Data Collection and Input									
	2.1 Data Collection and Review	0	1	8	0	0	0	10	\$1,519	\$1,519
	2.2 Conversion of Data	0	0	8	0	0	0	9	\$1,258	\$1,258
	2.3 Review and import GIS data into model	0	0	8	0	0	0	9	\$1,258	\$1,258
	Subtotal	1	1	34	0	0	0	43	\$6,270	\$6,270
Task 3	Review and Analysis of Collection System Model									
	3.1 Data Collection and Review	0	1	20	0	0	0	27	\$3,915	\$3,915
	Subtotal	0	1	20	0	0	0	27	\$3,915	\$3,915
Task 4	Report and Meetings									
	4.1 Draft Technical Memo	1	1	4	0	0	0	9	\$1,517	\$1,517
	4.2 Final Technical Memo	1	1	1	0	0	1	5	\$925	\$925
	Subtotal	3	2	5	0	0	1	15	\$2,705	\$2,705
	PROJECT TOTAL	10	4	61	2	2	2	100	\$15,710	\$15,710



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Approve 10-Year CIP (2026-2035)

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): 10 Minutes

SUMMARY OF ISSUE: Staff has prepared a draft 10-Year Capital Improvement Plan for Council review and is requesting approval of the draft to move to next steps of project development. The draft has been discussed with Engineering and BPU staff to ensure coordination of the items included.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Major facets of the Capital Improvement Plan that should be considered are as follows:

- Highway 210 Reconstruction (2026-2027) - We have received the 90% estimate and updated the proposed costs accordingly. Roughly \$5.5 million total City costs, most of which is attributed to watermain and a smaller amount to sanitary sewer. Most other costs were eligible for the Federal grant.
- Dal-Mar Resurfacing (2026) - Includes the area not currently served by utilities. Cost to extend utilities would be considerable and would not recommend at this time.
- East River Road Sanitary Sewer Interceptor Lining (2027) - Year per Council direction. Due to the overall cost, staff recommends the funding be bonded.
- Reconstruction projects and existing reconstruction projects may have been added or moved to the plan. Much of this effort was to address the requirements from the Dept. of Health to replace all lead/galvanized water service lines. The adjustment of years was an effort to meet the deadline imposed to have all replacements complete.
- Due to the aging sanitary sewer infrastructure in several areas of the City, including areas where typical trench replacement is infeasible, staff recommends the addition of \$50,000 each year to begin an annual sanitary sewer lining program. The \$50,000 amount estimates to line approximately 2 standard blocks of sanitary sewer main. If Council wishes to accomplish more each year to more rapidly address the failing sewer segments, additional funds would be recommended. Funding for this effort would be proposed from the Sanitary Sewer Utility Fund.
- Staff would recommend that the annual Seal Coat budget be increased to begin to include a second treatment on existing seal coated streets to further extend the expected pavement life of streets until a resurfacing or reconstruction project is necessary to rehabilitate the pavement. It would be recommended to double the current planned amount each year to address these

segments. Funding for this item is typically from the Construction Fund 401, funded by levy dollars. The City typically sets this amount at 6% of the previous year's levy. The Charter allows up to 9%.

- Based on the draft Capital Improvement Plan and the intent to bond for the City's State Aid cost of Wright/10th Reconstruction, the City would no longer be in advance status for its Municipal State Aid beginning in 2028.
- In regard to the Sanitary Sewer and Storm Sewer Utility Funds, the current plan averages approximately \$575,000 per year for the Sanitary and approximately \$340,000 for Storm. This doesn't include the E. River Road lining project, recommended to be bonded and paid over time, or the above recommendation to include additional dollars to perform annual sanitary sewer lining. As a quick reminder, the existing Sanitary Fund generates approximately \$800,000 per year and Storm Fund approximately \$475,000. The amounts do not reflect annual operating costs for each facility.

Following approval of the draft 10-Year Capital Plan, staff would prepare the annual report to present to the Council at an upcoming meeting. In addition, staff continues to recommend further discussions with the Council to evaluate and provide direction on Franchise Fees as a potential alternative to Special Assessments and Construction Fund Levy funding.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the draft 10-Year Capital Improvement Plan and direction from the Council on the following:

- Staff recommendation of the addition of \$50,000 (or additional by direction of Council) to an annual Sanitary Sewer Lining program.
- Staff recommends a workshop discussion of information collected from public outreach for Franchise Fees and direction on next steps.

FINANCIAL IMPACT: N/A



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2026	26-01	2026 Seal Coat	\$195,000	\$195,000	\$0	\$0	\$0	\$0	\$0	\$0	North Brainerd - Juniper, N. 3rd, N. 6th, N. 7th, South Brainerd - S. 7th/Tamarac/Sycamore/Rosewood, Vine, Todd, Paul St/Paul Cir/S. 7th/S. 8th, S. 7th/Madison
2026	26-02	2026 Street Patching	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	
2026	26-03	2026 Street Striping	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	
2026		TH 210/Washington Street Reconstruction Project (MnDOT)	\$2,770,000	\$0	\$0	\$20,000	\$350,000	\$0	\$2,400,000	\$0	
2026		Southeast Brainerd Reconstruction Project	\$2,775,147	\$774,643	\$582,938	\$0	\$419,880	\$211,493	\$786,193	\$0	Maple Street (17th to 19th), Norwood Street (17th to 19th), 17th Street SE (Oak to Laurel), 18th Street SE (Oak to Laurel), 19th Street SE (Oak to Laurel)
2026		South Brainerd Resurfacing Project	\$275,460	\$137,730	\$137,730	\$0	\$0	\$0	\$0	\$0	Spruce Drive, Birchridge Drive (S. Leg Graydon to Spruce), Graydon Avenue (Woodcrest to S. Leg Birchridge), Hillcrest Drive
2026		Pine Street Resurfacing Project	\$213,657	\$106,828	\$106,828	\$0	\$0	\$0	\$0	\$0	Pine Street (14th to Walnut)
2026		Dal-Mar Resurfacing Project	\$155,779	\$77,890	\$77,890	\$0	\$0	\$0	\$0	\$0	Dal-Mar Drive from end of curb to dead end
2026		S. 11th Street Resurfacing Project	\$213,199	\$106,599	\$106,599	\$0	\$0	\$0	\$0	\$0	S. 11th Street (Industrial Park to Thiesse)
		TOTAL 2026	\$6,673,242	\$1,473,691	\$1,011,986	\$20,000	\$769,880	\$211,493	\$3,186,193	\$0	
2027	27-01	2027 Seal Coat	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027	27-02	2027 Street Patching	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027	27-03	2027 Street Striping	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027		TH 210/Washington Street Reconstruction Project (MnDOT)	\$2,750,000	\$0	\$0	\$0	\$350,000	\$0	\$2,400,000	\$0	
2027		South Brainerd Reconstruction Project	\$2,653,721	\$484,803	\$484,803	\$0	\$344,100	\$166,228	\$1,173,787	\$0	Graydon Avenue (S. Leg Birchridge to S. 6th), Birchridge Drive (S. Leg Graydon to S. 6th), Linden Lane
2027		East River Road Sanitary Sewer Interceptor Lining Project	\$1,400,000	\$0	\$0	\$0	\$1,400,000	\$0	\$0	\$0	Sanitary Sewer Main CIPP Lining - College Drive to Main Lift
2027		2027 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2027	\$7,098,721	\$729,803	\$484,803	\$0	\$2,094,100	\$216,228	\$3,573,787	\$0	



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2028	28-01	2028 Seal Coat	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028	28-02	2028 Street Patching	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028	28-03	2028 Street Striping	\$21,000	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028		Northeast Brainerd Reconstruction Project	\$2,475,739	\$661,366	\$420,525	\$0	\$308,385	\$284,463	\$801,000	\$0	14th Avenue NE (L to O), 15th Avenue NE (Lum Park Rd to L), J Street NE (13th to 15th), K Street NE (13th to 15th), L Street NE (13th to 14th), M Street NE (13th to 14th)
2028		Southeast Brainerd Reconstruction Project	\$3,080,602	\$1,047,253	\$600,750	\$0	\$252,315	\$379,284	\$801,000	\$0	Quince Street (11th to 15th), 11th Street SE (Quince to Oak), 12th Street SE (Quince to Oak), 14th Street SE (Quince to Oak)
2028		Northeast Brainerd Resurfacing Project	\$357,924	\$178,962	\$178,962	\$0	\$0	\$0	\$0	\$0	C Street NE (1st to 3rd), D Street NE (Gillis to 3rd), F Street NE (1st to 3rd), G Street NE (1st to 3rd)
2028		2028 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2028	\$6,215,265	\$2,138,581	\$1,200,237	\$0	\$560,700	\$713,747	\$1,602,000	\$0	
2029	29-01	2029 Seal Coat	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029	29-02	2029 Street Patching	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029	29-03	2029 Street Striping	\$16,000	\$16,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029		Oak Street Reconstruction	\$3,197,673	\$0	\$591,235	\$0	\$54,100	\$0	\$1,552,338	\$1,000,000	Oak Street (19th St SE to TH 18/25) - STBGP Grant (Federal)
2029		Northeast Brainerd Reconstruction Project	\$2,564,117	\$712,132	\$408,510	\$0	\$514,722	\$193,435	\$735,318	\$0	6th Avenue NE (E to H), 7th Avenue NE (E to H), F Street NE (6th to 8th), G Street NE (6th to 8th)
2029		Laurel Street Patching Project	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	Laurel Street (SW 4th St to S 6th St)
		TOTAL 2029	\$6,072,790	\$973,132	\$999,745	\$50,000	\$568,822	\$193,435	\$2,287,655	\$1,000,000	
2030	30-01	2030 Seal Coat	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030	30-02	2030 Street Patching	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030	30-03	2030 Street Striping	\$22,000	\$22,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030		Northeast Brainerd Reconstruction Project	\$2,073,715	\$726,375	\$416,680	\$0	\$233,341	\$197,304	\$500,016	\$0	8th Avenue NE (O to Q), 9th Avenue NE (L to Q), O Street NE (Mill to 9th)
2030		Woodland Park/Shady Brook Reconstruction Project	\$3,713,392	\$991,565	\$740,990	\$0	\$694,939	\$152,989	\$1,132,909	\$0	Cedar Street, Emma Avenue, Pennsylvania Avenue, Mary Street
2030		28th Street Resurfacing Project	\$300,685	\$150,343	\$150,343	\$0	\$0	\$0	\$0	\$0	Oakridge Road to Oak Street
		TOTAL 2030	\$6,354,793	\$2,135,282	\$1,308,013	\$0	\$928,280	\$350,293	\$1,632,925	\$0	
		TOTALS 2026-2030	\$32,414,812	\$7,450,490	\$5,004,784	\$70,000	\$4,921,783	\$1,685,195	\$12,282,561	\$1,000,000	
		% PARTICIPATION	100.0%	23.0%	15.4%	0.2%	15.2%	5.2%	37.9%	3.1%	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2031	31-01	2031 Seal Coat	\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031	31-02	2031 Street Patching	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031	31-03	2031 Street Striping	\$17,000	\$17,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031		Southeast Brainerd Reconstruction Project	\$3,959,405	\$1,037,263	\$595,019	\$0	\$684,272	\$452,812	\$1,190,038	\$0	Maple Street (15th to 17th), Norwood Street (15th to 17th), 15th Street SE (Maple to Laurel), 16th Street SE (Norwood to Laurel)
2031		15th Street SE Resurfacing Project	\$66,233	\$33,117	\$33,117	\$0	\$0	\$0	\$0	\$0	Oak Street to Maple Street
2031		Pine/Quince Reconstruction Project	\$2,337,920	\$0	\$382,512	\$666,812	\$357,012	\$251,562	\$680,022	\$0	Pine Street (S. 6th to S. 10th), Quince Street (S. 6th to S. 11th)
		TOTAL 2031	\$6,640,558	\$1,347,380	\$1,010,648	\$666,812	\$1,041,284	\$704,374	\$1,870,060	\$0	
2032	32-01	2032 Seal Coat	\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032	32-02	2032 Street Patching	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032	32-03	2032 Street Striping	\$23,000	\$23,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032		Northeast Brainerd Reconstruction Project	\$3,119,309	\$906,864	\$520,217	\$0	\$576,574	\$205,275	\$910,379	\$0	12th Avenue NE (J to M), 13th Avenue NE (J to M), K Street NE (11th to 13th), L Street NE (11th to 13th), M Street NE (11th to 13th)
2032		Wright/Thiesse Extensions Resurfacing Project	\$657,691	\$328,846	\$328,846	\$0	\$0	\$0	\$0	\$0	Wright Street (13th to End), Thiesse Drive (West End to East End)
		TOTAL 2032	\$4,060,000	\$1,518,710	\$849,062	\$0	\$576,574	\$205,275	\$910,379	\$0	
2033	33-01	2033 Seal Coat	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033	33-02	2033 Street Patching	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033	33-03	2033 Street Striping	\$18,000	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033		Oak Street/TH 18/TH 25 Roundabout Project	\$1,075,000	\$0	\$0	\$1,000,000	\$0	\$0	\$75,000	\$0	
2033		Southeast Brainerd Reconstruction Project	\$3,921,368	\$1,171,366	\$671,947	\$0	\$485,536	\$205,275	\$1,387,245	\$0	11th Street SE (Willow to Quince), 12th Street SE (Willow to Quince), Rosewood Street (11th to 15th), 14th Street SE (Rosewood to Quince)
2033		South Brainerd Sanitary Sewer Rehabilitation Project	\$500,000	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	
		TOTAL 2033	\$5,789,368	\$1,464,366	\$671,947	\$1,000,000	\$985,536	\$205,275	\$1,462,245	\$0	



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2034	34-01	2034 Seal Coat	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	
2034	34-02	2034 Street Patching	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	
2034	34-03	2034 Street Striping	\$24,000	\$24,000	\$0	\$0	\$0	\$0	\$0	\$0	
2034		North Brainerd Reconstruction Project	\$3,974,547	\$1,382,843	\$1,038,088	\$0	\$270,414	\$172,081	\$1,111,121	\$0	Bluff Avenue (3rd to 8th), Grove Street (3rd to 8th), 3rd Street (Holly to Bluff), 6th Street (Holly to Bluff), 7th Street (Holly to Bluff)
2034		Northeast Brainerd Resurfacing Project	\$821,831	\$410,916	\$410,916	\$0	\$0	\$0	\$0	\$0	H Street NE (1st to Mill), I Street NE (1st to Mill), J Street NE (2nd to Mill), 3rd Avenue NE (H to K), 4th Avenue NE (H to M)
		TOTAL 2034	\$5,095,378	\$2,092,759	\$1,449,004	\$0	\$270,414	\$172,081	\$1,111,121	\$0	
2035	35-01	2035 Seal Coat	\$210,000	\$210,000	\$0	\$0	\$0	\$0	\$0	\$0	
2035	35-02	2035 Street Patching	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	
2035	35-03	2035 Street Striping	\$19,000	\$19,000	\$0	\$0	\$0	\$0	\$0	\$0	
2035		Northeast Brainerd Reconstruction Project	\$4,775,082	\$1,184,854	\$846,836	\$0	\$463,791	\$1,093,029	\$1,186,572	\$0	Gillis Avenue, 1st Avenue NE, C Street NE (Gillis to 2nd), D Street NE (Gillis to 2nd)
2035		Front/Maple/Norwood Resurfacing Project	\$371,540	\$196,452	\$175,088	\$0	\$0	\$0	\$0	\$0	Front Street (4th to 6th), Maple Street (5th to End), Norwood Street (5th to 8th)
		TOTAL 2035	\$5,455,622	\$1,690,306	\$1,021,924	\$0	\$463,791	\$1,093,029	\$1,186,572	\$0	
		TOTALS 2031-2035	\$27,040,927	\$8,113,520	\$5,002,586	\$1,666,812	\$3,337,597	\$2,380,034	\$6,540,377	\$0	
		% PARTICIPATION	100.0%	30.0%	18.5%	6.2%	12.3%	8.8%	24.2%	0.0%	
		TOTALS 2026-2035	\$59,455,738	\$15,564,010	\$10,007,369	\$1,736,812	\$8,259,380	\$4,065,229	\$18,822,937	\$1,000,000	
		% PARTICIPATION	100.0%	26.2%	16.8%	2.9%	13.9%	6.8%	31.7%	1.7%	



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Direction on Active Code Enforcement

AGENDA: SPW Committee

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 Minutes

SUMMARY OF ISSUE:

Section 320 of the City Code dictates that violations of the City Code shall, after receiving a notice of violation, be issued up to three administrative citations for non-compliance. Once three citations have been issued, the violation shall be brought before the Safety & Public Works Committee for review. The Committee shall then make a recommendation to the City Council as to how to proceed with enforcement of the violations. Staff are bringing one (1) property before the Committee for review. Staff are looking for direction from the Council as to how to proceed with the case.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Attached is the case file for:

523 Grove St

Section 320, action that could be taken against this property include:

- 1) Continued administrative citations for an amount determined by the City Council
- 2) Abatement of the offense (depending on the type of offense)
- 3) Legal action (at the recommendation of the City Attorney depending on the type of offense)
- 4) Cease corrective action

RECOMMENDED ACTION/MOTION:

Staff recommend a \$300 citation every month until the structure is compliant.

FINANCIAL IMPACT: N/A

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: August 4th, 2025

RE: Recommendations for Active Code Enforcement Cases

Staff recommend the following actions for the active code enforcement cases brought before the City Council:

- **523 Grove St**
 - Received one (1) Notice of Violation letter 5/8/25 and three (3) Citations
 - First Citation 6/9/25 – Third Citation 7/3/25
 - \$600 in citations – property owner has paid \$300 of those citations

Staff recommend a \$300 citation every month until the structure is compliant.

Running Summary of Actions Taken

- 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.

May 08, 2025

523 GROVE STREET LLC
11171 TOWN HALL ST
BRainerd, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. A code violation was observed on the property described below. Understanding that you might not be aware of what the City codes require, I am sending you this courtesy notice to give you an opportunity to correct this matter.

Property Address: 523 GROVE ST
Real Estate Code: 41240739

Violation: Exterior Structure
IPMC 304.1, 304.6

Description: The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare. Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

Corrective action required; thirty (30) days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us/153/City-Code.

Action should be taken on or before 06/07/2025

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in citation(s) according to the following schedule:

1st Citation - \$100.00 | 2nd Citation - \$200.00 | 3rd Citation - \$300.00

After the issuance of three (3) citations, the offense shall be brought before the Safety & Public Works Committee for determination of further action to correct the violation. Such actions may include but are not limited to abatement, issuance of further administrative citations in an amount determined by the Committee, or legal action. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council for final approval.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Housing Inspector Jason Stockinger at 218/454-3416 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD





This citation charges you with one or more violations of the
Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN25-0173

Date of Violation: 07/03/2025

Parcel ID: 41240739

Violator(s): 523 GROVE STREET LLC
11171 TOWN HALL ST
BRainerd, MN 56401

Location/Address of Violation: **523 GROVE ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 304.1,304.6	Exterior Structure	\$300.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

**Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to:
City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.**

Re-inspection Date: 07/13/2025

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so.

An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429.

Unpaid fines, including an administrative charge of \$25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Jason Stockinger, Building Inspector

Date: 07/03/2025

Representative's Signature: 

(served via first class mail)





City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Approve 2025 Fire Department Relief Association Annual Report

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Tim Holmes, Fire Chief

DEPARTMENT: Fire

PRESENTER: Joe Enge

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE: See attached memo and reports from the Brainerd Fire Department Relief Association.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Authorize staff to sign the annual reports and increase level of benefit to \$16,750 per year of service.

FINANCIAL IMPACT:

Brainerd Fire Department
Relief Association
23 Laurel St
Brainerd MN 56401
(218) 828-2312

July 28, 2025

TO: City Council City of Brainerd

FR: Brainerd Fire Department Relief Association

Pursuant to Minnesota State Statute 424A.093, subdivision 5(c), the Brainerd Fire Department Relief Association must certify to the municipality the annual financial requirements for the association by August 1, 2025. The financial requirements for the association are calculated on the Form SC-25, which is provided to the relief association by the Office of the State Auditor. This form is used to determine the projected current year end plan liabilities, any projected surplus or deficit, and the future year (2026) required municipal contribution.

Based upon the financial projections on the Form SC-25, the Brainerd Fire Department Relief Association is requesting to increase to \$16,750. We are currently at \$15,000 per year of service. Based on the performance of our fund in the past year and several other variables we feel that an increase would be in the funds best interest. As a result of this increase, we will be leaving our plan funded to 107%. Thank you for your consideration of this matter.

The form SC-25 is attached for your review and certification.

Sincerely,

Erik Flowers
Secretary

OFFICE OF THE STATE AUDITOR

Active Member Information

Enter the Annual Benefit Level in effect for 2025:

\$16,750

Enter the Minimum Retirement Age:

50

Enter the Years in FD Required for Full Vesting:

20

(If you change your benefit level before 12/31/2025, the SC must be recalculated and recertified at the new level.)

							2025	2026
Total Active Member Liabilities							4,146,338	4,689,667
	Name	Status	Date of Birth	Fire Department Entry Date	Leaves of Absence and Breaks in Service (months)	Return to Service Member ?	To end of 2025 Years of Service Accrued Liability	To end of 2026 Years of Service Accrued Liability
1	Schellin, Jeffrey J	Active		10/1/01	0		24 402,000	25 418,750
2	Smith, Joshua R	Deferred		10/1/02	3		23 0	24 0
3	Mann, Lawayne R	Deferred		3/8/05	3		21 0	22 0
4	Howard, Dennis J	Deferred		6/7/05	55		16 0	17 0
5	Zeien, Cory J	Deferred		6/7/05	16		19 0	20 0
6	Holmstrom, Matthew D	Active		8/7/06	16		18 275,915	19 299,981
7	Bautch, James P	Active		10/3/06	3		19 291,244	20 315,770
8	Enge, Joseph	Active		10/20/08	0		17 260,587	18 284,193
9	Jacobson, Joel L	Active		10/20/08	24		15 198,339	16 217,909
10	Read, David T	Active		10/20/08	0		17 245,628	18 267,879
11	Marohn, Samuel	Active		12/9/09	0		16 238,115	17 260,587
12	Amundson, Greg	Active		2/4/11	3		15 210,418	16 231,179
13	Groenwold, Christopher	Active		2/4/11	9		14 190,670	15 210,418
14	Lemieur, Jonathan	Active		2/4/11	6		14 196,390	15 216,730
15	Findlay, Rahn D	Active		8/1/13	0		12 154,050	13 171,894
16	Kargel, Brian T	Active		8/1/13	0		12 158,671	13 177,051
17	Norwood, James	Active		8/1/13	0		12 158,671	13 177,051
18	Flowers, Erik	Active		7/1/16	0		10 124,636	11 141,212
19	Haglin, Nicholas	Active		7/1/16	0		10 124,636	11 141,212
20	Isle, Steven	Active		7/1/16	6		9 108,905	10 124,636
21	Rosier, Paul	Active		4/1/18	0		8 88,590	9 102,653
22	Grimsby, Kathleen M	Active		8/1/18	5		7 79,842	8 93,985
23	Wallace, Christopher A	Active		8/1/18	6		7 79,842	8 93,985
24	Headley, Clint	Active		7/1/19	39		3 30,402	4 41,752
25	Hidalgo, Erik	Active		7/1/19	0		7 77,516	8 91,247
26	Kramer, Bobby	Active		7/1/19	0		7 70,938	8 83,504
27	Beeson, Drew	Active		12/1/20	9		4 39,355	5 50,670
28	Kalis, Randy	Active		12/1/20	0		5 53,756	6 66,442
29	Lee, Rick	Active		12/1/20	0		5 53,756	6 66,442
30	Praska, Henry	Active		12/1/20	0		5 53,756	6 66,442
31	Anderson, Nicholas	Active		8/1/22	0		3 30,402	4 41,752
32	High, Isaac	Active		8/1/22	0		3 25,461	4 34,967
33	Moberg, Anthony	Active		8/1/22	9		3 30,402	4 41,752
34	Ogren, Tyler	Active		8/1/22	9		3 24,720	4 33,948
35	Anderson, Lee E	Active		8/1/23	0		2 19,678	3 30,402
36	Holmes, Jackson J	Active		8/1/23	0		2 15,081	3 23,301
37	Dann, Jason A	Active		1/1/25	0		1 9,552	2 19,678

Form SC-25

Brainerd Fire Relief Association

38	Macejkovic, Isaiah W	Active		1/1/25	0		1	7,321	2	15,081
39	Nelson, Patrick C	Active		1/1/25	0		1	7,541	2	15,534
40	Sievert, Nathan C	Active		1/1/25	0		1	9,552	2	19,678
41		Choose Status						0		0
42		Choose Status						0		0
43		Choose Status						0		0
44		Choose Status						0		0
45		Choose Status						0		0
46		Choose Status						0		0
47		Choose Status						0		0
48		Choose Status						0		0
49		Choose Status						0		0
50		Choose Status						0		0
51		Choose Status						0		0
52		Choose Status						0		0
53		Choose Status						0		0
54		Choose Status						0		0
55		Choose Status						0		0
56		Choose Status						0		0
57		Choose Status						0		0
58		Choose Status						0		0
59		Choose Status						0		0
60		Choose Status						0		0
61		Choose Status						0		0
62		Choose Status						0		0
63		Choose Status						0		0
64		Choose Status						0		0
65		Choose Status						0		0
66		Choose Status						0		0
67		Choose Status						0		0
68		Choose Status						0		0
69		Choose Status						0		0
70		Choose Status						0		0
71		Choose Status						0		0
72		Choose Status						0		0
73		Choose Status						0		0
74		Choose Status						0		0
75		Choose Status						0		0
76		Choose Status						0		0
77		Choose Status						0		0
78		Choose Status						0		0
79		Choose Status						0		0
80		Choose Status						0		0
81		Choose Status						0		0
82		Choose Status						0		0
83		Choose Status						0		0
84		Choose Status						0		0
85		Choose Status						0		0
86		Choose Status						0		0
87		Choose Status						0		0
88		Choose Status						0		0

OFFICE OF THE STATE AUDITOR

Deferred Member Information

(fully or partially vested)

Total Deferred Member Liabilities 2025 1,788,927

Total Deferred Member Liabilities 2026 1,878,372

1		Enter all information as it pertains to this member.	
Member Name:	<u>Turner, Mark</u>	Benefit Level at Separation:	<u>7,400</u>
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>[REDACTED]</u>
Service Dates:	Entry: <u>11/1/96</u>	Separation:	<u>7/31/09</u>
LOAs and BIS (in months):	<u>23</u>	Vesting %:	<u>60</u>
Return to Service Member ?	(Select "Yes" if applicable.)		
Total Service:	Years: <u>10</u>	Months (if paid):	<u>10</u>
2025 Estimated Liability:	<u>107,210</u>		
2026 Estimated Liability:	<u>112,571</u>	Status:	Deferred
For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.			
1994: <u> </u> %	1999: <u> </u> %	2004: <u> </u> %	2009: <u> </u> %
1995: <u> </u> %	2000: <u> </u> %	2005: <u> </u> %	2010: <u> </u> %
1996: <u> </u> %	2001: <u> </u> %	2006: <u> </u> %	2011: <u> </u> %
1997: <u> </u> %	2002: <u> </u> %	2007: <u> </u> %	2012: <u> </u> %
1998: <u> </u> %	2003: <u> </u> %	2008: <u> </u> %	2013: <u> </u> %
			2014: <u> </u> %
			2015: <u> </u> %
			2016: <u> </u> %
			2017: <u> </u> %
			2018: <u> </u> %
			2019: <u> </u> %
			2020: <u> </u> %
			2021: <u> </u> %
			2022: <u> </u> %
			2023: <u> </u> %
			2024: <u> </u> %
			2025: <u> </u> %
+Rate of return is calculated using the earnings projected on Page 4 of this form.			

2		Enter all information as it pertains to this member.	
Member Name:	<u>Johnson, Richard C</u>	Benefit Level at Separation:	<u>8,750</u>
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>[REDACTED]</u>
Service Dates:	Entry: <u>1/26/98</u>	Separation:	<u>11/3/16</u>
LOAs and BIS (in months):	<u>61</u>	Vesting %:	<u>72</u>
Return to Service Member ?	(Select "Yes" if applicable.)		
Total Service:	Years: <u>13</u>	Months (if paid):	<u>8</u>
2025 Estimated Liability:	<u>134,649</u>		
2026 Estimated Liability:	<u>141,381</u>	Status:	Deferred
For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.			
1994: <u> </u> %	1999: <u> </u> %	2004: <u> </u> %	2009: <u> </u> %
1995: <u> </u> %	2000: <u> </u> %	2005: <u> </u> %	2010: <u> </u> %
1996: <u> </u> %	2001: <u> </u> %	2006: <u> </u> %	2011: <u> </u> %
1997: <u> </u> %	2002: <u> </u> %	2007: <u> </u> %	2012: <u> </u> %
1998: <u> </u> %	2003: <u> </u> %	2008: <u> </u> %	2013: <u> </u> %
			2014: <u> </u> %
			2015: <u> </u> %
			2016: <u> </u> %
			2017: <u> </u> %
			2018: <u> </u> %
			2019: <u> </u> %
			2020: <u> </u> %
			2021: <u> </u> %
			2022: <u> </u> %
			2023: <u> </u> %
			2024: <u> </u> %
			2025: <u> </u> %
+Rate of return is calculated using the earnings projected on Page 4 of this form.			

3

Enter all information as it pertains to this member.

Member Name: Logelin, Dennis J Benefit Level
at Separation: 8,750

Minimum Years Required to Vest: 10 DOB: [REDACTED]

Service Dates: Entry: 7/1/01 Separation: 7/26/16

LOAs and BIS (in months): 36 Vesting %: 68

Return to Service Member ? (Select "Yes" if applicable.)

Total Service: Years: 12 Months (if paid): 0

2025 Estimated Liability: 113,169

2026 Estimated Liability: 118,827 Status: Deferred

Months of
Service Are Paid Yes

Deferred Interest Paid

(Select "Yes" if offered.)

Yes

If Interest is Paid, Choose Type:

Straight 5%

Period Interest is Paid:

Full Period

For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.

1994: <u> </u> %	1999: <u> </u> %	2004: <u> </u> %	2009: <u> </u> %	2014: <u> </u> %	2020: <u> </u> %
1995: <u> </u> %	2000: <u> </u> %	2005: <u> </u> %	2010: <u> </u> %	2015: <u> </u> %	2021: <u> </u> %
1996: <u> </u> %	2001: <u> </u> %	2006: <u> </u> %	2011: <u> </u> %	2016: <u> </u> %	2022: <u> </u> %
1997: <u> </u> %	2002: <u> </u> %	2007: <u> </u> %	2012: <u> </u> %	2017: <u> </u> %	2023: <u> </u> %
1998: <u> </u> %	2003: <u> </u> %	2008: <u> </u> %	2013: <u> </u> %	2018: <u> </u> %	2024: <u> </u> %

+Rate of return is calculated using the earnings projected on Page 4 of this form.

2019: % 2025: % +**4**

Enter all information as it pertains to this member.

Member Name: Sell, Barry L Benefit Level
at Separation: 10,750

Minimum Years Required to Vest: 10 DOB: [REDACTED]

Service Dates: Entry: 10/1/02 Separation: 7/31/20

LOAs and BIS (in months): 6 Vesting %: 88

Return to Service Member ? (Select "Yes" if applicable.)

Total Service: Years: 17 Months (if paid): 4

2025 Estimated Liability: 213,679

2026 Estimated Liability: 224,363 Status: Deferred

Months of
Service Are Paid Yes

Deferred Interest Paid

(Select "Yes" if offered.)

Yes

If Interest is Paid, Choose Type:

Straight 5%

Period Interest is Paid:

Full Period

For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.

1994: <u> </u> %	1999: <u> </u> %	2004: <u> </u> %	2009: <u> </u> %	2014: <u> </u> %	2020: <u> </u> %
1995: <u> </u> %	2000: <u> </u> %	2005: <u> </u> %	2010: <u> </u> %	2015: <u> </u> %	2021: <u> </u> %
1996: <u> </u> %	2001: <u> </u> %	2006: <u> </u> %	2011: <u> </u> %	2016: <u> </u> %	2022: <u> </u> %
1997: <u> </u> %	2002: <u> </u> %	2007: <u> </u> %	2012: <u> </u> %	2017: <u> </u> %	2023: <u> </u> %
1998: <u> </u> %	2003: <u> </u> %	2008: <u> </u> %	2013: <u> </u> %	2018: <u> </u> %	2024: <u> </u> %

+Rate of return is calculated using the earnings projected on Page 4 of this form.

2019: % 2025: % +

5

Enter all information as it pertains to this member.

Member Name:	<u>Powell, Jeremy</u>	Benefit Level		Months of	
		at Separation:		<u>13,750</u>	Service Are Paid <u>Yes</u>
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>[REDACTED]</u>	Deferred Interest Paid	
Service Dates:	Entry: <u>12/9/09</u>	Separation:	<u>7/31/23</u>	(Select "Yes" if offered.) <u>Yes</u>	
LOAs and BIS (in months):	<u>28</u>	Vesting %:	<u>64</u>	If Interest is Paid, Choose Type:	
Return to Service Member ?	(Select "Yes" if applicable.)			Straight 5%	
Total Service:	Years: <u>11</u>	Months (if paid):	<u>3</u>	Period Interest is Paid:	
2025 Estimated Liability:	<u>111,444</u>	Status:	Deferred	Full Period	
2026 Estimated Liability:	<u>117,016</u>				

For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.

1994: _____ %	1999: _____ %	2004: _____ %	2009: _____ %	2014: _____ %	2020: _____ %
1995: _____ %	2000: _____ %	2005: _____ %	2010: _____ %	2015: _____ %	2021: _____ %
1996: _____ %	2001: _____ %	2006: _____ %	2011: _____ %	2016: _____ %	2022: _____ %
1997: _____ %	2002: _____ %	2007: _____ %	2012: _____ %	2017: _____ %	2023: _____ %
1998: _____ %	2003: _____ %	2008: _____ %	2013: _____ %	2018: _____ %	2024: _____ %
+Rate of return is calculated using the earnings projected on Page 4 of this form.				2019: _____ %	2025: _____ % +

6

Enter all information as it pertains to this member.

Member Name:	<u>Smith, Joshua R</u>	Benefit Level		Months of	
		at Separation:		<u>15,000</u>	Service Are Paid <u>Yes</u>
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>[REDACTED]</u>	Deferred Interest Paid	
Service Dates:	Entry: <u>10/1/02</u>	Separation:	<u>12/31/24</u>	(Select "Yes" if offered.) <u>Yes</u>	
LOAs and BIS (in months):	<u>3</u>	Vesting %:	<u>100</u>	If Interest is Paid, Choose Type:	
Return to Service Member ?	(Select "Yes" if applicable.)			Straight 5%	
Total Service:	Years: <u>22</u>	Months (if paid):	<u>0</u>	Period Interest is Paid:	
2025 Estimated Liability:	<u>346,547</u>	Status:	Deferred	Full Period	
2026 Estimated Liability:	<u>363,874</u>				

For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.

1994: _____ %	1999: _____ %	2004: _____ %	2009: _____ %	2014: _____ %	2020: _____ %
1995: _____ %	2000: _____ %	2005: _____ %	2010: _____ %	2015: _____ %	2021: _____ %
1996: _____ %	2001: _____ %	2006: _____ %	2011: _____ %	2016: _____ %	2022: _____ %
1997: _____ %	2002: _____ %	2007: _____ %	2012: _____ %	2017: _____ %	2023: _____ %
1998: _____ %	2003: _____ %	2008: _____ %	2013: _____ %	2018: _____ %	2024: _____ %
+Rate of return is calculated using the earnings projected on Page 4 of this form.				2019: _____ %	2025: _____ % +

7

Enter all information as it pertains to this member.

Member Name:	<u>Mann, Lawayne R</u>	Benefit Level at Separation:	<u>15,000</u>	Months of Service Are Paid	<u>Yes</u>
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>[REDACTED]</u>	Deferred Interest Paid (Select "Yes" if offered.) <u>Yes</u>	
Service Dates:	Entry: <u>3/8/05</u>	Separation:	<u>6/30/25</u>	If Interest is Paid, Choose Type: Straight 5% Period Interest is Paid: Full Period	
LOAs and BIS (in months):	<u>3</u>	Vesting %:	<u>100</u>		
Return to Service Member ?	(Select "Yes" if applicable.)				
Total Service:	Years: <u>20</u>	Months (if paid):	<u>0</u>		
2025 Estimated Liability:	<u>307,582</u>				
2026 Estimated Liability:	<u>322,961</u>	Status:	<u>Deferred</u>		
For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.					
1994: _____ %	1999: _____ %	2004: _____ %	2009: _____ %	2014: _____ %	2020: _____ %
1995: _____ %	2000: _____ %	2005: _____ %	2010: _____ %	2015: _____ %	2021: _____ %
1996: _____ %	2001: _____ %	2006: _____ %	2011: _____ %	2016: _____ %	2022: _____ %
1997: _____ %	2002: _____ %	2007: _____ %	2012: _____ %	2017: _____ %	2023: _____ %
1998: _____ %	2003: _____ %	2008: _____ %	2013: _____ %	2018: _____ %	2024: _____ %
+Rate of return is calculated using the earnings projected on Page 4 of this form.				2019: _____ %	2025: _____ % +

8

Enter all information as it pertains to this member.

Member Name:	<u>Howard, Dennis J</u>	Benefit Level at Separation:	<u>15,000</u>	Months of Service Are Paid	<u>Yes</u>
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>[REDACTED]</u>	Deferred Interest Paid (Select "Yes" if offered.) <u>Yes</u>	
Service Dates:	Entry: <u>6/7/05</u>	Separation:	<u>6/30/25</u>	If Interest is Paid, Choose Type: Straight 5% Period Interest is Paid: Full Period	
LOAs and BIS (in months):	<u>55</u>	Vesting %:	<u>80</u>		
Return to Service Member ?	(Select "Yes" if applicable.)				
Total Service:	Years: <u>15</u>	Months (if paid):	<u>5</u>		
2025 Estimated Liability:	<u>189,676</u>				
2026 Estimated Liability:	<u>199,159</u>	Status:	<u>Deferred</u>		
For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.					
1994: _____ %	1999: _____ %	2004: _____ %	2009: _____ %	2014: _____ %	2020: _____ %
1995: _____ %	2000: _____ %	2005: _____ %	2010: _____ %	2015: _____ %	2021: _____ %
1996: _____ %	2001: _____ %	2006: _____ %	2011: _____ %	2016: _____ %	2022: _____ %
1997: _____ %	2002: _____ %	2007: _____ %	2012: _____ %	2017: _____ %	2023: _____ %
1998: _____ %	2003: _____ %	2008: _____ %	2013: _____ %	2018: _____ %	2024: _____ %
+Rate of return is calculated using the earnings projected on Page 4 of this form.				2019: _____ %	2025: _____ % +

9

Enter all information as it pertains to this member.

Member Name: Zeien, Cory J Benefit Level
at Separation: 15,000

Minimum Years Required to Vest: 10 DOB: [REDACTED]

Service Dates: Entry: 6/7/05 Separation: 7/9/25

LOAs and BIS (in months): 16 Vesting %: 92

Return to Service Member ? (Select "Yes" if applicable.)

Total Service: Years: 18 Months (if paid): 9

2025 Estimated Liability: 264,971

2026 Estimated Liability: 278,220 Status: Deferred

Months of
Service Are Paid Yes

Deferred Interest Paid

(Select "Yes" if offered.)

Yes

If Interest is Paid, Choose Type:

Straight 5%

Period Interest is Paid:

Full Period

For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.

1994: <u> </u> %	1999: <u> </u> %	2004: <u> </u> %	2009: <u> </u> %	2014: <u> </u> %	2020: <u> </u> %
1995: <u> </u> %	2000: <u> </u> %	2005: <u> </u> %	2010: <u> </u> %	2015: <u> </u> %	2021: <u> </u> %
1996: <u> </u> %	2001: <u> </u> %	2006: <u> </u> %	2011: <u> </u> %	2016: <u> </u> %	2022: <u> </u> %
1997: <u> </u> %	2002: <u> </u> %	2007: <u> </u> %	2012: <u> </u> %	2017: <u> </u> %	2023: <u> </u> %
1998: <u> </u> %	2003: <u> </u> %	2008: <u> </u> %	2013: <u> </u> %	2018: <u> </u> %	2024: <u> </u> %

+Rate of return is calculated using the earnings projected on Page 4 of this form.

2019: % 2025: % +

10

Enter all information as it pertains to this member.

Member Name: Benefit Level
at Separation:

Minimum Years Required to Vest: DOB:

Service Dates: Entry: Separation:

LOAs and BIS (in months): Vesting %:

Return to Service Member ? (Select "Yes" if applicable.)

Total Service: Years: Months (if paid):

2025 Estimated Liability:

2026 Estimated Liability: Status: Deferred

Months of
Service Are Paid

Deferred Interest Paid

(Select "Yes" if offered.)

If Interest is Paid, Choose Type:

Choose Type

Period Interest is Paid:

Choose Interest Payment Period

For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.

1994: <u> </u> %	1999: <u> </u> %	2004: <u> </u> %	2009: <u> </u> %	2014: <u> </u> %	2020: <u> </u> %
1995: <u> </u> %	2000: <u> </u> %	2005: <u> </u> %	2010: <u> </u> %	2015: <u> </u> %	2021: <u> </u> %
1996: <u> </u> %	2001: <u> </u> %	2006: <u> </u> %	2011: <u> </u> %	2016: <u> </u> %	2022: <u> </u> %
1997: <u> </u> %	2002: <u> </u> %	2007: <u> </u> %	2012: <u> </u> %	2017: <u> </u> %	2023: <u> </u> %
1998: <u> </u> %	2003: <u> </u> %	2008: <u> </u> %	2013: <u> </u> %	2018: <u> </u> %	2024: <u> </u> %

+Rate of return is calculated using the earnings projected on Page 4 of this form.

2019: % 2025: % +

OFFICE OF THE STATE AUDITOR

Unpaid Installment Information

Enter here the name of each member who has been paid portions of a pension benefit and who still has outstanding liabilities.

Name	Status	Birth Date	Entry Date	Separation Date	Amount Previously Paid	2025 Estimated Liability	2026 Estimated Liability
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						

Totals 0 0

OFFICE OF THE STATE AUDITOR

Financial Projections

	2025	2026	
Total Active Member Liabilities	4,146,338	4,689,667	
Total Deferred Member Liabilities	1,788,927	1,878,372	
Total Unpaid Installments	0	0	
Grand Total Special Fund Liability	A. 5,935,265	B. 6,568,039	
Normal Cost (Cell B minus Cell A)			C. 632,774

Projection of Net Assets for Year Ending December 31, 2025

Special Fund Assets at December 31, 2024 (FIRE-24 Form ending assets) 1 5,667,537

Projected Income for 2025

Fire State Aid (2024 fire state aid of \$264,498 may be increased by up to 3.5%)	D.	264,498
Supplemental State Aid (actual 2024 supplemental state aid)	E.	41,716
Municipal / Independent Fire Dept. Contributions	F.	
Interest / Dividends	G.	160,000
Appreciation / (Depreciation)	H.	240,000
Member Dues	I.	
Other Revenues	J.	
Total Projected Income for 2025 (Add Lines D through J)	2	706,214

Projected Expenses for 2025

Service Pensions (fill in individual pension amounts below)

K. 0

Names:

\$ Amounts:

Other Benefits

L. 1,000

Administrative Expenses

M. 18,137

Total Projected Expenses for 2025 (Add Lines K through M) 3 19,137

Projected Net Assets at December 31, 2025 (Add Lines 1 and 2, subtract Line 3) 4 6,354,614

Projection of Surplus or (Deficit) as of December 31, 2025

Projected Assets (Line 4)	5	6,354,614
2025 Accrued Liability (Page 4, cell A)	6	5,935,265
Surplus or (Deficit) (Line 5 minus Line 6)	7	419,349

OFFICE OF THE STATE AUDITOR**Calculation of Required Contribution**

Deficit Information - Original			Deficit Information - Adjusted		
Year Incurred	Original Amount	Amount Retired as of 12/31/2024	Original Amount	Amount Retired as of 12/31/2025	Amount Left to Retire 1/1/2026
2016	0	0			
2017	0	0			
2018	0	0			
2019	0	0			
2020	0	0			
2021	0	0			
2022	0	0			
2023	0	0			
2024	0	0			
2025					
Totals			0		0

Normal Cost	8	632,774
Projected Administrative Expense	9	19,170
Amortization of Deficit (Total of Original Amount column x 0.10)	10	0
10% of Surplus	11	41,935
Fire and Supplemental State Aid	12	306,214
Member Dues	13	0
5% of Projected Assets at December 31, 2025	14	317,731
Required Contribution (Add Lines 8, 9 and 10, subtract Lines 11, 12, 13 and 14. If negative, zero is displayed.)	15	0

No required contribution due in 2026.

Brainerd Fire Relief Association

2024 Financial and Investment Reporting Entry (FIRE-24)



Office of the State Auditor

Report created on 7/29/2025

Brainerd Fire Relief Association
2024 Financial and Investment Reporting Entry (Form FIRE-24)
Plan Information

Fire Department Affiliation & Member Counts

The Fire Relief Association is associated with:

A municipality which has a fire department.

No Is the Fire Department a Joint Powers department?

36	Active members in the Relief Association	1	Lump sum service distributions
5	Inactive members who are deferred	0	Lump sum survivor distributions
0	Other inactive members (medical and other leave)	0	Lump sum disability distributions
41	Total Active + Inactive with Relief Association	0	Monthly benefit recipients
0	EMS-Only personnel in the Relief Association		

(Also include in member counts above, as applicable.)

Plan Type & Benefits Information

Plan Type: Lump Sum

Benefit payable for each year of service: 15,000

Vesting & Ancillary Benefits

Years required for full vesting in:

20 Fire Department

20 Relief Association

Years required for partial vesting in:

10 Fire Department

10 Relief Association

Yes Partial Vesting in Bylaws

50 Minimum age to receive retirement benefits

	Amount	Period
Short-term Disability	-	-
Long-term Disability	15,000	year of service
Survivor Benefit	15,000	year of service

Brainerd Fire Relief Association

2024 Financial and Investment Reporting Entry (Form FIRE-24)

Plan Information

Bonding, Bylaws & Resolutions

Yes	Is the Treasurer bonded for at least 10% of ending assets?
	Amount: 1,000,000
Yes	Is the Secretary bonded?
	Amount: 1,000,000
Yes	Did you amend your bylaws for 2024?
Yes	Did you modify your benefits for 2024?
Yes	Has your association completed its Annual Renewal as a Nonprofit Corporation with the Secretary of State?
Yes	Did the Fire Chief file a certification of 2023 service credit with an officer of the Relief Association by March 31, 2024?
No	Is a fire state aid allocation agreement with the municipality in effect for 2024 state aid?
Yes	Did the board of trustees review the 2023 Investment Report Card provided by the OSA?

Investment Forms & Information

Yes	Signed Broker Certification form(s) (BC-1)?
Yes	Signed 2024 Statements of Economic Interest?
Yes	Signed 2024 Investment Business Recipient Disclosure Form?
Yes	The market value of each investment account and investment portfolio at the beginning of the calendar year and for each quarter pursuant to Minn. Stat. § 356.219, subd. 3(g)?
Yes	The date and amount of each injection and withdrawal to each investment account and investment portfolio pursuant to Minn. Stat. §356.219, subd. 3(g)?
No	Did the Public Pension Plan amend its investment policy statement in 2024?

Brainerd Fire Relief Association
2024 Financial and Investment Reporting Entry (Form FIRE-24)
Investments

Investment Type	Special Fund	General Fund	Special Fund Accrued Interest
Cash (including all non-interest bearing accounts at banks, credit unions or thrift institutions)	0	16,616	0
Certificates of Deposit (time deposits)	0	0	0
Other interest bearing accounts (at banks, credit unions or thrifts, including Money Market Accounts)	269,904	40,361	0
Treasury Bills	0	0	0
Treasury Bonds & Notes	0	0	0
Domestic Stock	0	0	0
International Stock	0	0	0
Corporate Bonds (domestic)	1,641,312	0	0
Government Bonds (domestic)	13,418	0	0
Corporate and Government Bonds (international)	0	0	0
Venture Capital, Resource or Real Estate Limited Partnerships	0	0	0
Mutual Funds and Exchange Traded Funds	3,735,430	0	0
Total Investments at 12/31/2024	5,660,064	56,977	0

Brainerd Fire Relief Association

2024 Financial and Investment Reporting Entry (Form FIRE-24)

Mutual Funds

Ticker Symbol	Fund / Account Name	Special Fund	General Fund	Special Fund Accrued Interest	Money Market Mutual Fund?
WGIFX	American Funds Capital World Gr&Inc F2	292,783	0	0	
GFFFX	American Funds Growth Fund of Amer F2	458,119	0	0	
CPXIX	Cohen & Steers Preferred Sec & Inc I	87,388	0	0	
FCPIX	Fidelity Advisor Intl Cap App I	73,603	0	0	
FINSX	Fidelity Advisor New Insights I	335,238	0	0	
FRGXX	Fidelity Inv MM Government Instl	169,928	0	0	
SGIIX	First Eagle Global I	82,525	0	0	
FNX	First Trust Mid Cap Core AlphaDEX® ETF	130,185	0	0	
HOBIX	Holbrook Income I	132,674	0	0	
MLPZX	Invesco SteelPath MLP Income Y	356,213	0	0	
IVV	iShares Core S&P 500 ETF	294,340	0	0	
IJR	iShares Core S&P Small-Cap ETF	63,371	0	0	
IWR	iShares Russell Mid-Cap ETF	72,930	0	0	
MEIIX	MFS Value I	740,960	0	0	
SCHD	Schwab US Dividend Equity ETF™	72,043	0	0	
TRIGX	T. Rowe Price International Value Eq	228,922	0	0	
PRTIX	T. Rowe Price US Treasury Interm Idx	144,208	0	0	

Brainerd Fire Relief Association

2024 Financial and Investment Reporting Entry (Form FIRE-24)

Financial Information

	Special Fund	General Fund
A. Total Net Assets as of December 31, 2023	4,998,593	61,961
Revenues - 2024		
Fire State Aid (regular fire state aid and supplemental state aid)	306,214	
State 10% Supplemental Reimbursement	1,000	
Municipal/Independent Fire Department Contributions	67,750	
Member Contributions/Dues	0	0
Interest & Dividends	285,495	27
Appreciation/(Depreciation) in Fair Market Value (Realized or Unrealized)	317,736	0
LESS: Investment Management Fees	(26,465)	0
Fundraising Revenue	0	55,889
Outside Donations	0	0
Other Income	0	100
B. Total Revenues	951,730	56,016
Benefit Expenditures - 2024		
Service Pensions - Retirees	264,264	
Service Pensions - Monthly (including monthly survivor and disability benefits)	0	
Service Pensions - Survivors	0	
Service Pensions - Disabled	0	
Illness or Short-term Disability	0	
1. Total Benefit Expenditures	264,264	
Administrative Expenditures - 2024		
Salary	6,783	0
Conventions & Meetings	0	3,426
Dues (including insurance)	385	0
Training	0	0
Professional Fees (Actuarial, Audit and Legal)	11,354	2,629
Bond	0	0
Investment Performance Evaluation	0	0
Fundraising Expenses		38,956
Other Expenditures	0	14,696
2. Total Administrative Expenditures	18,522	59,707
C. Total Expenditures (1 + 2)	282,786	59,707
D. Transfers (Can be made from General Fund to Special Fund only)	0	0
E. Total Net Assets at December 31, 2024 (A + B - C +/- D)	5,667,537	58,270

Confirmation Id: bd102410-cde8-4aca-8d93-3469477e1a0b

Type: Lump Sum

Brainerd Fire Relief Association

2024 Financial and Investment Reporting Entry (Form FIRE-24)

Financial Information

	Special Fund	General Fund
Selected Assets and Liabilities		
Accounts Receivable (Other than interest income receivable)	7,523	0
Other Assets	0	5,534
Accounts Payable or Other Liabilities	50	4,241
Accrued Liability - 2024	4,936,300	

Brainerd Fire Relief Association

2024 Financial and Investment Reporting Entry (Form FIRE-24)

Other Items

Type	Description	Special Fund	General Fund
Other Income			
	Voided check issued in prior year	0	100
	Total Other Income	0	100
Other Expenses			
	Donations, memorials and public relations	0	14,045
	Insurance	0	311
	Postage, supplies and miscellaneous expense	0	340
	Total Other Expenses	0	14,696

Brainerd Fire Relief Association

2024 Financial and Investment Reporting Entry (Form FIRE-24)

Pension Payments

Name	Vesting %	Yearly Benefit Amount	Regular Retirement Benefit Amount	Deferred Interest Amount	Supplemental Benefit Amount	Total Benefit Amount
	Birth Date	Entry Date	Separation Date	Leaves of Absence and Breaks in Service	Service Length	
	Deferred Interest Type	Deferred Interest Period	Return to Service Member			
Todd Johnson	96 %	13,750	254,100	9,164	1,000	264,264
Service Pension -		11/01/2003	07/31/2023	6	19 Years 3 Months	
Deferred, Partially Vested	Straight 5%	Full Period	No			

Brainerd Fire Relief Association

2024 Financial and Investment Reporting Entry (Form FIRE-24)

Cash Flows

Total market value of Special Fund assets at the SBI (12/31/24)	0
Cash equivalent assets not invested through the SBI (12/31/24)	269,904
Expected expenses for the first six months of 2025	
Administrative	1,000
Benefits	0
Total expected expenses for first six months of 2025	1,000

Market Values

First Quarter Beginning Value	4,989,708
First Quarter Ending Value	5,283,909
Second Quarter Ending Value	5,105,087
Third Quarter Ending Value	5,368,583
Fourth Quarter Ending Value	5,660,064

Type	Description	Date	Amount
Cash Flows In			
	Municipal Contribution	01/23/2024	5,934
	Municipal Contribution	02/21/2024	5,696
	Municipal Contribution	04/01/2024	4,951
	Supplemental Reimbursement	04/16/2024	3,000
	Municipal Contribution	04/26/2024	7,925
	Municipal Contribution	05/16/2024	5,976
	Municipal Contribution	06/25/2024	5,535
	Municipal Contribution	07/24/2024	4,817
	Municipal Contribution	08/16/2024	3,175
	Municipal Contribution	09/27/2024	4,505
	State Aid	10/10/2024	306,214
	Municipal Contribution	10/25/2024	6,990
	Municipal Contribution	11/22/2024	5,967
	Municipal Contribution	12/20/2024	5,690
	Total Cash Flows In		376,375
Cash Flows Out			
	Salary	01/31/2024	37

Brainerd Fire Relief Association

2024 Financial and Investment Reporting Entry (Form FIRE-24)

Cash Flows

Salary		02/01/2024	12
Administrative Expense	Accounting	02/28/2024	829
Benefit Payment		04/17/2024	85,000
Benefit Payment		04/17/2024	139,264
Benefit Payment		05/15/2024	30,000
Benefit Payment		05/16/2024	10,000
Administrative Expense	Audit & Tax	08/26/2024	10,525
Administrative Expense	Dues	09/30/2024	385
Salary		12/04/2024	1,455
Salary		12/04/2024	1,440
Salary		12/04/2024	1,440
Salary		12/04/2024	1,441
Salary		12/27/2024	957
Total Cash Flows Out			282,785
Investment Management Fees			
Investment Fees		01/04/2024	6,439
Investment Fees		04/30/2024	6,443
Investment Fees		07/03/2024	6,524
Investment Fees		10/31/2024	7,059
Total Investment Management Fees			26,465

Brainerd Fire Relief Association
2024 Financial and Investment Reporting Entry (Form FIRE-24)
Relief Association and Municipal Certification

We have obtained a copy of the Fire-24 Form with unique code bd102410-cde8-4aca-8d93-3469477e1a0b displayed in the lower left corner of each page, which served as the Brainerd Fire Relief Association's detailed financial statement.

We certify that, to the best of our knowledge and belief, the information presented in this detailed financial statement is true and accurate and that, as required by Minn. Stat. § 424A.014, subd. 2(a), the detailed financial statement shows:

- (1) the sources and amounts of all money received;
- (2) all disbursements, accounts payable and accounts receivable;
- (3) the amount of money remaining in the treasury;
- (4) total assets, including a listing of all investments;
- (5) the accrued liabilities; and
- (6) all other items necessary to show accurately the revenues and expenditures and financial position of the relief association.

Signature: Municipal Clerk

DATE

First Name

Last Name

In addition to the above, I certify that the board of trustees has reviewed the "Investment Report Card" provided by the Office of the State Auditor to the Brainerd Fire Relief Association for the 2023 calendar year.

92152d09-7fa6-4410-8e9a-4de3cc70663c

07/29/2025

Signature: Officer

DATE

Joe

Enge

President

First Name

Last Name

Title

Brainerd Fire Relief Association
2024 Financial and Investment Reporting Entry (Form FIRE-24)
Auditor or Accountant Certification

Associations with Assets and Liabilities LESS THAN \$750,000*

This certified public accountant's certification and separate agreed-upon procedures report are required to be submitted to the Office of the State Auditor by March 31, 2025.

I have obtained a copy of the FIRE-24 Form with Confirmation Id bd102410-cde8-4aca-8d93-3469477e1a0b displayed in the lower left corner of each page, which serves as the Brainerd Fire Relief Association's detailed financial statement.

Pursuant to Minn. Stat. § 424A.014, subd. 2, we have performed procedures regarding the preceding detailed financial statement (including investment information) of the Special Fund and the General Fund in accordance with agreed-upon procedures prescribed by the Office of the State Auditor, and hereby certify that this detailed financial statement is presented in conformity with the requirements of Minn. Stat. § 424A.014, subd. 2(a), except if noted on the attached signed, dated sheet.

Our engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included reviewing evidence supporting the detailed financial statement and performing such other procedures that were agreed to.

In addition to this certification, a copy of the agreed-upon procedures engagement report must be submitted to the Office of the State Auditor.

First Name Last Name Name of Firm

NAME OF AUDITOR / ACCOUNTANT

Street Address City State Zip

Address of Firm

Signature Auditor / Accountant DATE BUSINESS TELEPHONE

Fax Number Email Address

Associations with Assets and Liabilities of AT LEAST \$750,000*

Pursuant to Minn. Stat. § 424A.014, subd. 1(a), a certified public accountant or the state auditor must attest to, and submit, audited financial statements of the relief association to the Office of the State Auditor. The FIRE Form and audit report must be submitted by June 30, 2025.

* A relief association that exceeds \$750,000 in either special fund assets or liabilities, or that has exceeded this threshold in a prior year, is required to annually submit audited financial statements. A relief association may choose to submit audited financial statements even if not required to do so, in which case this FIRE Form is not required to be certified by an accountant or auditor.

Confirmation Id: bd102410-cde8-4aca-8d93-3469477e1a0b



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Authorize Sale of Retired Police Squad #432.

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: John Davis, Police Chief

DEPARTMENT: Police

PRESENTER: John Davis, Police Chief

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: Request authorization for the sale of the following retired police vehicle:

Squad 432 - 2020 Ford Interceptor Utility VIN# 1FM5K8AB9LGA64074

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This vehicle was replaced with a vehicle leased through Enterprise Fleet Management. Staff also recommends using Enterprise Fleet Management to facilitate the sale of this vehicle. The estimated value of this vehicle is \$14,000.

RECOMMENDED ACTION/MOTION: Authorize the sale of retired police squad #432 utilizing Enterprise Fleet Management.

FINANCIAL IMPACT: Sale of assets revenue - approximately \$14,000



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Consider Requesting 2026 Health Insurance Proposals

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Adam Olson

DEPARTMENT: HR

PRESENTER: Adam Olson

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Our health insurance premium rates continue to climb based on prior utilization for some high-cost claims, compliance with the Affordable Care Act (ACA) and inflationary factors. Adam Olson, our Health Insurance Broker from North Risk Partners (NRP), and HR Director Schubert recently met with representatives from the Better Health Collective for a mid-year review of our health insurance. In reviewing the information provided, Mr. Olson will be discussing the possibility of exploring requesting proposals for our 2026 health insurance policy. This suggestion is being made to be financially responsible for a market check on our health plans.

By requesting proposals, the City will forfeit the 15% rate cap protection that the better Health Collective had provided for our 2026 renewal at time of accepting the 2025 plan/rates. Given current claims utilization and outlook, Mr. Olson/NRP team feel the Better Health Collective is tracking towards a favorable renewal below the promised rate cap, and there is potential to receive competitive proposals from alternate carriers/programs. NRP will assist the City in negotiating the most favorable pricing/terms with our incumbent provider, or alternative carrier/program options available in the marketplace. It should be noted that current trend for health insurance renewals is around 8-10%.

In addition, if the City switches to a different health insurance provider, the City will not receive our Wellness Grant and employee incentives for 2025 wellness participation from the Better Health Collective. It needs to be noted that our current Wellness Program is funded entirely from the Better Health Collective wellness grants. If the City switches carriers, a discussion will need to occur regarding that impact.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Employee Insurance Committee met on July 28, 2025, and discussed this option with Mr. Olson. The consensus from the Committee is although the City of Brainerd is pleased with the health insurance offering from the Better Health Collective, a little competition isn't bad; further, if the City would like to go out for bids, this would be the opportune time given the City's current loss ratio of approximately 76% (premiums versus claims paid) for the last 12-month period. It should be noted that the previous 12-month period (4/23-3/24), the City's loss ratio was 118%.

Please note that per our contract with the Better Health Collective, we must notify them by July 31st if the City plans to solicit health plan proposals for the next plan year. With the Insurance Committee's recommendation and in order to meet the Better Health Collective's notice requirements, Mr. Olson has informed the Better Health Collective that the City of Brainerd may solicit proposals for our 2026 health insurance renewal subject to the City Council's approval at its August 4th Council meeting. If we are going to solicit proposals, we need to start that process before we receive our renewal on 8/21/25 in order to successfully switch to a new provider for 2026 open enrollment.

RECOMMENDED ACTION/MOTION: Options include:

1. Authorize North Risk Partners and Staff to conduct an RFP for our 2026 Health Insurance Policy.
2. Plan to accept the 2026 health insurance renewal rates from the Better Health Collective to be received 8/21/25 with the 2026 rate cap of 15% which is a worst case scenario.

FINANCIAL IMPACT: The cost for this request is unknown at this time and expected to be minimal. Costs would include marketing i.e. advertising and staff time. North Risk Partners staff will facilitate the RFP process including the analysis and providing their recommendation as part of their 2025 Health Insurance Broker fee.



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Discuss the Purchase of Perform and NextRequest Software

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Department Heads

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Staff is seeking Council direction on purchasing/budgeting for two new software programs. The two programs are PERFORM through NeoGov, an employee performance tracking software and NextRequest through CivicPlus to track and respond to data requests.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Perform- Currently, all performance reviews are printed for signatures and get scanned into each employee's personnel file. With PERFORM, it would automate the process by auto-scheduling reviews, automated approval workflow, and automated reminders and alerts. No printing and rescanning would be needed. Employees and supervisors can make "journal entries" that capture performance insights all year. Both can see the notes. This gives employees real-time feedback and assists in the preparation of the annual review. The City currently uses NeoGov job postings and the onboarding process. Ideally, Staff would like to be able purchase the software in 2025 so that it would be set up and used in 2026 for 2025 reviews. The cost estimate to start 9/1/2025, with a two-year commitment is:

Year One: One-time implementation fee of \$4,634

Annual License Fee of \$10,418.25

(25% off annual license fees and 50% off one-time implementation fees)

Year Two: Annual License Fee of \$14,585.55 (5% uplift on annual license fees)

The impact on the 2025 budget would be the one-time implementation fee and 4/12th of the annual subscription for a total of \$8,106.75 of which approximately 40% should be charged to BPU for a net cost of \$4,864 to the levy-based budget.

NextRequest - The City received 1,616 data requests in 2024 and 939 to date in 2025. Staff assumes it is likely that data requests will continue to grow in numbers and complexity in the upcoming years. The current process is labor intensive - manually tracking deadlines to respond, record keeping and a particular challenge is when a request is across multiple departments. The NextRequest software would track requests, communications, and document proof of compliance. Data requests would be received through the portal and redaction of information, if applicable, could be done with the software and would be much easier than the current process of doing it through Adobe or manually and then re-copying the information. The estimated cost for 12 month is:

Year One: One-time implementation fee of \$1,500

Annual License Fee of \$10,788
Year Two: Annual License fee of \$11,327.40

Another consideration for the 2026 budget is that the City did lose the \$20,000 funding from Sourcewell to pay for the Police Records Management Software (RMS). Staff was told last year that the grant would be an annual option of funding for the software. Attorneys from Sourcewell have determined that the grant could not be used for annual expenditures like software.

RECOMMENDED ACTION/MOTION: Discussion of Perform and NextRequest software. Consider authorization to purchase Perform in 2025 to be able to use in 2026 for 2025 reviews. Consider authorization to budget for both softwares in 2026.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Discussion of Annual Budget Timeline and Set Workshop

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: The City Council needs to adopt the 2026 preliminary levy by September 30, 2025. The preliminary levy that is set in September is the levy used to sent out the proposed property tax statements in November to all property owners. The final levy adopted in December can be lower, but not higher than the preliminary levy.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Below is a proposed timeline for the Council to consider:

- On August 14th the Council President, Chair of P&F, and the City Administrator will meet to establish a budget that will be presented to the City Council on or before the first day of September as required by the Charter.
- The Park Board is tentatively planned to present a budget at the August 18th council meeting, satisfying the requirement in the Charter that prior to September 1st the park board will prepare and present a budget for park and recreation purposes for the ensuring fiscal year, subject to the approval of the City Council. If not at the August 18th meeting then at the workshop.
- Have a budget workshop on Monday, August 25th at 6:00 pm.
- Have an additional workshop or further discussion about the budget and levy in September.
- Set the preliminary levy at the regular City Council meeting on September 15th and set the date for the public hearing.

RECOMMENDED ACTION/MOTION: Discussion of the proposed timeline and set a budget workshop for Monday, August 25, 2025 at 6:00 p.m.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Approve Payment Breakdown for Water and Sewer Extension to Country Manor Project

AGENDA: Main

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): 10

SUMMARY OF ISSUE: The water and sanitary lines are not where the as-built plans show for Country Manor to start their project. The project over-sight/inspections will require that Country Manor engineer firm inspect and certify that all public infrastructure be installed per plan and per City requirements. This over-sight/inspections are included in the Developer Agreement.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Water and sanitary sewer funds are in two different departments and each department could share the expense. BPU may have a salvaged gate value for a credit of \$5,000. The contractor provided an estimate of \$56,180 to extend the water and sewer lines. Construction should be completed by August 29th; if completed earlier cost details may be available for the September 1st meeting, if not the agenda item will be posted for the September 15th meeting. In an effort to make sure the cost of this additional work is not split 50/50; staff are seeking direction to appropriately track the two elements of the additional work so the funds for each are shared fairly based on the specific cost for each utility.

RECOMMENDED ACTION/MOTION: Staff is seeking direction to fund this portion of the project.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Public Hearing and Adopt Resolution Approving Reapportionment of Assessment - Beaver Dam Road

AGENDA: Main

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: Staff is bringing a recommendation to have a deferred assessment from Improvement 05-18 (Beaver Dam Road) reapportioned. Originally, the parcel owned by Kenneth Lind (Legacy PIN 080332400000009) was assessed \$106,723.39, which was subsequently deferred until the parcel was subdivided by plat (or connections to the utilities were made). See attached Resolution 79:06 - Resolution Adopting Assessment. The spreadsheet showing the original assessment amount is also shown.

In 2011, a small portion in the northeast of the parcel was sold to Gregory and Patricia Jedlinski. With this sale, the County assigned the original PIN to the smaller parcel (Jedlinski) and assigned a new Legacy PIN to the remaining larger Lind parcel, 080332400A00009. However, without notice of this sale, we were not able to catch that the deferred assessment was then associated entirely with the smaller parcel as the deferred assessment was associated with the PIN.

At this time, the Lind Trust is looking to sell the property and ran an assessment search, which is how this was brought to staff's attention. In researching the history of the property, it appears that the Jedlinski home pre-dates the Beaver Dam project and the property would not receive any benefit from the project. Thus, if the Jedlinski property had been split prior to the project, this portion of the parcel would not have likely been included in the calculations for the assessment for the Beaver Dam project. Staff is recommending that the original assessment amount of \$106,723.39 be reapportioned to the Lind parcel, according to Minn. Stat. § 429.071, subds. 2, 3, minus the area of the Jedlinski parcel. This requires a public hearing and notification to the affected property owners, which has been published and notifications mailed.

Staff recommends first holding the public hearing, followed by adoption of the attached resolution reapportioning the assessments accordingly. Further, Debra Lind, trustee of the Kenneth R Link Revocable Lifetime Trust which owns the Lind property referenced, has provided a letter for the Council to review. That letter is attached.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Of the total 1.88 acres of the Jedlinski property (41330756), approx. 1.24 acres is attributed to the parcel from Lind (41330757). Using the methodology that was adopted in 2006 for the assessment of Beaver Dam Road, the reapportionment would be as follows:

- Original methodology (cap) --> $(28.612 \text{ dry acres} - 1.24 \text{ Jedlinski acres}) \times \$4,733.84 \text{ acre rate} + 590 \text{ feet} \times \$132.21 \text{ front foot rate} = (\text{Using } 1/2 \text{ of each}) = \$103,788.40.$

As a check, the adopted assessment methodology was only based on an acre rate, not to exceed the original methodology amount.

- Adopted methodology --> $(28.612 \text{ dry acres} - 1.24 \text{ Jedlinski acres}) \times \$4,546.73 \text{ acre rate} = \$124,453.09.$ Thus, original methodology cap would have applied.

Staff would recommend that the assessment amount would be reapportioned as follows:

- Jedlinski (41330756): Deferred assessment removed from the parcel as the property would not receive any benefit from the Beaver Dam Road project.
- Lind Trust (41330757) = $\$103,788.40$ (reapportioned principal) + $\$59,678.33$ (interest) = $\$163,466.73.$

The Lind Trust parcel assessment would remain deferred until subdivided by plat or further division up to 50% of the original parcel area (per the recently updated assessment policy).

RECOMMENDED ACTION/MOTION: Staff recommends the following actions:

1. Hold a public hearing to hear testimony for or against the proposed reapportionment of the assessment.
2. Adopt the attached resolution that reapportions the assessment on the two properties accordingly.

FINANCIAL IMPACT: N/A

RESOLUTION
NO. _____

RESOLUTION TO REAPPORTION SPECIAL ASSESSMENT

WHEREAS, a special assessment arising out of Improvement No. 05-18, Beaver Dam Road (Watermain and Sanitary Sewer) was levied upon Crow Wing County parcel with Legacy PIN 080332400000009, in the amount of \$106,723.39 and to include interest at the rate of 5 ³/₄ percent, accruing over a period of ten years; and

WHEREAS, the original parcel was subdivided following the sale of a portion of the original parcel acreage in 2011; and

WHEREAS, Crow Wing County placed the entire assessment on the portion of the parcel that was split off, which does not abut or access Beaver Dam Road; and

WHEREAS, reapportionment is authorized under Minn. Stat. § 429.071, subds. 1, 3; and

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed reapportionment of assessments.

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

1. The assessment is hereby reapportioned as follows:

<u>Legacy PIN</u>	<u>Current PIN</u>	<u>Reapportioned Assessment Amount</u>
080332400000009	41330756	\$0.00
080332400A00009	41330757	\$163,466.73

2. The assessment may remain deferred pursuant to Minn. Stat. 429.061, subd. 2, until the property is subdivided by plat. If a connection is made to the utilities without the property being subdivided, a connection charge as previously determined by Council Resolution will either be payable or may be certified for collection in equal installments beginning with the next tax levy year and ending after a period of ten years. The connection charge shall be deducted from the deferred assessment. Upon the subdivision by plat of the unimproved property the deferred assessment shall become payable and may be divided among the parcels created and certified for collection.
3. The first of the installments to be payable on or before the first Monday in January 2026, unless deferred, and shall bear interest at the rate per annum from the date of the adoption of this assessment resolution.
4. The owner of the property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid. Such payment must be made before November 15.
5. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes

Adopted this 4th day of August 2025

MIKE O'DAY
President of the Council

Adopted this 5th day of August 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

CITY OF BRAINERD

**NOTICE OF REAPPORTIONMENT AND/OR
SUPPLEMENTAL ASSESSMENT**

_____, 2025

TO: Kenneth R. Lind Revocable Lifetime Trust
7986 Island Road
Eden Prairie, MN 55347-1121

Via Mail

Gregory A. and Patricia Jedlenski
9089 Dal-Mar Drive
Brainerd, MN 56401

Via Mail

Notice is hereby given that the Brainerd City Council will meet at 7:30 p.m. on _____, 2025, at City Hall, located at 501 Laurel Street, Brainerd, to consider reapportioning one of the assessments approved on November 21, 2006, concerning Improvement No. 05-18, Beaver Dam Road (Watermain and Sanitary Sewer). The proposed reapportionment pertains to an assessment imposed on a single property that was subsequently subdivided by metes and bounds into the following two properties:

XXX Beaver Dam Road
Brainerd, MN 56401
PID 41330757
Owner: Kenneth R. Lind Revocable Lifetime Trust

9089 Dal-Mar Drive
Brainerd, MN 56401
PID 41330756
Owners: Gregory A. and Patricia Jedlinski

Said reapportionment is authorized under Minn. Stat. § 429.071, subds. 1, 3. The Council shall hold a hearing on the proposed reapportionment and/or supplemental assessment on the date and at the time set forth above.

City Clerk

CITY IMPROVEMENT 05-18
ASSESSMENT SPREADSHEET

OWNER NAME	ADDRESS 1	ADDRESS 2	ASSESSMENT
FOREST PLATS, INC.	20758 COUNTY ROAD 3	MERRIFIELD, MN 56465	54,659.85
CITY OF BRAINERD	DANIEL VOGT ADMIN	CITY HALL	34,177.03
CARTER, DALE WM & MARION	15888 BEAVER DAM RD	BRAINERD MN 56401	13,389.37
CITY OF BRAINERD	DANIEL VOGT ADMIN	CITY HALL	72,594.71
CARTER, JON WILLIAM	15947 BEAVER DAM RD	BRAINERD, MN 56401	15,371.00
CARTER, DALE WM & MARION	15888 BEAVER DAM RD	BRAINERD MN 56401	29,930.93
LIND, KENNETH R	10331 DECATUR AVE S	BLOOMINGTON MN 55438	106,723.39
EIDE, BRUCE & SHELLEY M	8669 COLES WAY	BRAINERD MN 56401	51,328.29
TURNER, MARK & JESSICA	8704 COLES WAY	BRAINERD MN 56401	13,389.37
HOLDEN, GENEVIEVE M	15390 BEAVER DAM RD	BRAINERD MN 56401	-64,950.52 x
EIDE, CHARLES & FLORENCE (LIFE EST)	15371 BEAVER DAM RD	BRAINERD, MN 56401	133,305.57
HOLDEN, GENEVIEVE M	15390 BEAVER DAM RD	BRAINERD MN 56401	-38,002.94 x
HOLDEN, GENEVIEVE M	15390 BEAVER DAM RD	BRAINERD MN 56401	-13,389.37 x
KULSETH, TIMOTHY M & EILEEN M	15284 BEAVER DAM RD	BRAINERD MN 56401	59,629.16
EIDE, STEVEN C & MONICA A REV TRUST	15285 BEAVER DAM RD	BRAINERD, MN 56401	46,240.21
SELLNOW, DONALD W & RUBY	15152 BEAVER DAM RD	BRAINERD MN 56401	32,656.41
UHLMAN, JAMES & CAROL	15326 RUSSELL RD	BRAINERD MN 56401	25,472.75
HAHNERT, DOROTHY A	15265 BEAVER DAM RD	BRAINERD MN 56401	13,389.37
WALTERS, CRAIG G. & ANDREA D.	15259 BEAVER DAM ROAD	BRAINERD, MN 56401	60,933.25
FOREST PLATS, INC.	20758 COUNTY ROAD 3	MERRIFIELD, MN 56465	32,478.68
ASSESSMENT TOTAL			912,012.17
AMOUNT DEFERRED			805,240.43
REMAINING ASSESSMENTS			106,771.74

**RESOLUTION
NO. 79:06**

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the improvement of the following described streets, alleys, and utilities in the City of Brainerd:

IMPROVEMENT NO. 05-18

Beaver Dam Road from Northtown Street to CSAH 49

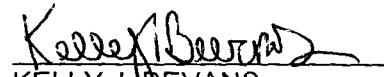
Watermain and Sanitary Sewer

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

1. Such proposed assessment, as amended, a copy of which is on file in the offices of the City Administrator and City Engineer, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment, levied against improved properties, shall be payable in equal annual installments extending over a period of ten years, the first of the installments to be payable on or before the first Monday in January, 2007, and shall bear interest at the rate of five and three quarter (5 $\frac{3}{4}$) percent per annum from the date of the adoption of this resolution. To the first installment shall be added interest on the entire assessment from November 6, 2006 until December 31, 2007. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. Assessments against unimproved properties being deferred pursuant to Minn. Stat. 429.061, subd. 2 may remain deferred until the property is subdivided by plat. If a connection is made to the utilities without the property being subdivided, a connection charge as determined by Council Resolution will either be payable or may be certified for collection in equal installments beginning with the next tax levy year and ending in 2016. The connection Charge shall be deducted from the deferred assessment. Interest on deferred assessments will accrue at the rate of five and three quarter (5 $\frac{3}{4}$) percent per annum through 2016. Upon the subdivision by plat of the unimproved property the deferred assessment shall become payable and may be divided among the parcels created and certified for collection in equal installments beginning with the next tax levy year and ending in 2016.
4. The owner of any property so assessed may, at any time prior to certification of the assessment to the Crow Wing County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this Resolution; and he or she may, at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid with interest accrued to December 31, of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31, of the next succeeding year.

5. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the Crow Wing County Auditor to be extended on the property tax list of the County. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

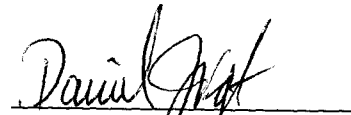
Adopted this 20th day of November, 2006.


KELLY J. BEVANS
President of the Council

Approved this 21st day of November, 2006.


JAMES E. WALLIN
Mayor

ATTEST:


DANIEL J. VOGT
City Administrator



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

Beaver Dam Road Assessment Reapportionment

Date: 7/2/2025 Time: 10:15 AM

July 16, 2025

Brainerd City Council
Brainerd City Hall
501 Laurel Street
Brainerd, MN 56401

Dear Brainerd City Council,

I am writing about the August 4, 2025 public hearing regarding the deferred assessment from Improvement 05-18 (Beaver Dam Road) reapportioned. Originally, the parcel owned by Kenneth Lind (Legacy PIN 080332400000009) was assessed \$106,723.39. On July 7, 2025, the Council approved the assessment of \$163,466.73 (the amended assessment plus interest).

My father purchased the property from his aunt and uncle so they could afford to move to a nursing home. Squatters moved into the home that was on the property. All cabinets, appliances and fixtures were stolen from the property. And, the property was set on fire and completely destroyed. Without my father's knowledge, the city approved the Jedlinski's to build a home on 1.24 acres of this property. I transferred the property to a trust a few months before my father passed away in 2023.

I am trustee of the trust and executor of my father's estate.

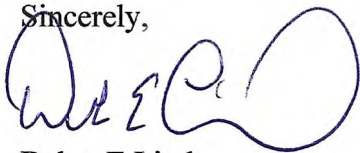
I had no knowledge of the deferred assessment until I was notified as a result of a title search conducted by a prospective buyer. Sale of the property was to take place on June 30, 2025. The buyer backed out on June 26, 2025.

I understand that the purpose of the public hearing at the August 4th Council meeting is to hear testimony regarding the reapportioned assessment. I understand disputing the assessment is no longer possible.

Per Resolution No. 79:06 Resolution Adopting Assessment re IMPROVEMENT NO. 05-18 re Beaver Dam Road from Northtown Street to CSAH 49, paragraph 3, the deferral "may remain deferred until the property is subdivided by plat". I am requesting continued deferment of the assessment until the property is subdivided. Please see the attached document. Without the continued deferment, the trust is unable to pay the assessment and it is unlikely that I am able to sell the property. Please confirm deferment of this assessment.

Thank you!

Sincerely,



Debra E Lind
Trustee, Kenneth R Lind Revocable Lifetime Trust
7986 Island Road
Eden Prairie, MN 55347

Enclosure

RESOLUTION
NO. 79:06

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the improvement of the following described streets, alleys, and utilities in the City of Brainerd:

IMPROVEMENT NO. 05-18

Beaver Dam Road from Northtown Street to CSAH 49

Watermain and Sanitary Sewer

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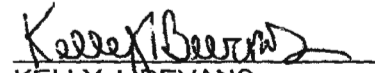
2. Such assessment, levied against improved properties, shall be payable in equal annual installments extending over a period of ten years, the first of the installments to be payable on or before the first Monday in January, 2007, and shall bear interest at the rate of five and three quarter (5 $\frac{3}{4}$) percent per annum from the date of the adoption of this resolution. To the first installment shall be added interest on the entire assessment from November 6, 2006 until December 31, 2007. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.

3. Assessments against unimproved properties being deferred pursuant to Minn. Stat. 429.061, subd. 2 may remain deferred until the property is subdivided by plat. If a connection is made to the utilities without the property being subdivided, a connection charge as determined by Council Resolution will either be payable or may be certified for collection in equal installments beginning with the next tax levy year and ending in 2016. The connection Charge shall be deducted from the deferred assessment. Interest on deferred assessments will accrue at the rate of five and three quarter (5 $\frac{3}{4}$) percent per annum through 2016. Upon the subdivision by plat of the unimproved property the deferred assessment shall become payable and may be divided among the parcels created and certified for collection in equal installments beginning with the next tax levy year and ending in 2016.

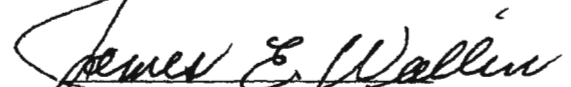
4. The owner of any property so assessed may, at any time prior to certification of the assessment to the Crow Wing County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this Resolution; and he or she may, at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid with interest accrued to December 31, of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31, of the next succeeding year.

5. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the Crow Wing County Auditor to be extended on the property tax list of the County. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

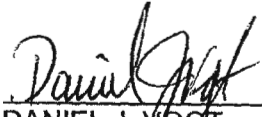
Adopted this 20th day of November, 2006.


KELLY J. BEVANS
President of the Council

Approved this 21st day of November, 2006.


JAMES E. WALLIN
Mayor

ATTEST:


DANIEL J. VOOHT
City Administrator



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Consider Development Agreement with St. Francis

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

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

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE: At the June 16th City Council meeting, the Council considered a request by St. Francis School and Church. After holding the public hearing, City Council adopted a resolution for the vacation of N. 9th Street, approved a rezoning request for the PSP District, approved the preliminary and final plat, and approved a conditional use permit for residential use in the PSP District. The final approval was contingent upon an approved and executed development agreement.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff worked with the City Attorney on drafting a development agreement with St. Francis after receiving input from City Council and other City Departments.

Highlights of the development agreement include:

1. Existing homes located on 9th Street must be demolished or otherwise removed prior to closing or blocking off the street, unless the parcel on which the home is located has direct right-of-way access from another street.
2. Ninth Street must be removed (asphalt, curb and gutter) within one year of closing or blocking off the street.
3. Construction and future maintenance of the diagonal parking on the south side of Ivy Street, including curb and gutter, striping and signage, in accordance with the approved Plans, is the sole responsibility of the Developer. This parking area will be considered a Developer-owned improvement in the City's right-of-way.
4. Upon demolition of homes, all service lines must be capped at the main line.
5. All utility improvements and modifications necessitated by development of the Subject Property are the sole responsibility of the Developer.
6. All improvements and modifications to curb and gutter, storm sewer and site drainage are the sole responsibility of the Developer.
7. No public improvements shall be commenced on the property until the Developer has delivered to the City a financial guaranty in the form of a letter of credit (the "Financial Guaranty") securing the full performance of the public improvements. The amount of the Financial

Guaranty shall be \$150,000.00, which equals 125% of the total estimated cost (\$120,000). The Financial Guaranty will be released upon completion of the work and acceptance by the City.

RECOMMENDED ACTION/MOTION:

Approve the Development Agreement as presented

FINANCIAL IMPACT: N/A

CITY OF BRAINERD

DEVELOPMENT AGREEMENT

ST. FRANCIS' CHURCH, BRAINERD DEVELOPMENT

This Agreement is dated this _____ day of July 2025, and is by and between the **City of Brainerd**, a Minnesota municipal corporation, and **St. Francis' Church, Brainerd**, a Minnesota parish religious corporation (the Developer).

1. Subject Property. Developer is the fee owner of the Subject Property legally described in Exhibit A.
2. Conditions of Approval. The Council approves development of the Subject Property subject to the following conditions:
 - a. Development Agreement. That Developer enters into this Agreement.
 - b. Fees. That Developer pay all applicable fees as well as provide the financial security required in this Agreement.
 - c. Title. That, prior to recording the Final Plat, Developer provides the City with proof of marketable title to the Subject Property through a currently certified abstract, registered property abstract or title insurance commitment or policy.
 - d. Authority. That Developer provide proof that the person(s) signing below on behalf of the Developer have authority to execute this Agreement and bind the Developer.
3. The Plans. The term "Plans" as used in this Agreement means the June 16, 2025 Council approved Preliminary and Final Plats, all prepared by Widseth. The Plans must be prepared by a licensed engineer. The Plans remain subject to (a) City staff's review and approval and (b) any such further revisions as the Developer may propose and the City approves. Only Plans expressly approved in writing by the City shall be utilized for development. The Plans shall not be attached to this Agreement but are in the City's files.
4. Commencement of Work. No site development work on the Subject Property (excluding surveying, soil testing and similar work necessary to determine site feasibility) shall be initiated prior to (a) City approval of this Agreement; (b) Developer recording of the Final Plat; (c) Developer payment of all fees, charges and escrow to satisfy the platting and financial security requirements of this Agreement; and (d) City approval of the Plans.

5. 9th Street.

- a. Existing homes located on 9th Street must be demolished or otherwise removed prior to closing or blocking off the street unless the parcel on which the home is located has direct right-of-way access from another street.
- b. Ninth Street must be removed (asphalt, curb and gutter) within one year of closing or blocking off the street.

6. Ivy Street.

- a. Construction of the diagonal parking on the south side of Ivy Street, including curb and gutter, striping and signage, in accordance with the approved Plans, is the sole responsibility of the Developer. Using signage, Developer may impose parking restrictions during church and school operations, subject to City approval. This parking area will be considered a Developer-owned improvement in the City's right-of-way.
- b. Future maintenance of the constructed and approved diagonal parking shall be undertaken by Developer at Developer's cost. Maintenance includes re-striping as needed, snow removal, asphalt repair (i.e., crack sealing and hole filling), curb repair and signage replacement. The City and Developer agree to memorialize these and related obligations in a separate, recordable maintenance agreement to be recorded against the abutting property.

7. Utilities.

- a. Upon demolition of residential structures on the Subject Property, all service lines must be capped at the main line.
- b. All utility improvements and modifications necessitated by development of the Subject Property are the sole responsibility of the Developer.

8. Storm Water. All improvements and modifications to curb and gutter, storm sewer and site drainage are the sole responsibility of the Developer

9. Public Improvements. Developer shall construct the following public improvements to be determined with final engineered design:

- a. Curb and gutter on Juniper Street and Ivy Street at the intersection of vacated N. 9th Street, along with associated asphalt repair.
- b. Storm sewer changes necessitated by the closure of N. 9th Street.
- c. Curb and gutter and storm sewer on Ivy Street necessitated by construction of the diagonal parking area.

10. Warranty of Public Improvements. The Developer represents and warrants that the Developer-installed public improvements shall be guaranteed to be properly functioning as designed for a period of one year following acceptance by the City (“Warranty Period”). In the case of any material or labor that is supplied and that is reasonably rejected by the City as defective or unsuitable, then the rejected materials shall be removed and replaced with approved material, and the rejected labor shall be done anew to the reasonable satisfaction and approval of the City at the sole cost and expense of the Developer. In no event shall the Warranty Period identified herein begin to run until all the Developer-installed public improvements have been approved and accepted by the City. If the Developer does not proceed to correct or repair improvements under this section once notified by the City, it shall be considered an Event of Default under this Agreement.
11. Ownership of Public Improvements. Upon completion of the public improvements and City acceptance of the work, the public improvements shall become City property without further notice or action and at that time City will become responsible for the ongoing maintenance and repair of the public improvements.
12. Erosion Control. Soil stabilization shall be employed to ensure the integrity of the soils and to prevent erosion onto City streets. Any soil runoff onto City streets shall be removed by Developer within 24 hours of the occurrence. The Developer shall remove all temporary soil stabilization and erosion control devices, such as silt fencing, before the escrow held by the City is returned to the Developer.
13. Escrow for City Costs. Developer shall, contemporaneously with execution of this Agreement, deposit with the City an escrow of \$2,500.00 to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. Any funds remaining in the escrow account(s) after the completion of the Development shall be refunded to the Developer. In the event the escrow account is depleted, the Developer shall post additional sums of money to replenish the account to a maximum of \$1,000 to cover projected City costs as determined by the City. The escrow account shall always have a balance of no less than \$500.00. The Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against the Developer’s escrow account.
14. Financial Guaranty.
- a. Amount. No public improvements shall be commenced on the Subject Property until Developer has delivered to the City a financial guaranty in the form of a letter of credit (the “Financial Guaranty”) securing the full performance of the public improvements. The amount of the Financial Guaranty shall be \$150,000.00 which equals 125% of the total estimated cost

(\$120,000). The Financial Guaranty will be released upon completion of the work and acceptance by the City.

- b. Terms. The Financial Guaranty may be for a stated term provided it is automatically renewable. The City may draw on the Financial Guaranty, without notice, (i) after an event of default under this Agreement has occurred, which default has not been remedied within any applicable cure period, or (ii) upon receiving written notice that the Financial Guaranty will be allowed to lapse. From and after an event of default under this Agreement has occurred, which default has not been remedied within any applicable cure period, the City may draw down the Financial Guaranty to pay for all reasonable and actual costs and expenses incurred by the City to enforce this Agreement, including the costs incurred by the City in connection with the collection of the Financial Guaranty. If the required improvements are not completed at least 30 days prior to the expiration of the Financial Guaranty, the City may also draw down the Financial Guaranty.
 - c. Claims. In the event that the City receives claims from contractors, subcontractors, laborers or materialmen (collectively, "Claimants") that the improvements have been constructed and money due them have not been paid, and that the Claimants are seeking payment out of the Financial Guaranty posted with City, the City shall notify Developer in writing and provide copies of any claims to Developer. Developer may, at its option within 30 days of the date of the City's written notice, bond over any claims by depositing with the City or the Crow Wing County District Court such security as necessary to reasonably resolve any claim. If Developer fails to bond over any claim within 30 days of the City's notice of such claim, Developer hereby authorizes the City, at the City's discretion, to commence an Interpleader action pursuant to Rule 22 of the Minnesota Rules of Civil Procedure for the Crow Wing County District Court at Developer's expense, including court costs and reasonable attorney fees incurred by the City. Developer further authorizes the City to draw upon the Financial Guaranty in the amount of 125% of the claim together with reasonable attorneys' fees and court costs, and to deposit the funds in compliance with the Rule. Upon such deposit, Developer shall release, discharge and dismiss the City from any further proceedings as it pertains to the funds deposited with the District Court, except that the District Court shall retain jurisdiction to determine the amount of reasonable attorneys' fees, costs and expenses owed to the City.
15. Indemnification. The Developer agrees to defend and hold the City, and its officials, employees and agents, harmless against any and all claims, demands, lawsuits, judgments, damages, penalties, costs and expenses, including reasonable

attorney's fees, arising out of actions or omissions by the Developer, its employees and agents, in connection with development of the Subject Property.

Developer's obligations under this Section 15 shall not apply to claims, demands, lawsuits, judgments, damages, penalties, costs, or expenses of any nature arising from (i) the negligence or more culpable act or omission (including recklessness or willful misconduct) of City or its officers, agents, servants, or employees, or (ii) a breach of this Agreement by City.

16. Default.

- a. Events of Default. The following shall be Events of Default under this Agreement:
 - i. Subject to unavoidable delays, failure by the Developer to commence and complete construction of the public improvements pursuant to the terms, conditions and limitations of this Agreement. For purposes of this Agreement, "unavoidable delays" means delays which are the direct result of acts of God, unforeseen adverse weather conditions, strikes, other labor troubles, fire or other casualty to the public improvements, litigation commenced by third parties which, by injunction or other similar judicial action, directly results in delays, acts of any federal, state or local governmental unit, which directly results in delays, or any other delay outside of Developer's reasonable control.
 - ii. Failure by the Developer to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed under this Agreement after written notice and a fifteen (15) day opportunity to cure.
- b. Remedies on Default. Whenever any Event of Default occurs, the City may undertake any one or more of the following:
 - i. The City may suspend its performance under this Agreement until it receives assurances from the Developer, deemed adequate by the City, that the Developer will cure its default and continue its performance under this Agreement. Suspension of performance includes the right of the City to withhold permits including, but not limited to, building permits.
 - ii. The City may initiate such action, including legal, equitable or administrative action, as is necessary for the City to secure performance of any provision of this Agreement or recover any

amounts due under this Agreement from the Developer, or immediately draw on the financial guarantees provided by the Developer.

- iii. The City may draw upon any escrow or financial guarantee established pursuant to this Agreement.
- iv. The Developer agrees that if the escrow or financial guarantee is insufficient or terminates, the City has the right to use the special assessment process under Minnesota Statutes chapter 429 to construct and pay for uncompleted public improvements or to correct and repair any improvements under warranty. This constitutes a petition to undertake such public improvements under Minnesota Statutes chapter 429, and waiver of any all rights to notices, hearings and appeal under said chapter.

17. Notice. A notice, demand or other communication under this Agreement by either party to the other shall be sufficiently given or delivered if sent by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, to the addresses as follows:

City of Brainerd
City Administrator
501 Laurel Street
Brainerd, MN 56401

Fr. Michael Garry
St. Francis' Church, Brainerd
411 N. 10th St.
Brainerd, MN 56401

18. Construction Hours. All construction on the Subject Property shall occur within the hours permitted by City Code.

19. Miscellaneous.

- a. Neither party may assign its rights or obligations under this Agreement without the prior written consent of the other Party.
- b. If any portion of this Agreement is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions.
- c. All terms of this Agreement shall run with the land and shall be binding upon the heirs, successors, assigns and administrators of Developer.
- d. This Agreement shall not be amended without the written consent of all parties.
- e. This Agreement may be executed in two or more counterparts that, when taken together, shall constitute one instrument.

[Signature pages to follow.]

CITY OF BRAINERD

By: _____
Dave Badeaux, Mayor

Attest:

By: _____
Nick Broyles
City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF CROW WING)

This instrument was acknowledged before me on ____ day of _____,
2025, by Dave Badeaux as Mayor and Nick Broyles as City Administrator of the City of
Brainerd, Minnesota.

Notary Public

ST. FRANCIS' CHURCH, BRAINERD

By: _____
Fr. Michael Garry, Pastor and Vice President

STATE OF MINNESOTA)
) ss.
COUNTY OF CROW WING)

This instrument was acknowledged before me on ____ day of _____, 2025, by Fr. Michael Garry, Pastor and Vice President of St. Francis' Church, Brainerd, a Minnesota parish religious corporation.

Notary Public

This instrument drafted by:

Ratwik, Roszak & Maloney, P.A.
444 Cedar Street, Suite 2100
St. Paul, MN 55101

RRM: 578658

EXHIBIT A

Legal Description

Lots 1-7, the South Half of Lot 8 and Lots 13-24, all in Block 98, TOWN OF BRAINERD, according to the recorded plat thereof on file in the Crow Wing County, Minnesota, Recorder's Office.

AND

Lots 1-12 and Lots 15-24, all in Block 100, TOWN OF BRAINERD, according to the recorded plat thereof on file in the Crow Wing County, Minnesota, Recorder's Office.

AND

That part of vacated North 9th Street, TOWN OF BRAINERD, according to the recorded plat thereof on file in the Crow Wing County, Minnesota, Recorder's Office, described as follows: Beginning at the northeast corner of said Block 100; thence North 89 degrees 54 minutes 36 seconds East, bearing based on the Crow Wing County Coordinate Database NAD 83, 80.10 feet to the northwest corner of said Block 98; thence South 00 degrees 06 minutes 39 seconds East 300.73 feet along the west line of said Block 98 to the southwest corner of said Block 98; thence South 89 degrees 55 minutes 14 seconds West 80.12 feet to the southeast corner of said Block 100; thence North 00 degrees 06 minutes 27 seconds West 300.71 feet along the east line of said Block 100 to the point of beginning.

AND

That part of the vacated alley lying adjacent to Lots 1-12 and lying adjacent to Lots 15-24, all in said Lot 100.

Subject to easements, reservations, or restrictions of record, if any. Subject to mineral reservations of record, if any.



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Consider a Resolution Stating City Council's Interpretation of Chapter 5 (Public Utilities Commission), Section 4 of the Brainerd City Charter

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Administration

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: At the July 28 joint City Council / Public Utilities Commission meeting, Council directed staff to create a resolution to formally interpret chapter 5, section 4 of the Brainerd city charter. Direction is based on the consensus of the Council's discussion to incorporate President Mike O'Day's clarification of the roles and responsibilities of the Council and the Commission. Attached is a resolution for the Council's consideration.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Additional recommendations from staff include:

1. That the Council request that the Charter Commission convene to discuss this section to provide clarity. Further, to review the sanitary sewer system functional division currently addressed in the Charter, specifically that the Public Works Department has oversight over the gravity lines and the Public Utilities Department has oversight over the lift stations and force mains. Staff are also wondering if there are any other sections of the Charter that should be reviewed for possible modification at this time?
2. The Council recommended addressing various issues prior to beginning the hiring process for our Public Utilities Director. Another possible issue could be the current job description, which could be revised. Staff recommends amending the Public Utilities Director's job description to be similar to that of the Public Works Director, eliminating the language that the Director receives oversight and guidance from the Public Utilities Commission. If the Council is interested in this suggestion, staff will modify the job description for Council consideration at the August 18 meeting and, if approved, the hiring process could begin immediately thereafter.

RECOMMENDED ACTION/MOTION:

1. Council adoption of the attached Resolution, or direct revisions as necessary.

2. Provide direction regarding the following:

- a. Convening the Charter Commission to review: Chapter 5; section 4, the sanitary sewer functional division, and any other applicable areas.
- b. Direct Staff to modify the Public Utilities Director job description to eliminate the reference that the Director receives oversight and guidance from the Public Utilities Commission, and present the revised job description to City Council on August 18 for their consideration.

FINANCIAL IMPACT: N/A

RESOLUTION

xx:25

RESOLUTION DOCUMENTING COUNCIL'S INTERPRETATION OF SECTION 4, CHAPTER FIVE, OF THE CITY CHARTER

WHEREAS, the City revised Chapter Five of the City Charter concerning the Public Utilities Commission in 2021; and

WHEREAS, Section 4 of Chapter Five was revised substantially from the prior Section 106, with the new Section 4 language stating as follows:

The City Council shall employ all necessary help for the Commission to properly perform its duties and approve all terms and conditions of employment. Personnel for vacant positions may be recommended by the Commission to the City Council. All Commission personnel are subject to the City's personnel policies.

WHEREAS, questions have been raised with respect to the intent of the language in Section 4 regarding the respective roles of the City Council and the Commission on personnel issues; and

WHEREAS, the Council and Commission met in joint session on July 28, 2025, and discussed the Charter language.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA as follows:

The Council understands Section 4 to recognize the following:

1. All employees of Brainerd Public Utilities (BPU) Department are City employees hired by formal action of the City Council. Said employees are subject to the City personnel policy, any applicable collective bargaining agreement approved by the Council, and any other terms and conditions of employment established by the Council. Changes to position descriptions, filling of vacant positions, and changes to the organizational structure are undertaken pursuant to established City procedure. The Commission may, but is not required, to submit recommendations to the Council for filling vacant positions.
2. The Commission has operational authority over BPU as established in Chapter Five. BPU staff effectuates the decisions of the Commission, acting in accordance with the established organizational structure. The Public Utilities Director, or the BPU managers in the absence of the Director, report to the City Administrator.

Adopted this 4th day of August 2025.

MIKE O'DAY
President of the Council

Approved this 5th day of August 2025.

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

CHAPTER FIVE

PUBLIC UTILITIES COMMISSION

1. The Public Utilities Commission shall control, operate and manage the following utilities of the City:
 - a. Water works system, including the filtration plant, water towers and distribution system.
 - b. Wastewater system, including the wastewater treatment facility, force mains and lift stations, but not including the gravity fed wastewater collection system, which is operated by the Public Works Department.
 - c. Electric generation and distribution system.
 - d. Except as provided above, all other public utilities that are hereafter owned by the City.
2. Such Commission shall upon the appointment and qualification of its members, and at such times as it may see fit organize and re-organize such Commission, and in such organization and re-organization, shall appoint from its members a President and Vice-President and shall also appoint a Secretary who shall not be a member of the Commission.
3. The Secretary of the Commission or his/her designee shall attend all meetings of the Commission and keep a record of all proceedings. The Secretary shall perform such other and further duties as may be prescribed or directed by said Commission.
4. The City Council shall employ all necessary help for the Commission to properly perform its duties and approve all terms and conditions of employment. Personnel for vacant positions may be recommended by the Commission to the City Council. All Commission personnel are subject to the City's personnel policies.
5. Subject to state law, the Commission shall have power to fix all rates to be paid by consumers of water, wastewater and power, and to make and enforce such rules, regulations and penalties as they may deem proper to affect such collections and to protect all property and rights pertaining to the said departments.
6. The Public Utilities Commission shall have power to institute, prosecute and defend, in the name of the City of Brainerd, all actions which they may deem proper to carry out and enforce their authority as such board; but no real estate or easement shall be acquired by purchase or condemnation proceedings.

No water or wastewater utility listed in Paragraph 1 may be extended beyond the existing service territories unless the City Council shall so order the same by a resolution passed by a majority vote of all its members. With respect to water and wastewater utilities, the "service territories" are defined as those areas of the City

served by existing mains and laterals. Service lines from mains and laterals to customer structures may be extended under the sole authority of the Public Utilities Commission.

The service territory for the electrical utility is established by the Minnesota Public Utilities Commission. Any extension of the electrical utility outside the service territory by contract with another utility shall be approved by the City Council. Any extension of the electrical utility within the service territory, or any contract with another utility to provide power within the Commission's service territory, shall be approved by the Commission.

7. The Commission shall, at the first meeting of the City Council, in December of each year, present an operating budget for the following year as well as a five year capital improvement plan outlining anticipated future capital expenditures. The budget shall set forth all expenditures that can be anticipated for the operation of the Commission, during said fiscal year, and when approved, in whole or such part as may be approved by the City Council, shall constitute the authority for the Commission to make such expenditures, subject to the provisions of this Charter. The Commission shall have the power to purchase and pay for all supplies necessary for the management of said business, when so approved by the City Council either as a part of said budget or by resolution of the City Council authorizing same, except that the Commission shall have the power to purchase supplies and machinery in case of sudden and extraordinary injury to said plants, making such purchases and contracts necessary to repair the same.
8. The Commission's Finance Director shall keep a complete set of accounting records showing in detail all the business and financial affairs and transactions of the Commission and shall receive and safely keep all funds belonging to the Commission in a bank or depository designated by the City Council. All funds shall be deposited in the name of the Commission, and all investments shall be subject to state law and the City of Brainerd Investment Policy. The Commission shall make financial transfers to the City in amounts as specified in Brainerd Public Utilities Policy 2003-01, as amended and approved by the City Council.



Public Utilities Director

Department: Brainerd Public Utilities (BPU)

FLSA Status: Exempt

General Definition of Work

Provides leadership and direction relating to the Brainerd Public Utilities (BPU) Department municipal utilities systems including electric distribution and hydro generation, water treatment and distribution, and wastewater treatment facilities. Requires a high degree of communication skills to establish and maintain a positive and productive work environment. Work is performed under the supervision of the City Administrator with oversight and guidance from the Brainerd Public Utilities Commission. Exercises general and administrative supervision over all BPU employees either directly or through supervisory staff.

Qualification Requirements

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

Essential Functions

- Supervises all BPU Department staff directly or indirectly through department division managers including training, inspecting and assigning work, developing staff schedules, coaching, and counseling; completes annual employee performance evaluations; disciplines when needed in accordance with City policies; oversees and/or participates in the selection of employees; recommends hiring and terminating personnel to the City Administrator with final determination by the City Council.
- Plans, organizes and administers the BPU Department to meet the goals and objectives established by the BPU Commission.
- Confers with division managers regarding work priorities, operating policies and problems, and field operation issues.
- Oversees the public utilities operation including personnel, equipment, programs, methods and facilities to ensure BPU customers promptly receive reliable and efficient service.
- Develops an annual budget and capital budget proposal; Controls budgeted expenses for all divisions; Prepares, coordinates, and implements the 30-year Public Utility Department facility improvement plan including capital facility project planning with applicable division managers.
- Evaluates potential projects, programs, and services to determine feasibility and impact on utility operations and makes recommendations to Commission; Oversees cost-of-service and rate design studies for BPU.
- Prepares and analyzes quotes and bids for products and services; recommends selection of firms or individuals to provide products and services; executes or recommends execution of contracts to Commission for approval; develops and issues administrative rules, policies and procedures necessary to ensure proper functioning of the BPU Department.
- Negotiates long-term Purchase Power Agreements with power provider and service territory boundary agreements subject to Commission approval.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- Provides information to State agencies and the public regarding utility operations; Has coordination responsibilities with Public Utilities Division Managers, City Administrator, City staff, consultants, neighboring power and utility agencies, Township officials, County Engineer, Minnesota Department of Transportation Engineers, Minnesota Department of Health (MDH), Minnesota Public Utilities Commission (MPUC), and Minnesota Pollution Control Agency (MPCA) staff; Works with Federal Energy Regulatory Commission (FERC) on hydro dam license requirements.
- Maintains active membership in local, state, and national associations in order to remain current on issues and trends of the industry and improve effectiveness of the utility's management.
- Assists with bargaining unit agreement negotiations as directed by City Administrator
- Attends and participates in all Commission meetings and other official meetings as needed.
- Performs other duties as assigned or when necessary.

Public Utilities Director

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Knowledge, Skills and Abilities

- Strong interpersonal, oral, and written communications skills.
- Ability to effectively formulate and execute Commission policies and programs to ensure successful and efficient operations that support strategic initiatives.
- Supervise staff and delegate work; Is a team builder with the ability to coach, mentor, and develop all direct reports.
- Strong knowledge of codes and regulations including Minnesota state rules and statutes, MPCA, MDH, MPUC, and FERC.
- Sound understanding of information technology and experience with appropriately investing in capital equipment.
- Proficient in the use of PC's and relevant business software.
- Strong leadership skills including problem solving and decision making.
- Fundamentals of electricity and electric substation operation.
- Maintenance and repair knowledge of hydraulic, mechanical and electrical systems.
- Working knowledge of electric utility markets including generation, transmission and distribution.
- Basic understanding of methods, materials and equipment used in electrical underground and overhead construction, hydroelectric plant generation, water treatment and distribution, and wastewater treatment including maintenance and repair of hydraulic, mechanical and electrical systems as well as fundamentals of electricity and electric substation operation.
- Basic understanding of the principles and practices of civil engineering and GIS/AutoCad drafting software.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters and regulations.

Education, Experience and Special Requirements

- Bachelor's degree in engineering, public administration, business administration or an equivalent field.
- Five (5) years of senior level management municipal and/or utility related experience of which two (2) years of experience must be as a department manager or supervisor.
- An equivalent combination of education and experience may be considered as determined by the City Administrator.
- Valid MN driver's license.
- Utility supervisory experience and knowledge of sustainable and renewable energy is preferred. Water and wastewater operations experience is desirable.

Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, reaching with hands and arms, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating office equipment, operating motor vehicles or engineering equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, outdoor weather conditions, and vibration.

For the most part, work will be done in a typical office environment with ambient room temperatures, lighting and traditional office equipment. The noise level is usually moderate. The duties of this position may require occasional exposure to operations areas where personal protective equipment such as hard hats, safety glasses or hearing protection is required.

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

Last Revised: January 10, 2024



Public Works Director

Department: Public Works

FLSA Status: Exempt

General Definition of Work

Performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Public Works Department including the Engineering, Transit, Parks, and Street & Sewer Divisions. Works under the administrative oversight of the City Administrator. Exercises general, technical, and administrative supervision over all Public Works Department employees either directly or through supervisory staff.

Qualification Requirements

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

Essential Functions

- Plans, programs, directs, and evaluates the operation of the department in all areas of responsibility. including transportation, street, sewer, drainage, transit and parks.
- Administers public works capital projects and coordination among department divisions and other City departments to provide effective, efficient, and professional service to the community.
- Develops short- and long-range goals and objectives for the Public Works Department consistent with City Council objectives.
- Represents the City with the public, news media and government agencies in a manner that conveys a positive image of City government and that fosters cooperation and support.
- Develops annual budget proposal and controls budgeted expenses for the departments and all divisions.
- Allocates resources to ensure department goals are achieved in a cost-effective manner.
- Formulates and implements department policy, procedures, rules, regulations, and programs.
- Prepares and reviews operational and administrative reports for the department; Supervises maintenance of records and materials associated with department activities or administration.
- Supervises all Public Works Department staff directly or indirectly through department supervisors including training, inspecting, and assigning work, developing staff schedules, coaching, and counseling, conducting performance evaluations, disciplining, and recommending hiring and terminating personnel.
- Evaluates potential projects, programs, and services to determine feasibility and impact on department operations and makes recommendations to Council.
- Oversees the City's Park system including maintenance staff, facilities, and projects; Oversees the City's Recreation staff & events.
- Prepares, coordinates, and implements the 30-year City facility improvement plan including capital facility project planning with applicable department heads or supervisors; Coordinates architectural and engineering plans for facilities including overseeing the bidding and construction process with internal or external staff and contractors.
- Researches and prepares technical advice and information for the City Council, Park Board, Transportation Advisory Committee, and other boards and committees as necessary; Attends meetings as required.
- Under the direction and/or authority of the City Administrator and City Council, oversees Public Works Department personnel policies and actions, oversees and/or participates in the selection of employees; evaluates employees and recommends salary adjustments, determines staffing and structure needs.

Public Works Director

Page 2

Essential Functions (Continued)

- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- Oversees Department training program to ensure proper training and certification of departmental personnel.
- Maintains regular contact with City, County, State and Federal agencies, professional and technical groups and the general public regarding departmental activities and services.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of public works principles, practices, and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities;
- Ability to organize and delegate responsibility and to evaluate performance and conduct through administrative review and control procedures.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.
- Ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters, and regulations.

Education, Experience and Special Requirements

Minimum Qualifications:

- Bachelor's Degree in Civil Engineering, Park and Recreation Management, Business Management, Public Administration or other related field.
- Five or more years of management or supervisory experience.
- Demonstrated experience in concurrent management of multiple programs and complex projects.
- Possess a valid Driver's License.

Desired Qualifications:

- Master's Degree in Civil Engineering, Park and Recreation Management, Business Management, Public Administration, or related field.
- Eight or more years of management or supervisory experience.
- Previous experience as a Department Head or Public Works Director of a similar size City.

Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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

Last Revised: August 1, 2024



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Consider Conditional Use Permit to Allow for the Construction of a Fellowship Hall (Worship Center) - NW 3rd Street PID 41040783

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): 15 Minutes

SUMMARY OF ISSUE:

Kris Kulju, on behalf of Lakes Area Christian Fellowship, has applied for a Conditional Use Permit for parcel 41040783, which is located between (NW 3rd and NW 2nd St) and (Jackson and James St) to allow for the construction of a place of worship to hold services by Lakes Area Christian Fellowship. The property is currently owned by the My Neighbor to Love Coalition and will be purchased by the church.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered this request and held a public hearing at their meeting July 16th, 2025. The motion coming out of the meeting was as follows:

Moved and seconded by Commissioners Grecula and Powell to recommend approval of the conditional use permit for parcel 41040783 to construct a fellowship hall as presented. Members Grecula, Powell, and Norwood voted "aye". Member Gorham voted "nay". The Chair declared the motion carried.

Member Gorham voiced concerns about constructing a fellowship hall rather than housing, stating that the TN-2 District is for dense residential development.

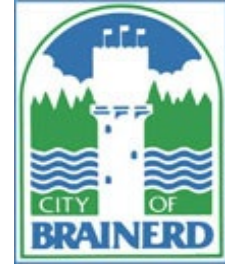
Staff stated that the TN-2 district is also intended for neighborhood-serving commercial uses within walking distance of residences. Places of worship are a conditional use in the TN-2 District and are subject to approval if the request meets the rules and conditions of the zoning code. The regulatory authority may place reasonable conditions on conditional use permits to mitigate negative impacts on the neighborhood.

RECOMMENDED ACTION/MOTION:

Recommend approval of the Conditional Use Permit request for parcel 41040783 to construct a fellowship hall as presented.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: July 16th, 2025

RE: Consider Conditional Use Permit on NW 3rd St to Construct a Place of Worship for Lakes Area Christian Fellowship

INTRODUCTION

Kris Kulju has submitted a request on behalf of Lakes Area Christian Fellowship for a Conditional Use Permit for parcel 41040783, which is located between (NW 3rd St and NW 2nd St) and (Jackson St and James St.). The property is currently owned by My Neighbor to Love Coalition. The purpose of this request is to construct a place of worship to hold services by Lakes Area Christian Fellowship.

PUBLIC HEARING. Conditional Use Permit

CONTEXT

Parcel Number: 41040783

Zoning District: Traditional Neighborhood 2 (TN-2) District

Property Area: 12,598 SQFT

Adjacent Uses: North: Vacant Land owned by MNTL
East: Twelve-Plex owned by MNTL
South: Vacant Land owned by MNTL
West: Vacant Land owned by MNTL

Adjacent Zoning: North: TN-2 (Traditional Neighborhood 2) District
East: TN-2 (Traditional Neighborhood 2) District
South: TN-2 (Traditional Neighborhood 2) District
West: TN-2 (Traditional Neighborhood 2) District

AERIAL MAP



FINDINGS OF FACT

1. **PID 41040783** is located in a TN-2 (Traditional Neighborhood 2) District. Zoning Ordinance [Section 515-3 \(Allowed Uses\) Appendix A: Table of Uses](#) permits places of worship & related buildings as a conditional use in the TN-2 District.
 - a. *The applicant proposes the construction of a 30 foot x 60 foot fellowship hall to hold services by Lakes Area Christian Fellowship.*
2. According to [Section 515-6-2.C.8 Definitions of Use, Standards and Terms](#) the definition of a place of worship as a building, together with its accessory buildings and uses, where persons regularly assemble for religious worship and which building, together with its accessory buildings and uses, is maintained, and controlled by a religious body organized to sustain public worship.
3. [Table 515-2-9.1. TN-2 Dimensional Standards – Density, Lot Size, Coverage and Height Standards](#)
 - a. Lot Size (minimum) – 4,000 SQFT
 - b. Front Yard Setback (range) – 0’ – 20’ if Commercial
 - c. Side Yard Setback – 5’/10’ corner
 - d. Rear Yard Setback – 10’
 - i. *The proposed structure is positioned 16’ from the front yard setback.*
 - ii. *The proposed structure is positioned 18’ and 12’ from the side yard setbacks.*
 - iii. *The proposed structure meets all setback requirements of the TN-2 District.*
4. [Table 515-4-12 Off Street Parking](#)
 - a. Places of Worship.
 - i. *According to Section 515-4-12.3 Parking Space Minimum - Commercial uses in the TN-2 District do not require off-street parking spaces.*
 - ii. *The applicant proposes that parishioners park on NW 3rd Street.*
5. [Criteria for Granting Conditional Use Permits.](#) In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants or surrounding lands. Among other things, the City Council shall make the following findings where applicable.
 - a. The proposed use conforms to the Zoning District and is a permitted Conditional Use identified on Appendix A: Table of Uses.
 - i. *Places of worship are permitted in the TN-2 District as a Conditional Use.*
 - ii. *The TN-2 Zoning District is intended to provide for compact, pedestrian-oriented mix of residential and neighborhood-serving commercial uses. This District reinforces the existing pattern of small, connected lots, blocks and street and supports development and redevelopment consistent with this pattern.*
 - b. The proposed use meets the regulations and standards established in this Ordinance.
 - i. *There are no special standards associated with this use.*
 - c. The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.

- i. *The structure will not be dangerous, injurious, or noxious to the surrounding properties.*
 - d. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - i. [Per Section 515-4-10.C.5](#) In all Contemporary Neighborhood and Traditional Neighborhood Base Zoning Districts new lots or development shall include landscape plantings as identified in Table [515-4-10.2]. A minimum of one deciduous tree shall be planted in the front yard within 10 feet of the front property line, or right-of-way line.
 - 1. Lot frontage along NW 3rd Street is 90 feet.
 - 2. Tree planting rate = 1 tree per 25'
 - a. *Three trees are depicted in the site plan and several existing trees will remain in the rear yard. One deciduous tree is depicted in the front yard on the site plan which satisfies the tree planting requirement.*
 - ii. According to Section 515-10.3.b One (1) shrub is required for every 300 square feet of total building floor area up to 10,000 square feet. Thereafter one (1) shrub is required for every 600 square feet in excess of 10,000 square feet. Two (2) perennials can be substituted for (1) shrub. The required plantings should be spaced around the foundation of the building and do not count towards any required screening.
 - 1. *The proposed building is 30 feet x 60 feet which equals 1,800 SQFT*
 - 2. *1,800 SQFT/ 300 SQFT = 6 shrubs*
 - 3. *The applicant has proposed 9 shrubs in the site plan which satisfy the landscaping requirement.*
 - e. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - i. *The building materials depicted in the elevations are consistent with the surrounding structures.*
 - f. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
 - i. *The applicant proposes no off-street parking facilities for the church and believes that on-street parking will satisfy the church's needs.*
 - ii. *The surrounding residential uses do not utilize on street parking and have their own off-street parking facilities.*
 - g. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.
 - i. **Economic Development Goal 1:** Support infill and redevelopment throughout Brainerd as a strategic component of growth.
 - 1. **Policy 1:** Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exist.
- 6. Conditions. In reviewing applications for conditional use permits, the City may attach whatever reasonable conditions are deemed necessary to mitigate anticipated adverse impacts associated with the proposed use, to protect the value of property within the

Zoning District, and to achieve the goals of the City's Comprehensive Plan. In determining such conditions, special consideration shall be given to protecting nearby properties from objectionable views, noise, traffic, and other characteristics associated with such uses.

As of this writing, no party has contacted the Community Development Department with concerns about the Conditional Use Permit application for the construction of a place of worship.

STAFF RECOMMENDATION

1. Hold a public hearing
2. Staff recommend approval of the Conditional Use Permit as presented.



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ (\$350.00)	☒ (\$500.00 + \$500.00 escrow deposit)
REZONING	☐ (\$350.00)	☐ (\$500.00)
VARIANCE	☐ (\$350.00)	☐ (\$500.00 + \$500.00 escrow deposit)
ZONING TEXT AMENDMENT	☐ (\$250.00)	☐ (\$400.00)

PROPERTY ADDRESS: (PID: 41040783) TRD 3rd St. NW. Brainerd, MN 56401

LEGAL DESCRIPTION: Lot(s): 001 Block: ^{West}Brainerd Addition: Plat-09198 West Brainerd
(attach description if lengthy) DON

Property Owner Name: My Neighbor to Love Coalition - (Lakes Area Christian Fellowship has purchase agreement)

Street Address: P.O. Box 581 City: NISSWA State: MN Zip Code 56468

Phone Number: 218-821-7875 Fax: E-mail: vicky@mntlc.org

Applicant Name: (If different than Property Owner) Lakes Area Christian Fellowship

Street Address: 8660 Fernmont Rd City: Lake Shore State: MN Zip Code: 56468

Phone Number: 218-821-7875 Fax: E-mail: vickyjo.kinney@yahoo.com
Kool you 6@yahoo.com

Description of Request: Lakes Area Christian Fellowship would like to
build a Fellowship Hall (place of worship) on 3rd St. NW, Brainerd

Vicky Kinney
Property Owner Signature

6-26-2025
Date

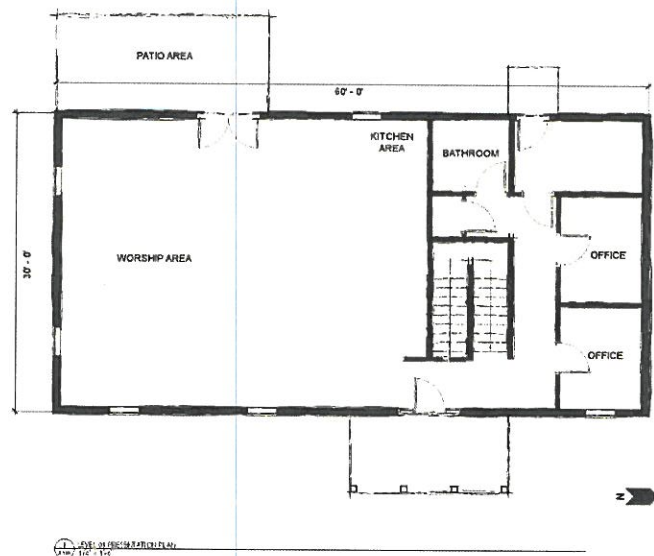
Vicky Kinney
(Please print name)

[Signature]
Applicant Signature

6-26-2025
Date

Kris Kulgr
(Please print name)

(OVER)



LEVEL 01 FLOOR PLAN
1/8" = 1'-0"



LAKES AREA CHRISTIAN FELLOWSHIP
FELLOWSHIP HALL

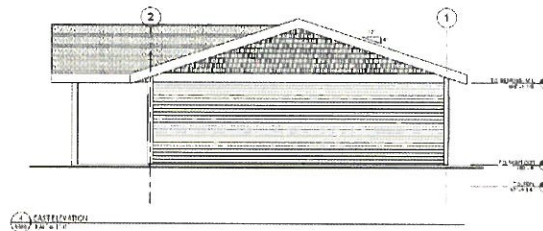
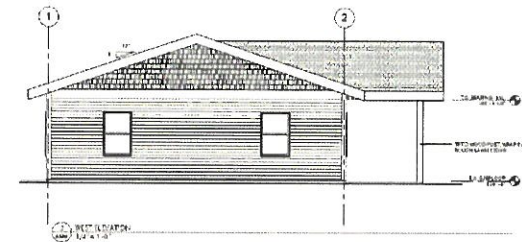
PRELIMINARY SET

PROJECT NUMBER:

NO.	REVISION	DATE

LEVEL 01 FLOOR PLAN

A110

[illegible]

LAKES AREA CHRISTIAN FELLOWSHIP
FELLOWSHIP HALL

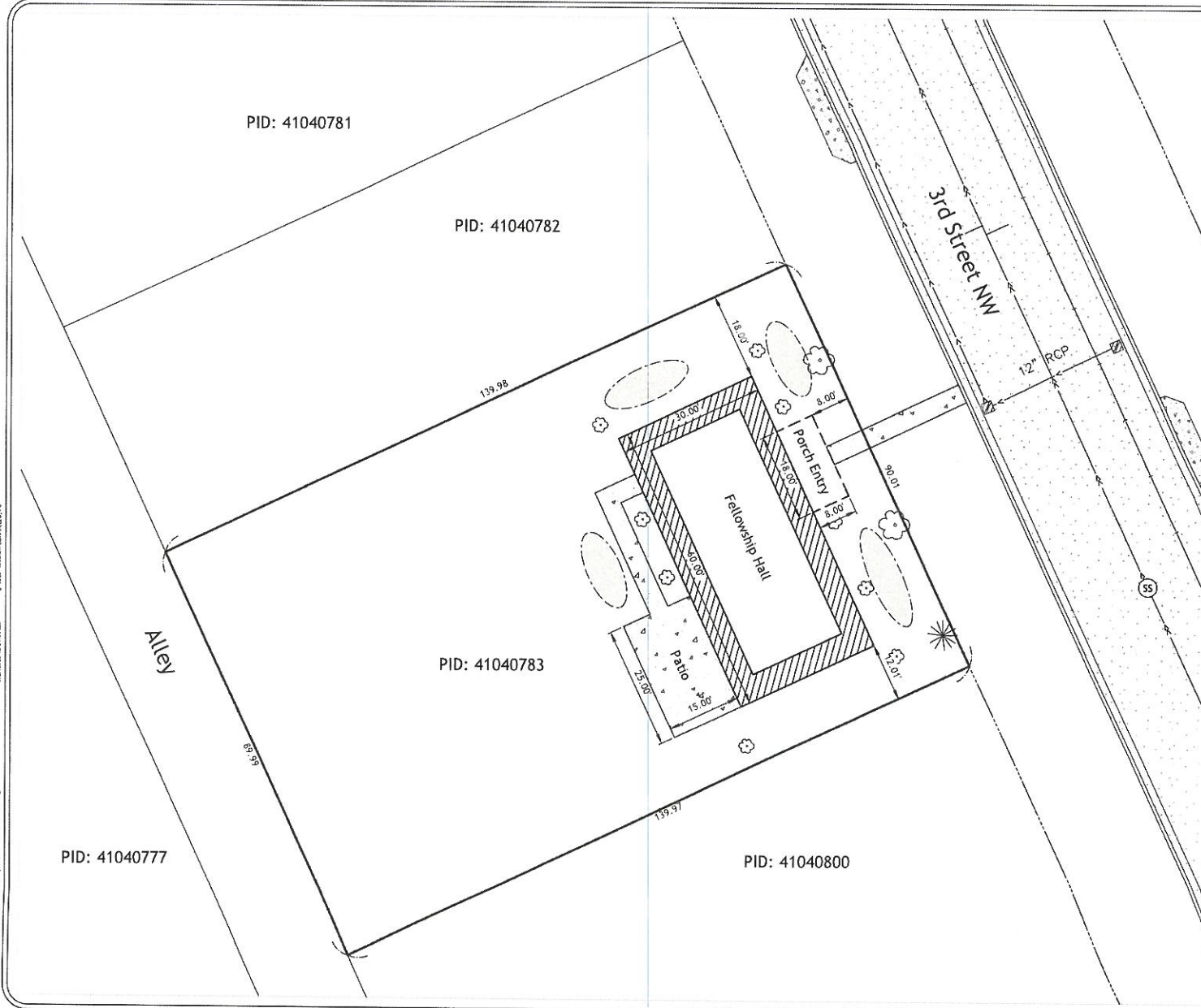
PRELIMINARY SET

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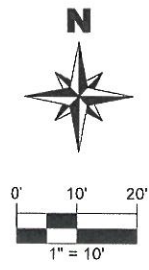
BUILDING ELEVATIONS

A300

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© 2025 KRAMER LEAS DELLO, P.C.



- LEGEND:
- PROJECT BOUNDARY
 - ADJOINING BOUNDARY
 - ROAD RIGHT OF WAY
 - EXISTING CURB & GUTTER
 - EXISTING SANITARY SEWER
 - EXISTING STORM SEWER
 - EXISTING WATER MAIN
 - EXISTING BITUMINOUS
 - EXISTING CONCRETE
 - PROPOSED BUILDING
 - PROPOSED CONCRETE
 - EXISTING SANITARY MANHOLE
 - EXISTING CATCH BASIN
 - PROPOSED DECIDUOUS TREE
 - PROPOSED SHRUB
 - PROPOSED EVERGREEN TREE
 - PROPOSED RAIN GARDEN/DITCH AREA



DATE: 10/14/25
DRAWN: JLD
CHECKED: JLD
SCALE: AS SHOWN

PROJECT NO. 202501
SHEET NO. 1

KLD
KRAMER LEAS DELLO
REGISTERED PROFESSIONAL ENGINEER - CIVIL
STATE OF MINNESOTA
LICENSE NO. 34465

FELLOWSHIP HALL
LAKES AREA CHRISTIAN FELLOWSHIP
SECTION 04, TOWNSHIP 133, RANGE 28
CITY OF BRAINERD, CROW WING COUNTY, MN

SITE PLAN SKETCH

Lakes Area Christian Fellowship would like to build a Fellowship Hall (place of worship) in a TN-2 zone, which we understand is an allowed use with a Conditional Use Permit. We have a purchase agreement contingent upon approval of a CUP for the lot – PID # 41040783 - on 3rd Street NW, Brainerd, currently owned by My Neighbor to Love Coalition.

Several churches are located downtown or in Baxter, but there are no places to worship together in NW Brainerd, which makes it an ideal location for us. Community outreach is an important aspect of our ministry, and we see opportunities with apartment complexes, the mobile home park, and the new housing for the homeless being built in the area.

Fellowship meetings will generally be held once a week along with other gatherings throughout the week, such as Bible studies, prayer groups, small group meetings, and other activities.

To reduce parking lot space, we intend to use on-street parking areas which will be plentiful on both sides of 3rd Street.

Landscaping on the 90' x 135' lot will include the required 3 trees and 6 shrubs. One tree will be an evergreen - either a Spruce or Norway Pine (4' in height). The other 2 trees will be deciduous such as Maple, Oak, or Linden (1.5-inch diameter). Shrubs and/or perennials will be of a variety, depending on the amount of sun in each planting area (such as False Indigo, Ninebark, Spirea, Hydrangea, etc.- 2-to-5-gallon size).

Catch basins and/or rain gardens will manage rainwater coming through gutters and drain spouts. These will be located around the building.

Exterior lighting will be managed and located on the structure.

The Fellowship Hall we wish to construct is 30 feet x 60 feet with a full basement. It will also have a covered 8-foot x 18-foot front porch area.

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Vicky Kinney has submitted a request on behalf of My Neighbor to Love Coalition for a Conditional Use Permit to construct a place of worship for Lakes Area Christian Fellowship to hold services. The property is located on NW 3rd Street between James Street and Jackson Street.

The property is legally described as:

*WEST BRAINERD LOT 1 BLOCK N AND THE ADJACENT N'LY ½ OR VACATED
ROBERT STREET*

PID 41040783

Section 04, Township 133, Range 028

The property is zoned TN-2 (Traditional Neighborhood) District, and Zoning Ordinance Section 515-3 (Allowed Uses) Appendix A: Table of Uses shows places of worship and related buildings is a Conditional Use in the TN-2 District. A copy of the site plan is on file for review with the Community Development Department.

A Public Hearing to consider this conditional use permit will be conducted by the Brainerd Planning Commission at 6:00 p.m. on Wednesday, July 16th, 2025 in the City Council Chambers at 501 Laurel St., Brainerd, MN 56401.

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

Dated this 01 day of July, 2025



James L. Kramvik
Community Development Director

Publication Date: July 5th, 2025



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Consider Variance Request to Allow for a 6' Fence to be Installed in Front Yard - 14721 Riverside Dr

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Colin Francis has submitted an application for a variance request at 14721 Riverside Drive to exceed the 4' allowed fence height in the front yard. The applicant is requesting a 6' tall wood privacy fence along Riverside Drive, approximately 150' in length, to alleviate noise from the high volume of traffic at the corner of Riverside Drive and Beaver Dam Road. Staff sent notice of the hearing directly to the Crow Wing County Transportation Office, and the applicant will need to work with them prior to installation.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

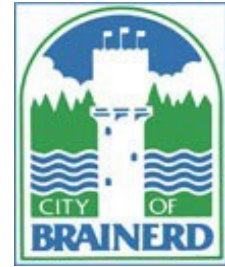
The Planning Commission considered this request and held a public hearing at their meeting on July 16th, 2025. The Commission voted unanimously to approve the variance request with the condition that the applicant work with the Crow Wing County Highway Department for fence placement prior to the installation.

RECOMMENDED ACTION/MOTION:

Recommend approval of the Variance request as presented with the condition of working with the CWC Highway Department prior to installation.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: July 16th, 2025

RE: Variance from Fence Height Standards – 14721 Riverside Drive

REQUEST

PUBLIC HEARING. Variance at 14721 Riverside Dr to exceed the fence height in the front yard.

Colin Francis has submitted a variance request at 14721 Riverside Drive to exceed the 4' allowed fence height in the front yard. The applicant is requesting a 6' tall wood privacy fence along Riverside Drive, approximately 150' in length to alleviate the high volume of traffic at that corner of Riverside and Beaver Dam Rd.

CONTEXT

Parcel Number(s): 41040524

Zoning District: CN-1 (Contemporary Neighborhood One)

District Property Area: Approx. 4.72 acres

Adjacent Uses: North: Assisted Living Facility
East: Residential
South: Residential
West: Residential

Adjacent Zoning: North: CN-1 (Contemporary Neighborhood 1) District
East: CN-1 (Contemporary Neighborhood 1) District
South: CN-1 (Contemporary Neighborhood 1) District
West: CN-1 (Contemporary Neighborhood 1) District

AERIAL MAP



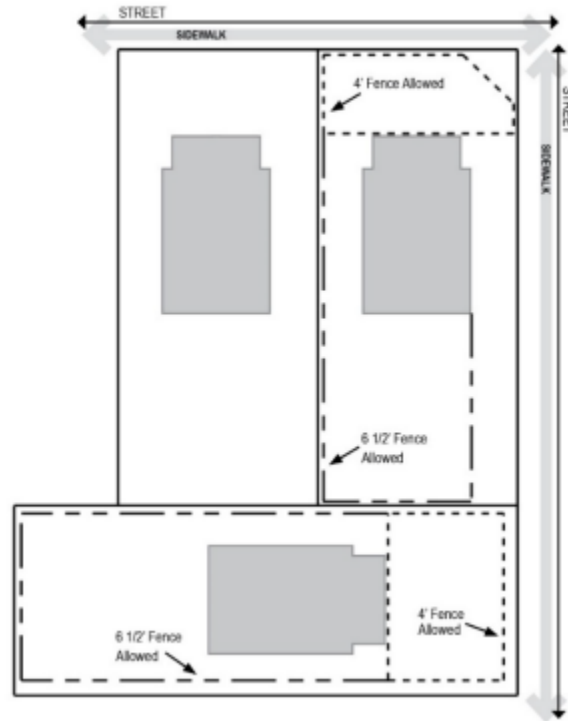
FINDINGS OF FACT

1. 14721 Riverside Drive Brainerd, MN 56401 is in a CN-1 (Contemporary Neighborhood 1) Zoning District.
 - a. [Section 515-4-11-F](#), Fence Height states that fences may be located in any yard up to a height of four (4) feet. Except as prohibited by Section [D] a fence up to six and one half (6 ½) 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).
 - i. *The applicant is proposing a 6' wood privacy fence approximately 150' in length along Riverside Drive to alleviate noise and enhance privacy due to the*

high volume of traffic at that corner of Riverside Dr. and Beaver Dam Rd. An additional 20' fence segment is proposed along the applicants driveway as depicted in the site plan.

- ii. The proposed fence will be located in the front yard beyond the front façade 25' from the back of the curb according to the site plan.

Figure 515-4-11.1 Fence Height Lot Diagrams



2. [Section 515-5-4.B.3](#), General Provisions and Evaluation Criteria. – Variances shall only be permitted:
 - a. When they are in harmony with the general purposes and intent of the ordinance
 - i. The purpose of the CN-1 District is intended for predominantly single-family detached residential uses and associated accessory uses. Lots in this District are typically developed with front-loaded garages, with larger private yard spaces. The lots are wider with principal structures setback and connected to public right-of-way with a private driveway.
 1. *The CN-2 Zoning District is intended for predominantly single-family detached residential uses and associated accessory uses. Some single-family attached and multi-family uses may be present woven throughout this District. Lots in this District are typically developed with front-loaded garages and principal structures setback and connected to public right-of-way with a private driveway.*
 2. *This is a single-family home on a large parcel of property along Riverside Dr. and Beaver Dam Rd. Fences are an accessory use in the CN-2 District.*
3. [Section 515-5-4.B.4](#), Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance;
 - a. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and

- i. *Traffic volume along Riverside Dr. and Beaver Dam Rd. is far greater than most properties zoned CN-2 in the City of Brainerd.*
 - ii. *This property abuts the right turn lane on Beaver Dam Rd, which greatly affects the privacy of the property.*
 - iii. *Riverside Drive and Beaver Dam Rd are County Highways. The segment of Riverside Drive between the intersection and the roundabout on Jackson Street is a Major Collector.*
 - b. The variance, if granted, will not alter the essential character of the locality.
 - i. *The construction of this privacy fence will not alter the character of the locality, but will provide a sense of privacy for the property owner.*
 - ii. *The proposed fence does not abut a neighboring property and will have no effect on the property to the West.*
 - iii. *The fence will not affect the aesthetics of the home as the property has significant vegetation, especially during summer months.*
 - c. Economic considerations alone do not constitute practical difficulties.
 - i. *The practical difficulties are not economically driven.*
- 4. Section 515-5-4. B.5, The Board may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.
 - a. *Staff sent the notice of hearing directly to the Crow Wing County transportation office as the fence is located near Crow Wing County highway right of way.*
 - b. *Crow Wing County requested that the applicant works with the Highway Department for fence placement prior to installation.*

At the time of this writing, no other party has contacted the Community Development Department regarding the variance request.

STAFF RECOMMENDATION

1. Hold a public hearing.
2. Staff recommend approval of the variance request as presented with the condition that the applicant works with the County Highway Department for fence placement prior to installation.



Community Development Department

City Hall -- 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

RESIDENTIAL

COMMERCIAL

CONDITIONAL USE PERMIT

☐

(\$350.00)

☐

(\$500.00 + \$500.00 escrow deposit)

REZONING

☐

(\$350.00)

☐

(\$500.00)

VARIANCE

☒

(\$350.00)

☐

(\$500.00 + \$500.00 escrow deposit)

ZONING TEXT AMENDMENT

☐

(\$250.00)

☐

(\$400.00)

PROPERTY ADDRESS: 14721 Riverside Dr

LEGAL DESCRIPTION: Lot(s): 22 Block: 0 Addition: River Heights
(attach description if lengthy)

PID 91040524

Property Owner Name: Colin Francis and Megan Roth Francis

Street Address: 14721 Riverside Dr City: Brainerd State: MN Zip Code 56401

Phone Number: 612 229 7453 Fax: _____ E-mail: francis.colin37@gmail.com

Applicant Name: (If different than Property Owner) _____

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

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: Installation of a 6' tall wood privacy fence for privacy from adjacent high traffic road (Riverside Dr). The fence would be partially screened by trees and shrubs and would be 25'+ from back of curb.

Colin Francis

Property Owner Signature

6/28/25

Date

Colin Francis

(Please print name)

Applicant Signature

Date

(Please print name)



NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Colin Francis has submitted a variance request at 14721 Riverside Drive to exceed the 4' allowed fence height in the front yard. The applicant is requesting a 6' tall wood privacy fence along Riverside Drive, approximately 150' in length to alleviate the high volume of traffic at that corner of Riverside and Beaver Dam Rd. The property included in this application is summarized as:

*RIVER HEIGHTS THAT PART OF LOT 21 LYING N AND W OF CSAH NO.20
P.I.N. 41040524
Section 04, Township 133, Range 028*

The property is located in the CN-1 (Contemporary Neighborhood 1) District. A copy of the proposed site plan is on file for review at the Community Development Department.

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

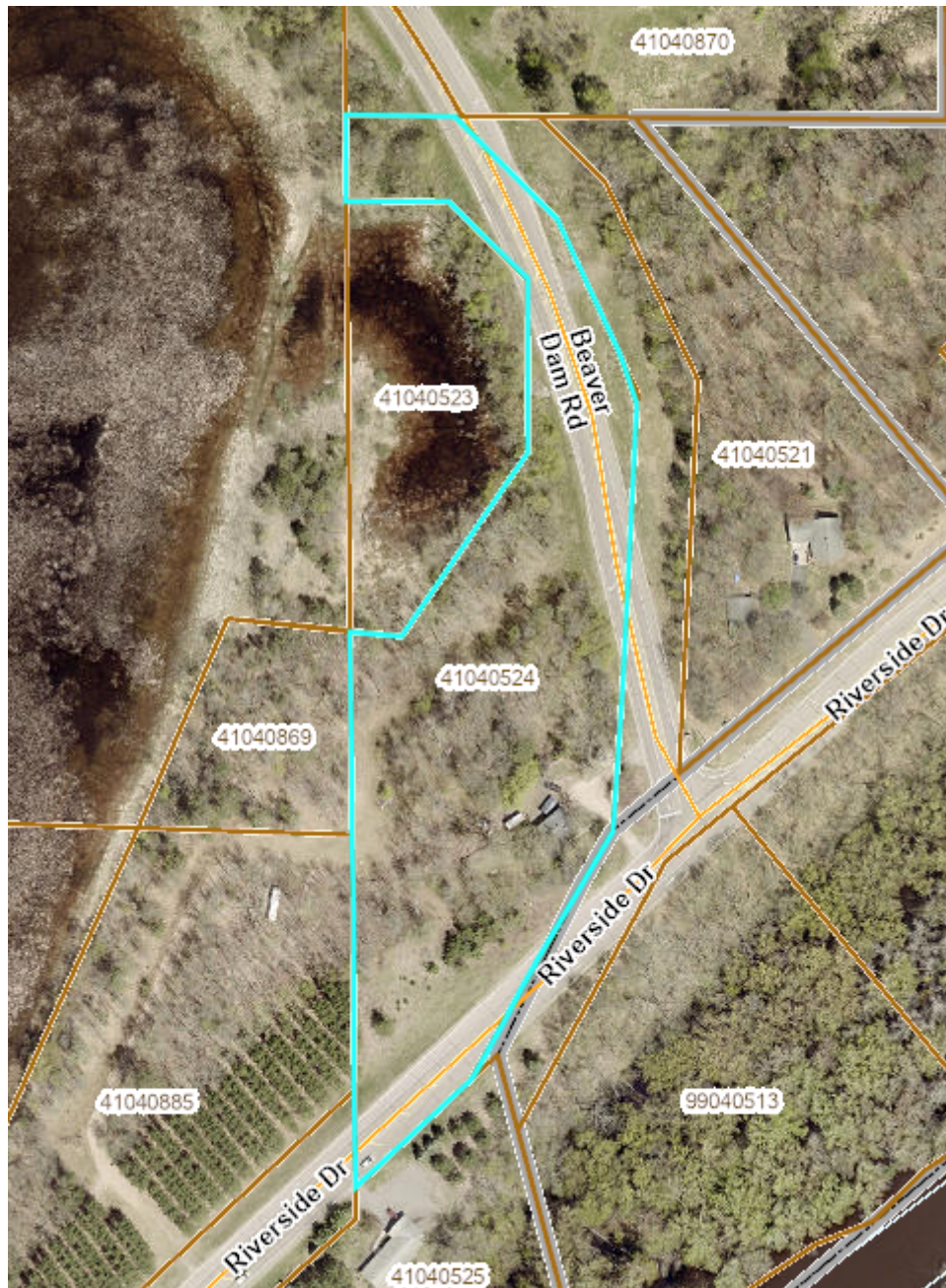
Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 01 day of July, 2025



James Kramvik
Community Development Director

Publication Date: July 5, 2025





City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Consider Conditional Use Permit for a Fire Hall Addition and Variance Request for Impervious Surface and Bluff Setbacks - 23 Laurel St Brainerd Fire Department

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 Minutes

SUMMARY OF ISSUE:

The Brainerd Fire Department and Widseth have submitted applications for a Conditional Use Permit and Variance for the Brainerd Fire Hall, 23 Laurel Street, which is located in a public/semipublic use in the Shoreland Zone. The Conditional Use Permit is for a building addition and the Variance is to exceed the impervious surface limit within 300' of the ordinary high-water level and for the proposed addition to the Fire Hall in the bluff as indicated on the site plan.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

At the public hearing, Mary Koep voiced her concern regarding construction noise. She stated that construction on the County buildings occurred at all hours of the night and would like time restrictions in place for the Fire Department remodel project and suggested a 9:00AM start time. Staff stated that the noise ordinance pertains to the use of power tools within 500 ft of any residentially zoned property. Since there are no residentially zoned properties within 500 ft of the Fire Department, the potential project would not be subject to restrictions. Section 2014.05 of the City Code states the following:

"Within five hundred (500) feet of any residentially zoned property, no person may operate any power implement including, but not limited to, an electric or gas-powered implement such as a lawn mower, hedge clipper, chain saw, trimmer, bug zapper, or other device designed primarily for outdoor use, at any time other than between the hours of 6:30 AM to 10:00 PM on weekdays and 8:00 AM and 10:00 PM on public holidays, Saturdays, and Sundays. All implements shall be effectively muffled so as to prevent the emission of loud and explosive noises that disturb the peace, quiet, or repose of a person or persons of ordinary sensibility."

The Planning Commission considered this request and held a public hearing at their meeting on July 16th, 2025. The Commission voted unanimously to recommend approval of the CUP and Variance request as presented.

RECOMMENDED ACTION/MOTION:

Recommend approval of the Conditional Use and Variance requests for 23 Laurel Street for an addition to the Brainerd Fire Hall as presented.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: July 16th, 2025

RE: Consider Conditional Use Permit and Variance Request for the Brainerd Fire Department – 23 Laurel Street

REQUEST

PUBLIC HEARING. Conditional Use Permit is for a building addition to the Brainerd Fire Hall, which is a public/semipublic use in the Shoreland Zone.

Variance request is to exceed the impervious surface limit within 300’ of the ordinary high-water level and for the proposed addition of the Fire Hall in the bluff as indicated on the site plan.

The Brainerd Fire Department and Widseth have submitted the application and supporting documents.

CONTEXT

Parcel Number: 41250507

Zoning District: Town Center (TC) District
Shoreland Overlay District

Property Area: Approximately 94,154 square feet or 2.16 acres
Impervious Surface: Approximately 31,928 square feet

Adjacent Uses: North: Railroad Property
East: Police Department
South: Offices
West: Mississippi River

Adjacent Zoning: North: TC (Town Center) District
East: TC (Town Center) District
South: TC (Town Center) District
West: Mississippi River

AERIAL MAP



FINDINGS OF FACT – CONDITIONAL USE PERMIT

1. The property at 23 Laurel Street Brainerd, MN 56401 is in TC (Town Center) District. Zoning Ordinance [515-3 Allowed Uses. Appendix A: Table of Uses](#) allows for government and public buildings as a permitted use in the TC District.
2. 23 Laurel Street is adjacent to the Mississippi River and is primarily in the shoreland zone.
 - a. For forested rivers and streams the shoreland zone is 300 feet from a river or stream.
3. [Section 530 – Shoreland Management Regulations](#) allows for public, semipublic uses in the shoreland zone as a conditional use.
 - a. *The applicant proposes to expand the Brainerd Fire Hall to meet the emergency service needs of Brainerd/ Baxter and the surrounding area.*
 - b. *As stated by the applicant “The proposed renovation of BFD Station #1 would improve the overall workflow, facility security, and the considerations of firefighter*

health and wellness. The remodel will include additional apparatus floor space to the NW, a single point of entry for the public with a lobby, modern features for firefighter health considerations like an area for turnout gear off the apparatus floor in a controlled environment, a decontamination area for gear and equipment, and a decontamination shower and bathroom for firefighters accessible off the apparatus floor. Decontamination is very important as cancer is the #1 cause of firefighter deaths. Carcinogens are one of the reasons for the increased risk of cancer, which are found in smoke, soot, chemicals and diesel exhaust. We need to protect the gear we wear and thoroughly clean our equipment, so we are not unnecessarily exposed to these chemicals. One of the 5 pillars of recruiting and retaining firefighters is Environment; creating a space where firefighters want to be and feel comfortable and welcome. We want them to spend time at the station.

4. [Criteria for Granting Conditional Use Permits.](#) In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants or surrounding lands. Among other things, the City Council shall make the following findings where applicable.
 - a. The proposed use conforms to the Zoning District and is a permitted Conditional Use identified on Appendix A: Table of Uses.
 - i. Fire Halls are a permitted use in the TC District but do require a conditional use permit in the shoreland zone.
 - ii. The purpose of the TC (Town Center) District is to encourage the continuation of a viable, traditional downtown area by allowing retail, service, office and entertainment facilities and public and semi-public uses as well as multi-family dwelling units.
 - b. The proposed use meets the regulations and standards established in this Ordinance.
 - i. *The applicant has also applied for a variance from the impervious surface standards in the shoreland zone and to construct the proposed addition into the bluff as depicted in the site plan.*
 - ii. *The applicant will be required to plant additional shrubs as part of the building permit application.*
 1. [According to Section 515-4-10.3.b](#) One (1) shrub is required for every 300 square feet of total building floor area up to 10,000 square feet.
 2. *The proposed expansion will add approximately 3,000 square feet of building floor area which will require 10 additional shrubs.*
 - iii. The proposed use meets all other regulations and standards established in this ordinance.
 - c. The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
 - i. *The structure will not be dangerous, injurious, or noxious to the surrounding properties.*
 - d. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.

1. *The existing building is orientated towards East River Road and Laurel Street which is consistent with surrounding properties.*
 - a. *The new entrance will be on East River Road which is consistent with the Brainerd Police Department.*
 2. *The building consists primarily of brick siding which is consistent with the TC District.*
 - a. *The proposed addition primarily consists of brick siding which will match the existing building character.*
 3. *The proposed additional will require an additional 10 shrubs. A landscape plan will be required prior to issuance of the building permit.*
- e. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
1. *The proposed use is consistent with the environment and the neighborhood, as this has been the location of the Fire Hall for numerous years and is near other public/ semi-public buildings that consist of brick siding.*
 - a. *Other public/ semi-public buildings in the near vicinity include Crow Wing County Land Services, Crow Wing County Social Services, Crow Wing County Court House and Jail, the Sheriff's Office, the Brainerd Police Department, and Brainerd City Hall.*
- f. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
1. *The property is not near a residential neighborhood and staff have no concerns regarding parking.*
- g. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.
1. **Land Use Goal 2:** Through thoughtful planning, maintain the unique identity of the city and all the appropriate land uses that support it.
 - a. **Policy 1:** Support development that enhances the identity and community character of Brainerd.
 - b. **Policy 2:** Promote reinvestment in the city's main highway corridors and downtown.
 2. **Public Safety Goal 1:** Brainerd will protect and provide for the safety of residents and visitors.
 - a. **Policy 2:** Strategically plan for and implement maintenance and expansion in a fiscally and environmentally responsible manner.
 - b. **Policy 4:** Sustain fire protection through a combination of up-to-date facilities and fleet vehicles, technology, outreach, and community engagement initiatives.
5. Conditions. In reviewing applications for conditional use permits, the City may attach whatever reasonable conditions are deemed necessary to mitigate anticipated adverse impacts associated with the proposed use, to protect the value of property within the Zoning District, and to achieve the goals of the City's Comprehensive Plan. In determining

such conditions, special consideration shall be given to protecting nearby properties from objectionable views, noise, traffic, and other characteristics associated with such uses.

- a. *Staff recommend that no other conditions are needed for the proposed project as the proposed expansion will not affect adjacent properties.*

6. Criteria for Conditional Uses - Shoreland Management Regulations. Conditional uses allowable within shoreland areas shall be subject to the review and approval procedures, and criteria and conditions for review of conditional uses established community wide. The following additional evaluation criteria and conditions apply within shoreland areas:

- a. Evaluation criteria. A thorough evaluation of the water body and the topographic, vegetation, and soils conditions on the site must be made to ensure:
 - i. The prevention of soil erosion or other possible pollution of public waters, both during and after construction;
 1. *The City Engineer will require a site plan prior to issuance of the building permit that will prevent soil erosion and pollutants from entering the Mississippi River.*
 - ii. The visibility of structures and other facilities as viewed from public waters is limited;
 1. *The bluff to the west of the Fire Hall is heavily forested which limits visibility to the structure.*
 2. *The proposed addition to the west side of the building will be located on an existing parking lot.*
 - iii. The site is adequate for water supply and on-site sewage treatment; and
 1. *The Fire Hall is connected to municipal utilities.*
 - iv. The types, uses, and numbers of watercraft that the project will generate are compatible in relation to the suitability of public waters to safely accommodate these watercraft.
 1. *The proposed project/ use will not generate additional watercraft.*
- b. Conditions attached to conditional use permits. The City Council, upon consideration of the criteria listed above and the purposes of this ordinance, shall attach such conditions to the issuance of the conditional use permit as it deems necessary to fulfill the purposes of this Ordinance. Such conditions may include, but are not limited to, the following:
 - i. increased setbacks from the ordinary high-water level;
 - ii. limitations on the natural vegetation to be removed or the requirement that additional vegetation be planted; and
 - iii. special provisions for the location, design, and use of structures, sewage treatment systems, watercraft launching and docking areas, and vehicle parking areas.
 1. *Staff recommend no additional conditions as the proposed addition will not affect the Mississippi River or those traveling the Mississippi River.*

FINDINGS OF FACT – VARIANCE REQUEST

7. The applicant has submitted a request for a variance to exceed the impervious surface limit of the shoreland district and for the proposed addition of the Fire Hall in the bluff as indicated on the site plan.
 - i. *The applicant proposes adding 700 square feet of impervious surface as depicted on the site plan. The primary addition is located on an existing asphalt parking lot which adds no additional impervious surface.*
 - ii. *The applicant proposes to construct the west addition of the Fire Hall 16.79 feet beyond the top of the bluff as depicted in the site plan. The area considered for the addition is currently level and used for parking.*
8. Section 530.09 Subd. 5.b.1 states impervious surface coverage of lots must not exceed 25 percent of the lot area nor 0% of the Shore Impact zone.
 - a. Existing Impervious Surface Percentage = 33.9%
 - b. Proposed Impervious Surface Percentage = 34.7%
 - i. *The applicant proposes adding 700 square feet of impervious surface as depicted on the site plan. The primary addition is located on an existing asphalt parking lot which adds no additional impervious surface.*
 - ii. *The structure is not located in the shore impact zone.*
 - iii. *Prior to the issuance of the building permit the City Engineer would review the stormwater and grading plan to ensure no additional runoff would be directed towards the bluff and the Mississippi River. The City Engineer has no concerns at this time.*
9. Section 530.09 Subd.2.a.2&3 states that structures must be set back 30 feet from the top of the bluff and that structures and accessory facilities, except stairways and landings, must not be placed within bluff impact zones.
 - a. *The applicant proposes to construct the NW addition of the Fire Hall 16.79 feet beyond the top of the bluff as depicted in the site plan.*
10. Section 515-5-4.B.3, General Provisions and Evaluation Criteria – Variances shall only be permitted:
 - a. When they are in harmony with the general purposes and intent of the ordinance and:
 - i. *Fire Halls are a permitted use in the TC District but require a conditional use permit in the shoreland zone.*
 - ii. *The purpose of the TC (Town Center) District is to encourage the continuation of a viable, traditional downtown area by allowing retail, service, office and entertainment facilities and public and semi-public uses as well as multi-family dwelling units.*
 - b. When the variances are consistent with the Comprehensive Plan.
 1. **Land Use Goal 2:** Through thoughtful planning, maintain the unique identity of the city and all the appropriate land uses that support it.
 - a. **Policy 1:** Support development that enhances the identity and community character of Brainerd.

- b. **Policy 2:** Promote reinvestment in the city's main highway corridors and downtown.
 - 2. **Public Safety Goal 1:** Brainerd will protect and provide for the safety of residents and visitors.
 - c. **Policy 2:** Strategically plan for and implement maintenance and expansion in a fiscally and environmentally responsible manner.
 - d. **Policy 4:** Sustain fire protection through a combination of up-to-date facilities and fleet vehicles, technology, outreach, and community engagement initiatives.
 - a. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.
- 2. [Section 515-5-4.B.4](#), Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.;
 - a. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
 - i. *The existing Fire Hall was built in the 1980's and needs significant upgrades to better serve the communities' emergency service needs and for the safety of the fire fighters.*
 - ii. *The existing Fire Hall and parking lot are located beyond the top of the bluff. The proposed addition to the NW corner of the building, which extends 16.79 feet into the bluff, must be located as proposed to connect to the main floor space. An alternate location for the NW addition is not possible based on the existing layout of the Fire Hall, specifically the Engine room.*
 - b. The variance, if granted, will not alter the essential character of the locality.
 - i. *This variance, if granted, will not substantially alter the character of the locality as the proposed use is consistent with other surrounding public/semi-public uses*
 - ii. *The building and proposed addition consists primarily of brick siding which is consistent with the TC District.*
 - c. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.
 - i. *The practical difficulties are not related to economic considerations.*
- 3. [Section 515-5-4. B.5](#), The Commission may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.
 - a. *Staff recommend no additional conditions.*

As of this writing, no party has contacted the Community Development Department for more information on the Conditional Use Permit and Variance application for the proposed addition.

STAFF RECOMMENDATION

1. Hold a Public Hearing
2. Recommend approval of the Conditional Use Permit for 23 Laurel Street as presented.
3. Recommend approval of the Variance requests for 23 Laurel Street as presented.



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

RESIDENTIAL

CONDITIONAL USE PERMIT	☐	(\$350.00)
REZONING	☐	(\$350.00)
VARIANCE	☐	(\$350.00)
ZONING TEXT AMENDMENT	☐	(\$250.00)

COMMERCIAL

☒	(\$500.00 + \$500.00 escrow deposit)
☐	(\$500.00)
☒	(\$500.00 + \$500.00 escrow deposit)
☐	(\$400.00)

PROPERTY ADDRESS: 23 Laurel St, Brainerd, MN 56401

LEGAL DESCRIPTION: Lot(s): 001 Block: 001 Addition: Shortridge Addition
(attach description if lengthy)

Property Owner Name: City of Brainerd

Street Address: 501 Laurel Street City: City of Brainerd State: MN Zip Code 56401

Phone Number: (218)-828-2307 Fax: _____ E-mail: tholmes@ci.brainerd.mn.us

Applicant Name: (If different than Property Owner) _____

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

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: _____

Application for conditional use permit in Shoreland Zone of government building (Fire Dept).
Variance for impervious surface area within 300' of apparent O.H.W and Bluff Building Setback
in Shoreland Zone.

Tim Holmes

Property Owner Signature

Tim Holmes, City of Brainerd, Fire Chief
(Please print name)

6/24/2025

Date

Tim Holmes

Applicant Signature

Tim Holmes, City of Brainerd, Fire Chief
(Please print name)

6/24/2025

Date

AGENCY REVIEW CHECKLIST

Your request may require review by one or more of the agencies listed below. The City of Brainerd will determine which agencies will need to review your application and provide that agency with the notice of public hearing regarding your application:

BRAINERD FIRE DEPARTMENT

Attn: Fire Chief; 23 Laurel St; Brainerd, MN 56401; 218-828-2312; fire@ci.brainerd.mn.us

BRAINERD POLICE DEPARTMENT

Attn: John Davis, 225 East River Road; Brainerd, MN 56401; 218-829-2805; john.davis@ci.brainerd.mn.us

BRAINERD PUBLIC UTILITIES

Attn: Todd Wicklund, Director.; P.O. Box 373; Brainerd, MN 56401; 218-829-8726; twicklund@bpu.org

BWSR (MN Board of Water and Soil Resources)

Attn: Chris Pence; 1601 Minnesota Dr; Brainerd, MN 56401; 218-828-2383; chris.pence@state.mn.us

CITY OF BAXTER

Attn: Josh Doty; Community Development Director, 13190 Memorywood Dr; Baxter, MN 56425; 218-454-5100

CROW WING COUNTY HIGHWAY DEPARTMENT

Attn: Tim Bray, County Engineer; 16589 County Rd 142; Brainerd, MN 56401; 218-824-1110/FAX 218-824-1111 tim.bray@crowwing.us

CROW WING COUNTY SOIL AND WATER CONSERVATION DISTRICT

Attn: Melissa Barrick; 322 Laurel St-Ste. 13; Brainerd, MN 56401; 218-828-6197/FAX 828-6095 melissa.barrick@crowwingswcd.org

CROW WING COUNTY SURVEYOR'S OFFICE

322 Laurel St Ste 14.; Brainerd, MN 56401; 218-824-1124/FAX 824-1126

HRA

Attn: Eric Charpentier, 324 E. River Rd.; Brainerd, MN 56401; 218-828-3705/FAX 828-8817; eric@brainerdhra.org

MISSISSIPPI HEADWATERS BOARD

322 Laurel Street Ste 5; Brainerd, MN 56401; 218-824-1307/FAX 824-1104 mhb@mississippiheadwaters.org

MINNESOTA DEPARTMENT OF TRANSPORTATION

Attn: Steve Voss; 7694 Industrial Park Rd.; Baxter, MN 56425; 218-828-5779; steve.voss@state.mn.us

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

Attn: Wade Miller; 1601 Minnesota Dr.; Brainerd, MN 56401; 218-828-2605/FAX 828-6043; wade.miller@state.mn.us

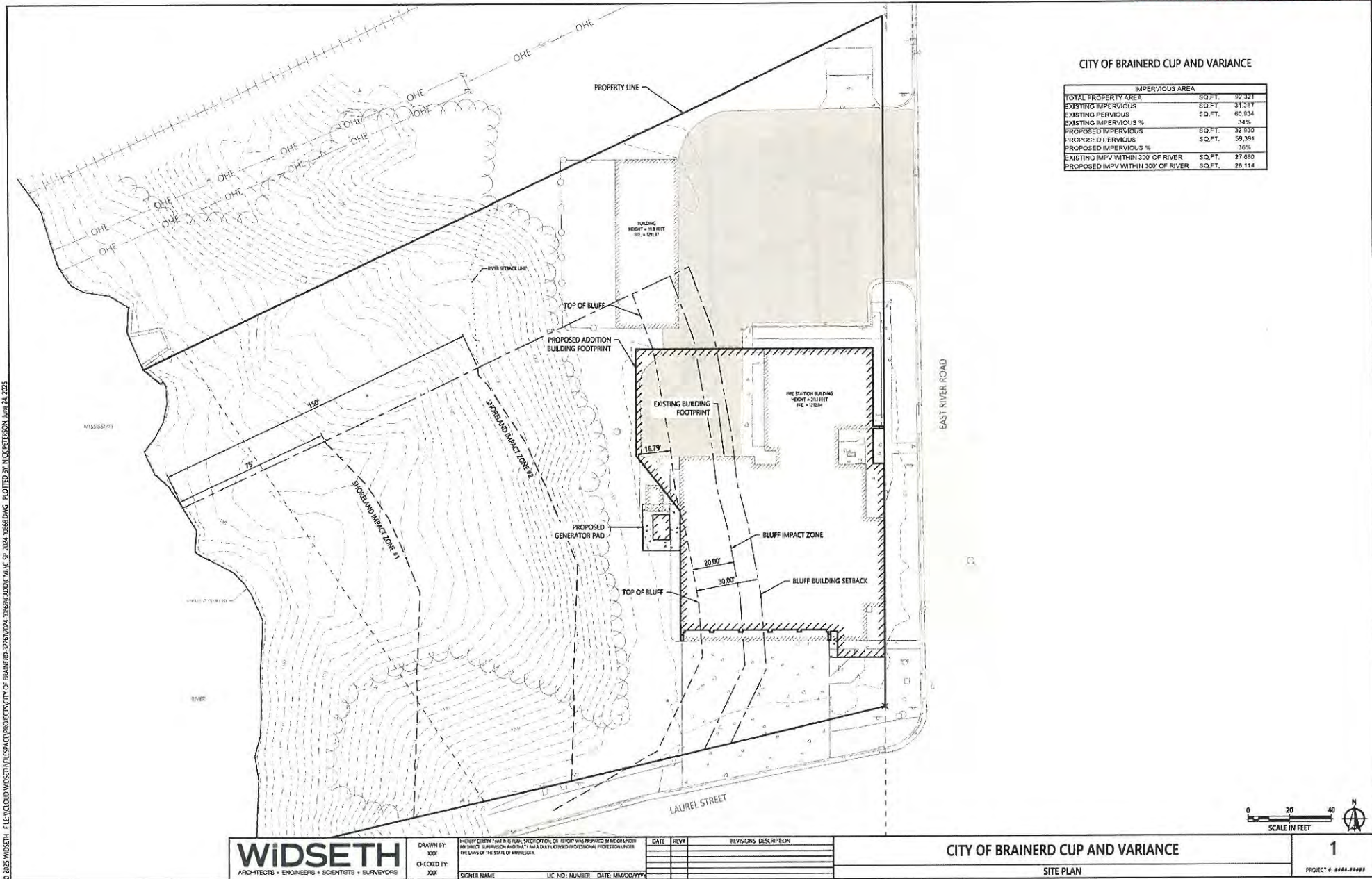
MINNESOTA POLLUTION CONTROL AGENCY

Attn: Reed Larson; 7678 College Rd-Ste. 105; Baxter, MN 56425; 218-828-2492/FAX 828-2594 Reed.Larson@state.mn.us

U.S. ARMY CORPS OF ENGINEERS

10867 E. Gull Lake Dr.; Brainerd, MN 56401; 651-290-5772

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E-River-Rd-

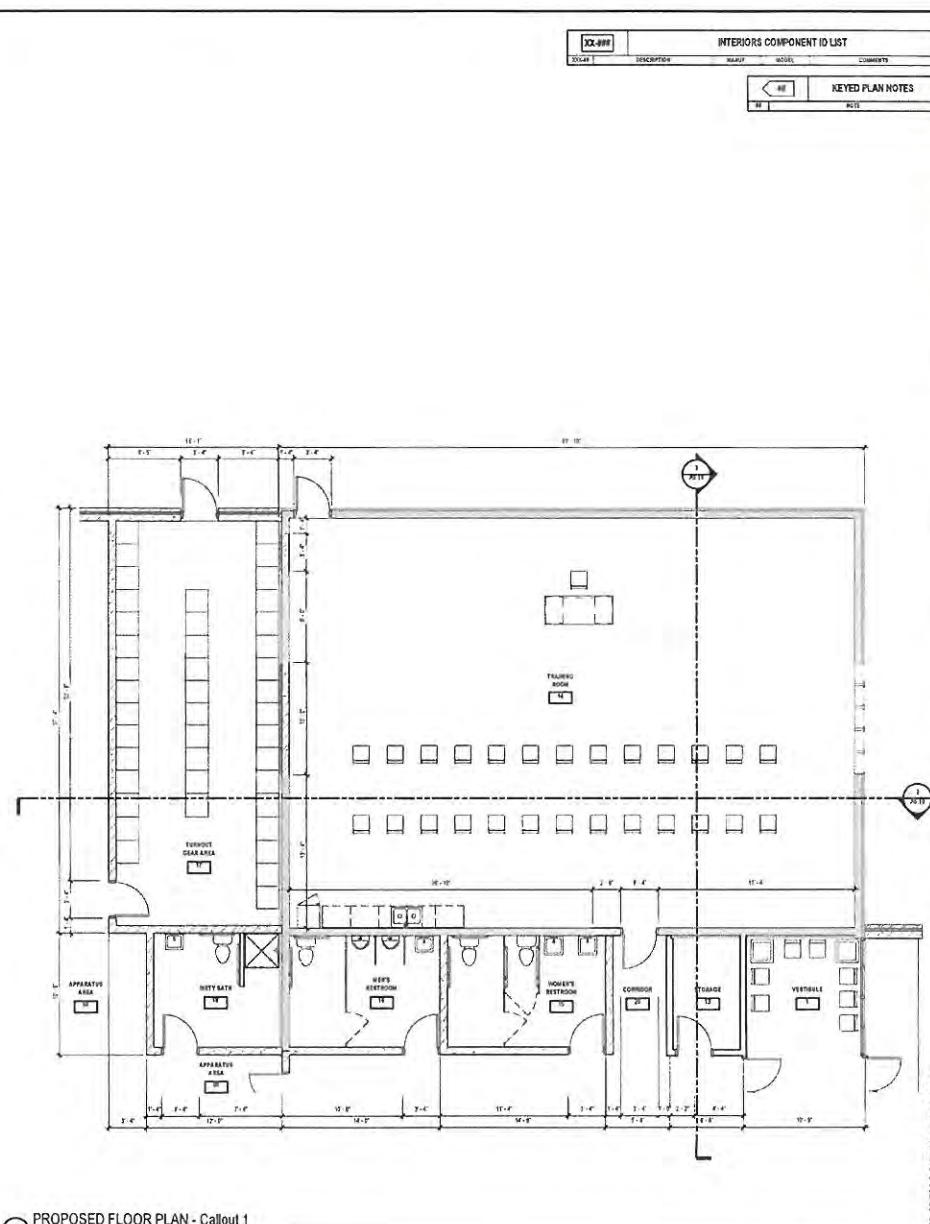
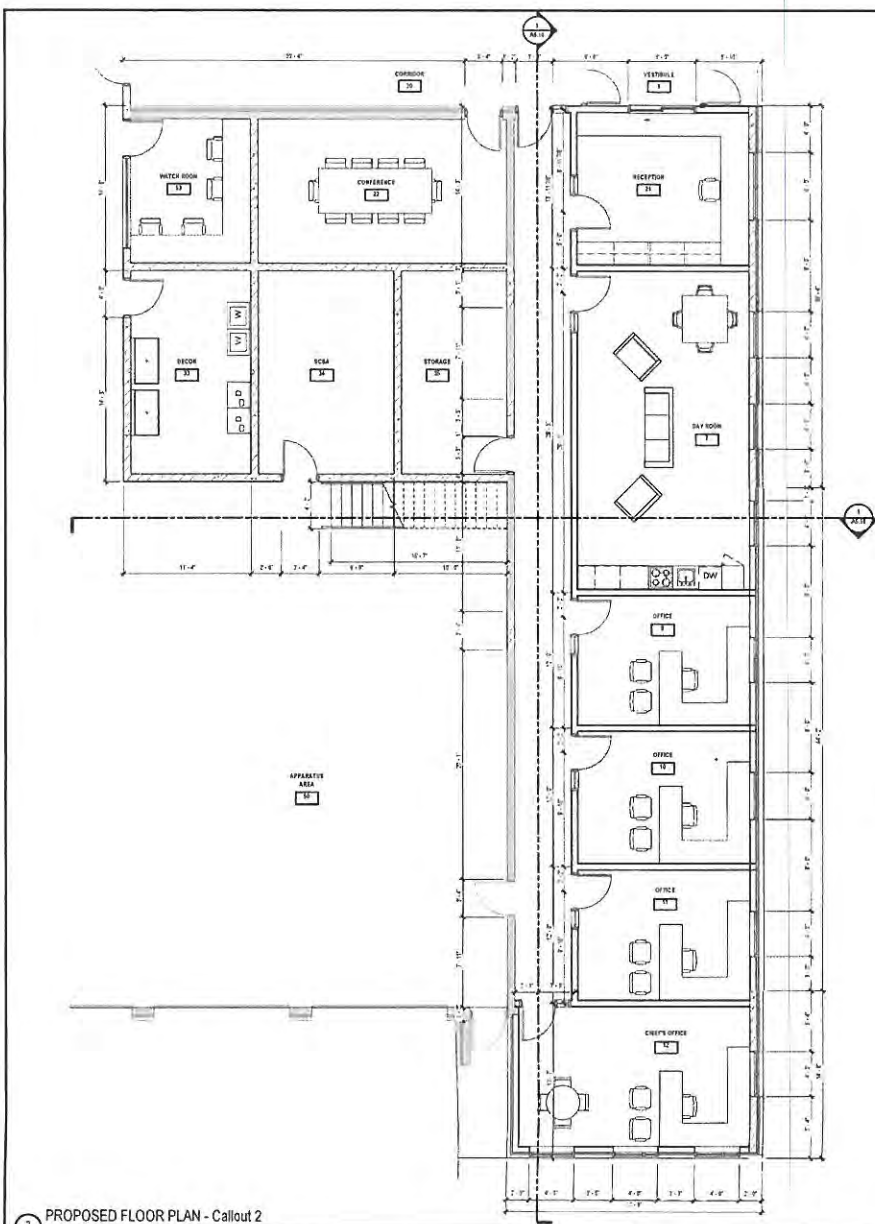
PRELIMINARY DESIGN

BRAINERD FD REMODEL AND ADDITION
CITY OF BRAINERD
23 LAUREL ST BRAINERD, MN 56401

A1.10

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WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS



INTERIORS COMPONENT ID LIST				
COLLAR	DESCRIPTION	MAINT	MODEL	COMMENTS

KEYED PLAN NOTES	
NO.	NOTES

	KEYED PLAN NOTES
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WIDSETH
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[illegible]

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PRELIMINARY DESIGN

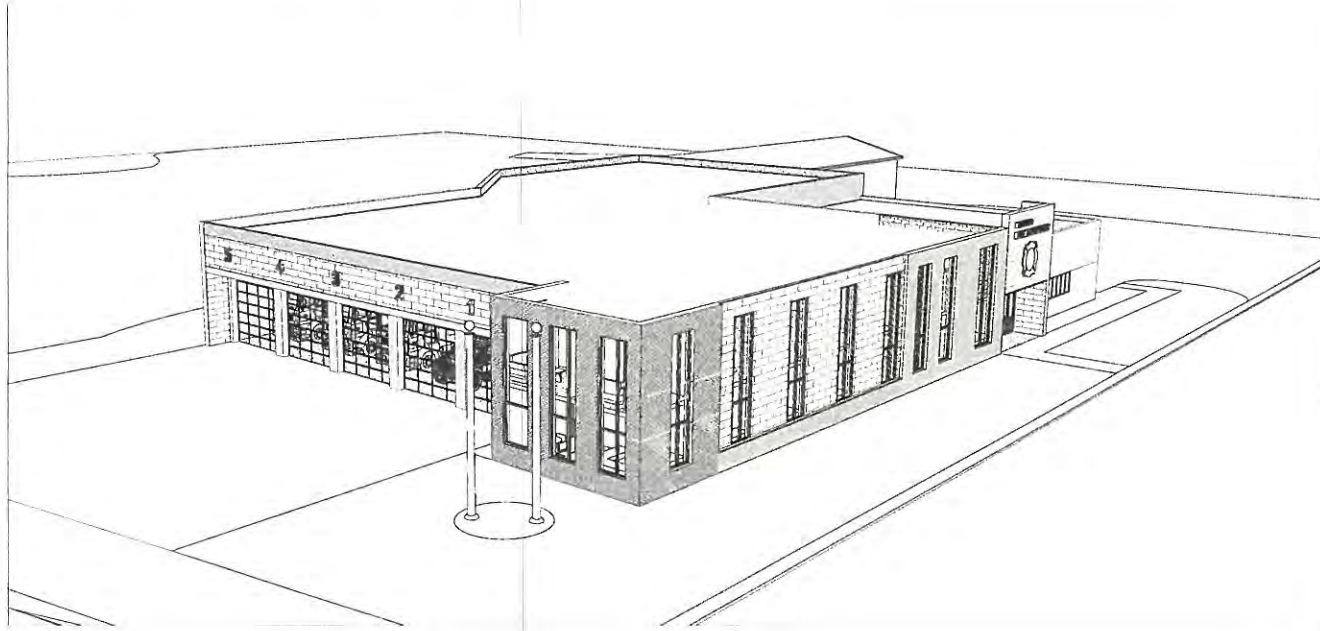
BOONING PD REMODEL AND ADDITION
 21 LAUREL ST BRANERD, MN 56401

C1.11

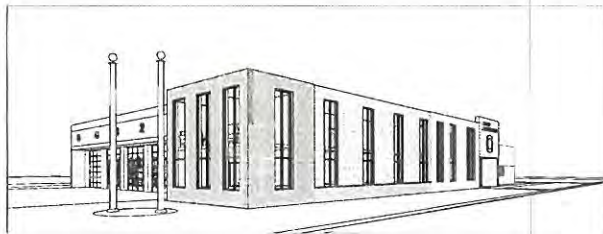
DATE: 10/14/2022
 SCALE: AS SHOWN
 DRAWN BY: JHE
 CHECKED BY: JHE
 APPR: JHE

PROJECT DESCRIPTION: BOONING PD REMODEL AND ADDITION
 QUALIFIED ARCHITECT: WIDSETH ARCHITECTS, INC.
 1133

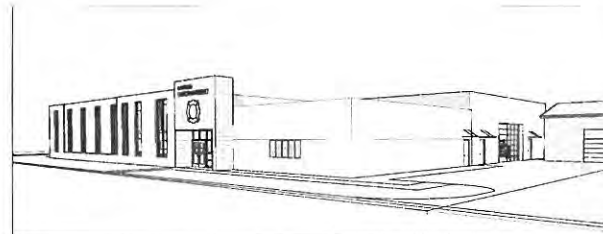
WIDSETH
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1 VIEW 1



2 VIEW 2



3 VIEW 3

PRELIMINARY DESIGN

BRainerd PD REMODEL AND ADDITION
CITY OF BRainerd
23 LAUREL ST BRainerd, MN 56401

C1.12

WIDSETH
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DATE	SCALE	DESCRIPTION
2024-10-02	AS SHOWN	3D VIEWS

DATE	SCALE	DESCRIPTION
2024-10-02	AS SHOWN	3D VIEWS

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that the Brainerd Fire Department has submitted a request for a Conditional Use Permit and Variance for 23 Laurel Street, Brainerd. The CUP request is for an addition to the Fire Department, which is a public/ semipublic use in the Shoreland Zone. The request for the variance is to exceed the impervious surface limit within 300' of the ordinary high-water level and to build the addition in the bluff as indicated on the site plan. The property included in this application is described as:

SHORTRIDGE ADDITION LOT 1 BLOCK 1
Parcel#: 41250507
Section 25, Township 045, Range 031

The property is located in the TC (Town Center) Zoning District.

A copy of the proposed site plan is on file for review at the Community Development Department.

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

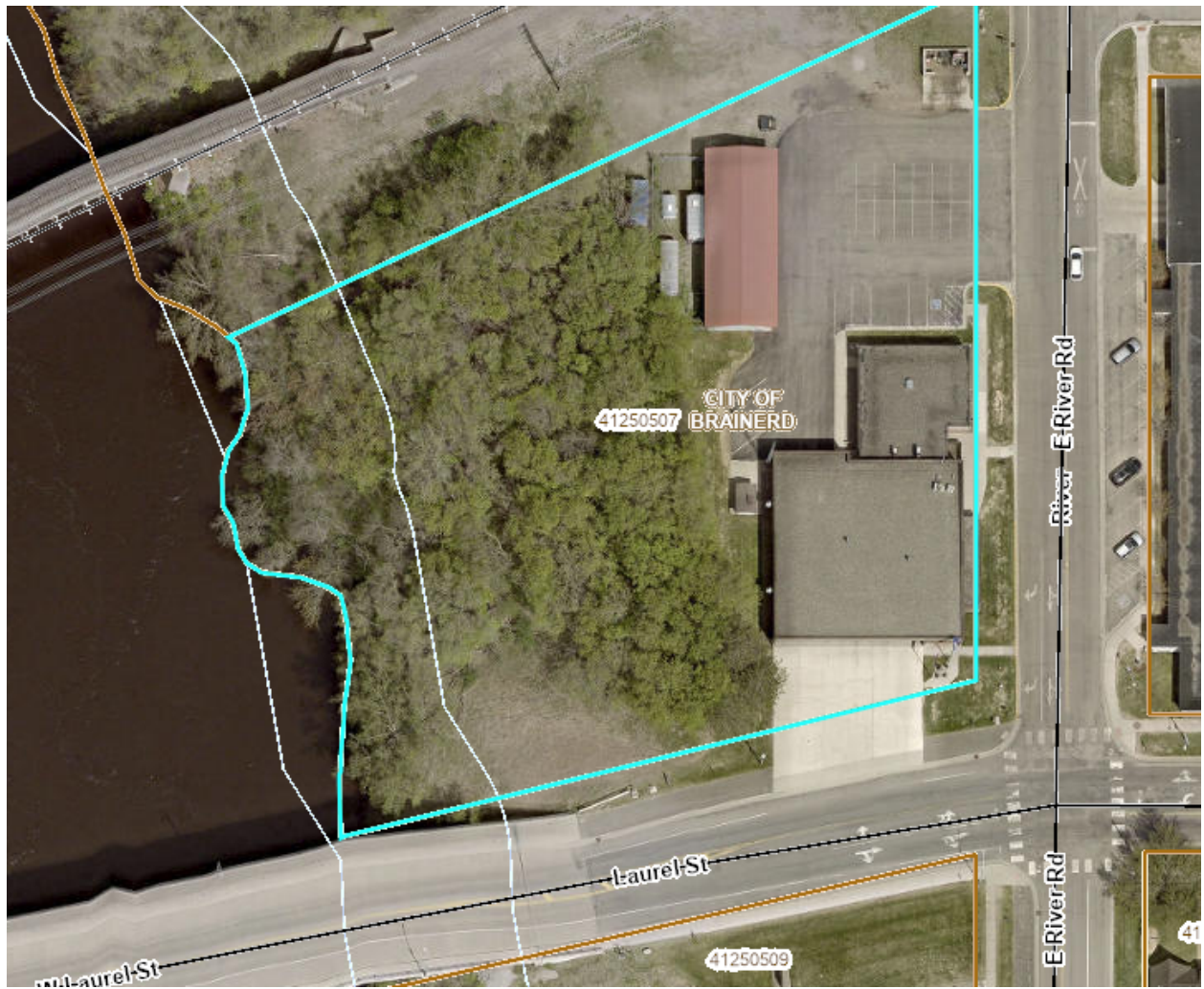
Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 01 day of July, 2025



James L. Kramvik
Community Development Director

Publication Date: July 5th, 2025





City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: First Reading - Proposed Ordinance 1591 to Amend Section 515-3 Allowed Uses; Appendix A Table of Uses

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 Minutes

SUMMARY OF ISSUE:

Staff have spent significant time reviewing Section 515-3 Appendix A: Table of Uses in the Zoning Code and the uses that have specific regulations outlined in Section 515-3 Allowed Uses. Residential uses were expanded in the new Zoning Code, but many commercial uses remained the same. The primary purpose of this Ordinance is to expand uses and deregulate others in the commercial and industrial zoning districts.

Staff also received a request to allow cannabis cultivation in an existing greenhouse. Staff included this change in the proposed amendment, and the Commission was in favor of the idea. The current Zoning Code only allows cannabis cultivation in the General Industrial Zoning District as a Conditional Use Permit regardless of whether growing occurs inside or outside. As proposed, cannabis cultivation would be allowed to occur in greenhouses and indoor growing facilities in additional Zoning Districts. As proposed, manufacturing would continue to be restricted to the General Industrial District.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered this ordinance and held a public hearing at their meeting July 16th, 2025. The Commission voted unanimously to approve the ordinance with the changes as presented.

RECOMMENDED ACTION/MOTION:

1) Conduct the first reading of Proposed Ordinance 1591 and dispense with the actual reading.

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

FINANCIAL IMPACT:

N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: July 16th, 2025

RE: Allowed-Use Table Memo

INTRODUCTION

Staff reviewed the [Section 515-3 Appendix A: Table of Uses](#) and have provided an amended table for the Planning Commission to review and discuss. Staff spent significant time reviewing the General Industrial District and uses that have specific regulations outlined in [Section 515-3 Allowed Uses](#). Residential uses were expanded in the new zoning code, but many commercial uses remained the same.

Deregulating uses by allowing more uses or removing a uses conditional status will be beneficial to businesses that are looking to either move to Brainerd or expand within the community.

Staff also received a request to allow cannabis cultivation in an existing greenhouse. Staff included this change in the proposed amendment, and the Commission was in general favor of the idea. The current Zoning Code only allows cannabis cultivation in the General Industrial Zoning District as a Conditional Use Permit regardless of whether growing occurs inside or outside. As proposed, cannabis cultivation would be allowed to occur in greenhouses in additional Zoning Districts.

The Planning Commission reviewed the amended Allowed Use Table at the June 18th meeting and directed staff to hold a public hearing at the next meeting.

STAFF RECOMMENDATION

- 1) Hold a public hearing.
- 2) Recommend approval of the proposed ordinance which amends Section 515-3 Appendix A: Table of Uses.

**ORDINANCE
NO. 1591**

**AN ORDINANCE AMENDING SECTION 515-3 APPENDIX A TABLE OF USES OF THE
ZONING CODE**

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code,
on July 16th, 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 expand and deregulate uses in all
zoning districts to make new development and expansion easier for businesses and
developers.

SECTION TWO: Section 515-3 Appendix A Table of Uses (Exhibit A) is hereby amended as
indicated, with deleted language struck out and new language underlined:

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 – _____

EXHIBIT A

BRAINERD, MN Section 515-3 ALLOWED USES. APPENDIX A: TABLE OF USES

APPENDIX A: TABLE OF USES

P - Permitted
AP - Administrative Permit
C - Conditional Use Permit
I - Interim Use Permit
Blank - Not Permitted

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
RESIDENTIAL USES																	
Agriculture uses, <u>barns, stables, and silos</u>		P	P														
Accessory buildings under 200 SF	515-4-6	AP	AP	AP	AP	AP	AP	AP	AP	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>P</u>
Accessory buildings over 200 SF	515-4-6	P	P	P	P	P	P	P	P	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
Accessory Dwelling Unit (ADU)		P	P	P	P/C	P/C	P/C	P	P/C								
Home businesses	515-3-21	P	P	P	P	P	P	P	P		<u>P</u>	P	P				
Home businesses not meeting criteria	515-3-21	AP	AP	AP	AP	AP	AP	AP	AP		<u>AP</u>	AP	AP				
In home day care, serving no more than 14 persons		AP	AP	AP	AP	AP	AP	AP	AP								
Multi-family attached dwelling units (5+ Units)						C		C	P			C				C	
Mixed-Use Building, including residential uses not on main floor								C	C		C	C	C				
Model Homes	515-3-25	P	P	P	P	P	P	P	P	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>				
Personal storage of recreational vehicles & equipment	515-3-33	P	P	P	P	P	P	P	P								
Recreational Facilities for private residential use		P	P	P	P	P	P	P	P								
Senior housing	515-3-35					P		P	P			C	C			<u>CP</u>	
Single Family Detached Dwelling Unit	515-4-2	P	P	P	P	P	P	P	P			<u>C</u>				C	
Single Family Attached Dwelling Unit (2 Units)	515-4-2		P	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>							<u>C</u>	
Single Family Attached Dwelling Unit (<u>23</u> -4 Units)					P	P	P	P	P			<u>C</u>	<u>C</u>			C	

APPENDIX A: TABLE OF USES
Adopted 07.05.2022

EXHIBIT A

BRAINERD, MN Section 515-3 ALLOWED USES. APPENDIX A: TABLE OF USES

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
COMMERCIAL/GENERAL BUSINESS USES																	
Adult Establishments and/or Uses	515-3-4														C		
Animal hospital, veterinary clinic, or kennels	515-3-5	<u>C</u>	<u>C</u>					C	C	C	C			C	C		
Armories										C					P		
Auto dealership	515-3-6									C	C			<u>GP</u>	<u>GP</u>		
Bed and breakfasts	515-3-9	C	C	C	C	C	C	C	C		<u>C</u>	C	C				
Boarding houses, <u>Dormitories, and Similar Uses</u>						<u>G</u>		<u>G</u>	<u>G</u>							<u>C</u>	
Brew Pub/Brewery (off-sale, on-sale, taproom, tasting room, etc.), cidery, microdistillery, cocktail room	515-3-10							<u>G</u>	C	C	C	C	C	P	P		
Cannabis Retail Dispensary	515-3-12								C	P/C	P/C	P/C	P/C	P/C	P/C		
Car wash accessory to motor vehicle sales	515-3-15							<u>C</u>		P	P			P	P		
<u>Commercial animal kennels</u>	<u>515-3-5</u>	<u>G</u>	<u>G</u>												<u>G</u>		
Commercial car washes (drive-up, mechanical and self service)	515-3-15									C	C			<u>C</u>	<u>GP</u>		
Commercial day care facilities	515-3-16	C	C	C	C	C	C	C	C	<u>GP</u>	<u>GP</u>	<u>GP</u>	C	<u>GP</u>	<u>GP</u>	<u>GP</u>	
Commercial greenhouses supporting the operations of a restaurant or floral shop	515-3-17							I	I	I	I	I	I	<u>I</u>	<u>I</u>		
Commercial riding stables	515-3-18	C															
Commercial/Retail establishments								P	P	P	P	P	P	P	<u>P</u>		
Commercial laundry facilities								C	C	P	P	<u>P</u>		P	<u>P</u>		
Contractor offices										C	C			P	P		
Cultural facilities such as museums, art centers, or art institute								P	P	P	P	P	P	P	<u>P</u>	P	

APPENDIX A: TABLE OF USES
Adopted 07.05.2022

EXHIBIT A

BRAINERD, MN Section 515-3 ALLOWED USES. APPENDIX A: TABLE OF USES

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
Drive-through Businesses	515-3-19							C	C	P	P	<u>GP</u>	<u>C</u>	<u>P</u>	<u>P</u>		
Financial Institutions such as banks and credit unions										P	P	P	P	<u>P</u>	<u>P</u>		
Food Trucks (Transient food unit)	515-3-41									AP	AP	AP	AP	AP	AP	AP	AP
Funeral homes, mortuaries								C	C	C	C	C	<u>C</u>	C	<u>P</u>		
Health clubs/Gyms/Indoor Recreation Facilities								P	P	P	P	P	P	P	P	P	
Hospitality businesses <u>limited to</u> hotels, motels, conference/convention/reception facilities, <u>and similar uses</u>	515-3-22							C	P	P	P	P	P	<u>P</u>	<u>P</u>		
<u>Hospitality businesses — extended stay</u>	<u>515-3-22</u>																
Liquor sales, on sale										P	P	P	P	P	P		
Liquor sales, off sale									P/C	P	P	P	P	P	P		
Motor vehicle fuel sales	515-3-26							C	C	<u>GP</u>	C	C		<u>P</u>	<u>GP</u>		
Nurseries, greenhouses <u>(commercial), including the indoor cultivation of cannabis (commercial),</u>	515-3-17	P	P					C	C	C	C			C	<u>GP</u>		
Nursing homes & similar group housing	515-3-27					C		C	C	<u>C</u>	<u>C</u>					<u>C</u>	
Off street parking lots or parking garages (as principal use)	515-3-32 515-4-12							C	C	C	C	C	C	<u>C</u>	<u>P</u>		
Office businesses – (general use, medical clinic)								<u>GP</u>	<u>GP</u>	P	P	P	P	P	P		
Outdoor dining facilities accessory to a restaurant	515-3-29							AP	AP	AP	AP	AP	AP	<u>AP</u>	<u>AP</u>		
Parking <u>Lots incidental to the principal uses on a contiguous property</u>	515-3-32	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>PG</u>	<u>P</u>
Pawn shops								P	P	P	P	P	P	P	<u>P</u>		
Personal services such as barber/beauty shop, nail salon, tanning salon, therapeutic massage and spas.								P	P	P	P	P	P	P	<u>P</u>		

APPENDIX A: TABLE OF USES
Adopted 07.05.2022

EXHIBIT A

BRAINERD, MN Section 515-3 ALLOWED USES. APPENDIX A: TABLE OF USES

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
Private clubs & lodges								C	C	C	C	C	C	C	<u>P</u>		
Recreation Centers (large health clubs, gyms, etc.) exceeding 30,000 SF										C	<u>C</u>	<u>C</u>		C	P	<u>C</u>	
Restaurants – sit down, take out or delivery (no drive-up window)								P	P	P	P	P	P	<u>P</u>	<u>P</u>		
Retail businesses contained within a principal building								P	P	P	P	P	P	P	<u>P</u>	<u>P</u>	
Seasonal Merchandise Sales include fruit/vegetables, Christmas trees, plants and ancillary products in which less than one half of the product retailed is initially planted and raised therein – <u>farmers markets</u>								<u>AP</u>	<u>AP</u>	AP	AP	AP	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>
Senior center						C		C	C	<u>GP</u>	<u>GP</u>	<u>GP</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	
Short term rentals (VRBO, Air BnB, etc.)	515-3-36	I	I	I	I	I	I	I	I		<u>I</u>	I	I				
Signs	515-3-37	See Section 515-3-37 for Permit Requirements															
Specialty food shops	515-3-38							P	P	P	P	P	P	<u>P</u>	<u>P</u>		
State licensed residential facilities (serving 7-16 persons)						C		C	C	C	C						
Studios – art, dance, music, design, photography, etc								<u>GP</u>	<u>GP</u>	P	P	P	P	<u>P</u>	<u>P</u>		
Taxi or bus dispatch sites										P	P			P	P		
Telecommunication towers	515-3-44													AP	AP		
Temporary mobile towers.	515-3-44													AP	AP		
Temporary roadside stands		P	P	<u>P</u>													
Temporary/seasonal outdoor promotional events and sales	515-3-40							AP	AP	AP	AP	AP	AP	AP	<u>AP</u>		
Theaters – except drive-in										P	P	P	P	<u>P</u>	<u>P</u>		
PUBLIC/SEMI-PUBLIC USES																	

APPENDIX A: TABLE OF USES
Adopted 07.05.2022

EXHIBIT A

BRAINERD, MN Section 515-3 ALLOWED USES. APPENDIX A: TABLE OF USES

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
Boarding Schools								C	C	C	C	C		<u>C</u>	<u>P</u>	<u>C</u>	
Business or trade school when conducted entirely within a building								C	C	P	P	C	C	<u>P</u>	<u>P</u>	<u>P</u>	
Cemeteries																C	<u>C</u>
Colleges and universities										C	C					P	
Government & public buildings (including utility buildings and structures)			C	C	C	C	C	C	C	P	P	P	P	P	P	P	P
Hospitals						C		C	C	C	C	<u>C</u>			<u>P</u>	P	
Forest and game management areas		<u>GP</u>	<u>P</u>													P	P
Places of worship & related buildings		C	C	C	C	C	C	C	<u>GP</u>	P	P	<u>GP</u>	<u>GP</u>	P	P	P	
Public & private schools		C	C	C	C	C	C	C	C	<u>GP</u>	C	<u>GP</u>	<u>C</u>	<u>GP</u>	<u>GP</u>	P	
Public recreation areas and buildings		P	P	P	P	P	P	P	P	<u>P</u>	<u>C</u>	C	C	<u>P</u>	<u>P</u>	P	<u>P</u>
Public, semi-public recreational buildings, community centers		C	C	C	C	C	C	C	C	<u>C</u>	<u>C</u>	C	C	<u>C</u>	<u>P</u>	P	
Temporary classroom buildings (public or private schools)					I	I	I	I	I	<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>	<u>I</u>	I	
Trade/specialty schools.														C	<u>GP</u>	<u>P</u>	
Warming shelters	515-3-43									I	I	I		I		I	
INDUSTRIAL AND UTILITY USES																	
Auto wrecking or salvage yard, junk yard, used auto parts, and similar uses.	515-3-8														C		
Automobile and truck repair – major and minor (including body shops)	515-3-7									C	C	C		C	<u>GP</u>		
Billboard signs	515-3-37													<u>I</u>	<u>I</u>		
Bulk liquid storage (including crude oil, gasoline, liquid fertilizer, or other liquid storage)	515-3-11														C		

APPENDIX A: TABLE OF USES
Adopted 07.05.2022

EXHIBIT A

BRAINERD, MN Section 515-3 ALLOWED USES. APPENDIX A: TABLE OF USES

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
Cannabis Cultivation <u>(outside)</u> , Manufacturing, and Related Activity	515-3-13														C		
Coal, tar, creosote, concrete or asphalt processing or distillation and acid manufacturing.	515-3-14														C		
Commercial/retail sales accessory to the principal manufacture, processing or wholesaling of products manufactured on, processed on or wholesaled from the premises.														P	P		
Commercial stockyards and slaughtering of animals provided that the use complies with all Federal regulations including USDA rules and regulations.															C		
Machine shops; paper products from previously processed paper; electronics assembly and testing; commercial printing and publishing establishments; laundry, dry cleaning or dyeing plants; food/beverage processing; cosmetics/toiletries; drugs and pharmaceuticals; beverage bottling; recycling center; woodworking (indoors)														P	P		
Construction equipment sales and repair										C				P	P		
Electrical/Plumbing/Heating/Air Conditioning products and parts										C				P	P		
Equipment rental (indoor)										P	P			P	P		
Essential services	515-3-20	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Kilns, forges or other heat processes fired by means other than electricity.															C		
Light manufacturing <u>(indoors)</u>										C	C			P	P		
Metal Sales such as steel and other raw materials														P	P		
Mini self-storage facilities.	515-3-23														GP		

APPENDIX A: TABLE OF USES
Adopted 07.05.2022

EXHIBIT A

BRAINERD, MN Section 515-3 ALLOWED USES. APPENDIX A: TABLE OF USES

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
Mining and extraction	515-3-24	I															
Outdoor service, sales and rental as a principal or accessory use.	515-3-30									<u>C</u>	<u>C</u>	<u>C</u>		<u>CP</u>	<u>CP</u>		
Outdoor storage accessory to a principal use with enclosed building.	515-3-30									C				C	P		
Outdoor storage as a principal use	515-3-30														I		
Personal wireless service towers	515-3-44	C	C	C	C	C	C	C	C	AP	AP	AP	AP	AP	AP	<u>AP</u>	
Outdoor wood burning furnaces, placement and operation	515-3-31														C		
Radio & television antennas	515-3-44	AP	AP	AP	AP	AP	AP	AP	AP	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>
Radio and television receiving antennas, <u>ground mounted</u> satellite dishes, TV Receive Only (TVRO) three (3) meters or less in diameter, short-wave dispatching antennas, or those necessary for the operation of electronic equipment including radio receivers, ham radio transmitters and television receivers	515-3-44	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	<u>AP</u>	AP	AP	AP	AP	AP	AP	<u>AP</u>	<u>AP</u>
Radio and television studios										C	C			P	P	<u>P</u>	
Sale of parts and sale and repair of tires for construction equipment and semi tractor trailers														P	P		
Sales and distribution of propane, acetylene, helium, CO2 and similar tanks															P		
Refuse/garbage collection, recycling and incineration	515-3-34														C		
Regional pipelines		C												C	C		
Research and development laboratories										<u>P</u>				P	P		
Residence for night watchman or other security personnel														AP	AP		

EXHIBIT A

BRAINERD, MN Section 515-3 ALLOWED USES. APPENDIX A: TABLE OF USES

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
Self-service laundromat with dry cleaning pick up and drop off								C	C	P	P	P		P	<u>P</u>		
Small engine and boat repair								C	C	C	C			P	P		
Solar energy systems, structures		AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	AP	<u>AP</u>	<u>AP</u>
Storage, utilization or manufacture of materials which could decompose by detonation, including but not limited to dynamite, trinitrotoluene (TNT), nitroglycerine, guncotton, blasting caps and cartridge primers.	515-3-39														C		
Testing labs for water and soil, rocks/minerals and air quality										P	P			P	P		
Tire vulcanizing and recapping.															P		
Truck and semi-tractor/trailer sales and repair	515-3-7													C	P		
Truck terminals.	515-3-42														<u>GP</u>		
Warehousing, distribution facilities and wholesale businesses.														C	P		
Wind energy conversion system		I	I												I	<u>I</u>	<u>I</u>

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 expand and deregulate uses among all zoning districts in the City of Brainerd.

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

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

Dated this 1st day of July, 2025



James Kramvik
Community Development Director

Publication Date: July 5th, 2025



City Council Agenda Request

MEETING DATE: August 4, 2025

TITLE OF ITEM: Conditional Approval of LoonFest

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 15

SUMMARY OF ISSUE: Local business representatives are requesting approval of the concert on September 19 & 20, 2025. The event will be held at Mills field at Memorial Park. There are several City Codes that we are reviewing with the city attorney to ensure staff are following proper protocol.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Event planners have met with staff (Police, Fire, and PW Director) to develop an action plan to include:

1. Emergency Action Plan: Weather guide, Weapon prohibited, Medical Station, Fire extinguishers
2. Site Plan: Location of stage, beer area, food trucks,
3. Crowd Managers: Two trained/certified crowd managers.

RECOMMENDED ACTION/MOTION: Staff is recommending conditional approval for the event organizers to provide completed documentation that must be submitted by August 11, 2025.

FINANCIAL IMPACT:



SPECIAL EVENT APPLICATION

Date of Application: 7-21-25

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

Type of event:

☐
☐

Event – City Parking Lot
Event with Street Closure

☒
☐

Event – City Park
Other _____

Name of event: Loonfest

Organizer Information

Organizer's Name:

Devon Walstead / Loonfest LLC

Organizer's Address:

823 G St NE

Event Contact Person:

Devon Walstead

Event Contact Daytime Phone:

218-838-3555

Event Contact E-mail Address:

DevonWalstead01@gmail.com

Contact Name/Number Day of Event:

Devon Walstead - 218-838-3555

For Profit/Nonprofit Status (type):

for profit Benefitting non profit

Applicant information (if different from the event organizer):

Applicant Name:

Applicant Address:

Applicant Phone:

Applicant E-mail Address:

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
9-19-25	2 PM	1145 pm	mills field
9-20-25	2 PM	1145 pm	mills field
9-18-25	8am	→	Mills Field Setup
9-21-25	→	5pm	Mills Field Dismantle

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

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

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

Description of Activities

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

mills field parking lots and Also Q & ST NE
potentially if more parking is needed.

* Rerouted → Sept. 18 am to Sept 21. 5pm

Note: Event Will want to post
Signage at Memorial Park
of event.

Site Information

Electrical usage

☒ Yes ☐ No

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

We will Be Renting A Generator.

Amplified Sound

☒ Yes ☐ No

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

Stage Speakers

Restrooms provided

☒ Yes ☐ No

If yes, how many 7-10 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: TBD

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

Signs, banners, and/or posters/flyers

☒ Yes ☐ No

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

Mill's stadium sponsor's Banners will Be Removed
After event completion

Trash Receptacle Disposal

☒ Yes ☐ No

Company contracted for trash receptacle disposal: Self

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

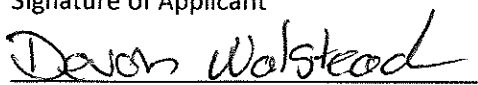
The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

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

Signature of Event Applicant

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


Signature of Applicant


Print Name

Contacts, Permits, and Fees Checklist

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

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

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park		✓		Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support				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

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:

Police Department:

1- Full event itinerary from promoter – Must be provided by 1600 hours on August 11th, 2025

- a. Daily band performance schedule start/end times
- b. Promoter Emergency Action Plan

2- Hire a minimum* of police officers during the following dates/times:

a. Friday, Sept. 19, 2025

- i. 1700 – 2000 – 4 Officers
- ii. 2000 – 0100 – 6 Officers
- iii. 0000 – 0100 – 2 Officers (Traffic control)

b. Saturday, Sept 20, 2025

- i. 1400 – 1600 – 2 Officers
- ii. 1600 – 1800 – 4 Officers
- iii. 1800 – 0100- 6 Officers
- iv. 0000 – 0100 – 2 Officers (Traffic control)

c. *Subject to change pending receipt of Itinerary and IAP from promoters*

Fire Department: Must be provided by 1600 hours on August 11th.

Promoter's Emergency Action Plan (EAP) to include but not limited to:

Primary and secondary contact person(s) throughout the event

Access/ parking plan

Weather Policy

Medical aid

Smoking policy

Weapons and prohibited items policy

Site Plan to include but not limited to:

Stage location and setup

Sound booth and power feed

Fencing

Entrances/ exits

Spectator flow

Fire extinguisher locations

Crowd managers

Not fewer than two trained crowd managers, and not fewer than one trained crowd manager for each 250 persons or portion thereof, shall be provided for the gathering.

Exceptions:

1. Outdoor events with fewer than 1,000 persons in attendance shall not require crowd managers.

(Police and Fire can work with the promoter to help develop their EAP)



July 28, 2025

Mr. Nick Broyles
Brainerd City Administrator
501 Laurel Street
Brainerd, Minnesota 56401

Dear Administrator Broyles:

Over the past several years, there have been ongoing and thoughtful discussions regarding how the airport tax levy is administered under the Joint Powers Agreement—particularly concerning the city's view that Brainerd taxpayers may be subject to double taxation. While the county respectfully disagrees with that assessment, we fully acknowledge and value the long-standing partnership between the county and city in managing and sustaining the airport.

As we work through the 2026 budget process, we've revisited the city's previous requests to exempt Brainerd taxpayers from the county's airport levy. In prior years, we concluded that because the airport appropriation fell under the general fund levy, carving out a separate exemption wasn't possible. However, through a renewed analysis of our data systems and levy structure, we've identified a pathway that now makes this exemption possible—similar to the approach currently used for the Kitchigami library levy.

Therefore, we propose that starting with the 2026 tax year, the county's airport appropriation will no longer be levied on the Brainerd tax base. Instead, only the city's share—appropriated by the Brainerd City Council under the terms of the Joint Powers Agreement—will be applied. This ensures taxpayers are only contributing toward the portion that directly reflects the city's funding commitment.

To ensure fairness and continuity, we suggest this arrangement remain in place for any tax year in which the city's appropriation to the airport is equal to or greater than the county's contribution. We believe this proposal represents a meaningful step forward in honoring both fiscal equity and intergovernmental collaboration. We welcome the city's feedback and look forward to continued partnership as we work together to steward this vital regional asset.

Sincerely,

A handwritten signature in black ink, reading "Deborah A. Erickson". The signature is fluid and cursive, with a large initial "D" and "E".

Deborah A. Erickson
County Administrator

Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.