



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, August 18, 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: 2490 440 0654

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

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

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. Czeczok
___ 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. **Department Activity Reports**

C. **Approve Temporary On-Sale Liquor License Submitted by Vigilant Guardians for an Event to be held on September 19th and 20th at Memorial Park, Mills Stadium**

D. **Approve Event/Street Closure - Touch-a-Truck and Flapjack Festival**

E. **Accept CSO Burgau's Resignation and Authorization to Backfill**

F. **Approve New Tobacco License for Miner's Incorporated, DBA Super One Foods #536 at 417 8th Ave NE**

- G. **Approve New 3.2 Off-Sale Liquor License for Miner's Incorporated, DBA Super One Foods #536 at 417 8th Ave NE**
- 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. **Presentations**
 - A. **2026 Park Board Operating & Capital Budget**
- 8. **Council Committee Reports**
 - A. **Safety & Public Works Committee**
 - 1. Approve Final Payment - Imp 25-02 - 2025 Large Patching Project
 - 2. Discuss Sanitary Sewer Lining Priority Areas
 - 3. Discuss Scope of Work Topics for 2026 Southeast Brainerd Reconstruction Project
 - B. **Personnel & Finance Committee**
 - 1. Consider Re-Allocation of Habitat for Humanity SAHA Funds
 - 2. Authorize Sale of two Street Division vehicles
 - 3. Approval of Revised Public Utilities Director Job Description
 - 4. Continue Discussion of Software Purchase Request
 - 5. Discussion of Preliminary 2026 Debt Levy
- 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. **Final Reading - Proposed Ordinance 1591 to Amend Section 515-3 Allowed Uses; Appendix A Table of Uses**
 - C. **Consider Development Agreement with St. Francis**

D. Consider Approval of Loonfest Event Application with Revised Conditions

10. New Business

11. Staff Reports

(Verbal: Any Updates since Packet)

12. Mayor's Report

13. Council Member Reports

14. Adjourn

A. **Adjourn to Budget Workshop on August 25th at 6:00 p.m. in the City Council Chambers**

15. Council Communications

A. **City of Brainerd Response to the County Airport 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#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 2969 - ARTSPACE BRAINERD LIMITED PARTNERSH:							
7/29/25							
89179	ARTSPACE BRAINERD LIMITED PARTNERSH	07/29/2025	07/30/2025	7,148.70	0.00	Paid	Y
	REMIT TIF PAYMENT DUE 8/1/25	pziemer					07/30/2025
	277-6517-46602	REPAYMENT - LOAN		7,148.70			
	Total for vendor 2969 - ARTSPACE BRAINERD LIMITED PARTNERSH:			7,148.70	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
7/25/25							
89141	BRAINERD PUBLIC UTILITIES	07/25/2025	07/30/2025	6,308.77	0.00	Paid	Y
	REMIT JULY 2025 SPECIAL ASSESSMENTS	pziemer					07/30/2025
	101-0000-20850	DUE TO COMPONENT UNIT		6,308.77			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			6,308.77	0.00		
Vendor 2970 - DLP INVESTMENTS, LLC:							
7/29/25							
89182	DLP INVESTMENTS, LLC	07/29/2025	07/30/2025	12,634.70	0.00	Paid	Y
	REMIT TIF PAYMENT DUE 8/1/25	pziemer					07/30/2025
	274-6505-46602	REPAYMENT - LOAN		12,634.70			
	Total for vendor 2970 - DLP INVESTMENTS, LLC:			12,634.70	0.00		
Vendor MISC - JANET SCHLICHTING:							
91082960 - REFUND							
89107	JANET SCHLICHTING	07/07/2025	07/30/2025	10.02	0.00	Paid	Y
	PARTIAL REFUND NOT RETURNED TO CREDIT	pziemer					07/30/2025
	230-5280-34710	CAMPGROUND REVENUE		9.04			
	101-0000-31410	LODGING TAX		0.27			
	101-0000-20810	STATE TAX PAYABLE		0.61			
	101-0000-20811	COUNTY SALES TAX		0.05			
	101-0000-20812	CITY TAX PAYABLE		0.05			
	Total for vendor MISC - JANET SCHLICHTING:			10.02	0.00		
Vendor MISC - JANICE JOHNSON:							
92356098 - REFUND							
89100*	JANICE JOHNSON	07/21/2025	07/30/2025	33.94	0.00	Paid	Y
	REFUND GREGORY PARK PAVILLION	pziemer					07/30/2025
	230-0000-34780	PARK PAVILION FEES		50.00			
	230-5280-36299	MISCELLANEOUS		(20.00)			
	101-0000-20810	STATE TAX PAYABLE		3.44			
	101-0000-20811	COUNTY SALES TAX		0.25			
	101-0000-20812	CITY TAX PAYABLE		0.25			
	Total for vendor MISC - JANICE JOHNSON:			33.94	0.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 3107 - LUNCH BOX PROPERTIES LLC:							
7/29/25							
89181	LUNCH BOX PROPERTIES LLC	07/29/2025	07/30/2025	832.41	0.00	Paid	Y
	REMIT TIF PAYMENT DUE 8/1/25	pziemer					07/30/2025
	281-6514-46602	REPAYMENT - LOAN		832.41			
	Total for vendor 3107 - LUNCH BOX PROPERTIES LLC:			832.41	0.00		
Vendor MISC - MARY LINK:							
91427760 - REFUND							
89108*	MARY LINK	07/10/2025	07/30/2025	140.00	0.00	Paid	Y
	REFUND LUM CAMPGROUND - CANCELLED	pziemer					07/30/2025
	230-5280-34710	CAMPGROUND REVENUE		144.31			
	230-5280-36299	MISCELLANEOUS		(20.00)			
	101-0000-31410	LODGING TAX		4.33			
	101-0000-20810	STATE TAX PAYABLE		9.92			
	101-0000-20811	COUNTY SALES TAX		0.72			
	101-0000-20812	CITY TAX PAYABLE		0.72			
	Total for vendor MISC - MARY LINK:			140.00	0.00		
Vendor MISC - MICHAEL SHOEDER:							
92676053 - REFUND							
89129*	MICHAEL SHOEDER	07/25/2025	07/30/2025	180.00	0.00	Paid	Y
	REFUND - CANCELLED CAMPING LUM PARK	pziemer					07/30/2025
	230-5280-34710	CAMPGROUND REVENUE		180.39			
	230-5280-36299	MISCELLANEOUS		(20.00)			
	101-0000-20810	STATE TAX PAYABLE		12.40			
	101-0000-31410	LODGING TAX		5.41			
	101-0000-20811	COUNTY SALES TAX		0.90			
	101-0000-20812	CITY TAX PAYABLE		0.90			
	Total for vendor MISC - MICHAEL SHOEDER:			180.00	0.00		
Vendor 2972 - PENTEX MANAGEMENT:							
7/29/25							
89183	PENTEX MANAGEMENT	07/29/2025	07/30/2025	43.57	0.00	Paid	Y
	REMIT TIF PAYMENT DUE 8/1/25	pziemer					07/30/2025
	283-6506-46602	REPAYMENT-LOAN		43.57			
	Total for vendor 2972 - PENTEX MANAGEMENT:			43.57	0.00		
Vendor MISC - RICK STEILE:							
92328393 - REFUND							
89101*	RICK STEILE	07/21/2025	07/30/2025	140.00	0.00	Paid	Y
	REFUND CAMPGROUND	pziemer					07/30/2025
	230-5280-34710	CAMPGROUND REVENUE		144.31			

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/01/2025 - 07/31/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	230-5280-36299	MISCELLANEOUS		(20.00)			
	101-0000-20810	STATE TAX PAYABLE		9.92			
	101-0000-31410	LODGING TAX		4.33			
	101-0000-20811	COUNTY SALES TAX		0.72			
	101-0000-20812	CITY TAX PAYABLE		0.72			
	Total for vendor MISC - RICK STEILE:			140.00	0.00		

Vendor 3576 - SUSO 2 BRAINERD LP:

7/29/25

89180	SUSO 2 BRAINERD LP	07/29/2025	07/30/2025	93,942.31	0.00	Paid	Y 07/30/2025
	REMIT TIF PAYMENT DUE 8/1/25	pziemer					
	293-6512-46602	REPAYMENT - LOAN		93,942.31			
	Total for vendor 3576 - SUSO 2 BRAINERD LP:			93,942.31	0.00		

Vendor 1600 - TIMBERLAND TOWNHOMES OF BRD LP:

7/29/25

89184	TIMBERLAND TOWNHOMES OF BRD LP	07/29/2025	07/30/2025	2,398.68	0.00	Paid	Y 07/30/2025
	REMIT TIF PAYMENT DUE 8/1/25	pziemer					
	292-6503-46602	REPAYMENT - LOAN		2,398.68			
	Total for vendor 1600 - TIMBERLAND TOWNHOMES OF BRD LP:			2,398.68	0.00		

Vendor 2659 - U.S. BANK CORP - ACH:

2923114

89169	U.S. BANK CORP - ACH	07/29/2025	07/30/2025	85,793.05	0.00	Paid	Y 07/30/2025
	MN GO BONDS 2024A	pziemer					
	308-7100-46611	INTEREST PAYMENTS		49,679.44			
	101-0000-14100	DUE FROM COMPONENT UNIT		36,113.61			

2945611

89170	U.S. BANK CORP - ACH	07/29/2025	07/30/2025	253,220.00	0.00	Paid	Y 07/30/2025
	MN GO BONDS 2015B, 2018A, 2021A, 2021B	pziemer					
	320-7100-46611	INTEREST PAYMENTS		275.00			
	302-7700-46611	INTEREST PAYMENTS		3,825.00			
	237-3190-46611	INTEREST PAYMENTS		2,775.00			
	101-0000-14100	DUE FROM COMPONENT UNIT		13,800.00			
	305-7610-46611	INTEREST PAYMENTS		25,172.50			
	101-0000-14100	DUE FROM COMPONENT UNIT		65,335.00			
	307-7600-46611	INTEREST PAYMENTS		8,600.00			
	303-7200-46611	INTEREST PAYMENTS		9,600.00			
	310-7850-46611	INTEREST PAYMENTS		6,900.00			
	306-7500-46611	INTEREST PAYMENTS		49,750.00			
	101-0000-14100	DUE FROM COMPONENT UNIT		25,037.50			
	101-0000-14100	DUE FROM COMPONENT UNIT		42,150.00			
	Total for vendor 2659 - U.S. BANK CORP - ACH:			339,013.05	0.00		

08/11/2025 09:50 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 4/5

EXP CHECK RUN DATES 07/01/2025 - 07/31/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 3899 - WEX HEALTH INC:							
0002181174-IN 89133	WEX HEALTH INC JUNE 2025 COBRA 101-9200-43300	07/01/2025 pziemer	07/30/2025	43.50	0.00	Paid	Y 07/30/2025
	PROFESSIONAL SERVICES			43.50			
	Total for vendor 3899 - WEX HEALTH INC:			43.50	0.00		

# of Invoices:	15	# Due:	0	Totals:	462,869.65	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					462,869.65	0.00

* 4 Net Invoices have Credits Totalling: (80.00)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	182,436.11
101-0000-20810	STATE TAX PAYABLE	36.29
101-0000-20811	COUNTY SALES TAX	2.64
101-0000-20812	CITY TAX PAYABLE	2.64
101-0000-20850	DUE TO COMPONENT UNIT	6,308.77
101-0000-31410	LODGING TAX	14.34
101-9200-43300	PROFESSIONAL SERVICES	43.50
230-0000-34780	PARK PAVILION FEES	50.00
230-5280-34710	CAMPGROUND REVENUE	478.05
230-5280-36299	MISCELLANEOUS	(80.00)
237-3190-46611	INTEREST PAYMENTS	2,775.00
274-6505-46602	REPAYMENT - LOAN	12,634.70
277-6517-46602	REPAYMENT - LOAN	7,148.70
281-6514-46602	REPAYMENT - LOAN	832.41
283-6506-46602	REPAYMENT-LOAN	43.57
292-6503-46602	REPAYMENT - LOAN	2,398.68
293-6512-46602	REPAYMENT - LOAN	93,942.31
302-7700-46611	INTEREST PAYMENTS	3,825.00
303-7200-46611	INTEREST PAYMENTS	9,600.00
305-7610-46611	INTEREST PAYMENTS	25,172.50
306-7500-46611	INTEREST PAYMENTS	49,750.00
307-7600-46611	INTEREST PAYMENTS	8,600.00
308-7100-46611	INTEREST PAYMENTS	49,679.44
310-7850-46611	INTEREST PAYMENTS	6,900.00
320-7100-46611	INTEREST PAYMENTS	275.00

08/11/2025 09:50 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/01/2025 - 07/31/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 5/5

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			188,844.29	0.00		
	230 - PARK & RECREATION FUND			448.05	0.00		
	237 - SANITARY SEWER FUND			2,775.00	0.00		
	274 - ROYAL TIRE TIF			12,634.70	0.00		
	277 - ARTSPACE TIF FUND			7,148.70	0.00		
	281 - JIMMY JOHN'S TIF			832.41	0.00		
	283 - TACO JOHN'S TIF FUND			43.57	0.00		
	292 - TIMBERLAND TWNHMS TIF			2,398.68	0.00		
	293 - BRAINERD MALL TIF FUND			93,942.31	0.00		
	302 - SINKING 302 18A GO			3,825.00	0.00		
	303 - 2020A TAX ABATEMENT BONDS			9,600.00	0.00		
	305 - 2021A DEBT SERVICE FUND			25,172.50	0.00		
	306 - 2023A DEBT SERVICE FUND			49,750.00	0.00		
	307 - 2020A GO IMPR BONDS			8,600.00	0.00		
	308 - 2024A DEBT SERVICE FUND			49,679.44	0.00		
	310 - SINKING EQUIP CERTIFICATES			6,900.00	0.00		
	320 - SINKING 320 2015B GO			275.00	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			188,850.79	0.00		
	3190 - SANITARY SEWER EXPENSE			2,775.00	0.00		
	5280 - CAMPGROUND			398.05	0.00		
	6503 - TIMBERLAND TWNHMS TIF			2,398.68	0.00		
	6505 - ROYAL TIRE TIF			12,634.70	0.00		
	6506 - TACO JOHN'S TIF			43.57	0.00		
	6512 - BRAINERD MALL TIF			93,942.31	0.00		
	6514 - JIMMY JOHN'S TIF			832.41	0.00		
	6517 - ARTSPACE TIF FUND			7,148.70	0.00		
	7100 - 2024A DEBT SERVICE			49,954.44	0.00		
	7200 - SINKING 04A GO			9,600.00	0.00		
	7500 - 2023A IMP BONDS			49,750.00	0.00		
	7600 - 2020A GO IMPR BONDS			8,600.00	0.00		
	7610 - 2021A GO IMPR BONDS			25,172.50	0.00		
	7700 - SINKING 302 GO 18A			3,825.00	0.00		
	7850 - SINKING EQUIP CERTIFICATE			6,900.00	0.00		
	9200 - CITY-WIDE			43.50	0.00		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 1032 - A W RESEARCH LABORATORY:							
8/11/25							
89449	A W RESEARCH LABORATORY	08/11/2025	08/20/2025	5,000.00	5,000.00	Open	N
	EXTERIOR IMPROVEMENT GRANT PROGRAM	pziemer					08/20/2025
295-6510-43434	ECONOMIC INITIATIVES			5,000.00			
	Total for vendor 1032 - A W RESEARCH LABORATORY:			5,000.00	5,000.00		
Vendor 3572 - AAA EQUIPMENT CENTER:							
124727							
89489	AAA EQUIPMENT CENTER	08/01/2025	08/20/2025	151.16	151.16	Open	N
	INSTALL MULCH KIT/BLADES	pziemer					08/20/2025
230-5200-42220	REPAIR & MAINT			151.16			
	Total for vendor 3572 - AAA EQUIPMENT CENTER:			151.16	151.16		
Vendor 0011 - ACE HARDWARE:							
334180/1							
89371	ACE HARDWARE	07/31/2025	08/20/2025	17.97	17.97	Open	N
	CULTIVATOR, HOE	pziemer					08/20/2025
230-5200-42220	REPAIR & MAINT			17.97			
334314/1							
89383	ACE HARDWARE	08/06/2025	08/20/2025	16.00	16.00	Open	N
	RECYCLE BULBS	pziemer					08/20/2025
230-5200-42220	REPAIR & MAINT			16.00			
334303/1							
89384	ACE HARDWARE	08/06/2025	08/20/2025	40.49	40.49	Open	N
	LIGHTBULBS	pziemer					08/20/2025
230-5200-42220	REPAIR & MAINT			40.49			
334317/1							
89385	ACE HARDWARE	08/06/2025	08/20/2025	16.18	16.18	Open	N
	MMP SAN/SWR REPAIR - PARKS	pziemer					08/20/2025
230-5200-42220	REPAIR & MAINT			16.18			
334318/1							
89386	ACE HARDWARE	08/06/2025	08/20/2025	104.36	104.36	Open	N
	MMP SAN/SWR REPAIR - PARKS	pziemer					08/20/2025
230-5200-42220	REPAIR & MAINT			104.36			
334336/1							
89390	ACE HARDWARE	08/07/2025	08/20/2025	73.97	73.97	Open	N
	AA BATTERIES	pziemer					08/20/2025
235-3100-42220	REPAIR & MAINT			73.97			
334276/1							
89422	ACE HARDWARE	08/05/2025	08/20/2025	13.48	13.48	Open	N
	DISHWAND BRUSH/REFILL	pziemer					08/20/2025
225-2120-42220	REPAIR & MAINT			13.48			

08/14/2025 01:45 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 2/28

EXP CHECK RUN DATES 08/18/2025 - 08/18/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
334313/1	GL Distribution GRANT						
89424	ACE HARDWARE	08/06/2025	08/20/2025	7.68	7.68	Open	N
	CITY HALL DROP BOX SUPPLIES	pziemer					08/20/2025
	101-1940-42220 REPAIR & MAINT			7.68			
333819/1							
89447	ACE HARDWARE	07/16/2025	08/20/2025	33.55	33.55	Open	N
	PLUMBING SUPPLIES/BALL VALVE	pziemer					08/20/2025
	230-5200-42220 REPAIR & MAINT			33.55			
334363/1							
89448	ACE HARDWARE	08/07/2025	08/20/2025	8.99	8.99	Open	N
	ZIP TIES - BEECH STREET	pziemer					08/20/2025
	401-9030-43430 MISCELLANEOUS			8.99			
334428/1							
89450	ACE HARDWARE	08/12/2025	08/20/2025	71.94	71.94	Open	N
	QTY 6 NOTIONS & MISC	pziemer					08/20/2025
	230-5200-42220 REPAIR & MAINT			71.94			
334427/1							
89451	ACE HARDWARE	08/12/2025	08/20/2025	65.67	65.67	Open	N
	UTILITY BLADES,	pziemer					08/20/2025
	230-5200-42220 REPAIR & MAINT			65.67			
334323/1							
89456	ACE HARDWARE	08/06/2025	08/20/2025	52.18	52.18	Open	N
	SEWER PIPE AND COUPLER	pziemer					08/20/2025
	237-3190-42220 REPAIR & MAINT			52.18			
334451/1							
89469	ACE HARDWARE	08/12/2025	08/20/2025	16.19	16.19	Open	N
	LANDSCAPE PINS	pziemer					08/20/2025
	401-1003-43430 MISCELLANEOUS			16.19			
334480/1							
89474	ACE HARDWARE	08/13/2025	08/20/2025	16.19	16.19	Open	N
	LANDSCAPE PINS - DOWNTOWN	pziemer					08/20/2025
	401-1003-43430 MISCELLANEOUS			16.19			
334446/1							
89476	ACE HARDWARE	08/12/2025	08/20/2025	17.99	17.99	Open	N
	HANDLE, SUPER GLUE	pziemer					08/20/2025
	225-2220-42210 OPERATING SUPPLIES			17.99			
334473/1							
89488	ACE HARDWARE	08/13/2025	08/20/2025	0.65	0.65	Open	N
	FASTENERS	pziemer					08/20/2025
	225-2120-42220 REPAIR & MAINT			0.65			
	Total for vendor 0011 - ACE HARDWARE:			573.48	573.48		

Vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:

08/14/2025 01:45 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/18/2025 - 08/18/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 3/28

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
6574521947143							
89392	ADVANCE AUTO PARTS - FINANCIAL SVCS	08/07/2025	08/20/2025	3.74	3.74	Open	N
	BUS 141 FUSE	pziemer					08/20/2025
203-9000-42220	REPAIR & MAINT			3.74			
	Total for vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:			3.74	3.74		

Vendor 2846 - AMERICAN WELDING-GAS INC:

0011030582							
89331	AMERICAN WELDING-GAS INC	07/31/2025	08/20/2025	108.37	108.37	Open	N
	WELDING GAS CYLINDER RENTAL	pziemer					08/20/2025
235-3100-43410	RENTAL EXPENSE			108.37			
	Total for vendor 2846 - AMERICAN WELDING-GAS INC:			108.37	108.37		

Vendor MISC - ANGIE PRATT:

8/11/25							
89429	ANGIE PRATT	08/11/2025	08/20/2025	809.07	809.07	Open	N
	REIMBURSE FOR DAMAGED COMPUTER DURING	pziemer					08/20/2025
225-2120-43430	MISCELLANEOUS			809.07			
	Total for vendor MISC - ANGIE PRATT:			809.07	809.07		

Vendor 2838 - AXON ENTERPRISE, INC.:

INUS366731							
89419	AXON ENTERPRISE, INC.	08/01/2025	08/20/2025	31,413.84	31,413.84	Open	N
	AXON BWC BUNDLE AND LICENSING	pziemer					08/20/2025
225-2120-43309	COMPUTER TECHNICAL SUPPORT			31,413.84			
	Total for vendor 2838 - AXON ENTERPRISE, INC.:			31,413.84	31,413.84		

Vendor 0745 - BATTERIES PLUS:

P84724028							
89477	BATTERIES PLUS	08/13/2025	08/20/2025	22.19	22.19	Open	N
	BATTERIES	pziemer					08/20/2025
225-2220-42210	OPERATING SUPPLIES			22.19			
	Total for vendor 0745 - BATTERIES PLUS:			22.19	22.19		

Vendor 3201 - BAYCOM INC:

EQUIPINV_057170							
89375	BAYCOM INC	08/06/2025	08/20/2025	706.00	706.00	Open	N
	419 NEW SQUAD BUILD	pziemer					08/20/2025
400-2120-45500	POLICE CAPITAL OUTLAY			706.00			
	Total for vendor 3201 - BAYCOM INC:			706.00	706.00		

Vendor 4434 - BM APPRAISALS:

08/14/2025 01:45 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/18/2025 - 08/18/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 4/28

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution GRANT						
CC073025							
89494	BM APPRAISALS	08/01/2025	08/20/2025	1,474.50	1,474.50	Open	N
	IMP 23-13 LEGAL SERVICES	pziemer					08/20/2025
	401-9030-43300-23:13	PROFESSIONAL SERVICES		1,474.50			
	Total for vendor 4434 - BM APPRAISALS:			1,474.50	1,474.50		
Vendor 3120 - BOLTON & MENK:							
0368864							
89345	BOLTON & MENK	07/30/2025	08/20/2025	1,986.50	1,986.50	Open	N
	2025 INSPECTION UPDATE	pziemer					08/20/2025
	101-1700-43300	PROFESSIONAL SERVICES		1,986.50			
0369006							
89426	BOLTON & MENK	07/31/2025	08/20/2025	29,553.50	29,553.50	Open	N
	23-16 PROFESSIONAL SERVICES	pziemer					08/20/2025
	401-9030-43300-23:16	PROFESSIONAL SERVICES		29,553.50			
	Total for vendor 3120 - BOLTON & MENK:			31,540.00	31,540.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
8/12/2025							
89459	BRAINERD PUBLIC UTILITIES	08/12/2025	08/20/2025	141,317.92	141,317.92	Open	N
	REMIT LOST THRU 8/11/25	pziemer					08/20/2025
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		141,317.92			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			141,317.92	141,317.92		
Vendor 4075 - BRAINERD TRUCK AND TRAILER LLC:							
W 6816							
89342	BRAINERD TRUCK AND TRAILER LLC	07/24/2025	08/20/2025	1,928.66	1,928.66	Open	N
	T4 REPAIRS	pziemer					08/20/2025
	225-2220-42220	REPAIR & MAINT		1,928.66			
	Total for vendor 4075 - BRAINERD TRUCK AND TRAILER LLC:			1,928.66	1,928.66		
Vendor 0098 - BRYAN ROCK PRODUCTS INC:							
70612							
89365	BRYAN ROCK PRODUCTS INC	07/31/2025	08/20/2025	3,234.95	3,234.95	Open	N
	RED BALL DIAMOND AGGREGATE	pziemer					08/20/2025
	230-5200-42221	R&M- MILLS FIELD		3,234.95			
	Total for vendor 0098 - BRYAN ROCK PRODUCTS INC:			3,234.95	3,234.95		
Vendor 4432 - C.M HARRINGTON & ASSOCIATES:							
IMP 23-13							
89404	C.M HARRINGTON & ASSOCIATES	07/30/2025	08/20/2025	1,653.00	1,653.00	Open	N
	LEGAL FEES IMP 23-13	pziemer					08/20/2025
	401-9030-43300-23:13	PROFESSIONAL SERVICES		1,653.00			

08/14/2025 01:45 PM
User: pziemer
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 08/18/2025 - 08/18/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 5/28

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Total for vendor 4432 - C.M HARRINGTON & ASSOCIATES:				1,653.00	1,653.00		
Vendor 4209 - CALLTOWER:							
202683288							
89360	CALLTOWER	08/01/2025	08/20/2025	346.99	346.99	Open	N
	CALLTOWER 8/1/25-8/31/25	pziemer					08/20/2025
101-1800-43321	TELEPHONE			346.99			
Total for vendor 4209 - CALLTOWER:				346.99	346.99		
Vendor 0102 - CANON FINANCIAL SERVICE:							
41546737							
89361	CANON FINANCIAL SERVICE	07/24/2025	08/20/2025	77.97	77.97	Open	N
	LIBRARY COPIER CONTRACT	pziemer					08/20/2025
211-5505-43430	MISC - COPY MACHINE PYMTS			77.97			
41543061							
89362	CANON FINANCIAL SERVICE	07/23/2025	08/20/2025	19.73	19.73	Open	N
	LIBRARY COPIER FAX CONTRACT	pziemer					08/20/2025
211-5505-43430	MISC - COPY MACHINE PYMTS			19.73			
Total for vendor 0102 - CANON FINANCIAL SERVICE:				97.70	97.70		
Vendor 2708 - CASS COUNTY TREASURER:							
8/11/25							
89434	CASS COUNTY TREASURER	08/11/2025	08/20/2025	20.00	20.00	Open	N
	RECORDING FEE M.HALVERSON RENEWAL	pziemer					08/20/2025
225-2120-43433	DUES & SUBSCRIPTIONS			20.00			
Total for vendor 2708 - CASS COUNTY TREASURER:				20.00	20.00		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
342							
89380	CENTRAL LAKES FERTILIZING	08/05/2025	08/20/2025	2,395.00	2,395.00	Open	N
	SUMMER WEED APPLICATION	pziemer					08/20/2025
400-5200-45500	PARKS CAPITAL OUTLAY			2,395.00			
Total for vendor 4301 - CENTRAL LAKES FERTILIZING:				2,395.00	2,395.00		
Vendor 1742 - CGMC:							
10898							
89430	CGMC	08/01/2025	08/20/2025	32,624.00	32,624.00	Open	N
	2025 GENERAL ASSESSMENT DUES	pziemer					08/20/2025
101-9200-43430	MISCELLANEOUS			32,624.00			
Total for vendor 1742 - CGMC:				32,624.00	32,624.00		
Vendor 0229 - CLIFTONLARSONALLEN LLP:							

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
L251454777							
89359	CLIFTONLARSONALLEN LLP	07/23/2025	08/20/2025	4,454.92	4,454.92	Open	N
	2024 AUDIT SERVICE BILLING	pziemer					08/20/2025
	101-9200-43300	PROFESSIONAL SERVICES		3,831.23			
	260-9020-43300	PROFESSIONAL SERVICES		623.69			
	Total for vendor 0229 - CLIFTONLARSONALLEN LLP:			4,454.92	4,454.92		

Vendor 4269 - COLUMN SOFTWARE:

D9680EA2-0066							
89373	COLUMN SOFTWARE	07/20/2025	08/20/2025	447.63	447.63	Open	N
	23:14 GENERAL NOTICE	pziemer					08/20/2025
	401-9030-43350-23:14	LEGAL PUBLICATIONS		447.63			
425BB603-0140							
89379	COLUMN SOFTWARE	07/22/2025	08/20/2025	88.84	88.84	Open	N
	ORD 1588 PUBLICATION	pziemer					08/20/2025
	101-2400-43350	PRINTING/LEGAL PUBLICATION		88.84			
425BB603-0141							
89444	COLUMN SOFTWARE	07/31/2025	08/20/2025	115.99	115.99	Open	N
	ANNUAL TIF DISCLOSURES	pziemer					08/20/2025
	274-6505-43430	MISCELLANEOUS		19.34			
	277-6517-43430	MISCELLANEOUS		19.33			
	281-6514-43430	MISCELLANEOUS		19.33			
	283-6506-43430	MISCELLANEOUS		19.33			
	292-6503-43430	MISCELLANEOUS		19.33			
	293-6512-43430	MISCELLANEOUS		19.33			
425BB603-0142							
89445	COLUMN SOFTWARE	08/04/2025	08/20/2025	46.42	46.42	Open	N
	NOH: VARIANCE REQ - MISSISSIPPI DRIVE	pziemer					08/20/2025
	101-2400-43350	PRINTING/LEGAL PUBLICATION		46.42			
425BB603-0143							
89446	COLUMN SOFTWARE	08/05/2025	08/20/2025	46.42	46.42	Open	N
	NOH: VARIANCE REQ 703 7TH ST	pziemer					08/20/2025
	101-2400-43350	PRINTING/LEGAL PUBLICATION		46.42			
	Total for vendor 4269 - COLUMN SOFTWARE:			745.30	745.30		

Vendor 0122 - COMMUNITY ACTION:

AUG 2025							
89407	COMMUNITY ACTION	08/08/2025	08/20/2025	8,698.73	8,698.73	Open	N
	AUG 25 LEVY PAYMENT	pziemer					08/20/2025
	101-9200-43460	REMIT COMMUNITY ACTION LEVY		8,698.73			
	Total for vendor 0122 - COMMUNITY ACTION:			8,698.73	8,698.73		

Vendor 4258 - CREDIT BUREAU OF ALEXANDRIA:

08/14/2025 01:45 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 7/28

EXP CHECK RUN DATES 08/18/2025 - 08/18/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
JULY 2025							
89471	CREDIT BUREAU OF ALEXANDRIA	08/06/2025	08/20/2025	38.00	38.00	Open	N
	QTY 1 BACKGROUND	pziemer					08/20/2025
225-2120-43300	PROFESSIONAL SERVICES			38.00			
	Total for vendor 4258 - CREDIT BUREAU OF ALEXANDRIA:			38.00	38.00		

Vendor 0125 - CTC - 446126:

21648157							
89472	CTC - 446126	08/12/2025	08/20/2025	265.59	265.59	Open	N
	8/12-9/11 CAMPGROUND INTERNET/WIFI	pziemer					08/20/2025
230-5280-43321	TELEPHONE			265.59			
21634971/AIR							
89478	CTC - 446126	08/12/2025	08/20/2025	141.63	141.63	Open	N
	8/12-9/11 AIRPORT SPECIAL CIRCUIT	pziemer					08/20/2025
260-9020-43321	TELEPHONE			141.63			
21634971/IT							
89479	CTC - 446126	08/12/2025	08/20/2025	464.75	464.75	Open	N
	8/12-9/11 IT PHONES/INTERNET	pziemer					08/20/2025
101-1800-43321	TELEPHONE			464.75			
21634971/PARKS							
89480	CTC - 446126	08/12/2025	08/20/2025	320.81	320.81	Open	N
	8/12-9/11 PARKS PHONE/INTERNET	pziemer					08/20/2025
230-5200-43321	TELEPHONE			320.81			
21634971/CH							
89481	CTC - 446126	08/12/2025	08/20/2025	54.48	54.48	Open	N
	8/12-9/11 CITY HALL PHONES/INTERNET	pziemer					08/20/2025
101-1940-43321	TELEPHONE			54.48			
21634971/FD							
89482	CTC - 446126	08/12/2025	08/20/2025	100.00	100.00	Open	N
	8/12-9/11 FIRE DEPT PHONES/INTERNET	pziemer					08/20/2025
225-2220-43321	TELEPHONE			100.00			
21634971/PD							
89483	CTC - 446126	08/12/2025	08/20/2025	145.23	145.23	Open	N
	8/12-9/11 POLICE DEPT PHONES/INTERNET	pziemer					08/20/2025
225-2120-43321	TELEPHONE			95.23			
225-2120-43309	COMPUTER TECHNICAL SUPPORT			50.00			
21634971/STRTS							
89484	CTC - 446126	08/12/2025	08/20/2025	95.81	95.81	Open	N
	8/12-9/11 STREETS PHONE/INTERNET	pziemer					08/20/2025
235-3100-43321	TELEPHONE			95.81			
	Total for vendor 0125 - CTC - 446126:			1,588.30	1,588.30		

Vendor 0133 - CWC RECORDER:

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/18/2025 - 08/18/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
25-7549							
89368	CWC RECORDER	08/04/2025	08/20/2025	46.00	46.00	Open	N
	525 WASHINGTON VARIANCE	pziemer					08/20/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			46.00			
25-7548							
89369	CWC RECORDER	08/04/2025	08/20/2025	46.00	46.00	Open	N
	CUP - 1123 15TH AVE NE	pziemer					08/20/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			46.00			
	Total for vendor 0133 - CWC RECORDER:			92.00	92.00		

Vendor 0135 - CWC TREASURER:

8640/LIB							
89366	CWC TREASURER	08/01/2025	08/20/2025	675.00	675.00	Open	N
	LIBRARY SHARED SERVICES	pziemer					08/20/2025
211-5500-43300	PROFESSIONAL SERVICES			675.00			
8640/CH							
89367	CWC TREASURER	08/01/2025	08/20/2025	7,975.00	7,975.00	Open	N
	CITY HALL SHARED SERVICES	pziemer					08/20/2025
101-9200-43300	PROFESSIONAL SERVICES			7,975.00			
8643/LIB							
89389	CWC TREASURER	08/04/2025	08/20/2025	3,889.44	3,889.44	Open	N
	2ND QTR 25 LIBRARY SHARED SVCS EXPEN\$	pziemer					08/20/2025
211-5500-42220	REPAIR & MAINT			3,889.44			
8643/TRANSIT							
89393	CWC TREASURER	08/04/2025	08/20/2025	74.05	74.05	Open	N
	2ND QTR 25 SHARED SVCS - TRANSIT OFF	pziemer					08/20/2025
203-9000-42220	REPAIR & MAINT			74.05			
8643/CH							
89394	CWC TREASURER	08/04/2025	08/20/2025	4,676.00	4,676.00	Open	N
	2ND QTR 25 SHARED SVCS EXPENSES - CI	pziemer					08/20/2025
101-1940-42220	REPAIR & MAINT			4,676.00			
8643/IT							
89395	CWC TREASURER	08/04/2025	08/20/2025	266.29	266.29	Open	N
	2025Q2 SHARED SVCS EXP - IT OFFICE M	pziemer					08/20/2025
400-1800-45500-00001	IT/GIS CAPITAL OUTLAY			266.29			
8643/FD							
89396	CWC TREASURER	08/04/2025	08/20/2025	2,081.03	2,081.03	Open	N
	2ND QTR SHARED SVCS EXP FIRE DEPT	pziemer					08/20/2025
225-2220-42221	R&M BUILDING			2,081.03			
8643/PD							
89397	CWC TREASURER	08/04/2025	08/20/2025	270.77	270.77	Open	N
	2ND QTR SHARED SVCS EXP - POLICE DE	pziemer					08/20/2025
225-2120-42220	REPAIR & MAINT			270.77			
	Total for vendor 0135 - CWC TREASURER:			19,907.58	19,907.58		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 3954 - DALLMAN SIGNS & GRAPHICS:							
1028							
89403	DALLMAN SIGNS & GRAPHICS	08/05/2025	08/20/2025	1,247.73	1,247.73	Open	N
	419 SQUAD BUILD - REPLACE 412 CRASH	pziemer					08/20/2025
400-2120-45500	POLICE CAPITAL OUTLAY			1,247.73			
	Total for vendor 3954 - DALLMAN SIGNS & GRAPHICS:			1,247.73	1,247.73		
Vendor 1381 - DECHANTAL EXCAVATING LLC:							
24:07 PAY REQ 2							
89467	DECHANTAL EXCAVATING LLC	08/12/2025	08/20/2025	131,721.77	131,721.77	Open	N
	24:07 LOWELL SRTS PAY REQ 2	pziemer					08/20/2025
401-9030-45530-24:07	CAPITAL-PYMTS TO CONTRACTS			131,721.77			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			131,721.77	131,721.77		
Vendor 0162 - DIAMOND VOGEL PAINT:							
813172193							
89411	DIAMOND VOGEL PAINT	07/03/2025	08/20/2025	2,062.50	2,062.50	Open	N
	WHITE STREET PAINT	pziemer					08/20/2025
235-3170-42210	OPERATING SUPPLIES			2,062.50			
	Total for vendor 0162 - DIAMOND VOGEL PAINT:			2,062.50	2,062.50		
Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:							
FBN5406294/CDD							
89412	ENTERPRISE FM TRUST - ATTN: BILLING	08/05/2025	08/20/2025	842.13	842.13	Open	N
	AUG 25 COM DEV VEHICLE LEASES	pziemer					08/20/2025
101-2400-43331	LEASE EXPENSE			842.13			
FBN5406294/ENG							
89413	ENTERPRISE FM TRUST - ATTN: BILLING	08/05/2025	08/20/2025	3,157.72	3,157.72	Open	N
	AUG 25 ENG DEPT VEHICLE LEASES	pziemer					08/20/2025
101-1700-43331	LEASE PAYMENTS			2,302.43			
238-3160-43331	LEASE PAYMENTS			855.29			
FBN5406294/FD							
89414	ENTERPRISE FM TRUST - ATTN: BILLING	08/05/2025	08/20/2025	1,833.36	1,833.36	Open	N
	AUG 25 FD DEPT VEHICLE LEASES	pziemer					08/20/2025
225-2220-43331	LEASED PAYMENTS			1,833.36			
FBN5406294/PARKS							
89415	ENTERPRISE FM TRUST - ATTN: BILLING	08/05/2025	08/20/2025	6,232.15	6,232.15	Open	N
	AUG 25 PARKS DEPT VEHICLE LEASES	pziemer					08/20/2025
230-5200-43331	LEASE PAYMENTS			6,232.15			
FBN5406294/PD							
89416	ENTERPRISE FM TRUST - ATTN: BILLING	08/05/2025	08/20/2025	14,706.89	14,706.89	Open	N
	AUG 25 POLICE DEPT VEHICLE LEASES	pziemer					08/20/2025
225-2120-43331	LEASED PAYMENTS			14,706.89			

08/14/2025 01:45 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 10/28

EXP CHECK RUN DATES 08/18/2025 - 08/18/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
FBN5406294/PROCEEDS							
89417	ENTERPRISE FM TRUST - ATTN: BILLING	08/05/2025	08/20/2025	(10,989.98)	(10,989.98)	Open	N
	SQUAD 428 - PROCEEDS	pziemer					08/20/2025
225-0000-39101	SALE OF ASSETS			(10,989.98)			
FBN5406294/STRTS							
89418	ENTERPRISE FM TRUST - ATTN: BILLING	08/05/2025	08/20/2025	6,682.58	6,682.58	Open	N
	AUG 25 STREETS DEPT VEHICLE LEASES	pziemer					08/20/2025
235-3100-43331	LEASE PAYMENTS			4,803.42			
237-3190-43331	LEASE PAYMENTS			1,879.16			
Total for vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:				22,464.85	22,464.85		
Vendor 3574 - ESO SOLUTIONS, INC.:							
ESO-174082							
89485	ESO SOLUTIONS, INC.	08/01/2025	08/20/2025	310.70	310.70	Open	N
	FIRE DATA API 8/20/25-8/29/26	pziemer					08/20/2025
225-2220-43309	COMPUTER TECHNICAL SUPPORT			310.70			
Total for vendor 3574 - ESO SOLUTIONS, INC.:				310.70	310.70		
Vendor 0170 - FASTENAL COMPANY:							
MNBAX274823							
89370	FASTENAL COMPANY	07/24/2025	08/20/2025	98.40	98.40	Open	N
	WEDGE ANCHORS?	pziemer					08/20/2025
230-5200-42220	REPAIR & MAINT			98.40			
Total for vendor 0170 - FASTENAL COMPANY:				98.40	98.40		
Vendor 3067 - FINANCE AND COMMERCE:							
745796858							
89355	FINANCE AND COMMERCE	07/09/2025	08/20/2025	408.96	408.96	Open	N
	RFB - HAWKINS/ALLEY IMP 23-14	pziemer					08/20/2025
401-9030-45530-23:14	CAPITAL-PYMTS TO CONTRACTS			408.96			
Total for vendor 3067 - FINANCE AND COMMERCE:				408.96	408.96		
Vendor 3865 - FIRST ARRIVING IO INC:							
5275							
89435	FIRST ARRIVING IO INC	07/01/2025	08/20/2025	508.59	508.59	Open	N
	FIRST ARRIVING RENEWAL	pziemer					08/20/2025
225-2120-43309	COMPUTER TECHNICAL SUPPORT			508.59			
Total for vendor 3865 - FIRST ARRIVING IO INC:				508.59	508.59		
Vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:							
2109:015707							
89441	FIRST CHOICE FOOD & BEVERAGE	08/11/2025	08/20/2025	551.04	551.04	Open	N
	CONCESSIONS - BEVERAGES	pziemer					08/20/2025

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/18/2025 - 08/18/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
230-5204-42210	OPERATING SUPPLIES			551.04			
	Total for vendor 4416 - FIRST CHOICE FOOD & BEVERAGE:			551.04	551.04		
Vendor 4430 - FYLE'S SATELLITES INC:							
14012							
89376	FYLE'S SATELLITES INC	07/31/2025	08/20/2025	150.00	150.00	Open	N
	PORTABLE RENTAL - MISSING PERSON'S S	pziemer					08/20/2025
225-2120-42210	OPERATING SUPPLIES			150.00			
	Total for vendor 4430 - FYLE'S SATELLITES INC:			150.00	150.00		
Vendor 3181 - HARBO MULCH INC:							
24631							
89388	HARBO MULCH INC	08/07/2025	08/20/2025	1,400.00	1,400.00	Open	N
	MULCH - DOWNTOWN	pziemer					08/20/2025
401-1003-43430	MISCELLANEOUS			1,400.00			
	Total for vendor 3181 - HARBO MULCH INC:			1,400.00	1,400.00		
Vendor 0200 - HEARTLAND ANIMAL RESCUE:							
JULY 2025							
89453	HEARTLAND ANIMAL RESCUE	07/31/2025	08/20/2025	2,515.33	2,515.33	Open	N
	JULY 25 ADMIN/BOARDING	pziemer					08/20/2025
225-2700-43430	MISCELLANEOUS			596.00			
225-2700-43300	PROFESSIONAL SERVICES			1,919.33			
	Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:			2,515.33	2,515.33		
Vendor 0201 - HEARTLAND TIRE SERVICE INC:							
15031095							
89341	HEARTLAND TIRE SERVICE INC	08/04/2025	08/20/2025	76.04	76.04	Open	N
	TRUCK 103 TIRE REPAIR	pziemer					08/20/2025
235-3100-42220	REPAIR & MAINT			76.04			
	Total for vendor 0201 - HEARTLAND TIRE SERVICE INC:			76.04	76.04		
Vendor 3050 - HILDI INC.:							
17312							
89458	HILDI INC.	07/30/2025	08/20/2025	2,900.00	2,900.00	Open	N
	ACTUARIAL VALUATION REPORT FIRE RELI	pziemer					08/20/2025
101-9200-43300	PROFESSIONAL SERVICES			2,900.00			
16719							
89465	HILDI INC.	08/01/2025	08/20/2025	150.00	150.00	Open	N
	GASB 74 VALUATION	pziemer					08/20/2025
101-9200-43300	PROFESSIONAL SERVICES			150.00			
	Total for vendor 3050 - HILDI INC.:			3,050.00	3,050.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 0769 - HYTEC CONSTRUCTION INC:							
15153							
89433	HYTEC CONSTRUCTION INC	07/01/2025	08/20/2025	12,590.00	12,590.00	Open	N
	FINAL - WATER TOWER WINDOWS	pziemer					08/20/2025
400-1481-45530	PYMTS TO CONTRACTORS			12,590.00			
	Total for vendor 0769 - HYTEC CONSTRUCTION INC:			12,590.00	12,590.00		

Vendor 3220 - IMPERIAL DADE:

4411877/CH							
89460	IMPERIAL DADE	08/12/2025	08/20/2025	311.38	311.38	Open	N
	CITY HALL JANITORIAL SUPPLIES	pziemer					08/20/2025
101-1940-42220	REPAIR & MAINT			311.38			
4411877/FD							
89461	IMPERIAL DADE	08/12/2025	08/20/2025	110.73	110.73	Open	N
	FIRE DEPT JANITORIAL SUPPLIES	pziemer					08/20/2025
225-2220-42210	OPERATING SUPPLIES			110.73			
4411877/PD							
89462	IMPERIAL DADE	08/12/2025	08/20/2025	316.00	316.00	Open	N
	JANITORIAL SUPPLIES - PD	pziemer					08/20/2025
225-2120-42220	REPAIR & MAINT			316.00			
4411877/PK							
89463	IMPERIAL DADE	08/12/2025	08/20/2025	55.22	55.22	Open	N
	JANITORIAL SUPPLIES - PARKS	pziemer					08/20/2025
230-5200-42220	REPAIR & MAINT			55.22			
4411877/STRTS							
89464	IMPERIAL DADE	08/12/2025	08/20/2025	55.22	55.22	Open	N
	JANITORIAL SUPPLIES - STREETS DEPT	pziemer					08/20/2025
235-3100-42220	REPAIR & MAINT			55.22			
	Total for vendor 3220 - IMPERIAL DADE:			848.55	848.55		

Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:

45683							
89340	INDEPENDENT TESTING TECHNOLOGIES	07/31/2025	08/20/2025	3,800.00	3,800.00	Open	N
	23-16 TESTING AND SERVICES	pziemer					08/20/2025
401-9030-43300-23:16	PROFESSIONAL SERVICES			3,800.00			
	Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:			3,800.00	3,800.00		

Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:

IN4899921							
89377	INNOVATIVE OFFICE SOLUTIONS LLC	08/05/2025	08/20/2025	76.10	76.10	Open	N
	RECORDS TONER	pziemer					08/20/2025
225-2120-42200	OFFICE SUPPLIES			76.10			
	Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:			76.10	76.10		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 3517 - ISD #181 COMMUNITY ED DEPT:							
BRDP&R25-1 89346	ISD #181 COMMUNITY ED DEPT 1ST HALF 2025 PROGRAMMING	07/01/2025 pziemer	08/20/2025	7,500.00	7,500.00	Open	N 08/20/2025
230-5200-43300	PROFESSIONAL SERVICES			7,500.00			
Total for vendor 3517 - ISD #181 COMMUNITY ED DEPT:				7,500.00	7,500.00		
Vendor 3488 - JEFFERSON FIRE & SAFETY:							
IN329712 89344	JEFFERSON FIRE & SAFETY ROCKY BOOTS SIZE9.5M CREDIT	08/01/2025 pziemer	08/20/2025	(322.00)	(322.00)	Open	N 08/20/2025
225-2220-42250	PERSONAL PROTECTIVE GEAR			(322.00)			
IN330094 89398	JEFFERSON FIRE & SAFETY FLIR TRUCK CHARGER	08/06/2025 pziemer	08/20/2025	489.63	489.63	Open	N 08/20/2025
225-2220-42210	OPERATING SUPPLIES			489.63			
Total for vendor 3488 - JEFFERSON FIRE & SAFETY:				167.63	167.63		
Vendor 4431 - JOEL A. SELTZ:							
IMP 23-13 89421	JOEL A. SELTZ IMP 23-13 LEGAL SERVICES	07/30/2025 pziemer	08/20/2025	1,478.00	1,478.00	Open	N 08/20/2025
401-9030-43300-23:13	PROFESSIONAL SERVICES			1,478.00			
Total for vendor 4431 - JOEL A. SELTZ:				1,478.00	1,478.00		
Vendor 2459 - LAKES AREA HABITAT FOR HUMANITY:							
2-3-25 89470	LAKES AREA HABITAT FOR HUMANITY STATEWIDE AFFORDABLE HOUSING AID	08/01/2025 pziemer	08/20/2025	70,000.00	70,000.00	Open	N 08/20/2025
255-0000-43430	MISCELLANEOUS			70,000.00			
Total for vendor 2459 - LAKES AREA HABITAT FOR HUMANITY:				70,000.00	70,000.00		
Vendor 0313 - LAKES AREA SENIOR CENTER:							
AUG 2025 89408	LAKES AREA SENIOR CENTER AUG 25 LEVY PAYMENT	08/08/2025 pziemer	08/20/2025	8,698.73	8,698.73	Open	N 08/20/2025
101-9200-43461	REMIT SENIOR CITIZEN LEVY			8,698.73			
Total for vendor 0313 - LAKES AREA SENIOR CENTER:				8,698.73	8,698.73		
Vendor 0227 - LAKES PRINTING:							

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
00227753							
89457	LAKES PRINTING	07/28/2025	08/20/2025	139.15	139.15	Open	N
	NO SHOW TRANSIT POSTCARDS	pziemer					08/20/2025
203-9000-42210	OPERATING SUPPLIES			139.15			
	Total for vendor 0227 - LAKES PRINTING:			139.15	139.15		

Vendor 3469 - LAMS INC:

39341							
89442	LAMS INC	08/12/2025	08/20/2025	58.88	58.88	Open	N
	POLICE DEPT FLOOR MATS	pziemer					08/20/2025
225-2120-43300	PROFESSIONAL SERVICES			58.88			
39238							
89452	LAMS INC	08/12/2025	08/20/2025	48.64	48.64	Open	N
	CITY HALL FLOOR MATS	pziemer					08/20/2025
101-1940-43410	RENTAL EXPENSE			48.64			
	Total for vendor 3469 - LAMS INC:			107.52	107.52		

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

40001339/3RD QTR25							
89381	LEAGUE MN CITIES C/O BERKLEY ADMIN	08/04/2025	08/20/2025	65,102.00	65,102.00	Open	N
	3RD QTR 25 PROPERTY LIABILITY INSURANCE	pziemer					08/20/2025
101-1400-43361	INS - GENERAL LIABILITY			606.82			
101-1700-43361	INS - GENERAL LIABILITY			404.88			
101-1700-43363	INS - AUTO			433.00			
101-1800-43361	INS - GENERAL LIABILITY			229.13			
101-1940-43361	INS - GENERAL LIABILITY			20.25			
101-2400-43361	INS - GENERAL LIABILITY			446.45			
101-2400-43363	INS - AUTO			188.50			
101-9200-43361	INS - GENERAL LIABILITY			4,273.50			
101-9200-43362	INS - PROPERTY			10,304.75			
101-9200-43363	INS - AUTO			76.25			
101-9200-43365	INS - OTHER			347.95			
203-9000-43361	INS - GENERAL LIABILITY			389.26			
203-9000-43363	INS - AUTO			0.18			
203-9000-43365	INS - OTHER			9.70			
225-2120-43361	INS - GENERAL LIABILITY			16,898.82			
225-2120-43362	INS - PROPERTY			1,373.50			
225-2120-43363	INS - AUTO			7,098.43			
225-2120-43365	INS - OTHER			482.21			
225-2220-43361	INS - GENERAL LIABILITY			435.93			
225-2220-43362	INS - PROPERTY			1,431.25			
225-2220-43363	INS - AUTO			1,841.29			
225-2220-43365	INS - OTHER			350.28			
235-3100-43361	INS - GENERAL LIABILITY			2,370.26			
235-3100-43363	INS - AUTO			949.50			
235-3100-43365	INS - AUTO			1,196.00			
235-3100-43365	INS - OTHER			1,009.25			
230-5200-43361	INS - GENERAL LIABILITY			681.91			
230-5200-43362	INS - PROPERTY			5,181.00			
230-5200-43363	INS - AUTO			845.26			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
230-5200-43365	INS - OTHER			264.04			
211-5500-43361	INS - GENERAL LIABILITY			30.21			
211-5500-43362	INS - PROPERTY			2,175.25			
211-5500-43365	INS - OTHER			148.62			
237-3190-43361	INS - GENERAL LIABILITY			677.25			
237-3190-43362	INS - PROPERTY			271.25			
237-3190-43363	INS - AUTO			341.75			
237-3190-43365	INS - OTHER			288.25			
238-3160-43361	INS - GENERAL LIABILITY			338.75			
238-3160-43362	INS - PROPERTY			135.75			
238-3160-43363	INS - AUTO			250.00			
238-3160-43361	INS - GENERAL LIABILITY			144.25			
295-6510-43361	INS - GENERAL LIABILITY			36.12			
260-9020-43361	INS - GENERAL LIABILITY			125.00			
Total for vendor 0232 - LEAGUE MN CITIES C/O BERKLEY ADMIN:				65,102.00	65,102.00		

Vendor 1753 - MARCO - NW 7128:

INV13765485

88077	MARCO - NW 7128	04/17/2025	08/20/2025	6,624.00	6,624.00	Open	N
	CISCO DUO 9/25/25-9/26/26	pziemer					08/20/2025
Total for vendor 1753 - MARCO - NW 7128:				6,624.00	6,624.00		

Vendor 4413 - MASTER TRADE SERVICES INC:

517 N 9TH ST - FINAL

89400	MASTER TRADE SERVICES INC	08/07/2025	08/20/2025	3,470.00	3,470.00	Open	N
	SCDP ASH PROPERTIES FINAL 517 N 9TH {pziemer						08/20/2025
	202-6323-45520	SE BRD - CAPITAL - SINGLE FAM RENTAL		2,271.20			
	202-6323-45530	SE BRD - CAPITAL - OWNERS MATCH		1,198.80			
808 N 10TH - FINAL							
89401	MASTER TRADE SERVICES INC	08/07/2025	08/20/2025	30,440.00	30,440.00	Open	N
	SCDP ASH PROPERTIES FINAL 808 N 10TH pziemer						08/20/2025
	202-6323-45520	SE BRD - CAPITAL - SINGLE FAM RENTAL		21,150.20			
	202-6323-45530	SE BRD - CAPITAL - OWNERS MATCH		9,289.80			
Total for vendor 4413 - MASTER TRADE SERVICES INC:				33,910.00	33,910.00		

Vendor 2392 - MENARDS:

51264

89399	MENARDS	08/05/2025	08/20/2025	2.49	2.49	Open	N
	CITY HALL DROP BOX - WOOD	pziemer					08/20/2025
	101-1940-42220	REPAIR & MAINT		2.49			
Total for vendor 2392 - MENARDS:				2.49	2.49		

Vendor 0889 - MENARDS - BAXTER :

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
48109							
89357	MENARDS - BAXTER	07/01/2025	08/20/2025	14.97	14.97	Open	N
	LIQUID POOL SHOCK	pziemer					08/20/2025
	230-5200-42220			14.97			
	REPAIR & MAINT						
50783							
89358	MENARDS - BAXTER	07/29/2025	08/20/2025	29.94	29.94	Open	N
	LIQUID POOL SHOCK	pziemer					08/20/2025
	230-5200-42220			29.94			
	REPAIR & MAINT						
	Total for vendor 0889 - MENARDS - BAXTER :			44.91	44.91		

Vendor 0147 - MINNESOTA SOFTBALL:

8395							
89423	MINNESOTA SOFTBALL	08/05/2025	08/20/2025	1,500.00	1,500.00	Open	N
	QTY 20 DOZEN SOFTBALLS	pziemer					08/20/2025
	230-5215-42210			1,500.00			
	OPERATING SUPPLIES						
	Total for vendor 0147 - MINNESOTA SOFTBALL:			1,500.00	1,500.00		

Vendor 2282 - MN DEPARTMENT OF NATURAL RESOURCES:

2025-2368							
89356	MN DEPARTMENT OF NATURAL RESOURCES	08/04/2025	08/20/2025	1,200.00	1,200.00	Open	N
	IMP 24-08: M STREET OUTFALL PROJECT	pziemer					08/20/2025
	401-9030-43300-24:08			1,200.00			
	PROFESSIONAL SERVICES						
	Total for vendor 2282 - MN DEPARTMENT OF NATURAL RESOURCES:			1,200.00	1,200.00		

Vendor 3168 - MOTORS-N-MORE:

031240							
89473	MOTORS-N-MORE	08/13/2025	08/20/2025	155.00	155.00	Open	N
	SQD 415 OIL CHANGE/BRAKE REPAIR	pziemer					08/20/2025
	225-2120-42221			155.00			
	SQUAD CAR REPAIR SUPPLIES						
031241							
89490	MOTORS-N-MORE	08/14/2025	08/20/2025	50.00	50.00	Open	N
	SQUAD 418 OIL CHANGE	pziemer					08/20/2025
	225-2120-42210			50.00			
	OPERATING SUPPLIES						
	Total for vendor 3168 - MOTORS-N-MORE:			205.00	205.00		

Vendor MISC - MY NEIGHBOR TO LOVE COALITION RESP:

B25-0009							
89436	MY NEIGHBOR TO LOVE COALITION RESP	08/12/2025	08/20/2025	10,000.00	10,000.00	Open	N
	BD Bond Refund	pziemer					08/20/2025
	101-0000-20701			10,000.00			
	B25-0009						
	Total for vendor MISC - MY NEIGHBOR TO LOVE COALITION RESP:			10,000.00	10,000.00		

Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
JL0915/CH							
89437	NORTH COUNTRY JANITORIAL & SUPPLY I	08/01/2025	08/20/2025	1,077.00	1,077.00	Open	N
	JULY 25 CITY HALL JANITORIAL	pziemer					08/20/2025
101-1940-43300	PROFESSIONAL SERVICES			1,077.00			
JL0915/PD							
89438	NORTH COUNTRY JANITORIAL & SUPPLY I	08/01/2025	08/20/2025	1,093.00	1,093.00	Open	N
	JULY 25 POLICE DEPT JANITORIAL	pziemer					08/20/2025
225-2120-43300	PROFESSIONAL SERVICES			1,093.00			
JL0915/DEPT							
89439	NORTH COUNTRY JANITORIAL & SUPPLY I	08/01/2025	08/20/2025	383.00	383.00	Open	N
	JULY 25 FIRE DEPT JANITORIAL	pziemer					08/20/2025
225-2220-43300	PROFESSIONAL SERVICES			383.00			
JL0915/PW							
89440	NORTH COUNTRY JANITORIAL & SUPPLY I	08/01/2025	08/20/2025	382.00	382.00	Open	N
	JULY 25 PUBLIC WORKS GARAGE JANITORIAL	pziemer					08/20/2025
235-3100-43300	PROFESSIONAL SERVICES			191.00			
230-5200-43300	PROFESSIONAL SERVICES			191.00			
Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:				2,935.00	2,935.00		
Vendor 1153 - NORTHLAND ARBORETUM:							
AUG 2025							
89409	NORTHLAND ARBORETUM	08/08/2025	08/20/2025	8,698.73	8,698.73	Open	N
	AUG 25 LEVY PAYMENT	pziemer					08/20/2025
101-9200-43462	REMIT ARBORETUM LEVY			8,698.73			
Total for vendor 1153 - NORTHLAND ARBORETUM:				8,698.73	8,698.73		
Vendor 0386 - OFFICE OF ADMINISTRATIVE HEARINGS:							
FILING FEE							
89364	OFFICE OF ADMINISTRATIVE HEARINGS	08/05/2025	08/20/2025	100.00	100.00	Open	N
	DUNMIRE'S ANNEXATION	pziemer					08/20/2025
101-2400-43350	PRINTING/LEGAL PUBLICATION			100.00			
Total for vendor 0386 - OFFICE OF ADMINISTRATIVE HEARINGS:				100.00	100.00		
Vendor 0284 - OFFICE SHOP:							
AR1947207							
89372	OFFICE SHOP	07/23/2025	08/20/2025	37.01	37.01	Open	N
	COPIER OVERAGES	pziemer					08/20/2025
225-2220-43331	LEASED PAYMENTS			37.01			
AR1932586							
89410	OFFICE SHOP	07/01/2025	08/20/2025	40.27	40.27	Open	N
	PRINTER CONTRACT OVERAGES 2/1/25-4/3	pziemer					08/20/2025
225-2220-43331	LEASED PAYMENTS			40.27			

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution GRANT						
1157356-1							
89427	OFFICE SHOP	08/11/2025	08/20/2025	19.82	19.82	Open	N
	GARBAGE CAN - WET FLOOR SIGN	pziemer					08/20/2025
101-1940-42200	OFFICE SUPPLIES			19.82			
1157356-0							
89428	OFFICE SHOP	08/08/2025	08/20/2025	10.98	10.98	Open	N
	SHARPIES	pziemer					08/20/2025
101-1940-42200	OFFICE SUPPLIES			10.98			
1157356-2							
89454	OFFICE SHOP	08/12/2025	08/20/2025	31.89	31.89	Open	N
	KLEENEX	pziemer					08/20/2025
101-1940-42200	OFFICE SUPPLIES			31.89			
	Total for vendor 0284 - OFFICE SHOP:			139.97	139.97		
Vendor 4100 - PACE SYSTEMS INC:							
IN00069851							
89491	PACE SYSTEMS INC	08/13/2025	08/20/2025	2,240.00	2,240.00	Open	N
	SCHEDULING SOFTWARE 10/6/25-10/5/26	pziemer					08/20/2025
225-2120-43309	COMPUTER TECHNICAL SUPPORT			560.00			
225-0000-15510	PREPAID OTHER			1,680.00			
	Total for vendor 4100 - PACE SYSTEMS INC:			2,240.00	2,240.00		
Vendor 0561 - PEOPLES SECURITY:							
271889							
89391	PEOPLES SECURITY	07/31/2025	08/20/2025	23.99	23.99	Open	N
	SECURITY MONITORING	pziemer					08/20/2025
211-5500-42220	REPAIR & MAINT			23.99			
	Total for vendor 0561 - PEOPLES SECURITY:			23.99	23.99		
Vendor 2620 - PERSONNEL EVALUATION INC:							
55460							
89420	PERSONNEL EVALUATION INC	07/31/2025	08/20/2025	25.00	25.00	Open	N
	PROFILE - POTENTIAL HIRE	pziemer					08/20/2025
225-2120-43300	PROFESSIONAL SERVICES			25.00			
	Total for vendor 2620 - PERSONNEL EVALUATION INC:			25.00	25.00		
Vendor 4419 - ROSALLINIS BRAINERD LLC:							
103							
89455	ROSALLINIS BRAINERD LLC	08/04/2025	08/20/2025	671.00	671.00	Open	N
	CONCESSIONS - JUL 25 PIZZAS	pziemer					08/20/2025
230-5204-42210	OPERATING SUPPLIES			671.00			
	Total for vendor 4419 - ROSALLINIS BRAINERD LLC:			671.00	671.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 3768 - SADUSKY RENOVATIONS:							
71							
89382	SADUSKY RENOVATIONS	08/04/2025	08/20/2025	1,571.91	1,571.91	Open	N
	INSPECTION SERVICES	pziemer					08/20/2025
101-2400-43300	PROFESSIONAL SERVICES			1,571.91			
	Total for vendor 3768 - SADUSKY RENOVATIONS:			1,571.91	1,571.91		
Vendor 3261 - SATHER CONCRETE PRODUCTS INC:							
18469							
89432	SATHER CONCRETE PRODUCTS INC	08/05/2025	08/20/2025	2,700.00	2,700.00	Open	N
	QTY 10 MEMORIAL BENCH SLABS	pziemer					08/20/2025
400-5200-45500	PARKS CAPITAL OUTLAY			2,700.00			
	Total for vendor 3261 - SATHER CONCRETE PRODUCTS INC:			2,700.00	2,700.00		
Vendor 0317 - SHORT ELLIOTT HENDRICKSON:							
492619							
89443	SHORT ELLIOTT HENDRICKSON	08/11/2025	08/20/2025	2,928.90	2,928.90	Open	N
	25-11 E. RIVER ROAD SAN/SWR LINER	pziemer					08/20/2025
401-9030-43300-25:11	PROFESSIONAL SERVICES			2,928.90			
	Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:			2,928.90	2,928.90		
Vendor 4433 - SPARE LABS INC:							
SL-202507-0582							
89468	SPARE LABS INC	08/01/2025	08/20/2025	16,500.00	16,500.00	Open	N
	TRANSIT RIDE APP 3/17/25-12/31/25	pziemer					08/20/2025
203-9000-43309	COMPUTER TECHINCAL SUPPORT			16,500.00			
	Total for vendor 4433 - SPARE LABS INC:			16,500.00	16,500.00		
Vendor 0322 - STREICHERS PROF EQUIP:							
I1775120							
89378	STREICHERS PROF EQUIP	07/29/2025	08/20/2025	14.99	14.99	Open	N
	729 UNIFORM NAMEPLATE	pziemer					08/20/2025
225-2120-41113	UNIFORM ALLOWANCE			14.99			
I1777172							
89486	STREICHERS PROF EQUIP	08/08/2025	08/20/2025	130.00	130.00	Open	N
	UNIFORM SHIRT FLAGS	pziemer					08/20/2025
225-2120-41113	UNIFORM ALLOWANCE			130.00			
CM303349							
89492	STREICHERS PROF EQUIP	08/14/2025	08/20/2025	145.96	145.96	Open	N
	CREDIT - 701 UNIFORM SHIRTS	pziemer					08/20/2025
225-2120-41113	UNIFORM ALLOWANCE			145.96			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
I1776725							
89493	STREICHERS PROF EQUIP	08/06/2025	08/20/2025	145.96	145.96	Open	N
	701 UNIFORM SHIRTS	pziemer					08/20/2025
225-2120-41113	UNIFORM ALLOWANCE			145.96			
	Total for vendor 0322 - STREICHERS PROF EQUIP:			436.91	436.91		

Vendor MISC - TODD PANKO:

94016405							
89431	TODD PANKO	08/11/2025	08/20/2025	40.00	40.00	Open	N
	REFUND - CANCELLED PICKLEBALL TOURNAMENT	pziemer					08/20/2025
230-5231-34790	PICKLEBALL USER FEES			37.08			
101-0000-20810	STATE TAX PAYABLE			2.55			
101-0000-20811	COUNTY SALES TAX			0.18			
101-0000-20812	CITY TAX PAYABLE			0.19			
	Total for vendor MISC - TODD PANKO:			40.00	40.00		

Vendor 1612 - US BANK : CM-9690:

7828376							
89466	US BANK : CM-9690	08/01/2025	08/20/2025	575.00	575.00	Open	N
	MN GO BONDS 2016A	pziemer					08/20/2025
237-3190-43300	PROFESSIONAL SERVICES			218.50			
101-0000-14100	DUE FROM COMPONENT UNIT			356.50			
	Total for vendor 1612 - US BANK : CM-9690:			575.00	575.00		

Vendor 0039 - VESTIS:

2530433250							
89343	VESTIS	07/31/2025	08/20/2025	91.58	91.58	Open	N
	RUGS AND OVERALLS	pziemer					08/20/2025
235-3100-43430	MISCELLANEOUS			91.58			
2530435781							
89405	VESTIS	08/07/2025	08/20/2025	65.85	65.85	Open	N
	RUGS AND OVERALLS	pziemer					08/20/2025
235-3100-43430	MISCELLANEOUS			65.85			
	Total for vendor 0039 - VESTIS:			157.43	157.43		

Vendor 0349 - W.W. THOMPSON CONCRETE:

2507-782389							
89425	W.W. THOMPSON CONCRETE	07/24/2025	08/20/2025	110.00	110.00	Open	N
	CONCRETE FOR JCP GATE	pziemer					08/20/2025
230-5200-42220	REPAIR & MAINT			110.00			
	Total for vendor 0349 - W.W. THOMPSON CONCRETE:			110.00	110.00		

Vendor 0344 - WASTE PARTNERS INC:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
57X01228							
89323	WASTE PARTNERS INC	07/31/2025	08/20/2025	276.12	276.12	Open	N
	JUL 25 DOWNTOWN WASTE REMOVAL	pziemer					08/20/2025
401-1003-43300	PROFESSIONAL SERVICES			276.12			
57X01227							
89324	WASTE PARTNERS INC	07/31/2025	08/20/2025	163.05	163.05	Open	N
	JUL 25 CITY HALL WASTE REMOVAL	pziemer					08/20/2025
101-1940-43380	UTILITIES			163.05			
57X01230							
89325	WASTE PARTNERS INC	07/31/2025	08/20/2025	76.05	76.05	Open	N
	JUL 25 WASTE OIL LOCATION	pziemer					08/20/2025
227-3230-43428	USED OIL RECYCLING EXPENSE			76.05			
57X01226							
89326	WASTE PARTNERS INC	07/31/2025	08/20/2025	128.70	128.70	Open	N
	JUL 25 FIRE DEPT WASTE REMOVAL	pziemer					08/20/2025
225-2220-43380	UTILITIES			128.70			
57X01224							
89327	WASTE PARTNERS INC	07/31/2025	08/20/2025	149.76	149.76	Open	N
	JUL 25 LUM CAMPGROUND WASTE REMOVAL	pziemer					08/20/2025
230-5280-43380	UTILITIES			149.76			
57X01229							
89328	WASTE PARTNERS INC	07/31/2025	08/20/2025	157.70	157.70	Open	N
	JUL 25 POLICE DEPT WASTE REMOVAL	pziemer					08/20/2025
225-2120-43380	UTILITIES			157.70			
57X01231							
89329	WASTE PARTNERS INC	07/31/2025	08/20/2025	936.00	936.00	Open	N
	JUL 25 PARKS DEPT WASTE REMOVAL	pziemer					08/20/2025
230-5200-43380	UTILITIES			936.00			
57X01225							
89330	WASTE PARTNERS INC	07/31/2025	08/20/2025	128.70	128.70	Open	N
	JUL 25 PW GARAGE WASTE REMOVAL	pziemer					08/20/2025
235-3100-43380	UTILITIES			64.35			
230-5200-43380	UTILITIES			64.35			
57X00792							
89387	WASTE PARTNERS INC	07/31/2025	08/20/2025	102.83	102.83	Open	N
	JULY 25 LIBRARY WASTE REMOVAL	pziemer					08/20/2025
211-5500-43380	UTILITIES			102.83			
Total for vendor 0344 - WASTE PARTNERS INC:				2,118.91	2,118.91		

Vendor 3914 - WATSON COMPANY:

151723							
89406	WATSON COMPANY	08/05/2025	08/20/2025	204.04	204.04	Open	N
	CONCESSIONS - CHEESE/PRETZELS	pziemer					08/20/2025
230-5204-42210	OPERATING SUPPLIES			204.04			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Total for vendor 3914 - WATSON COMPANY:				204.04	204.04		
Vendor 3199 - WEX BANK:							
106341999/CDD							
89347	WEX BANK	07/31/2025	08/20/2025	104.49	104.49	Open	N
	JUL 25 COM DEV FUEL	pziemer					08/20/2025
101-2400-42212	MOTOR FUELS			104.49			
106341999/FD							
89348	WEX BANK	07/31/2025	08/20/2025	937.71	937.71	Open	N
	JUL 25 FIRE DEPT FUEL	pziemer					08/20/2025
225-2220-42212	MOTOR FUELS			937.71			
106341999/PD							
89349*	WEX BANK	07/31/2025	08/20/2025	5,710.35	5,710.35	Open	N
	JUL 25 POLICE DEPT FUEL	pziemer					08/20/2025
225-2120-42212	MOTOR FUELS			5,803.46			
225-2120-42212	MOTOR FUELS			(93.11)			
106341999/PKS							
89350*	WEX BANK	07/31/2025	08/20/2025	2,573.46	2,573.46	Open	N
	JUL 25 PARKS DEPT FUEL	pziemer					08/20/2025
230-5200-42212	MOTOR FUELS			2,575.05			
230-5200-42212	MOTOR FUELS			(1.59)			
106341999/STRTS							
89351*	WEX BANK	07/31/2025	08/20/2025	5,804.76	5,804.76	Open	N
	JUL 25 STREETS DEPT FUEL	pziemer					08/20/2025
237-3190-42212	MOTOR FUELS			1,034.03			
235-3100-42212	MOTOR FUELS			4,773.11			
235-3100-42212	MOTOR FUELS			(2.38)			
106341999/TRANSIT							
89352*	WEX BANK	07/31/2025	08/20/2025	7,938.61	7,938.61	Open	N
	JUL 25 TRANSIT DEPT FUEL	pziemer					08/20/2025
203-9000-42212	MOTOR FUELS			7,996.89			
203-9000-42212	MOTOR FUELS			(58.28)			
106341999/ADMIN							
89353	WEX BANK	07/31/2025	08/20/2025	(61.79)	(61.79)	Open	N
	JULY 2025 WEX EDGE REBATE	pziemer					08/20/2025
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)			(61.79)			
106341999/ENG							
89354*	WEX BANK	07/31/2025	08/20/2025	462.90	462.90	Open	N
	JUL 25 ENG DEPT FUEL	pziemer					08/20/2025
401-9030-42212	MOTOR FUELS			319.94			
238-3160-42212	MOTOR FUELS			147.44			
401-9030-42212	MOTOR FUELS			(4.48)			
Total for vendor 3199 - WEX BANK:				23,470.49	23,470.49		

Vendor 3899 - WEX HEALTH INC:

08/14/2025 01:45 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 23/28

EXP CHECK RUN DATES 08/18/2025 - 08/18/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
0002214039-IN							
89487	WEX HEALTH INC	08/01/2025	08/20/2025	43.50	43.50	Open	N
	JULY 2025 COBRA	pziemer					08/20/2025
101-9200-43300	PROFESSIONAL SERVICES			43.50			
	Total for vendor 3899 - WEX HEALTH INC:			43.50	43.50		

Vendor 1159 - WINNERS TROPHY - KATHY BINDER:

13989							
89363	WINNERS TROPHY - KATHY BINDER	08/04/2025	08/20/2025	159.80	159.80	Open	N
	CITY HALL DROP BOX - PLATES	pziemer					08/20/2025
101-1940-42220	REPAIR & MAINT			159.80			
	Total for vendor 1159 - WINNERS TROPHY - KATHY BINDER:			159.80	159.80		

Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:

I29109							
89402	WRUCK SEWER & PORTABLE RENTAL LLC	08/07/2025	08/20/2025	470.00	470.00	Open	N
	JULY 2025 PORTABLE RENTALS	pziemer					08/20/2025
230-5215-42210	OPERATING SUPPLIES			135.00			
230-5200-43410	RENTAL EXPENSE			335.00			
	Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:			470.00	470.00		

# of Invoices:	160	# Due:	160	Totals:	759,199.74	759,199.74
# of Credit Memos:	3	# Due:	3	Totals:	(11,373.77)	(11,373.77)
Net of Invoices and Credit Memos:					747,825.97	747,825.97

* 5 Net Invoices have Credits Totalling: (159.84)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	356.50
101-0000-20701	B25-0009	10,000.00
101-0000-20810	STATE TAX PAYABLE	2.55
101-0000-20811	COUNTY SALES TAX	0.18
101-0000-20812	CITY TAX PAYABLE	0.19
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)	(61.79)
101-1400-43361	INS - GENERAL LIABILITY	606.82
101-1700-43300	PROFESSIONAL SERVICES	1,986.50
101-1700-43331	LEASE PAYMENTS	2,302.43
101-1700-43361	INS - GENERAL LIABILITY	404.88
101-1700-43363	INS - AUTO	433.00
101-1800-43321	TELEPHONE	811.74
101-1800-43361	INS - GENERAL LIABILITY	229.13
101-1940-42200	OFFICE SUPPLIES	62.69
101-1940-42220	REPAIR & MAINT	5,157.35
101-1940-43300	PROFESSIONAL SERVICES	1,077.00
101-1940-43321	TELEPHONE	54.48
101-1940-43361	INS - GENERAL LIABILITY	20.25
101-1940-43380	UTILITIES	163.05

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/18/2025 - 08/18/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
101-1940-43410	RENTAL EXPENSE			48.64			
101-2400-42212	MOTOR FUELS			104.49			
101-2400-43300	PROFESSIONAL SERVICES			1,571.91			
101-2400-43331	LEASE EXPENSE			842.13			
101-2400-43350	PRINTING/LEGAL PUBLICATION			373.68			
101-2400-43361	INS - GENERAL LIABILITY			446.45			
101-2400-43363	INS - AUTO			188.50			
101-9200-43300	PROFESSIONAL SERVICES			14,899.73			
101-9200-43361	INS - GENERAL LIABILITY			4,273.50			
101-9200-43362	INS - PROPERTY			10,304.75			
101-9200-43363	INS - AUTO			76.25			
101-9200-43365	INS - OTHER			347.95			
101-9200-43430	MISCELLANEOUS			32,624.00			
101-9200-43460	REMIT COMMUNITY ACTION LEVY			8,698.73			
101-9200-43461	REMIT SENIOR CITIZEN LEVY			8,698.73			
101-9200-43462	REMIT ARBORETUM LEVY			8,698.73			
202-6323-45520	CAPITAL - SINGLE FAM RENTAL			23,421.40			
202-6323-45530	CAPITAL - OWNERS MATCH			10,488.60			
203-9000-42210	OPERATING SUPPLIES			139.15			
203-9000-42212	MOTOR FUELS			7,938.61			
203-9000-42220	REPAIR & MAINT			77.79			
203-9000-43309	COMPUTER TECHINCAL SUPPORT			16,500.00			
203-9000-43361	INS - GENERAL LIABILITY			389.26			
203-9000-43363	INS - AUTO			0.18			
203-9000-43365	INS - OTHER			9.70			
211-5500-42220	REPAIR & MAINT			3,913.43			
211-5500-43300	PROFESSIONAL SERVICES			675.00			
211-5500-43361	INS - GENERAL LIABILITY			30.21			
211-5500-43362	INS - PROPERTY			2,175.25			
211-5500-43365	INS - OTHER			148.62			
211-5500-43380	UTILITIES			102.83			
211-5505-43430	MISC - COPY MACHINE PYMTS			97.70			
225-0000-15510	PREPAID OTHER			1,680.00			
225-0000-39101	SALE OF ASSETS			(10,989.98)			
225-2120-41113	UNIFORM ALLOWANCE			436.91			
225-2120-42200	OFFICE SUPPLIES			76.10			
225-2120-42210	OPERATING SUPPLIES			200.00			
225-2120-42212	MOTOR FUELS			5,710.35			
225-2120-42220	REPAIR & MAINT			600.90			
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			155.00			
225-2120-43300	PROFESSIONAL SERVICES			1,214.88			
225-2120-43309	COMPUTER TECHNICAL SUPPORT			32,532.43			
225-2120-43321	TELEPHONE			95.23			
225-2120-43331	LEASED PAYMENTS			14,706.89			
225-2120-43361	INS - GENERAL LIABILITY			16,898.82			
225-2120-43362	INS - PROPERTY			1,373.50			
225-2120-43363	INS - AUTO			7,098.43			
225-2120-43365	INS - OTHER			482.21			
225-2120-43380	UTILITIES			157.70			
225-2120-43430	MISCELLANEOUS			809.07			
225-2120-43433	DUES & SUBSCRIPTIONS			20.00			
225-2220-42210	OPERATING SUPPLIES			640.54			
225-2220-42212	MOTOR FUELS			937.71			
225-2220-42220	REPAIR & MAINT			1,928.66			
225-2220-42221	R&M BUILDING			2,081.03			
225-2220-42250	PERSONAL PROTECTIVE GEAR			(322.00)			
225-2220-43300	PROFESSIONAL SERVICES			383.00			

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/18/2025 - 08/18/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
225-2220-43309	COMPUTER TECHNICAL SUPPORT			310.70			
225-2220-43321	TELEPHONE			100.00			
225-2220-43331	LEASED PAYMENTS			1,910.64			
225-2220-43361	INS - GENERAL LIABILITY			435.93			
225-2220-43362	INS - PROPERTY			1,431.25			
225-2220-43363	INS - AUTO			1,841.29			
225-2220-43365	INS - OTHER			350.28			
225-2220-43380	UTILITIES			128.70			
225-2700-43300	PROFESSIONAL SERVICES			1,919.33			
225-2700-43430	MISCELLANEOUS			596.00			
227-3230-43428	USED OIL RECYCLING EXPENSE			76.05			
230-5200-42212	MOTOR FUELS			2,573.46			
230-5200-42220	REPAIR & MAINT			825.85			
230-5200-42221	R&M- MILLS FIELD			3,234.95			
230-5200-43300	PROFESSIONAL SERVICES			7,691.00			
230-5200-43321	TELEPHONE			320.81			
230-5200-43331	LEASE PAYMENTS			6,232.15			
230-5200-43361	INS - GENERAL LIABILITY			681.91			
230-5200-43362	INS - PROPERTY			5,181.00			
230-5200-43363	INS - AUTO			845.26			
230-5200-43365	INS - OTHER			264.04			
230-5200-43380	UTILITIES			1,000.35			
230-5200-43410	RENTAL EXPENSE			335.00			
230-5204-42210	OPERATING SUPPLIES			1,426.08			
230-5215-42210	OPERATING SUPPLIES			1,635.00			
230-5231-34790	PICKLEBALL USER FEES			37.08			
230-5280-43321	TELEPHONE			265.59			
230-5280-43380	UTILITIES			149.76			
235-3100-42212	MOTOR FUELS			4,770.73			
235-3100-42220	REPAIR & MAINT			205.23			
235-3100-43300	PROFESSIONAL SERVICES			191.00			
235-3100-43321	TELEPHONE			95.81			
235-3100-43331	LEASE PAYMENTS			4,803.42			
235-3100-43361	INS - GENERAL LIABILITY			2,370.26			
235-3100-43363	INS - AUTO			2,145.50			
235-3100-43365	INS - OTHER			1,009.25			
235-3100-43380	UTILITIES			64.35			
235-3100-43410	RENTAL EXPENSE			108.37			
235-3100-43430	MISCELLANEOUS			157.43			
235-3170-42210	OPERATING SUPPLIES			2,062.50			
237-3190-42212	MOTOR FUELS			1,034.03			
237-3190-42220	REPAIR & MAINT			52.18			
237-3190-43300	PROFESSIONAL SERVICES			218.50			
237-3190-43331	LEASE PAYMENTS			1,879.16			
237-3190-43361	INS - GENERAL LIABILITY			677.25			
237-3190-43362	INS - PROPERTY			271.25			
237-3190-43363	INS - AUTO			341.75			
237-3190-43365	INS - OTHER			288.25			
238-3160-42212	MOTOR FUELS			147.44			
238-3160-43331	LEASE PAYMENTS			855.29			
238-3160-43361	INS - GENERAL LIABILITY			483.00			
238-3160-43362	INS - PROPERTY			135.75			
238-3160-43363	INS - AUTO			250.00			
251-9360-43467	REMIT LOCAL SALES TAX COLLECT			141,317.92			
255-0000-43430	MISCELLANEOUS			70,000.00			
260-9020-43300	PROFESSIONAL SERVICES			623.69			
260-9020-43321	TELEPHONE			141.63			

08/14/2025 01:45 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 26/28

EXP CHECK RUN DATES 08/18/2025 - 08/18/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	260-9020-43361	INS - GENERAL LIABILITY		125.00			
	274-6505-43430	MISCELLANEOUS		19.34			
	277-6517-43430	MISCELLANEOUS		19.33			
	281-6514-43430	MISCELLANEOUS		19.33			
	283-6506-43430	MISCELLANEOUS		19.33			
	292-6503-43430	MISCELLANEOUS		19.33			
	293-6512-43430	MISCELLANEOUS		19.33			
	295-6510-43361	INS - GENERAL LIABILITY		36.12			
	295-6510-43434	ECONOMIC INITIATIVES		5,000.00			
	400-1481-45530	PYMTS TO CONTRACTORS		12,590.00			
	400-1800-45500-00001	IT/GIS CAPITAL OUTLAY		266.29			
	400-2120-45500	POLICE CAPITAL OUTLAY		1,953.73			
	400-5200-45500	PARKS CAPITAL OUTLAY		5,095.00			
	401-1003-43300	PROFESSIONAL SERVICES		276.12			
	401-1003-43430	MISCELLANEOUS		1,432.38			
	401-9030-42212	MOTOR FUELS		315.46			
	401-9030-43300-23:13	PROFESSIONAL SERVICES		4,605.50			
	401-9030-43300-23:16	PROFESSIONAL SERVICES		33,353.50			
	401-9030-43300-24:08	PROFESSIONAL SERVICES		1,200.00			
	401-9030-43300-25:11	PROFESSIONAL SERVICES		2,928.90			
	401-9030-43350-23:14	LEGAL PUBLICATIONS		447.63			
	401-9030-43430	MISCELLANEOUS		8.99			
	401-9030-45530-23:14	CAPITAL-PYMTS TO CONTRACTS		408.96			
	401-9030-45530-24:07	CAPITAL-PYMTS TO CONTRACTS		131,721.77			

08/14/2025 01:45 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/18/2025 - 08/18/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 27/28

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
GL Distribution GRANT							
--- TOTALS BY FUND ---							
101 -	GENERAL FUND			115,805.12	115,805.12		
202 -	SCDP GRANTS			33,910.00	33,910.00		
203 -	TRANSIT FUND			25,054.69	25,054.69		
211 -	LIBRARY FUND			7,143.04	7,143.04		
225 -	PUBLIC SAFETY FUND			87,931.50	87,931.50		
227 -	RECYCLING FUND			76.05	76.05		
230 -	PARK & RECREATION FUND			32,699.29	32,699.29		
235 -	STREET & SEWER FUND			17,983.85	17,983.85		
237 -	SANITARY SEWER FUND			4,762.37	4,762.37		
238 -	STORM SEWER FUND			1,871.48	1,871.48		
251 -	LOCAL OPTION SALES TAX			141,317.92	141,317.92		
255 -	STATEWIDE AFFORDABLE HOUSING AID			70,000.00	70,000.00		
260 -	AIRPORT FUND			890.32	890.32		
274 -	ROYAL TIRE TIF			19.34	19.34		
277 -	ARTSPACE TIF FUND			19.33	19.33		
281 -	JIMMY JOHN'S TIF			19.33	19.33		
283 -	TACO JOHN'S TIF FUND			19.33	19.33		
292 -	TIMBERLAND TWNHMS TIF			19.33	19.33		
293 -	BRAINERD MALL TIF FUND			19.33	19.33		
295 -	EDA FUND			5,036.12	5,036.12		
400 -	CAPITAL PROJECTS FUND			19,905.02	19,905.02		
401 -	CONSTRUCTION FUND			176,699.21	176,699.21		
--- TOTALS BY DEPT/ACTIVITY ---							
0000 -				70,987.65	70,987.65		
1003 -	10:03 DWNTWN MAIN CNTRACT			1,708.50	1,708.50		
1400 -	ADMINISTRATION			606.82	606.82		
1481 -	HISTORIC WATER TOWER REPA			12,590.00	12,590.00		
1700 -	ENGINEERING			5,126.81	5,126.81		
1800 -	IT/GIS			1,307.16	1,307.16		
1940 -	CITY HALL			6,583.46	6,583.46		
2120 -	POLICE DEPARTMENT			84,522.15	84,522.15		
2220 -	FIRE DEPARTMENT			12,157.73	12,157.73		
2400 -	COMMUNITY DEVL/INSPECTION			3,527.16	3,527.16		
2700 -	ANIMAL CONTROL			2,515.33	2,515.33		
3100 -	S & S MAINTENANCE			15,921.35	15,921.35		
3160 -	STORM SEWER EXPENSE			1,871.48	1,871.48		
3170 -	TRAFFIC CONTROL			2,062.50	2,062.50		
3190 -	SANITARY SEWER EXPENSE			4,762.37	4,762.37		
3230 -	RECYCLING EXPENSE			76.05	76.05		
5200 -	PARK MAIN/ADMINISTRATION			34,280.78	34,280.78		
5204 -	CONCESSIONS			1,426.08	1,426.08		

08/14/2025 01:45 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/18/2025 - 08/18/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 28/28

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 ---							
	5215 - ADULT SOFTBALL			1,635.00	1,635.00		
	5231 - PICKLEBALL			37.08	37.08		
	5280 - CAMPGROUND			415.35	415.35		
	5500 - LIBRARY-BUDGETED			7,045.34	7,045.34		
	5505 - TAXABLE FEES			97.70	97.70		
	6323 - SE BRAINERD SCDP GRANT			33,910.00	33,910.00		
	6503 - TIMBERLAND TWNHMS TIF			19.33	19.33		
	6505 - ROYAL TIRE TIF			19.34	19.34		
	6506 - TACO JOHN'S TIF			19.33	19.33		
	6510 - ECONOMIC DEVELOPMENT AUTH			5,036.12	5,036.12		
	6512 - BRAINERD MALL TIF			19.33	19.33		
	6514 - JIMMY JOHN'S TIF			19.33	19.33		
	6517 - ARTSPACE TIF FUND			19.33	19.33		
	9000 - TRANSIT FUND			25,054.69	25,054.69		
	9020 - AIRPORT M & O			890.32	890.32		
	9030 - CONSTRUCTION PROJ-MISC			174,990.71	174,990.71		
	9200 - CITY-WIDE			88,622.37	88,622.37		
	9360 - LOCAL OPTION SALES TAX			141,317.92	141,317.92		

MEMORANDUM

TO: Mayor Badeaux and City Councilmembers
FROM: Nick Broyles, City Administrator
DATE: 18 August 2025
SUBJ: City Administrator Report

In addition to routine administrative matters and in preparation of topics and business action items on the Council's work sessions and meeting agendas, the following is a summary of tasks and activities the City Administrator's office has been working on since the last report of 21 July 2025.

Community Engagement

22 Jul: EDA tour of First Impressions, and attended MnDOT Hwy 210 open house
28 Jul: Reviewed consultant proposals for YMCA project, and discussions with city insurance committee to discuss health insurance options
29 Jul: Drafted charter interpretation resolution
30 Jul: Attended downtown business owners social at Blue Oyster
31 Jul: Attended Teamsters arbitration hearing and 2nd negotiation session with new Brainerd Public Utilities Managers and Supervisors Association Union
4-8 Aug: Conducted budget meetings with all individual departments
5 Aug: Visited Dragon Forge to address some of their business-related questions
6 Aug: Attended housing annual housing summit at GLAR w/multiple city personnel
7 Aug: Attended Airport Commission meeting
11 Aug: Met with potential developers
11 Aug: YMCA board meeting after work
12 Aug: Submitted EAS letter of support to the BLRA
12 Aug: Received demo of potential performance review software
13 Aug: Attended annual Local Area Mayor's Prayer breakfast at Grand View; good representation from city personnel
13 Aug: Ongoing discussions Re: Loonfest
14 Aug: Attended Sourcewell sponsored CRASE (Civilian Response to Active Shooter Events) training at Sourcewell with HR Director
15 Aug: Met onsite at NP Center with Mike Higgins to discuss potential projects
15 Aug: Continued discussion w/ Blockmetrix and Public Utilities Re: power agreement

Finance

Final preparations for 2026 budget planning. The schedule for budget presentation and rollout was approved at last CC meeting.

Human Resources

- The Interest Arbitration hearing with the Teamsters Union representing the Police Lieutenant and Sergeants occurred on 31 Jul. Briefs are due approximately 30 days following with a decision approximately another 30 days thereafter.
- A second negotiation session was held with the new Brainerd Public Utilities Managers and Supervisors Association Union on 31 Jul. The City Attorney is preparing a draft collective bargaining agreement for the Union's review and consideration. Council

guidance regarding the Union's demands were discussed at the 7 Jul closed union negotiation strategy session.

- Staff are assisting North Risk Partners in the 2026 health insurance RFP process. A recommendation is expected to be presented to Council in October.

Public Works/Utilities/Parks/Transit

Recreation

- 15 Aug: Movies in the Park – CARS; Lyman P. White amphitheater
- 21 Aug: Re-Grand Opening at Jaycees Park 4-6p; partnering with Hubbard Radio
 - BBBA & YMCA drills & skills building
 - Domino's pizza for sale

Engineering

- Construction of the new roundabout at the intersection of Business 371 and Willow Street has started. Traffic is detoured around the construction area. Please be mindful about travelling around the area as there are residential streets all around here and take it easy as you drive. Construction should continue until October.
- Our other two large reconstruction projects are in full swing. Wright Street continues forward with underground utilities and Beech Street has the pavement removed. Both projects will also be continuing until October.
- Finally, the safe routes to school project on H Street next to Lowell Elementary is wrapping up and should be open to traffic very soon. Some great crossing improvements for students as we get closer to the start of the school year. Thanks to everyone's patience during the busy construction season.

Transit

- New booking software puts riders first. It allows the rider to book trips using the mobile app or the booking website. It also notifies the rider when the bus is on its way as well as confirms trips they've booked and sends reminders of upcoming rides scheduled.

Fire

21 Jun: Staff responded to a Statewide Mutual Aid request from Bemidji Fire Department for the devastating severe weather that blew through their community. We have already received reimbursement back from Bemidji and the Brimson Complex fire.

Technology

New technology staff are settling in well and learning the ropes. Public Utilities hardware inventory substantially complete, software inventory to follow, planning and budgeting for 2026. Preparing to replace most computers at the BLRA and Public Utilities before Oct 14 end-of-life for Windows10. Also preparing to replace all city computers early in 2026 as part of the regular replacement schedule. All computer replacements will come with various additional security implementations. Significant progress is being made with GIS applications for sewer crew and others.

Suspense Tracker



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BOOYAH AWARD



Officer Peters assisted the Lakes Area Drug Investigative Division (LADID) with a traffic stop on a vehicle suspected of containing a large amount of controlled substances. Officer Peters located the vehicle and initiated a traffic stop. With assistance from a Minnesota State Patrol canine and using his own interdiction skills, Officer Peters was able to search the vehicle.

The traffic stop resulted in the arrest of the driver and the seizure of over four pounds of methamphetamine. Leveraging information from the stop, Officer Peters coordinated with other officers to stop a second vehicle with two related occupants and secure a residence in town for a search warrant.

Working with LADID and other agencies, Officer Peters' efforts led to the execution of a search warrant at the residence, where a large amount of methamphetamine and two firearms were seized. The initial traffic stop ultimately led to multiple felony drug offenses and the charge of possession of a firearm by a convicted felon.

BCA Audit

The Brainerd Police Department has completed the Bureau of Criminal Apprehension three-part triannual audit. This audit included an Administrative Audit, to ensure our agency is compliance with MNJIS and NCIC policies and regulations, and a Criminal History Audit and the Hot File Audit, to ensure our agency is adhering to all the regulations in practicality.

As stated by the BCA, Brainerd Police Department is in "complete compliance" with MNJIS/NCIC standards and "exemplifies what the BCA is striving for with all agencies in Minnesota."



COMMUNITY OUTREACH

4th of July Event

Officers were on parade detail, traffic control, bike patrol, and other assignments to ensure that everyone had a fun and safe 4th of July.

Community of Hope Church of the Nazarene stopped by the PD with snacks for the Officers. The kids received some awesome Brainerd PD sunglasses.

**Summertime Fun**

Officers Walkowiak, Karsnia, and Boller had the chance to interact with kids in the community, when enjoying some lemonade.



Police Vs Fire Softball Game

Fun was had by all during the softball game, with the Police Department taking home the win yet again! Thank you to Brainerd Community Action and Mayor Badeaux for putting together such a fun event.



OVERALL CALLS FOR SERVICE

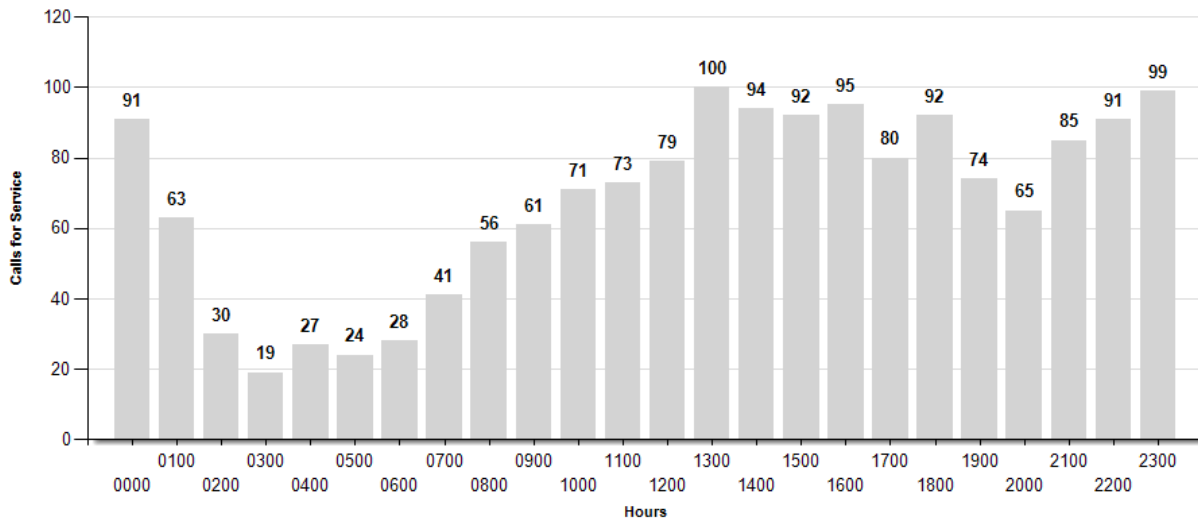
July	2025	2024
Number of Calls for Service	1,630	1,826



Calls for Service Hourly

7/1/2025 to 7/31/2025

Total Calls: 1699

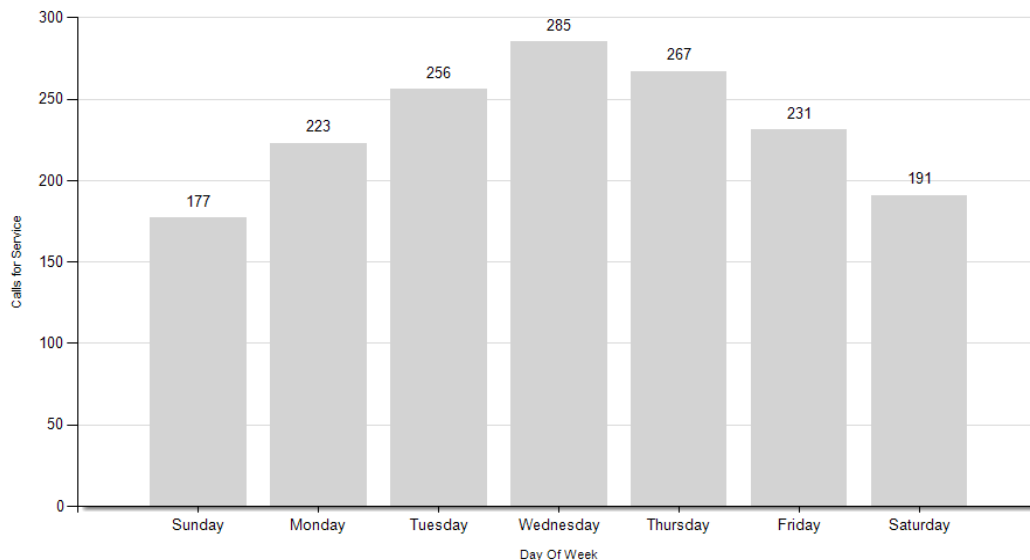


Calls for Service Day Of Week

Start Date: 7/1/2025

End Date: 7/31/2025

Total Calls: 1699



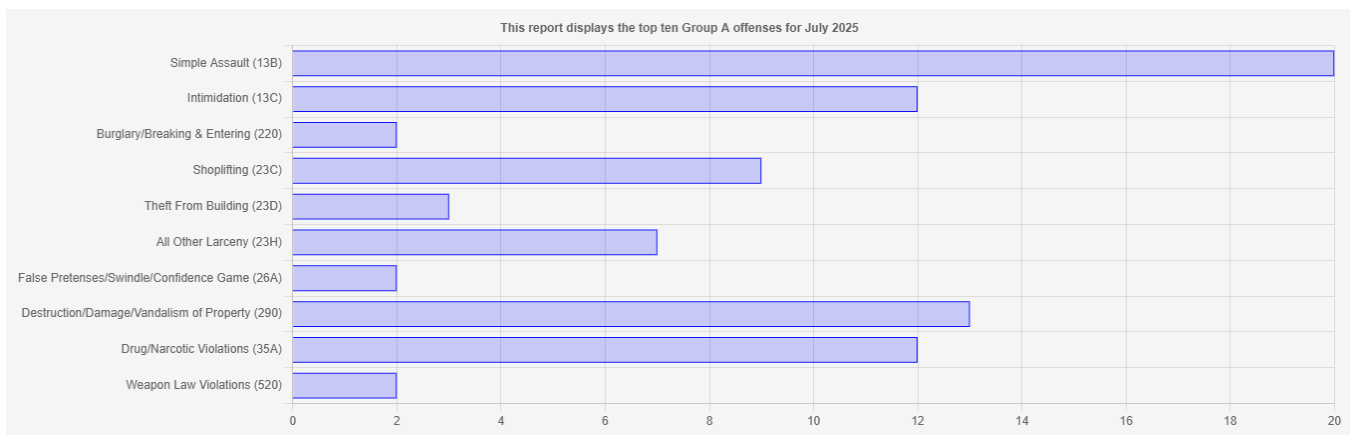
CRIME STATISTICS

Year to Date through Month	2025	2024
Group A Offenses Known or Reported to Police	515	612
Group A and B Arrests	493	479

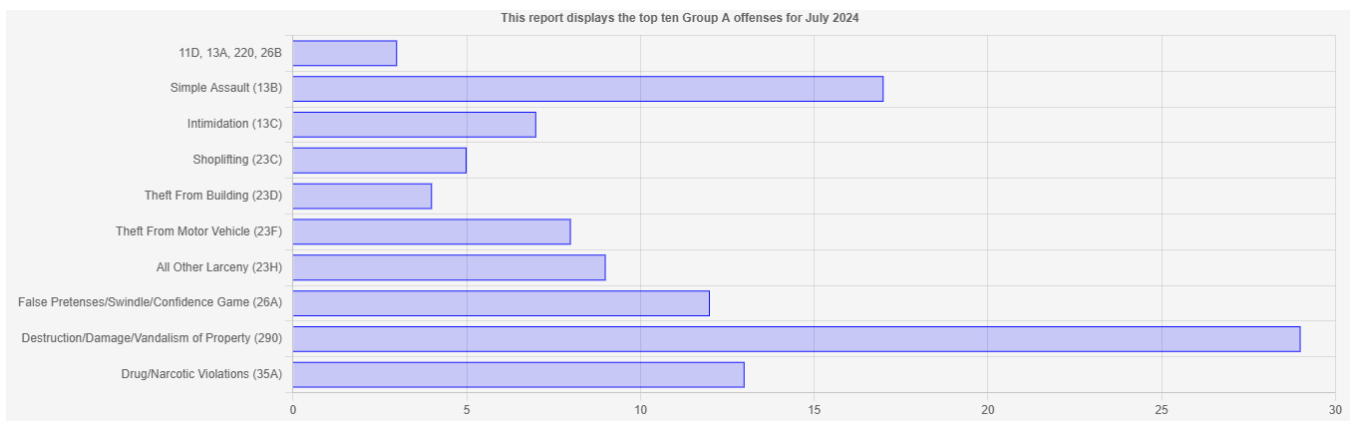
**** Note: 2025 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

July 2025

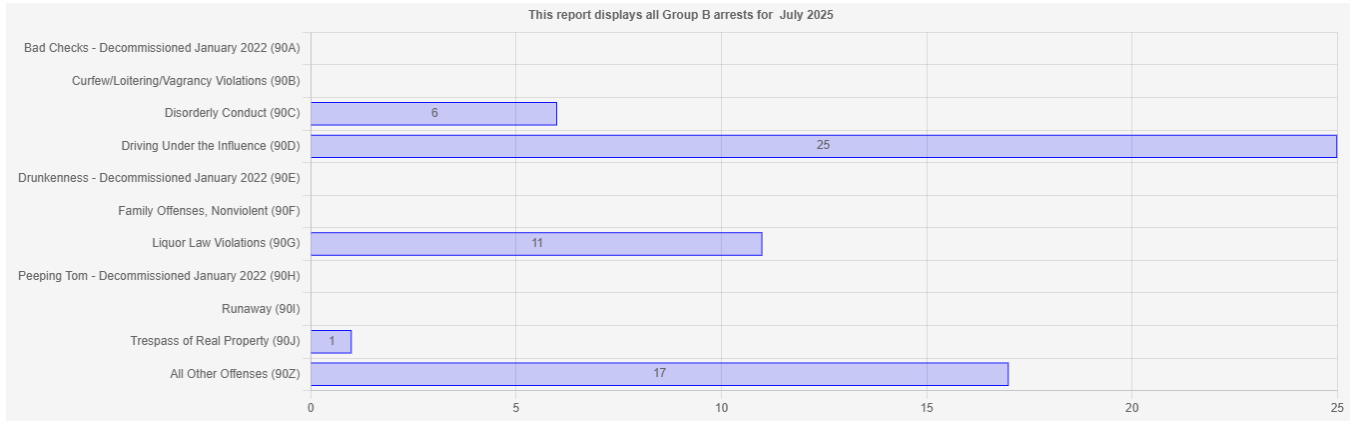


July 2024

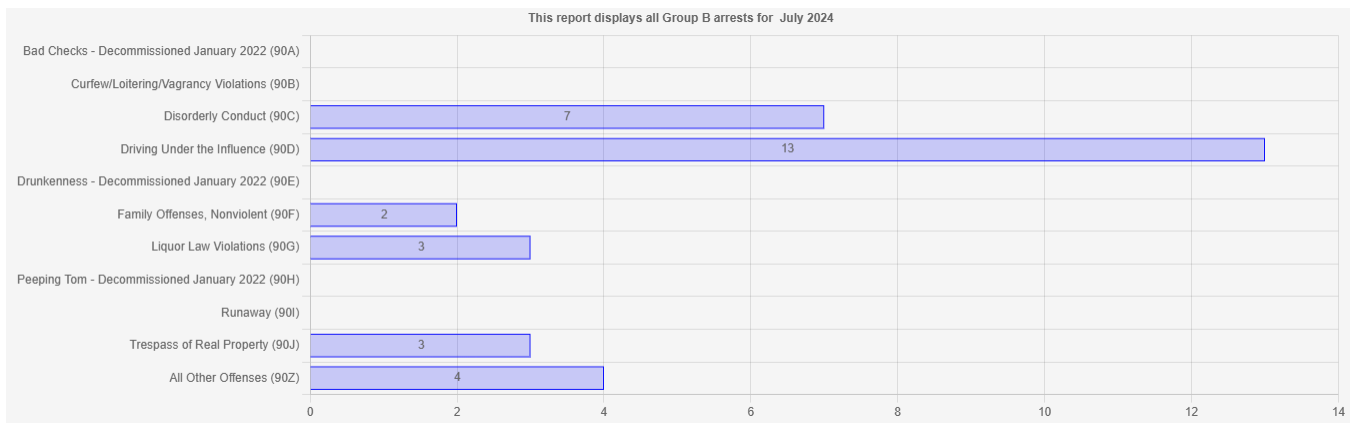


GROUP B ARREST DATA

July 2025



July 2024



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

July	2025	2024
Citations (Inc. Parking Tickets & Written Warnings)	141	186

16 parking tickets were issued in the month of July, with the following dispositions.

1	Dismissed
9	Paid in Full
0	Partial Payments Received
6	No Payment Received

Revenue Recapture Receipts:

2024 Total:	\$8,295.10
2025 To Date:	\$5,139.63

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address
25010796	07/28/2025	Conduct on Premises	215 N 5 th Street, Apt 1

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
July	2024	523	904	457	15.50 Minutes	65





City of Brainerd

Technology Department Monthly Report

July 2025

Projects

- Training new Technology staff in various systems - software, hardware, security, etc
- Hardware inventory mostly complete at BPU, software to follow
- Various technology projects getting underway at BPU – hardware, software, security upgrades
- GIS improvements underway – primarily online applications and field data collection
- WiFi infrastructure replacement at Airport – moving to CTC hosted solution – completed 7/15
- Support ticket (helpdesk) solution being customized and tested

Hardware/Software

- Computer replacement planning for BPU prior to Win10 end-of-life in October
- Network switch replacements for BPU OT network
- Intune – testing rollout, configuration, security, patch management on computers (from WSUS).
- Transit – software replacement went live 7/28 (RouteMatch to Spare)
- Discussions and demos for employee performance software and data request tracking software
- Parks cameras – Jaycees –needs determined, order placed

Other

- Staff additions: none
- Staff departures: none

Statistics

Telephone: total calls 9699↑ (8129)

Police 3870, City Hall 3443, Transit 2166, Fire 194, Public Works 26

Email: sent 9900↑ (8901), received 40796↑ (37849)

YouTube: City channel views 931↓ (1273), hours watched 205↓ (291), subscribers +3

Facebook (city): followers 5495, reach 27409↑ (25508), interactions 815↑ (517)

Cisco Secure Endpoint: files scanned 13.9M↑ (13.7M) IPs scanned 1.09M↑ (1.02M)



COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD

July 2025



BUILDING PERMITS

The Community Development Department issued 86 building permits with a total project valuation of \$1,158,596 in the month of July. Within the Central Business District (prev. River to Rail), 14 permits were issued. These improvements resulted in \$2,398 being waived in permit fees.

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

Issued Permits for July 2025		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – Demolition	1	\$20,000
Commercial – Building – Remodel	2	\$22,200
Commercial – Building – Roofing	1	\$7,094
Commercial – Plumbing – Remodel	1	\$5,000
Engineering – Excavation	6	N/A
Fence	7	N/A
Residential – Building – Accessory Structure	1	\$45,000
Residential – Building – Deck	3	\$18,000
Residential – Building – Demolition	2	N/A
Residential – Building – New/Addition	3	\$915,000
Residential – Building – Remodel	7	\$77,059
Residential – Building – Roofing	8	N/A
Residential – Building – Roofing+Garage	1	N/A
Residential – Building – Siding	5	N/A
Residential – Building – Windows/Doors	5	N/A
Residential – HUD HOME – Installation	1	N/A
Residential – Mechanical – Air Conditioner	2	N/A
Residential – Mechanical – Furnace/Boiler	1	N/A

Residential – Mechanical – Furnace+AC	4	N/A
Residential – Mechanical – New/Addition	1	N/A
Residential – Plumbing – New/Addition	4	N/A
Residential – Plumbing – Remodel	1	N/A
Residential – Plumbing – Water Heater	14	N/A
Residential – Plumbing – Water Softener	1	N/A
Sign	4	\$49,243

There were 2 single-family home permits issued in the month of July.

BUILDING INSPECTIONS

The Community Development Department conducted 141 building inspections and re-inspections in July.

CODE ENFORCEMENT

The Community Development Department conducted 230 code enforcement inspections and re-inspections in July resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Grass & Weeds	53
Outdoor Storage	5
Zoning Code Violation	4
Unlicensed/Inoperable Vehicle	3
Premises Identification	1
Garbage Disposal	2
Tree Diseased or Hazardous	3
Junk/Debris/Blight	10
Fence Repair	2
Exterior Structure	8
Total = 91	

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

Direction on Active Code Enforcement Cases

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

- 1) **823 Willow St** – Unlicensed Rental - Issuing \$300 citation monthly for non-licensed rental. Legal action from the City Attorney is taking place. City Council motion 2/3/2025 to \$100 per day citation.
- 2) **319 N 9th St** – Property Maintenance/ Roof – Issuing a \$300 citation each month until roof is corrected.
- 3) **PID 41191502** – Exterior Structure – Issuing a \$300 citation each month until corrected.
- 4) **401 Holly St** – Fence – Issuing a \$300 citation each month until corrected.

- 5) **113 Washington St NE** – Residing in a commercial business – Issuing \$100 per day until corrected.
- 6) **523 Grove St** – Exterior Structure – Issuing a \$300 citation each month until corrected.

VACANT BUILDING REGISTRY

Properties assessed in 2024

408 2nd Ave NE – Vacant Building – No Response

224 5th St N – Fire Damage

Properties that have registered/ applied for permits

1521 Norwood St – Fire Damage

~~1216 6th St S – Owner Repaired Roof – Removed from list~~

~~1623 9th Ave NE – Remodel Permit Issued – Work in Progress – Removed from list~~

~~1812 Oak St – Roof Damage. Roof permit was obtained and completed. Removed from list~~

~~508 9th St N – Roof Damage and Grass. Property has been purchased – Removed from list~~

Vacant Building Registry Letters Sent after 9/1/2024

715 7th Ave NE – Grass and Structural Issues – Structures have been demolished – vacant lot

~~1201 L St NE – New owner – applied for remodeling permit~~

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

1022 13th Ave NE – New owner – obtained remodeling permits

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

1119 13th St SE – Roof Damage – no response

1889 Graydon Ave – Open Excavation – No Progress or response

319 9th St N – Fire Damage – No response

~~1626 Oak Street – Non-sided Structure – owner obtained siding permit~~

RENTAL LICENSES & INSPECTIONS

The Community Development Department issued 8 new/renewed rental licenses in the month of July.

The Housing Inspector completed 13 rental property inspections and re-inspections in July.

CONTRACTOR REGISTRATION

The Community Development Department issued 8 contractor registrations in July.

STAFF TRAININGS AND CERTIFICATIONS

Stephanie Bestul (Zoning Specialist/ Permit Tech)

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

PLANNING AND ZONING

Shoreland District

Staff received a letter from the Minnesota Department of Natural Resources requiring the City of Brainerd to update its Shoreland Ordinance. Staff have created a draft ordinance that is currently in the preliminary review phase by the MN DNR. Staff are expecting to present a draft ordinance to the Planning Commission at the September 17th meeting.

August 20th Planning Commission Agenda:

- 1) Consider Variance Request for the Placement of a Garden Shed in the Front Yard – 722 Mississippi Dr
- 2) Consider Variance Request to Expand on a Non-Conformity to Allow for the Construction of a Vertical Addition to the House – 703 7th St N
- 3) Review Sign Ordinance - The Planning Commission reviewed the draft Ordinance at the July 18th meeting and directed staff to research potential lighting standards for outdoor signage. Staff presented potential lighting standards at the July 16th meeting. The Planning Commission requested additional information and asked staff to reach out to sign companies regarding the proposed language.



Ordinance Itinerary Planning Commission:

- 1) **Allowed Use Table** – Conduct a thorough review of the Allowed-Use-Table to ease the burden on new development and businesses. (In Progress – 1st Reading – 75% Complete)
- 2) **Section 530 – Shoreland Management Regulations** - The City of Brainerd's existing Shoreland Management Ordinance was last approved by the DNR on 7/25/2003. Current zoning districts do not match / align with the zoning districts identified in the City's Shoreland Management Ordinance. (In Progress – 10% Complete)
- 3) **Sign Standards** - Signs should serve to communicate for businesses but should be held to a design standard as they also play an important role in attracting visitors and new businesses to an area. (In Progress Draft Ordinance – 25% Complete)
- 4) **Design Standards - MS, TC, CC, GC District** - Consider enhancing design standards along its major corridors and the downtown area.
- 5) **Comprehensive Plan Update** - The City should consider reviewing the comprehensive plan every five years to ensure all of the goals and objectives listed in the plan are still relevant for the City of Brainerd.
- 6) **Solar Arrays** – Solar fields are currently not allowed in the Zoning Code.
- 7) **Manufactured Home Overlay District: Section 515-2-20** – Standards and Setbacks

- 8) **Sound Requirements** - Currently, most regulations in the zoning code rely on MPCA standards for sound. CUP's have the ability to add barriers to mitigate affects to neighboring properties.

City Council Ordinances

- 1) **Code Enforcement Ordinance** - The City currently administers code enforcement on a complaint-driven basis. This proposed ordinance allows for active code enforcement along major thoroughfares and near city parks as significant numbers of visitors and residents frequent these areas. **(Complete – Increased Enforcement Begins 7/21)**



ECONOMIC DEVELOPMENT

Childcare Incentives

Staff will present a childcare incentive policy at the September 4th EDA meeting. At the June 5th EDA meeting, the board directed staff to create a policy that would waive \$450,00 in project valuation fees for commercial childcare centers and licensed in home day cares. Staff will create a policy for the EDA to review at the September meeting. Any recommendation from the EDA will need City Council approval.

Property Listing Portal

As part of SHC's 2025 scope of services they have been working with the Staff to develop an online real estate listing platform that will be housed on the new EDA website. Some of the objectives of the listing portal are to:

- 1) Create a centralized listing location for properties for sale or for lease by the EDA/City.
- 2) In addition to City/EDA owned properties, allow for the public (including other real estate agencies, brokers and private property owners) to list properties for sale or for lease.
- 3) Make it easier for the development and real estate community to find opportunities in Brainerd.
- 4) Provide links to active listings that summarize information and provide contact information quickly without having to visit multiple websites.

PLANNING AND ZONING PROCESSES – CURRENT PROGRESS UPDATE

Address: 703 Oak St

COMPLETED

PZE Process: Conditional Use Permit Amendment

Date Issued: 9/3/2024

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

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

Address: 1306 and 1308 Chicago Ave **IN PROGRESS**

PZE Process: Variance

Date Issued: 10/8/2024

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

Project Progress: The property owner has been issued building permits and is nearing completion.

Address: 2602 S 11th St **IN PROGRESS**

PZE Process: Conditional Use Permit

Date Issued: 10/21/2024

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

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

Address: 502 Juniper St **COMPLETED**

PZE Process: Interim Use Permit Renewal

Date Issued: 12/2/2024

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

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

Address: 524 N 8th St **COMPLETED**

PZE Process: Interim Use Permit Renewal

Date Issued: 12/2/2024

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

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

Address: 214 S 8th St **COMPLETED**

PZE Process: Conditional Use Permit

Date Issued: 12/2/2024

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

Project Progress: In progress

Address: 722 Laurel St **IN PROGRESS**

PZE Process: Conditional Use Permit

Date Issued: 12/2/2024

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

Project Progress: Property owner has submitted applications and is working on final submittal documents.

Address: 722 Laurel St

PZE Process: Variance

IN PROGRESS

Date Issued: 12/2/2024

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

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

Address: 303 J St NE **COMPLETED**
PZE Process: Variance **Date Issued:** 01/06/2025
Project Description: Variance to exceed the fence height on the side yard (corner) setback requirement for 6' high fences.
Project Progress: Approved and completed.

Address: 9040 Country Manor Way **IN PROGRESS**
PZE Process: PUD Amendment **Date Issued:** 02/03/2025
Project Description: Amending the original planned unit development plans
Project Progress: In progress – building permits issued and work has started.

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

Address: 15770 Dellwood Dr **COMPLETED**
PZE Process: Plat for Common Interest Community (CIC) **Date Issued:** 03/03/2025
Project Description: Create a Common Interest Community for twelve (12) individually owned commercial or private storage units
Project Progress: CIC plat has been recorded with Crow Wing County.

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

Address: 411 N 10th St **IN PROGRESS**
PZE Process: Preliminary Plat **Date Issued:** 03/03/2025
Project Description: Consolidate fourteen (14) parcels into three (3) lots; one each for the Church, School and Rectory
Project Progress: Final Plat, Rezoning, and CUP were approved by City Council. Staff is working with the applicant on the development agreement.

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

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

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

Address: 1811 Mill Ave

COMPLETED

PZE Process: Conditional Use Permit

Date Issued: 04/07/2025

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

Project Progress: Approved and completed.

Address: 1511 Northern Pacific Rd

IN PROGRESS

PZE Process: Conditional Use Permit

Date Issued: 04/21/2025

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

Project Progress: Approved – in the design and permitting process. Building permit remodel application has been submitted.

Address: 1919 S 6th St

IN PROGRESS

PZE Process: Conditional Use Permit

Date Issued: 04/21/2025

Project Description: For the Expansion of Adult Day Care Services

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

Address: 714 7th St S

COMPLETED

PZE Process: Interim Use Permit Renewal

Date Issued: 04/21/2025

Project Description: To continue Operating a Short-Term Rental

Project Progress: Approved and completed.

Address: 2517 Greenwood St

IN PROGRESS

PZE Process: Variance

Date Issued: 06/02/2025

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

Project Progress: Approved – building permit for the garage has been issued.

Address: 525 Washington St

COMPLETED

PZE Process: Variance

Date Issued: 07/07/2025

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

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

Address: 1123 15th Ave NE

COMPLETED

PZE Process: Interim Use Permit Renewal

Date Issued: 07/21/2025

Project Description: To continue Operating a Short-Term Rental

Project Progress: Approved and completed.

Address: PID 41040783

IN PROGRESS

PZE Process: Conditional Use Permit

Date Issued: 08/04/2025

Project Description: To allow for the construction of a fellowship hall

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

Address: 14721 Riverside Dr

COMPLETED

PZE Process: Variance

Date Issued: 08/04/2025

Project Description: To allow for the construction of a 6' high wood privacy fence in the front yard

Project Progress: Approved – applicant has received a fence permit and is working with CWC on the approved placement on Riverside Drive.

Address: 23 Laurel St

IN PROGRESS

PZE Process: Conditional Use Permit & Variance

Date Issued: 08/04/2025

Project Description: To allow for the construction of an addition to the Fire Hall for bluff setbacks and impervious surface requirements

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



SPECIAL EVENT APPLICATION

Date of Application: _____

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

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

Name of event: _____

Organizer Information

Organizer's Name: _____

Organizer's Address: _____

Event Contact Person: _____

Event Contact Daytime Phone: _____

Event Contact E-mail Address: _____

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): _____

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

Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

Site Information

Electrical usage	Yes	No

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

Amplified Sound	Yes	No
-----------------	-----	----

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

Restrooms provided	Yes	No

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

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

Signs, banners, and/or posters/flyers	Yes	No

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

Trash Receptacle Disposal	Yes	No
---------------------------	-----	----

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

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

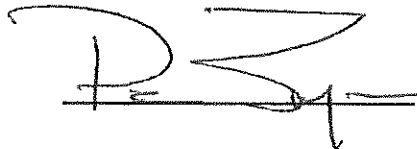
I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.



Signature of Applicant

James Kramvik

Print Name



Paul Skogen

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



City Council Agenda Request

MEETING DATE: August 18, 2025

TITLE OF ITEM: Accept CSO Burgau's Resignation and Authorization to Backfill

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): n/a-consent

SUMMARY OF ISSUE: Community Service Officer (CSO) Brandon Burgau recently submitted his resignation effective August 22, 2025. Staff recommend that the Council accept Mr. Burgau's resignation and to authorize Staff to backfill the position.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Accept Mr. Brandon Burgau's resignation effective August 22, 2025, and authorize Staff to backfill the position.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: August 18, 2025

TITLE OF ITEM: 2026 Park Board Operating & Capital Budget

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 10

SUMMARY OF ISSUE: Park Board President will present the 2026 operating and capital budget for Park Maintenance and Recreation.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Discussion and Informational.

FINANCIAL IMPACT:

PARK BOARD 2026 BUDGET REQUEST

JD BERNES, PARK BOARD CHAIR



2026 PARKS BUDGET REQUEST

Total Budget Request: \$2,074,884

10.9% Increase over 2025

\$204,631 Increase over 2025



2026 PARKS OPERATING BUDGET REQUEST

Total Operating Request: \$1,369,498
8.5% Increase over 2025

PERSONNEL: EMPLOYEE WAGE INCREASES

SUPPLIES: DECREASE TO BE IN LINE OF THE 4 YEAR TREAD

SERVICES: SLIGHT INCREASE



2026 PARKS CAPITAL BUDGET REQUEST

Total Capital Request: \$705,386

16% Increase over 2025

PROJECTS PLANNED FOR 2026: \$106,000

LIONS PARK AT BUFFALO HILLS: PLAYGROUND

MEMORIAL PARK: PLAYGROUND

LUM PARK: STONE ARCH ROOF

FUNDS TO LONG-TERM MAINTENANCE: \$457,386

EQUIPMENT: \$142,000



2026 PARKS BOARD PRIORITIES

Short Term

Grass

Procedures

Short Term Designs

Asset Protection

Land Usage

Vehicle Usage

Design Standards

Long Term

Yearly Plan

Programming (Adult & Youth)

CIP Budget

Master Plans

Concessions

Quality vs. Quantity

Playground Access

Playground Planning

Partnership Management



QUESTIONS / COMMENTS



PARK BOARD 2026 BUDGET REQUEST

2026 Parks Board Budget Request
As of 8/13/2025

	Actual 2024	Adopted Budget 2025	Requested Budget 2026	Difference in Budgets	% Difference
TOTAL OPERATING EXPENDITURES					
Personnel Services	798,671	977,529	1,055,801	78,272	8.01%
Supplies	136,362	180,500	167,325	(13,175)	-7.30%
Services	261,778	295,240	299,622	4,382	1.48%
Transfers Out	-	-	-	-	0.00%
Total Expenditures	1,196,811	1,453,269	1,522,748	69,479	4.78%
TOTAL REVENUE - NON PROPERTY TAX					
Charges for Services	(12,593)	(12,250)	(10,250)	(2,000)	-16.33%
Other Revenues	(10,941)	(2,000)	(2,000)	-	0.00%
Program Revenues	(112,902)	(167,500)	(141,000)	(26,500)	-15.82%
Transfers In/Sale of Assets	-	(9,000)	-	(9,000)	0.00%
Total Revenues	(136,436)	(190,750)	(153,250)	(37,500)	-19.66%
NET OPERATING	1,060,375	1,262,519	1,369,498	106,979	8.47%
TOTAL CAPITAL					
Equipment	398,500	123,500	142,000	18,500	14.98%
Facilities	-	65,000	106,000	41,000	63.08%
LT Facilities Planning	-	419,234	457,386	38,152	9.10%
TOTAL CAPITAL (net)	398,500	607,734	705,386	97,652	16.07%
Actual/Budget/Requested	1,458,875	1,870,253	2,074,884	204,631	
% Increase ** ^^		28.20%	10.94%		

2026 PROPOSED BUDGET - 8/18/2025

	Park Maintenance			Pond Hockey			Outdoor Rinks			Concessions		
	'24 Actual	'25 Budget	'26 Budget	'24 Actual	'25 Budget	'26 Budget	'24 Actual	'25 Budget	'26 Budget	'24 Actual	'25 Budget	'26 Budget
Total Taxes and Penalties	-	-	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	12,593	12,250	10,250	1,127	2,000	1,000	-	-	-	12,531	30,000	22,000
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	10,531	-	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	-	1,000	1,000	-	-	-	-	-	-	-	-	-
Misc. Revenue	410	1,000	1,000	-	-	-	-	-	-	-	-	-
Total Charges for Services	10,941	2,000	2,000		-	-	-	-	-	-	-	-
TOTAL REVENUES	23,533	14,250	12,250	1,127	2,000	1,000	-	-	-	12,531	30,000	22,000
Total Personal Services	759,247	913,297	1,000,742	-	444	447	4,195	11,637	11,863	9,229	20,684	13,623
Supplies												
Office Supplies	258	850	500	-	-	-	-	-	-	-	-	-
Operating Supplies	4,201	7,500	10,500	404	725	725	830	400	1,900	6,563	27,500	19,000
Motor Fuels	17,840	22,000	22,000	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	65,475	80,000	70,000	-	-	-	-	-	-	14	-	-
Repairs & Maintenance - Mills Field	9,597	10,000	10,000	-	-	-	-	-	-	-	-	-
Small Tools	1,512	2,000	2,000	-	-	-	-	-	-	-	-	-
Total Supplies	98,883	122,350	115,000	404	725	725	830	400	1,900	6,577	27,500	19,000
Services												
Professional Services	38,573	41,375	40,292	-	-	-	-	-	-	-	-	-
Computer Technical Support	10,310	6,825	7,025	-	-	-	-	-	-	-	-	-
Telephone	3,205	3,804	3,804	-	-	-	-	-	-	-	-	-
Postage	42	50	50	-	-	-	-	-	-	-	-	-
Professional Development	2,144	3,000	3,000	-	-	-	-	-	-	-	-	-
Lease Payments	65,269	80,186	81,272	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	2,002	1,000	1,000	-	-	-	-	-	-	-	-	-
Insurance	27,584	27,726	31,205	-	-	-	-	-	-	-	-	-
Utilities	101,318	117,900	117,900	-	-	-	-	-	-	-	-	-
Rent Expense	2,288	1,785	1,785	-	-	-	-	-	-	-	-	-
Miscellaneous	1,121	2,000	2,000	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	1,389	1,389	2,089	-	-	-	-	-	-	-	-	-
Total Services	255,245	287,040	291,422	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,113,375	1,322,687	1,407,164	404	1,169	1,172	5,025	12,037	13,763	15,806	48,184	32,623
Other Revenue (Expenses)												
Sale of Assets	-	9,000	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	9,000	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(1,089,842)	(1,299,437)	(1,394,914)	723	831	(172)	(5,025)	(12,037)	(13,763)	(3,276)	(18,184)	(10,623)

2026 PROPOSED BUDGET - 8/18/2025

	Tournaments			Special Events			Kickball			Adult Softball		
	'24 Actual	'25 Budget	'26 Budget	'24 Actual	'25 Budget	'26 Budget	'24 Actual	'25 Budget	'26 Budget	'24 Actual	'25 Budget	'26 Budget
Total Taxes and Penalties	-	-	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	1,330	2,500	2,500	3,100	3,000	3,000	2,271	3,000	2,000	38,856	50,000	48,000
Other Revenue												
Interest Income	-	-	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Program Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Misc. Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Total Charges for Services	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUES	1,330	2,500	2,500	3,100	3,000	3,000	2,271	3,000	2,000	38,856	50,000	48,000
Total Personal Services	3,242	-	-	-	-	-	-	2,975	3,015	22,758	28,493	26,111
Supplies												
Office Supplies	-	-	-	-	-	-	-	-	-	-	-	-
Operating Supplies	-	2,500	2,500	3,392	3,000	7,000	184	575	650	8,309	15,400	12,400
Motor Fuels	-	-	-	-	-	-	-	-	-	-	-	-
Repairs & Maintenance	-	-	-	-	-	-	-	-	-	1,538	5,000	5,000
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	-	-	-	-	-	-
Small Tools	-	-	-	-	-	-	-	-	-	-	-	-
Total Supplies	-	2,500	2,500	3,392	3,000	7,000	184	575	650	9,846	20,400	17,400
Services												
Professional Services	-	-	-	-	-	-	-	-	-	-	-	-
Computer Technical Support	-	-	-	-	-	-	-	-	-	-	-	-
Telephone	-	-	-	-	-	-	-	-	-	-	-	-
Postage	-	-	-	-	-	-	-	-	-	-	-	-
Professional Development	-	-	-	-	-	-	-	-	-	-	-	-
Lease Payments	-	-	-	-	-	-	-	-	-	-	-	-
Printing/Legal Publications	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	-	-	-	-	-	-	-	-	-	-	-	-
Rent Expense	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-
Dues and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Total Services	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	3,242	2,500	2,500	3,392	3,000	7,000	184	3,550	3,665	32,605	48,893	43,511
Other Revenue (Expenses)												
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE OVER/(UNDER)	(1,912)	-	-	(292)	-	(4,000)	2,087	(550)	(1,665)	6,251	1,107	4,489

2026 PROPOSED BUDGET - 8/18/2025

	Pickleball			Campground			GRAND TOTAL			
	'24 Actual	'25 Budget	'26 Budget	'24 Actual	'25 Budget	'26 Budget	'24 Actual	'25 Budget	'26 Budget	Difference
Total Taxes and Penalties	-	-	-	-	-	-	-	-	-	-
Total Rev fr Other Gov'ts	-	-	-	-	-	-	-	-	-	-
Charges for Services - User Fees	2,281	2,000	2,000	51,066	75,000	60,000	125,153	179,750	150,750	(29,000)
Other Revenue										
Interest Income	-	-	-	-	-	-	-	-	-	-
Contributions & Donations	-	-	-	-	-	-	10,531	-	-	-
Misc. Program Revenue	-	-	-	-	-	-	-	1,000	1,000	-
Misc. Revenue	-	-	-	340	-	500	750	1,000	1,500	500
Total Charges for Services	-	-	-	340	-	500	11,281	2,000	2,500	500
TOTAL REVENUES	2,281	2,000	2,000	51,406	75,000	60,500	136,434	181,750	153,250	(28,500)
Total Personal Services	-	-	-	-	-	-	798,671	977,529	1,055,801	78,272
Supplies										
Office Supplies	-	-	-	-	-	-	258	850	500	(350)
Operating Supplies	11,814	1,050	1,150	396	500	500	36,092	59,150	56,325	(2,825)
Motor Fuels	-	-	-	-	-	-	17,840	22,000	22,000	-
Repairs & Maintenance	-	-	-	4,037	1,500	1,500	71,063	86,500	76,500	(10,000)
Repairs & Maintenance - Mills Field	-	-	-	-	-	-	9,597	10,000	10,000	-
Small Tools	-	-	-	-	-	-	1,512	2,000	2,000	-
Total Supplies	11,814	1,050	1,150	4,432	2,000	2,000	136,362	180,500	167,325	(13,175)
Services										
Professional Services	-	-	-	-	-	-	38,573	41,375	40,292	(1,083)
Computer Technical Support	-	-	-	-	-	-	10,310	6,825	7,025	200
Telephone	-	-	-	1,507	1,200	1,200	4,712	5,004	5,004	-
Postage	-	-	-	-	-	-	42	50	50	-
Professional Development	-	-	-	-	-	-	2,144	3,000	3,000	-
Lease Payments	-	-	-	-	-	-	65,269	80,186	81,272	1,086
Printing/Legal Publications	-	-	-	-	-	-	2,002	1,000	1,000	-
Insurance	-	-	-	-	-	-	27,584	27,726	31,205	3,479
Utilities	-	-	-	5,026	7,000	7,000	106,344	124,900	124,900	-
Rent Expense	-	-	-	-	-	-	2,288	1,785	1,785	-
Miscellaneous	-	-	-	-	-	-	1,121	2,000	2,000	-
Dues and Subscriptions	-	-	-	-	-	-	1,389	1,389	2,089	700
Total Services	-	-	-	6,533	8,200	8,200	261,778	295,240	299,622	4,382
TOTAL OPERATING EXPENSES	11,814	1,050	1,150	10,965	10,200	10,200	1,196,811	1,453,269	1,522,748	69,479
Other Revenue (Expenses)										
Sale of Assets	-	-	-	-	-	-	-	9,000	-	(9,000)
Transfers In	-	-	-	-	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-	-	-	-	-
Capital	-	-	-	-	-	-	-	-	-	-
Total Other Revenue (Expenses)	-	-	-	-	-	-	-	9,000	-	(9,000)
TOTAL REVENUE OVER/(UNDER)	(9,533)	950	850	40,441	64,800	50,300	(1,060,377)	(1,262,519)	(1,369,498)	(106,979)

2026-2030 Budget Detail and Comparison By Department

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

2026-2030 Budget Detail and Comparison By Department

	2026	2027	2028	2029	2030
Lum Park - Shower Building		110,000			
Lum Park - Water Spigot				500	
Lum Park - Umbrella Buildings (3)					200,000
Lyman P. White - Bike Repair Tools				3,200	
Memorial - West Parking lot (shrink/gravel)		75,000			130,000
Memorial - Main Playground	100,000				
Memorial - Parking Lot					
Memorial - Hockey Rinks					3,000
Memorial - Dug Outs/Backstop/Fencing					40,000
Memorial - Mills Scoring Tower				100,000	
Memorial - Mills Concession Stand				600,000	
Memorial - Mills Sun Deck					200,000
Memorial - Mills Netting					75,000
Memorial - Storage Building					100,000
Triangle - Dog Waste Bag Holder				500	
Total Cash to be Spent	248,000	411,000	670,000	925,200	898,000
<i>Park Board Long-term Capital Asset</i>					
<i>Maintenance Request</i>	457,386	366,583	44,985	(335,602)	(301,575)
Total Capital Planned	\$ 705,386	\$ 777,583	\$ 714,985	\$ 589,598	\$ 596,425
Parks Equipment/Annual Programs	142,000	206,000	160,000	131,000	130,000
Park Request Facilities	563,386	571,583	554,985	458,598	466,425
Total Park Board Request	705,386	777,583	714,985	589,598	596,425

City of Brainerd
 Capital Improvement Plan: **Parks Facilities**
 2025-2054 - 30 Years

	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>
Tax Levy: Current	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tax Levy: Add/Sub	-	-	-	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-	-	-	-
Levy - 2% of value	459,234	563,386	571,583	554,985	458,598	466,425	475,473	400,747	397,754	407,498	409,485
Sale of Assets	-	-	-	-	-	-	-	-	-	-	-
Interest Earnings	-	-	-	-	-	-	-	-	-	-	-
Revenues	\$ 459,234	\$ 563,386	\$ 571,583	\$ 554,985	\$ 458,598	\$ 466,425	\$ 475,473	\$ 400,747	\$ 397,754	\$ 407,498	\$ 409,485
Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	-	100,000	-	200,000	158,700	-	226,500	500	60,000	85,500	-
Furniture & Fixtures	-	-	-	-	-	-	-	-	-	-	-
Buildings	-	-	20,000	-	600,000	300,000	-	-	-	-	-
Improvements	40,000	6,000	185,000	310,000	35,500	468,000	462,000	163,000	17,500	53,500	312,500
Expenditures	\$ 40,000	\$ 106,000	\$ 205,000	\$ 510,000	\$ 794,200	\$ 768,000	\$ 688,500	\$ 163,500	\$ 77,500	\$ 139,000	\$ 312,500
Annual Surplus	\$ 419,234	\$ 457,386	\$ 366,583	\$ 44,985	\$ (335,602)	\$ (301,575)	\$ (213,027)	\$ 237,247	\$ 320,254	\$ 268,498	\$ 96,985
<i>Cumulative Set Aside for Facilites</i>	<i>\$ 750,734</i>	<i>\$ 1,208,120</i>	<i>\$ 1,574,704</i>	<i>\$ 1,619,689</i>	<i>\$ 1,284,087</i>	<i>\$ 982,512</i>	<i>\$ 769,485</i>	<i>\$ 1,006,732</i>	<i>\$ 1,326,986</i>	<i>\$ 1,595,484</i>	<i>\$ 1,692,469</i>
Delayed Facility Projects (Lions - BH Swingset)	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
<i>Available for Future Projects</i>	<i>\$ 660,734</i>	<i>\$ 1,118,120</i>	<i>\$ 1,484,704</i>	<i>\$ 1,529,689</i>	<i>\$ 1,194,087</i>	<i>\$ 892,512</i>	<i>\$ 679,485</i>	<i>\$ 916,732</i>	<i>\$ 1,236,986</i>	<i>\$ 1,505,484</i>	<i>\$ 1,602,469</i>

Annual Facilities Funding Request

Year	2% per Year	Catch Up	Total
2026	\$ 327,886	\$ 235,500	\$ 563,386
2027	\$ 336,083	\$ 235,500	\$ 571,583
2028	\$ 344,485	\$ 210,500	\$ 554,985
2029	\$ 353,098	\$ 105,500	\$ 458,598
2030	\$ 361,925	\$ 104,500	\$ 466,425
2031	\$ 370,973	\$ 104,500	\$ 475,473
2032	\$ 380,247	\$ 20,500	\$ 400,747
2033	\$ 389,754	\$ 8,000	\$ 397,754
2034	\$ 399,498	\$ 8,000	\$ 407,498
2035	\$ 409,485	\$ -	\$ 409,485
2036	\$ 419,722	\$ -	\$ 419,722
2037	\$ 430,215	\$ -	\$ 430,215
2038	\$ 440,971	\$ -	\$ 440,971
2039	\$ 451,995	\$ -	\$ 451,995
2040	\$ 463,295	\$ -	\$ 463,295
2041	\$ 474,877	\$ -	\$ 474,877
2042	\$ 486,749	\$ -	\$ 486,749
2043	\$ 498,918	\$ -	\$ 498,918
2044	\$ 511,391	\$ -	\$ 511,391
2045	\$ 524,175	\$ -	\$ 524,175
2046	\$ 537,280	\$ -	\$ 537,280
2047	\$ 550,712	\$ -	\$ 550,712
2048	\$ 564,480	\$ -	\$ 564,480
2049	\$ 578,592	\$ -	\$ 578,592
2050	\$ 593,056	\$ -	\$ 593,056
2051	\$ 607,883	\$ -	\$ 607,883
2052	\$ 623,080	\$ -	\$ 623,080
2053	\$ 638,657	\$ -	\$ 638,657

Item	Replacement Year	Value (2023 Dollars)	Budget Amount
Main Playground	2026	\$ 100,000.00	\$ 100,000.00
Stone arch roof assembly	2026	\$ 6,000.00	\$ 6,000.00
West Parking Lot - shrink and convert to gravel	2027	\$ 75,000.00	\$ 75,000.00
Shower building	2027	\$ 500,000.00	\$ 110,000.00
South side - 2 story block building (concessions- announcers booths - storage & B	2027	\$ 400,000.00	\$ 20,000.00
SE playground	2028	\$ 100,000.00	\$ 100,000.00
4 wire fence backstops	2028	\$ 40,000.00	\$ 40,000.00
Boom Lake Paved Trail	2028	\$ 120,000.00	\$ 120,000.00
Sidewalks (bituminous) boat parking to ramp	2028	\$ 50,000.00	\$ 50,000.00
Miracle Field w/special painted surface	2028	\$ 100,000.00	\$ 100,000.00
Playground with swings/slides, etc.	2028	\$ 100,000.00	\$ 100,000.00
1 batting cage	2029	\$ 5,000.00	\$ 5,000.00
Tennis court rain garden	2029	\$ 5,000.00	\$ 5,000.00
South side - 2 old scoreboards	2029	\$ 30,000.00	\$ 30,000.00
South side - 1 wooden garage, Approx. 20' x 20' - painted siding- old shingles	2029	\$ 50,000.00	\$ 50,000.00
Bike Repair Tools	2029	\$ 3,200.00	\$ 3,200.00
Mill field Scoring tower	2029	\$ 100,000.00	\$ 100,000.00
Mill field Concession Stand	2029	\$ 600,000.00	\$ 600,000.00
Dog waste bag holder	2029	\$ 500.00	\$ 500.00
Campground water spigot (freestanding)	2029	\$ 500.00	\$ 500.00
Beach and Retaining wall	2030	\$ 20,000.00	\$ 20,000.00
Main umbrella bulding (by beach)	2030	\$ 200,000.00	\$ 200,000.00
East Parking Lot	2030	\$ 130,000.00	\$ 130,000.00
Mill field Sun deck	2030	\$ 200,000.00	\$ 200,000.00
Mill field Netting	2030	\$ 75,000.00	\$ 75,000.00
Mill field storage building	2030	\$ 100,000.00	\$ 100,000.00
Field #3 dug outs	2030	\$ 10,000.00	\$ 10,000.00
Field #2 dug outs	2030	\$ 10,000.00	\$ 10,000.00
Field #1 dug outs	2030	\$ 10,000.00	\$ 10,000.00
Rink nets/hoops	2030	\$ 3,000.00	\$ 3,000.00
Water basin pumps	2030	\$ 10,000.00	\$ 10,000.00
Dog Waste Bag Dispenser x2	2031	\$ 500.00	\$ 500.00
Playground	2031	\$ 116,000.00	\$ 116,000.00
Field #2 Lights	2031	\$ 200,000.00	\$ 200,000.00
Field #1 Lights	2031	\$ 200,000.00	\$ 200,000.00
Chainlink Fence	2031	\$ 50,000.00	\$ 50,000.00
Playground Equipment	2031	\$ 100,000.00	\$ 100,000.00
Swing Set	2031	\$ 10,000.00	\$ 10,000.00
Light Post x2	2031	\$ 12,000.00	\$ 12,000.00
remove 2 asphalt parking lots & asphalt road through park + replace with berms	2032	\$ 100,000.00	\$ 100,000.00
Asphalt walkway 3 different directions through park	2032	\$ 45,000.00	\$ 45,000.00
way finding signs	2032	\$ 500.00	\$ 500.00
Basketball court	2032	\$ 12,000.00	\$ 12,000.00
Basketball hoops x 3	2032	\$ 6,000.00	\$ 6,000.00
Wood Fencing	2033	\$ 500.00	\$ 500.00
Disc golf Holes	2033	\$ 8,000.00	\$ 8,000.00
Landing/dock	2033	\$ 7,000.00	\$ 7,000.00
Disc golf tee boxes	2033	\$ 2,000.00	\$ 2,000.00
Mills field Score Board	2033	\$ 50,000.00	\$ 50,000.00
Bench/Signage Structure	2033	\$ 10,000.00	\$ 10,000.00
South side - 6 poles - (5 lights & 1 camera)	2034	\$ 35,000.00	\$ 35,000.00
South side - 1 batting cage	2034	\$ 5,000.00	\$ 5,000.00
South side - 1 L screen	2034	\$ 1,000.00	\$ 1,000.00
Memorial Stone Pillar x2	2034	\$ 10,000.00	\$ 10,000.00
SW playground	2034	\$ 80,000.00	\$ 80,000.00
Little free library	2034	\$ 500.00	\$ 500.00
Brainerd Brewing Rest Area	2034	\$ 2,500.00	\$ 2,500.00
Brainerd Brewing Pillar	2034	\$ 5,000.00	\$ 5,000.00
1 Miracle field sign w/ 2 steel poles - Bonnie Cumberland memorial sign	2035	\$ 1,500.00	\$ 1,500.00
Pleasure rink string lights	2035	\$ 1,000.00	\$ 1,000.00
Mill field Lights	2035	\$ 300,000.00	\$ 300,000.00
College Drive Bridge Camera	2035	\$ 2,000.00	\$ 2,000.00
Pavilion Cameras (2)	2035	\$ 4,000.00	\$ 4,000.00
Restroom Cameras	2035	\$ 4,000.00	\$ 4,000.00
3 large rubber mats outside main building	2038	\$ 3,000.00	\$ 3,000.00
Light Post x2	2038	\$ 5,000.00	\$ 5,000.00
3 court tennis court fence	2038	\$ 50,000.00	\$ 50,000.00
3 court tennis court lights x 4 poles	2038	\$ 200,000.00	\$ 200,000.00
North side - 1 pole with light	2038	\$ 4,500.00	\$ 4,500.00
Wood Playground	2038	\$ 40,000.00	\$ 40,000.00
Community Garden	2038	\$ 50,000.00	\$ 50,000.00
South side - large gravel parking lot with many large boulders along north perime	2040	\$ 5,000.00	\$ 5,000.00
Mills Field Block Storage Building	2040	\$ 50,000.00	\$ 50,000.00

Fountain	2040	\$	255,000.00	\$	255,000.00
Pav 2	2040	\$	30,000.00	\$	30,000.00
Flower planter with stone surround	2040	\$	1,000.00	\$	1,000.00
Field #3 Lights	2040	\$	200,000.00	\$	200,000.00
Mill field Bleachers and Ramp systems	2040	\$	200,000.00	\$	200,000.00
South side - Varied height chain link fence perimeters - 8 gates - plastic yellow prc	2041	\$	100,000.00	\$	100,000.00
South side - 4 chain link dugouts, concrete floors, wood/metal roofs, secured benc	2041	\$	20,000.00	\$	20,000.00
South side - four 3 seat alum. bleachers - approx. 20' long	2041	\$	20,000.00	\$	20,000.00
Dock	2041	\$	5,000.00	\$	5,000.00
Playground Equipment	2042	\$	80,000.00	\$	80,000.00
Full size hockey rink w/permanent board perimeters & chain link extension on bott	2042	\$	150,000.00	\$	150,000.00
solid metal gate & fence between rink & ball field	2042	\$	1,000.00	\$	1,000.00
Four 3 seat alum. bleachers - approx. 20' long	2042	\$	20,000.00	\$	20,000.00
One 4 seat aluminum bleacher - approx. 10-12' length	2042	\$	5,500.00	\$	5,500.00
1 Arched Miracle field sign over west entrance walkway	2042	\$	50,000.00	\$	50,000.00
2 scoreboards - 1 new & 1 very old	2042	\$	30,000.00	\$	30,000.00
2 new L screens & 1 old L screen	2042	\$	3,000.00	\$	3,000.00
Sprinkler system - both ball fields	2042	\$	40,000.00	\$	40,000.00
Field #3 Score Board	2042	\$	10,000.00	\$	10,000.00
Field #2 Score Board	2042	\$	10,000.00	\$	10,000.00
Field #1 Score Board	2042	\$	10,000.00	\$	10,000.00
Lion Fountain	2042	\$	5,000.00	\$	5,000.00
Drinking Water Station	2043	\$	5,000.00	\$	5,000.00
Flagpole light	2043	\$	500.00	\$	500.00
3 court tennis court	2043	\$	150,000.00	\$	150,000.00
Tennis court nets x 5	2043	\$	25,000.00	\$	25,000.00
2 court tennis court	2043	\$	100,000.00	\$	100,000.00
Bike rack	2043	\$	750.00	\$	750.00
Buffalo Hills Trail Sign	2043	\$	500.00	\$	500.00
Boom Lake Information Signage x2	2043	\$	1,000.00	\$	1,000.00
Pav 1	2043	\$	150,000.00	\$	150,000.00
Pav 3	2043	\$	20,000.00	\$	20,000.00
Mississippi River Route Signage Structure	2044	\$	500.00	\$	500.00
Parking lots and road surfaces	2044	\$	80,000.00	\$	80,000.00
Water Bottle Filler	2044	\$	3,000.00	\$	3,000.00
Field # 3 Fencing /Backstop	2044	\$	30,000.00	\$	30,000.00
Field # 2 Fencing /Backstop	2044	\$	30,000.00	\$	30,000.00
Field # 1 Fencing /Backstop	2044	\$	30,000.00	\$	30,000.00
Playground equipment	2045	\$	80,000.00	\$	80,000.00
Ski Loons Shed by lake	2045	\$	10,000.00	\$	10,000.00
South side - 2 new playground areas - wood chip base & timber borders	2048	\$	80,000.00	\$	80,000.00
Irrigation	2048	\$	40,000.00	\$	40,000.00
River Deck w/ Benches	2048	\$	60,000.00	\$	60,000.00
Camps sites (18.ct.)	2050	\$	18,000.00	\$	18,000.00
Dump Station	2050	\$	20,000.00	\$	20,000.00
sidewalks (concrete)	2050	\$	150,000.00	\$	150,000.00
Mill field Dug outs (2)	2050	\$	170,000.00	\$	170,000.00
Field #3 bleachers (2)	2050	\$	10,000.00	\$	10,000.00
Field #3 Surface	2050	\$	10,000.00	\$	10,000.00
Field #2 bleachers (2)	2050	\$	10,000.00	\$	10,000.00
Field #2 Surface	2050	\$	10,000.00	\$	10,000.00
Field #1 bleachers (2)	2050	\$	10,000.00	\$	10,000.00
Field #1 Surface	2050	\$	10,000.00	\$	10,000.00
Sidewalks and pathways	2050	\$	200,000.00	\$	200,000.00
Varied height chain link fence perimeters - 6 gates - plastic yellow protectors	2053	\$	100,000.00	\$	100,000.00
4 chain link dugouts, concrete floors, wood/metal roofs, secured benches	2053	\$	10,000.00	\$	10,000.00
Miracle Field chain link fence perimeter with backstop	2053	\$	40,000.00	\$	40,000.00
2 Miracle Field large chain link dugouts, concrete floors, wood/metal roofs, non-se	2053	\$	20,000.00	\$	20,000.00
1 brick memorial marker at miracle field	2053	\$	5,000.00	\$	5,000.00
2 ball fields with fencing	2053	\$	120,000.00	\$	120,000.00
2 sets of dugouts	2053	\$	10,000.00	\$	10,000.00
4 sets of metal bleachers	2053	\$	22,000.00	\$	22,000.00
scoreboard	2053	\$	15,000.00	\$	15,000.00
green building/shed	2053	\$	100,000.00	\$	100,000.00
concession building/pavilion/bathrooms	2053	\$	350,000.00	\$	350,000.00
South side - 2 baseball fields w/grass infields/clay mounds (Bronco/Pony sizes)	2053	\$	20,000.00	\$	20,000.00
Restroom Building	2053	\$	300,000.00	\$	300,000.00
Open Side Bench x7	2053	\$	7,700.00	\$	7,700.00
Closed Side Bench x12	2053	\$	12,000.00	\$	12,000.00
Bike Rack	2053	\$	750.00	\$	750.00
Basketball court	2053	\$	12,000.00	\$	12,000.00
Basketball hoops x 2	2053	\$	6,000.00	\$	6,000.00
Splash pad and surface	2053	\$	500,000.00	\$	500,000.00
Pavilion	2053	\$	250,000.00	\$	250,000.00
Gazebo	2054	\$	35,000.00	\$	35,000.00

Warming house gutters	2054	\$	5,000.00	\$	5,000.00
Mill field Main Fence Surround	2054	\$	50,000.00	\$	50,000.00
Boulder historical marker	2058	\$	1,000.00	\$	1,000.00
Mill field surface	2060	\$	10,000.00	\$	10,000.00
4 yellow painted steel foul poles	2063	\$	1,000.00	\$	1,000.00
Block building - concessions, warming house, BR's, announcers booth	2063	\$	600,000.00	\$	600,000.00
Gate	2063	\$	5,000.00	\$	5,000.00
South side - 4 yellow painted steel foul poles	2063	\$	2,000.00	\$	2,000.00
Pavilion	2063	\$	150,000.00	\$	150,000.00
Restroom Building	2063	\$	400,000.00	\$	400,000.00
Building # 2 (storage)	2063	\$	200,000.00	\$	200,000.00
Light Posts x13	2063	\$	60,000.00	\$	60,000.00
Amphitheater Covered Structure	2063	\$	200,000.00	\$	200,000.00
Pavilion	2063	\$	115,000.00	\$	115,000.00
Trail Gate	2068	\$	5,000.00	\$	5,000.00
Stone Circle	2070	\$	50,000.00	\$	50,000.00
Concession Building	2070	\$	500,000.00	\$	500,000.00
Ball field Bathroom building	2070	\$	400,000.00	\$	400,000.00
2 baseball fields w/grass infields/clay mounds (Bronco/Pony sizes)	2073	\$	20,000.00	\$	20,000.00
Metal flag pole w/concrete base	2073	\$	3,000.00	\$	3,000.00
flag with solar light	2073	\$	3,500.00	\$	3,500.00
Flagpole	2073	\$	3,000.00	\$	3,000.00
Basketball court	2073	\$	70,000.00	\$	70,000.00
Warming house + kitchenette	2073	\$	400,000.00	\$	400,000.00
Tennis practice wall	2073	\$	10,000.00	\$	10,000.00
2 court tennis court fence	2073	\$	35,000.00	\$	35,000.00
River Step Structure and canoe/kayak launch	2073	\$	150,000.00	\$	150,000.00
River Observation Deck	2073	\$	325,000.00	\$	325,000.00
Amphitheater Seating (seating, lights, railing)	2073	\$	100,000.00	\$	100,000.00
Top of Hill Seating Area	2073	\$	100,000.00	\$	100,000.00
Paved Paths	2073	\$	125,000.00	\$	125,000.00
Warming House and Pavilion	2073	\$	400,000.00	\$	400,000.00
Small rink + lighting	2073	\$	200,000.00	\$	200,000.00
Large rink + lighting	2073	\$	400,000.00	\$	400,000.00
Entrance Structure	2073	\$	450,000.00	\$	450,000.00
Duck Feature	2083	\$	10,000.00	\$	10,000.00
Vet Memorial and Flag	2083	\$	10,000.00	\$	10,000.00
South stone entrance	2123	\$	200,000.00	\$	200,000.00
South stone sign and planter	2123	\$	100,000.00	\$	100,000.00
North stone arch	2123	\$	200,000.00	\$	200,000.00
Under Bridge Path	2123	\$	25,000.00	\$	25,000.00
Stone Arch Columns	3023	\$	100,000.00	\$	100,000.00
Beach House demolition	-	\$	-	-	-
Pergola	-	\$	-	-	-



City Council Agenda Request

MEETING DATE: August 18, 2025

TITLE OF ITEM: Approve Final Payment - Imp 25-02 - 2025 Large Patching Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Staff is recommending approval of the final payment for Improvement 25-02 - 2025 Large Patching Project. The patching has been completed and staff recommends approval to close out the contract.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Attached is the final payment request from Anderson Brothers for the project. The proposal was for \$49,940, which was the amount awarded this last spring. Anderson Brothers is requesting an additional \$4,000 to compensate for some of the 4-inch deep patches that were deeper than the 4 inches indicated. Staff was not made aware of this at the time of patching and unable to validate the claim for additional compensation for asphalt mix. The project proposal indicated depths based on latest plans and areas of patching. The City has typically paid this work out as a per square yard unit price and not as tonnage.

With consideration to the fact that staff was not made aware of the concern before patching was complete, thus unable to validate the claim, as well as the project bid as an amount per square yard, staff would recommend that the approved amount remain \$49,940, without the additional \$4,000 requested.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the final payment for Improvement 25-02 in one of the two following options:

1. Approve final payment in the amount of \$49,940, the original awarded amount for the patching.
2. Approve the additional compensation requested by Anderson Brothers, totaling \$53,940.

FINANCIAL IMPACT: Dependent on Council action.

City of Brainerd

2025 Large Patching Project

Form of Proposal



Description	Unit	Unit Price	Est. Qty.	Ext. Price
LARGE PATCHING (4 IN DEPTH)	SY	\$ 38.74	726	\$ 28,125
LARGE PATCHING (2 IN DEPTH)	SY	\$ 19.10	1,142	\$ 21,815
TOTAL PROPOSAL				\$ 49,940

Additional Considerations:

1. Bituminous mix is to be SPWEA230B or approved alternative by Engineer prior to work.
2. Work shall conform to the latest version of MnDOT Standard Specifications for Construction.
3. Any pavement removal areas left unattended must be marked with traffic cones.
4. Price to include all labor, equipment, and materials necessary to complete the work.
5. All patching areas to be completed by October 3rd, 2025.

This proposal dated this 2 day of May, 2025

Signed: Doug Feltman

Title: Project Manager



Anderson Brothers Construction Company of Brainerd
11325 State Highway 210
Brainerd, MN 56401
(218) 829-1768

Invoice # 37482

Bill to: 07335 CITY OF BRAINERD 501 LAUREL ST BRAINERD, MN 56401	Job: 25353 CITY OF BRAINERD-DRT25353 IMPROVEMENT-LARGE PATCHING PROJECT BRAINERD, MN 56401
---	--

Invoice #: 37482	Date: 08/13/25	Customer P.O. #:
Payment Terms: Due in 10 Days		Salesperson:
Customer Code: 07335		

Remarks: PATCHING PROJECT

Quantity	Description	U/M	Unit Price	Extension
	COMPLETE AS PROPOSED			49,940.00
	EXTRA MATERIALS			4,000.00
PATCHES WERE DEEPER THAN THE BID				
Subtotal:				53,940.00
Total:				53,940.00

Past Due Accounts are subject to a service charge of 1.5% per month (18% per annum)



City Council Agenda Request

MEETING DATE: August 18, 2025

TITLE OF ITEM: Discuss Sanitary Sewer Lining Priority Areas

AGENDA: SPW Committee

ACTION REQUESTED: Discussion Item

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: Per the Council request, staff has prepared some priority areas for the Council in regard to the discussion on sanitary sewer lining work. As mentioned in the discussion, there are many lines that are old, requiring rehabilitation or replacement. In some instances, replacement is not feasible as the lines go under structures or through inaccessible areas. These tend to be some of the highest priority for trenchless solutions, such as lining.

Attached are two GIS maps for reference. The first is a representation of sanitary sewer main (not including forcemain or service lines) that are aged 75 years or greater. The second map shows sanitary main aged 100 years or greater. Much of these lines are in poor condition requiring to be addressed. Some lines are still at a condition where lining is feasible. Some others are in such poor condition or due to other constraints, are unable to be lined and other methods will be required. As per the maps, it can be seen that the oldest portions of the city, North Brainerd, Northeast Brainerd south of E Street, and South and Southeast Brainerd north of Quince and west of 19th Street SE, have the oldest sanitary mains currently.

In addition, there are lines in poor condition that are unable to be addressed through trenching methods. Such as the line discussed down the Paul-Ronald-Joseph alleyway, due to its depth and narrow width of right of way. We can view most of these lines from televising. However, some are in such poor condition that televising is not feasible as well due to holes, bellies, or other issues.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff would propose to address the priorities by factoring the below facets:

- Age of Pipe
- Site Constraints (i.e. under buildings)
- Condition via televising (if available)

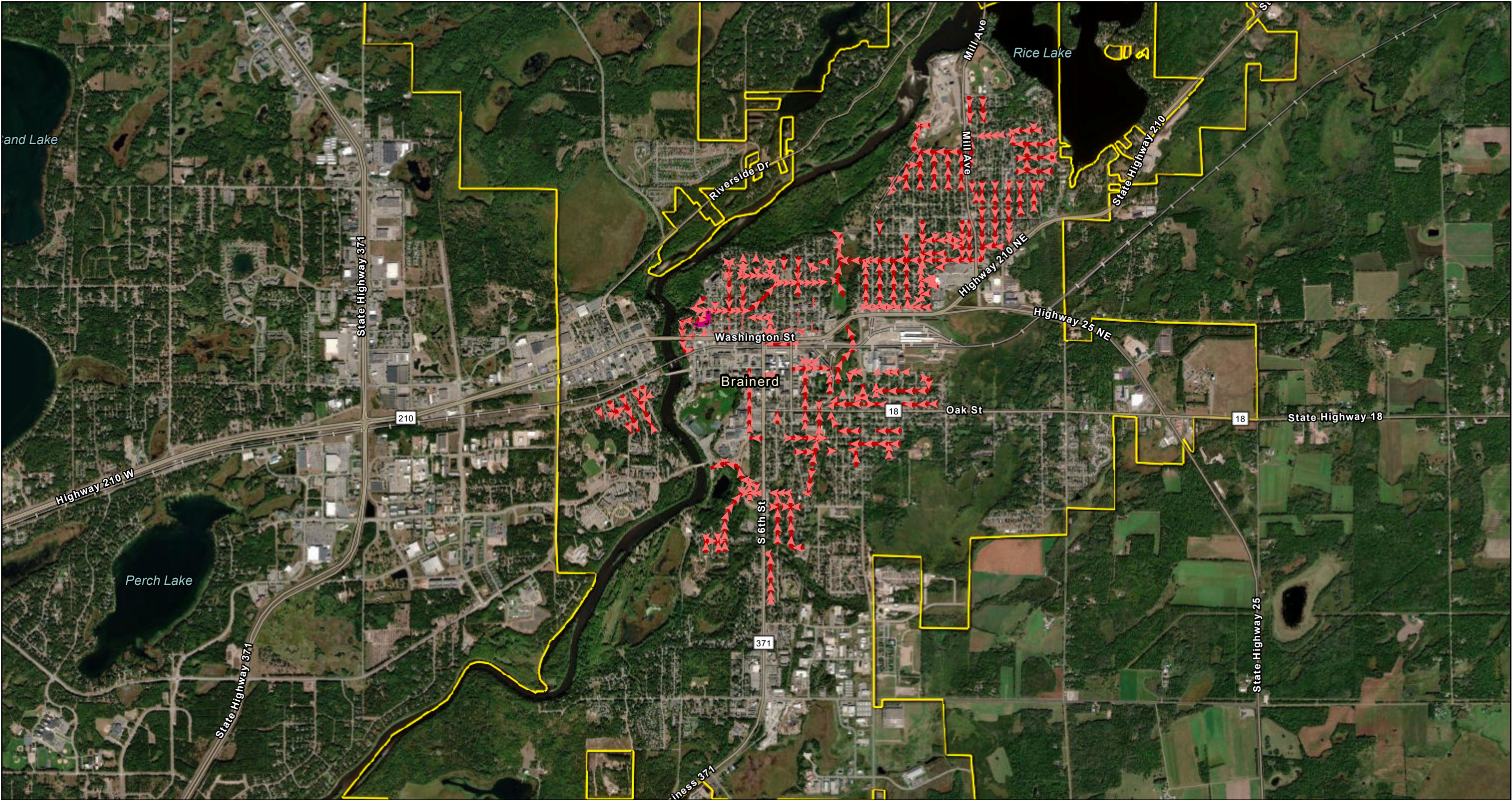
Staff would recommend that prioritization not be factored by only one of the above facets. As there are

multiple examples of sanitary sewer main that is older but in better condition than sewer main 30 years newer. Sometimes soil and groundwater conditions or trees over the top of the main can cause mains to deteriorate faster than older segments. By utilizing a combination of these facets, staff can recommend the highest priority sewer mains that should be addressed.

RECOMMENDED ACTION/MOTION: Discussion on the areas and prioritization of the sanitary sewer main lining program.

FINANCIAL IMPACT: N/A

City of Brainerd Sanitary & Stormwater



8/12/2025, 4:09:22 PM

- Sanitary Lines

Service

Abandoned

Force

Main
- World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery
Citations
9.6m Resolution Metadata

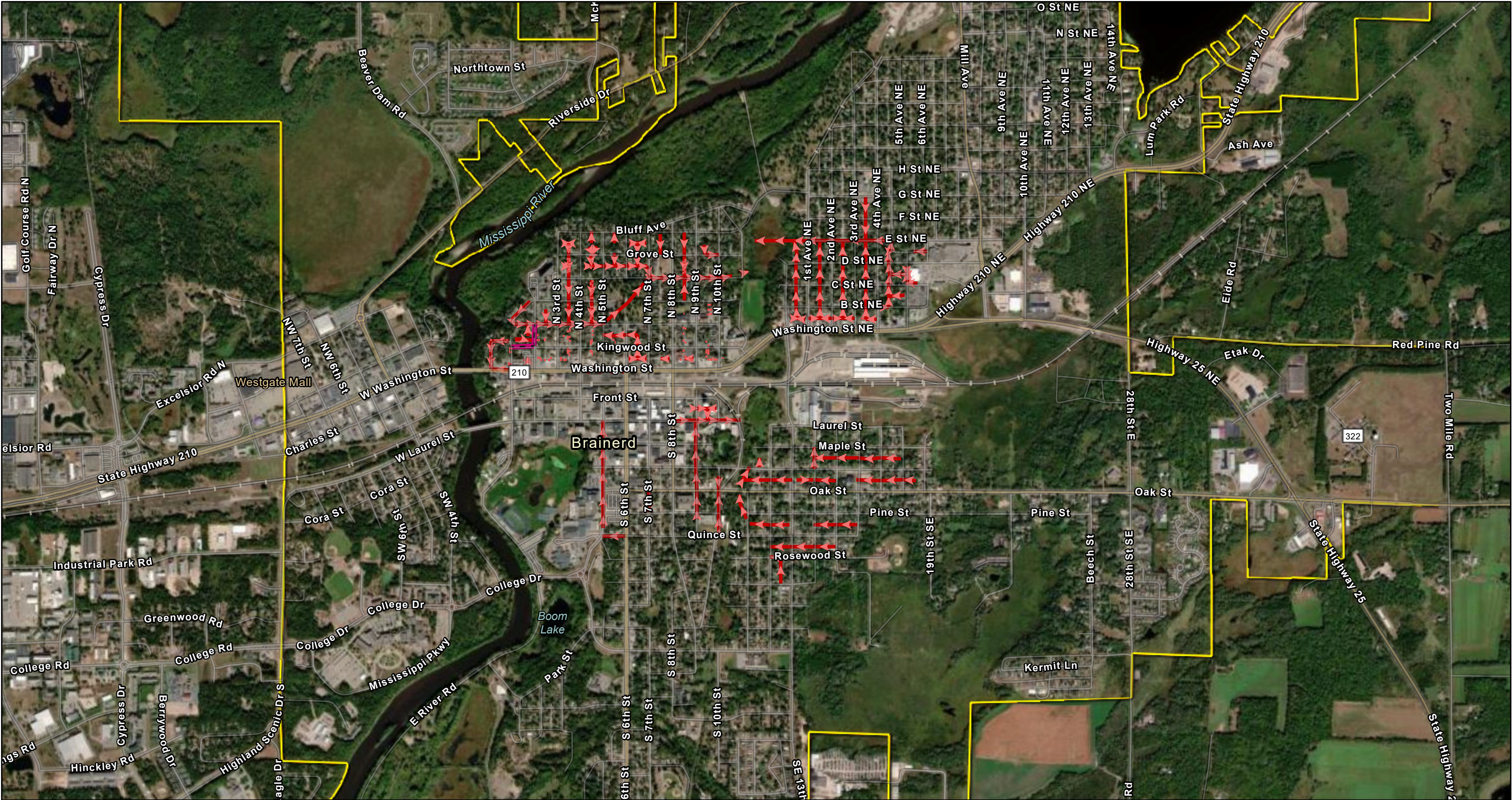
1:45,984

00.40.81.6mi

00.512km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Maxar

City of Brainerd Sanitary & Stormwater



8/12/2025, 4:11:18 PM

- Sanitary Lines

Service

Abandoned

Force

Main
- World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery
High Resolution 30cm Imagery
Citations

1:27,590

00.230.450.9

mi

00.380.751.5

km

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Maxar



City Council Agenda Request

MEETING DATE: August 18, 2025

TITLE OF ITEM: Discuss Scope of Work Topics for 2026 Southeast Brainerd Reconstruction Project

AGENDA: SPW Committee

ACTION REQUESTED: Direction Requested

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 is requesting discussion and direction on some scope of work items for the 2026 Southeast Brainerd Reconstruction Project. As a reminder, the area included in the project is as follows:

- 17th Street from Oak to Laurel
- 18th Street from Oak to Laurel
- 19th Street from Oak to dead end north of Maple
- Norwood Street from 17th to 19th
- Maple Street from 17th to 19th
- Laurel Street from 17th to 18th

Scope of work includes reconstruction of the existing streets including replacement of the underground utilities. Staff is requesting discussion on the following potential scope of work items:

- Planned surfacing materials of Laurel Street between 17th and 18th Streets
- Potential removal of Maple Street between 18th and 19th Streets
- Sidewalk extension on Norwood Street from 18th to 19th Streets

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: In regard to the 3 topics listed, below are some items to consider for the discussion:

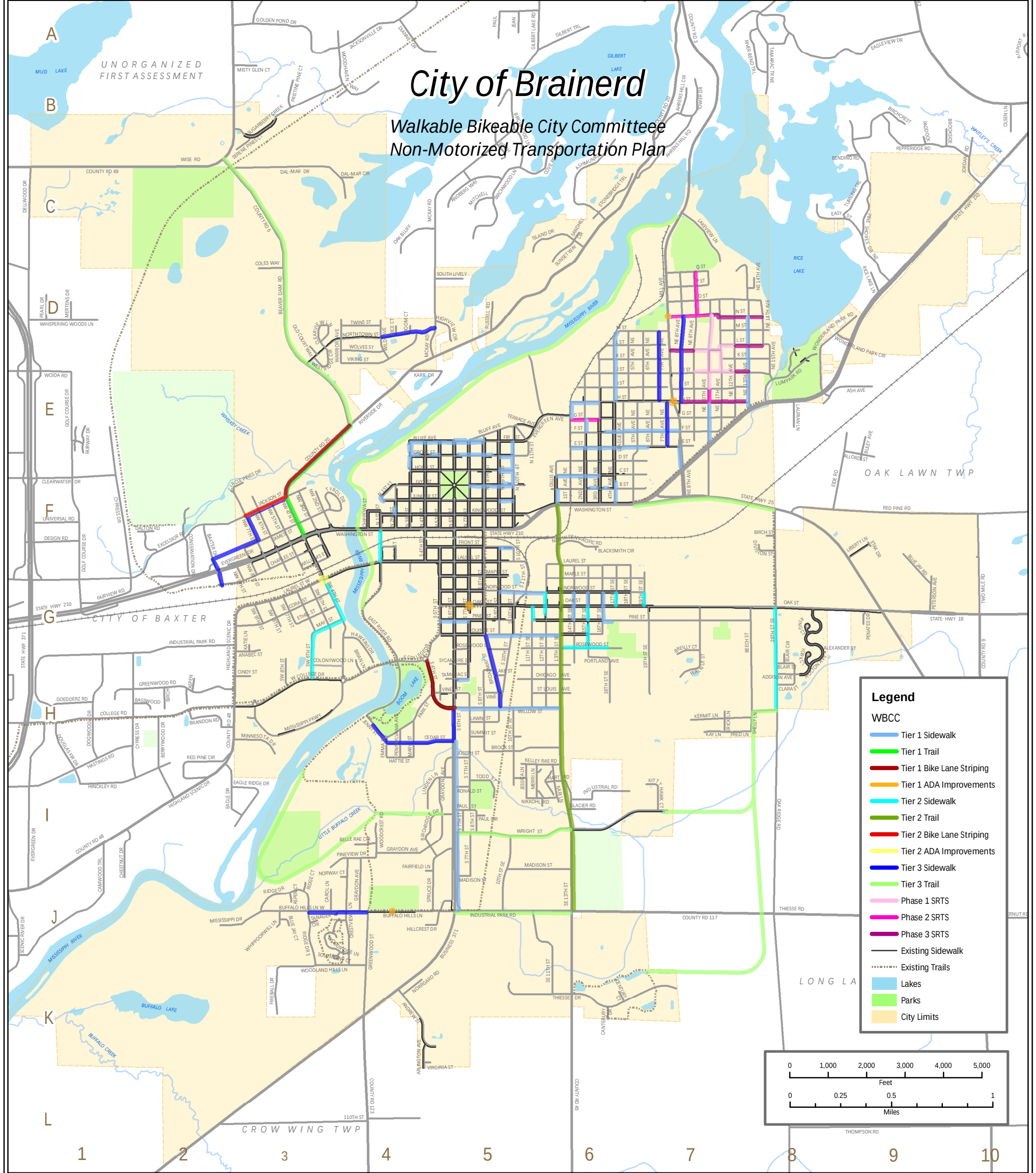
- Laurel Street from 17th to 18th Street
 - Currently, a one-way narrow street surfaced in gravel.
 - Issues with drainage and gravel surface running off into the adjacent storm sewer system.
 - Based on the number of accesses and issues, staff would recommend a paved surface on Laurel Street including future plans for 13th to 17th Streets.

- Maple Street from 18th to 19th Street
 - Currently, surfaced as gravel. Maple Street west of this block is a paved surface.
 - Minor access as the area to the east only has a few properties due to the dead end of 19th.
 - Issues with gravel surface running off into the adjacent wetland on the north side of the block, restricting drainage flow from the intersection of 18th and Maple.
 - Staff would recommend removal of most of the block of gravel road, combining the two wetlands. Access from the east would be maintained minimally for utilities at midblock.
- Sidewalk on Norwood Street
 - Currently, sidewalk exists on the north and south sides of Norwood Street from the west until 18th Street, where it "dead ends".
 - Staff would recommend extending the sidewalk further to the east to 19th Street and potentially south to Oak Street. Segments on other streets could be discussed as feasible.

RECOMMENDED ACTION/MOTION: Staff requests discussion and direction on the scope of work items as listed below:

- Planned surfacing materials of Laurel Street between 17th and 18th Streets
- Potential removal of Maple Street between 18th and 19th Streets
- Sidewalk extension on Norwood Street from 18th to 19th Streets

FINANCIAL IMPACT: N/A



1st Ave NE	E6-F6	10th Ave NE	D7-F7	Bluff Ave	E4-E5	E St	E6-E7	Jordan Rd	B10-C10	Nikkohl Rd *	I5-I6	Stonebridge Ct	C6
1st St N	F5	10th St N	E5-F5	Breilly Ct	G7	East River Rd	F4-G4	Joseph St	H5	Norwood St	G5-G7	Stonebridge Trl	C6
2nd Ave NE	E6-F6	10th St S	F5, G5	Brian Ln	G4	Easy St	C8-C9	Juniper St	F4-F5	O St	D7-D8	Sugarberry Creek	B3-B4
2nd St N	F5	10th St SE	H5-I5	Broadway St	H5	Emma St	H4	K St	D6-D8	Oak Lawn	G9-G10	Summit St	H5, H5
2nd St NW	F3	11th Ave NE	D7-E7	Brook St	H5-H6	Erick Ln *	H7	Kari Ln *	H6-I6	Oak Ridge Rd	H8-L8	Sunset Way	C6
2nd St S	F4	11th St S	G5-G5	Boom Ct	D4	Etak Dr	F9	Katie Ln	G3	Oak St	G5-G9	Sycamore St	G5
3rd Ave NE	D6-F6	11th St SE	G5-K6	Buffalo Hills Ln E	J4-J5	Ethel St	G3-G4	Kay Ln *	H7	Old Court Way	D3	Tamarac St	H5
3rd St N	E4-F4	12th Ave NE	D7-E7	Buffalo Hills Ln W	J3-J4	Evergreen Ave	E5-E6	Kelley Rae Rd *	H5-H6	P St	D7	Tanager Cir	J3
3rd St NW	F3	12th St SE	F6-H6	Business 371	J5-L2	Evergreen Dr	F2-F3	Kermit Ln *	H7-H8	Park St	H4	Terrace Ave	E5
3rd St S	F4	13th Ave NE	D7-E8	C St	F6-F7	F St	E6-E7	King Ct	G8	Paul Cir / St	I5	Thiesse Dr	K5-K7
4th Ave NE	D6-F6	13th St SE	F6-J6	Cantebury Ct	K6	Fairfield Ln	I4	Kingwood St	F4-F5	Pennsylvania Ave	H4	Todd St	I5
4th St N	E4-F4	14th Ave NE	D8	Carol Ln	J3	Fir St	E5	Kitty Hawk Ct	I7	Peterson Ave	G9	Twins St	D4
4th St NW	F3	14th St SE	F6-G6	Cedar St	H4-H5	Fireball Dr	J3-K3	L St	D6-D8	Pine Shores Rd	B9-D9	Two Mile Rd	F10-I10
4th St SW	G3-H4	15th Ave NE	D8-E8	Century Ct	K6	Fred Ln *	H7-H8	Laurel St	F4-F6	Pine St	G5-G8	Tyrol Dr	F3-F4
5th Ave NE	D6-F6	15th St SE	F6-G6	Charles St	F3-G3	Front St	F4-F5	Laurel St W	F4-G3	Pineview Dr	I3-I4	Viking St	D4
5th St N	E5-F5	16th St SE	F6-G6	Chicago Ave	H5-H6	G St	E6-E7	Lake St	H5	Portland Ave	G5-G6	Vine St	H4-H5
5th St NW	F3	17th St SE	F6-G6	Chippewa St	F4	Gillis Ave	E6-F6	Lakeview Ln	C7	Q St	D7	Virginia St	K4
5th St S	F5-G5	18th St SE	F6-G6	Cindy St	H3	Glacier Rd *	I6	Lawn St	H5	Quince St	G5-G6	Walnut St	G7-H7
5th St SW	G3	19th St SE	G6-H6	Circle Pines Dr	F3	Graydon Ave	J4-H5	League Ave	E6	Red Pine Rd	F8-F10	Warrior Ave	D4
6th Ave NE	D7-E7	28th St SE	F8-H8	Clara St	H8	Greenwood St	J4-K4	Liberty Ln	F9	Rice Ct	D4	Washington St	F3-F4
6th St N	E5-F5			Clearview Ln	D3	Grove St	E4-E5	Linden Ln	E4-E5	Ridge Ct	J3	Washington St NE	F6-E8
6th St NW	F3	Addison Ave	H8	Coles Way *	D3	H St	E6-E8	Lum Park Rd	D8-E8	Ridge Dr	J3	Washington St W	F3-F4
6th St S	F5-J5	Alexander St	G8	College Dr E	G4-G5	Hattie St	H4	M St	D6-D8	Ridge Dr S	J3	Westridge Cir	D3
6th St SW	G3	Anabec St	G3	College Dr W	H3-G4	Hart Rd *	I6	Madison St	J5-I6	Riverside Dr	A7-F3	Whippoorwill Ln	J3
7th Ave Ne	D7-E7	Andrew St	K4	Colonywood Ln	G3-G4	Hawkins Dr	G4	Maple St	G5-G7	Robin Rd	F10-G10	Wild Ave	D4
7th St N	E5-F5	Arlington Ave	K4	Cora St	G3	Highland Scenic Dr	G3-J1	May St	G3-G4	Ronald St	I5	Williams St	F3
7th St NW	F3	Ashmun Rd	C6	County Hwy 45	F6-K6	Highview Cir	D5	Mary St	H4	Rosewood St	G5-G6	Willow St	H4-H6
7th St S	F5-J5	Aspen Ct	J3	County Rd 117	J5-J7	Hillcrest Dr	J4-J5	McKay Rd	D4	Russell Rd	D5	Wolves St	D4
7th St SW	G3	B St	F6-F7	County Rd 20	A7-F3	Holly St	F4-F5	Meadowlark Ln	F9-F10	Sandhill Ct / Cir	C6	Wonderland Park Cir	D8-D9
8th Ave NE	D7-F7	Beaver Dam Rd	B2-E4	County Rd 3	A7-F7	Holton Ave	G8-H8	Merri Ln *	H6-I6	Serene Pines Ct	B3	Wonderland Park Rd	E8-D9
8th St N	E5-F5	Beech St	G8-H8	County Rd 48	H3-I	I St	E6-E8	Mill Ave	C7-E7	Shelly Ln *	H8	Woodcrest Rd	I4
8th St NW	F3	Belle Rae Cir	I4	County Rd 49	A2-C2	Industrial Rd	I6	Minnesota Dr	H3	Southview Ct	J4	Woodland Hills Ln	J3-J4
8th St S	F5-H5	Birch St	F8	County Rd 5	B2-E4	Island Dr	C5-C6	Mississippi Pkwy	H3-H4	Spruce Dr	J4-I5	Woodridge Ln	J4
8th St SW	G3	Birchridge Dr	I4-I5	Crestview Ln	I4-J4	Ivy St	F4-F5	Mississippi Dr	J2-J3	St Louis Ave	H5-H6	Wright St	I5-I7
9th Ave NE	D7-E7	Blacksmith Cir	F6	Crow Wing Rd	G9-G10	J St	E6-E8	N St	D7-D8	State Ave	G10	York Ct	G8
9th St N	E5-F5	Blair Cir	G8	D St	E6-E7	Jackson St	F3	Norrgard Rd	K4	State Hwy 18	G9-G10		
9th St NW	F3-G3	Blair St	G8	Dal-Mar Cir	C4	James St	F3	Northern Pacific Rd	F6	State Hwy 210	B10-G1		
9th St S	F5-H5	Blue Jay Ct	J3	Dal-Mar Dr	C3-C4	Jenny St	H4	Northtown St	D3-D4	State Hwy 25	F7-L10		
9th St SW	G3	Blue Jay Rd	F9-G9	Division St	F8	Jessica Ln *	H5-I5	Norway Ct	J4	State Hwy 371	A1-H1		



μ

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

ArcGIS Web Map



8/13/2025, 9:27:17 AM

Road Centerlines

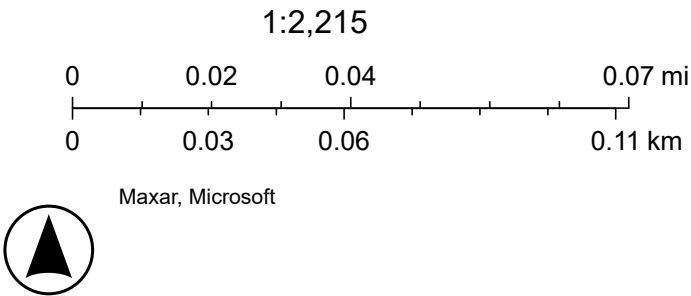
World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations





City Council Agenda Request

MEETING DATE: August 18, 2025

TITLE OF ITEM: Consider Re-Allocation of Habitat for Humanity SAHA Funds

AGENDA: P&F 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 min

SUMMARY OF ISSUE:

At the February 3rd, 2025 City Council meeting, Council approved the distribution of \$70,000 of Statewide Affordable Housing Aid (SAHA) for Lakes Area Habitat for Humanity. Habitat requested funds for 426 B Street as construction costs for single-family homes have risen by approximately \$60,000 over a six-year period.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Kevin Pelkey, Executive Director of Lakes Area Habitat for Humanity, has requested to re-assign the \$70,000 of SAHA funds awarded in February for the construction of two homes in 2026: one at a site on South 10th Street (unaddressed - 41360838) and another at 1527 13th Ave NE.

RECOMMENDED ACTION/MOTION:

Staff recommends the approval of the relocation of \$70,000 of SAHA funds for the construction of homes on South 10th Street and 13th Ave NE.

FINANCIAL IMPACT: N/A



Promoting strength, self-reliance, and stability through shelter in
Cass, Crow Wing, Hubbard and Wadena Counties

August 12, 2025

TO: Brainerd City Council
RE: SAHA allocation

Council members:

Thank you for the support of Lakes Area Habitat For Humanity's work through allocations from SAHA funding. We are deeply appreciative of this critical financial support.

We recently approved four families for service in our program. We are pleased to share that 2 of the 4 have selected build sites in the city of Brainerd for homes to begin in 2026.

Earlier this year, an allocation from SAHA was granted to provide funding for a site at 426 B Street. Unfortunately, the site wasn't selected by either of these 2 families (the lot is smaller than what is needed to build the homes needed to serve these families).

We are requesting to re-assign the most recent allocation to support the 2 homes in 2026: one at a site on 10th Street South and another at a site on 13th Avenue NE.

Thank you for considering this request.

Respectfully,

A handwritten signature in blue ink, appearing to read "Kevin Pelkey".

Kevin Pelkey, Executive Director
Lakes Area Habitat For Humanity



City Council Agenda Request

MEETING DATE: August 18, 2025

TITLE OF ITEM: Authorize Sale of two Street Division vehicles

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 2

SUMMARY OF ISSUE: Request authorization for the sale of two Street Division vehicles:

1. 2004 Chevy 2500HD: VIN: 1GCHK29U24E357879
2. 2006 GMC 2500 HD: VIN: 1GTHK24U66E244172

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: These City-owned vehicles are at the end of life and it is recommended that Enterprise Fleet Management facilitate the sale of these vehicles. Replacement vehicles are not needed at this time.

RECOMMENDED ACTION/MOTION: Staff recommends using Enterprise Fleet management to facilitate the sale of these vehicles.

FINANCIAL IMPACT: Unknown.



City Council Agenda Request

MEETING DATE: August 18, 2025

TITLE OF ITEM: Approval of Revised Public Utilities Director Job Description

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Nick Broyles, City Administrator,
Kris Schubert, Human Resources Director

DEPARTMENT: HR

PRESENTER: Nick Broyles, City Administrator, Kris
Schubert, Human Resources Director

ESTIMATED TIME (MIN): 3 Minutes

SUMMARY OF ISSUE: On August 7th, the City Council directed Staff to update the Public Utilities Director Job Description to be comparable to the Public Works Director job description. Attached is a revised version for Council consideration as well as a redlined version depicting the changes. These changes are being made to help clarify who the Public Utilities Director reports to in the future.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: As discussed previously, during our last Public Utilities Director search, the City elected GMP's guarantee to conduct one additional Public Utilities Director recruitment for the cost of expenses only. Staff plans to start the Public Utilities Director hiring process with GMP Consultant after the revised job description is approved.

RECOMMENDED ACTION/MOTION: Motion to approve the revised Public Utilities Director job description as presented and to utilize the guarantee from GMP Consultants for the Public Utilities Director hiring process.

FINANCIAL IMPACT: The GMP search cost is estimated to be less than \$6,000. Since this search cost is only for GMP's expenses, the actual cost will depend on the number of candidates that are interviewed.



Public Utilities Director

Department: Public Utilities

FLSA Status: Exempt

General Definition of Work

Performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Public Utilities Department's municipal utilities systems including electric distribution and hydro generation, water treatment and distribution, and wastewater treatment facilities. Work is performed under the supervision of the City Administrator. Exercises general, technical, and administrative supervision over all 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

- Responsible for overseeing the daily operations of the Public Utilities Department team, ensuring that tasks are completed efficiently and to high standards;
- Leads, mentors, and manages the Public Utilities Department staff directly or indirectly through department division managers including training, inspecting and assigning work, and developing staff schedules. Conducts performance evaluations as well as provides coaching, and counseling 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 Public Utilities Department to meet the goals and objectives established by the Brainerd Public Utilities Commission (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 Public Utilities 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 the Department's cost-of-service and rate design studies.
- 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 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 department.
- Assists with bargaining unit agreement negotiations as directed by the City Administrator.
- Attends and participates in City Council and Commission meetings and other official meetings as needed or directed.
- Performs other duties as assigned or when necessary.

Knowledge, Skills and Abilities

- Ability to establish and maintain effective working relationships with co-workers, supervisors, other departments, vendors, and the general public.
- 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: August 14, 2025



Public Utilities Director

Department: ~~Brainerd~~-Public Utilities (~~BPU~~)

FLSA Status: Exempt

General Definition of Work

~~Performs~~ complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Public Works-Utilities Department's ~~municipal utilities systems including electric distribution and hydro generation, water treatment and distribution, and wastewater treatment facilities including the Engineering, Transit, Parks, and Street & Sewer Divisions.~~ Work ~~is performed under the supervision~~ 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.

Commented [KS1]: NOTE: This paragraph is copied from the Public Work Director job description.

~~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.~~

Commented [KS2]: This was the original language and is being replaced to match the Public Works Director job description.

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

- ~~Responsible for overseeing the daily operations of the Public Utilities Department team, ensuring that tasks are completed efficiently and to high standards.~~
- ~~Leads, mentors, and manages the~~ Supervises all BPU Public Utilities Department staff directly or indirectly through department division managers including training, inspecting and assigning work, ~~and~~ developing staff schedules. ~~Conducts performance evaluations as well as provides~~ 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 Public Utilities~~ Department to meet the goals and objectives established by the ~~BPU Brainerd Public Utilities~~ Commission (~~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 Public Utilities~~ 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 ~~the Department's~~ 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 department~~.
- Assists with bargaining unit agreement negotiations as directed by City Administrator
- Attends and participates in all [City Council and](#) Commission meetings and other official meetings as needed ~~or directed~~.
- Performs other duties as assigned or when necessary.

Public Utilities Director

Page 2

Knowledge, Skills and Abilities

- Ability to establish and maintain effective working relationships with co-workers, supervisors, other departments, vendors, and the general public.
- 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: August 14, 2025 ~~January 10, 2024~~



City Council Agenda Request

MEETING DATE: August 18, 2025

TITLE OF ITEM: Continue Discussion of Software Purchase Request

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Shawn Strong, Technology Director **DEPARTMENT:** Technology

PRESENTER: Shawn Strong, Technology Director, **ESTIMATED TIME (MIN):** 10 min
Connie Hillman, Finance Director

SUMMARY OF ISSUE: Council directed staff to compile a list of all current software subscriptions throughout the City including costs and utilization. This request for additional information was made during the 8/4/2025 discussion regarding the budgeting/purchasing of two additional software products. NeoGov Perform for employee performance tracking and evaluation and CivicPlus NextRequest to centralize and standardize information request process and workflows.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: To summarize the requested information - total expenses for software solutions citywide are approaching \$500,000/year (\$499,106). The Public Utilities department accounts for \$215,358 and all other departments account for \$283,748. All software listed is actively in use and when replaced or no longer needed, the subscriptions are discontinued. Typically, a handful of softwares are replaced or migrated each year. No currently used software can efficiently complete all of the tasks requested with NeoGov Perform or CivicPlus NextRequest. Both solutions would readily integrate with the other products already in place from NeoGov and CivicPlus. The original agenda request from 8/4/2025 is attached for reference as to what each software would provide, estimated costs, and possible timeline if authorized.

RECOMMENDED ACTION/MOTION: 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:

NeoGov Perform - Year 1: \$15,052 Year 2: \$14,586
CivicPlus NextRequest - Year 1: \$12,288 Year 2: \$11,327

Budget	Software	Purpose	Qty	Annual Costs
Technology	Microsoft365	Office, Outlook, OneDrive, SharePoint, Teams	77 G3, 9 G1	30,522
Technology	Laserfiche	Document imaging		4,116
Technology	Adobe Acrobat	PDF creation and editing	8 pro, 38 std	3,178
Technology	BS&A	Enterprise financial software		24,661
Technology	CivicPlus Engage	City website		3,535
Technology	Cisco Secure EndPoint	Endpoint malware protection	170 lic	8,509
Technology	Cisco Duo	Multi factor authentication	92 lic	6,624
Technology	Cisco Umbrella	DNS layer security	80 lic	2,138
Technology	Cisco FirePower Threat Defense	Firewall security platform	2 lic	6,904
Technology	Cisco WebEx Meetings <Teams>	Virtual meeting platform	3 lic	735
Technology	Cisco WebEx Calling	Calling, chat, presence	70 pro, 27 enh	7,073
Technology	Marco UnifyIT - SIEM/EDR	Security info event mgmt / Endpoint detection response	80 lic	15,790
Technology	Meraki MDM <moving to Intune>	Mobile device management - phones/tablets	26 lic	679
Technology	Veeam Essentials Backup	Server data backup platform	3 lic	1,230
Technology	Veeam Microsoft365 Backup	Microsoft365 backup	90 users	1,815
Technology	Vmware vSphere Essentials	Server virtualization platform	15 core	3,000
Technology	Amazon AWS cloud storage	Cloud data backup storage		4,800
Technology	AssetPanda	Technology inventory and helpdesk		4,200
Technology	TeamViewer	Remote access	3 lic	3,115
Technology	Zoom	Virtual meeting platform	2 lic	408
Technology	Vimeo	Online video storage (training)		108
Technology	KnowBe4 CyberSecurity Training	Cybersecurity training	80 users	2,376
Technology	ESRI ELA w/CWC	GIS - Enterprise license agreement w/CWC		5,000
				140,516
Administration	CivicPlus CivicClerk	Agenda packet creation and distribution		5,773
Finance	DebtBook	Manage leases and SBITA		17,500
HR	NeoGov Insight	Job postings and candidate management		2,897
HR	NeoGov OnBoard	New employee onboarding management		2,601
				28,771
Parks	CivicPlus CivicRec	Park reservations and recreation registration		6,946
Parks	Team Sideline	Recreation league scheduling		599
Public Works	AutoDesk AECC	AutoCAD for construction design	4 users	2,564
Public Works	RtVision OneOffice	Construction project management	3 users	3,300
Public Works	DiamondMaps <phasing out>	GIS data collection in the field		1,404
Transit	Spare	Transit dispatch platform (\$52,576)*		1,314
				16,127

Police	365Labs <replacing LETG>	Police records management system (w/CWC)	+17 mobiles	35,800
Police	PACE	Shift scheduling software		2,240
Police	First Arriving - Police	Digital dashboard		509
Police	WatchGuard / Evidence.com	Squad cameras - cloud software and storage	+15 squads	13,425
Police	Axon	Body worn cameras - hardware and cloud storage	+28 cameras	31,414
Police	LEADS Online	Case data search and evidence collection		2,959
Police	LEA	Training management		105
				86,452
Fire	ESO	Fire incidents, inspections, activities, personnel		4,300
Fire	ESO Station Check	Apparatus checks, maintenance, logs		1,500
Fire	Active911	Incident alerting to firefighters	56 users	818
Fire	Vector Solutions	Online training platform		4,400
Fire	First Arriving - Fire	Digital dashboard		864
				11,882
Public Utility	Microsoft365	Office, Outlook, OneDrive, SharePoint, Teams	58 lics	10,249
Public Utility	Laserfiche	Document imaging - shared with City		1,806
Public Utility	Adobe Acrobat	PDF creation and editing	11 users	2,639
Public Utility	Adobe PhotoShop and Illustrator	Badge photos, graphic design	1 lic	984
Public Utility	Tyler Technologies	Accounting Software - ERP		63,977
Public Utility	Tyler Technologies	Tyler Smart Meters		23,400
Public Utility	Tyler Technologies	TCM - Tyler Content Manager		5,309
Public Utility	Accelerated Innovations	MyMeter - internal meter historian		5,000
Public Utility	Agent 511	Pre Outage Notification - advanced notification		5,000
Public Utility	Twilio	Post Outage Notification - unplanned		
Public Utility	Landis-Gyr Technology	Command Center (meters)		265
Public Utility	Milsoft Utility Solutions	Design Software (Electric substation design)		5,594
Public Utility	AutoDesk	Engineering/construction design software	2 lics	3,854
Public Utility	ESRI	Mapping software (engineering)		11,300
Public Utility	mPower Technologies	IVR software		3,000
Public Utility	mPower Technologies	Work Management software		2,500
Public Utility	mPower Technologies	Integrator software		4,000
Public Utility	mPower Technologies	OMS software		3,000
Public Utility	mPower Technologies	Editor/MMS software		1,140
Public Utility	Eptura	Vehicle / building maintenance software	3 users	5,287
Public Utility	Pitney Bowes	Bill printing / postal software		2,338

Public Utility	FortiClient	Endpoint protection		4,040
Public Utility	FortiEDR	Endpoint detection and response		10,930
Public Utility	FortiEMS	Management solution - clients	25 users	3,380
Public Utility	FortiPhish	End user training - phishing campaigns		1,000
Public Utility	Forti Security Awareness	End user training - modules	100 users	1,200
Public Utility	FortiAnalyzer	Firewall traffic analyzer		8,460
Public Utility	FortiMail	Spam filtering	80 users	2,100
Public Utility	SolarWinds	Network performance / virtualization manager		2,543
Public Utility	Vmware	Server virtualization platform		6,860
Public Utility	Veeam Backup	Server data backup platform		
Public Utility	Veeam Microsoft365 Backup	Microsoft365 backup	70 users	4,733
Public Utility	Mixture Web	BPU website - support / maintenance		7,680
Public Utility	GoTo Technologies (Log Me In)	Remote Access		1,791
				215,358

** = City cost is half of the 5% local share (funded through Transit, not levy dollars)*

Government Funds (City) Total:	283,748
Enterprise Funds (BPU) Total:	215,358
Grand Total:	499,106



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 18, 2025

TITLE OF ITEM: Discussion of Preliminary 2026 Debt Levy

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: Please see the attached memo and attachment regarding how the debt levy is calculated, assumptions used by Staff, and information on the overall debt levy of the City.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Discussion and review of Staff's assumptions, and the preliminary 2026 debt levy.

FINANCIAL IMPACT:

MEMO



TO: Mayor and Council

FROM: Connie Hillman, Finance Director

DATE: August 13, 2025

RE: 2026 Debt Levy

All of the City's bonds have been structured with a February 1st (principal and interest) and August 1st (interest only) debt payment, with the exception of the bonds issued for the airport extension project (April 1st and October 1st payment structure) and the Build America Bonds for the wastewater treatment plant (August 20th and March 20th).

The City has several different types of current outstanding bond issues. The bonds are General Obligation (GO) bonds which means if the designated source of revenue to pay the bonds is not available, the City can levy for the payments. The table below is a summary of the types of bonds and the revenue source to pay the debt service:

Bond Type	Use of Bond Funds	Source to pay Debt Service
Tax Abatement	Memorial Park	Taxes and Levy
Improvement or Assessment Bonds	Road Improvement Projects	Assessments and Levy
Build America Bonds	Wastewater Treatment Plant	Charges for Services
Revenue Bonds	Water, Electric, Sanitary and Storm Sewer projects	Charges for Services
Equipment Certificates	Equipment	Levy

The Build America and revenue bonds are paid for by the enterprise funds (BPU, Sanitary and Storm Sewer funds). The rates paid for the services include the repayment of debt. Since the City does not receive its primary source of revenue payments, LGA and property taxes, until July, the debt levy that is needed for 2026, is to pay for the August 2026 and February 2027 debt service payments. The City needs to have enough cash on December 31st to pay the February bond payments.

The City, through the capital levy, is trying to be in a place where equipment and facility improvements can be done without having to issue debt. The last bonds for facilities and equipment were issued in 2020. However, as discussed with the equipment and facility budget, the City will need to issue bonds for the proposed Station 1 remodel in 2026.

Calculating the Debt Levy

Attached you will find the preliminary debt levy calculation.

- We start with the cash balance of the debt service funds (issues repaid with assessments and levy dollars) as of August 13, 2025. This balance takes into account the interest payments that were made August 1st.
- Staff then estimated what would be received in December for the 2025 levy and assessments to arrive at the projected 12/31/2025 balance (yellow column) by assuming:
 - 100% of the 2025 levy would be collected. We are usually about 96-98% collections in the year of the levy. Staff assumed 100% because any delinquent taxes collected would make up the 2-4% non-collection rate. The amount received for 2025 levy in June/July was then subtracted to estimate the December collections.
 - 98% of the certified 2025 assessments would be collected in 2025. The amount of assessments collected in June/July were then subtracted to estimate the amount to be received in December.
 - There was no estimate for any pay offs of assessments received either by the County or the City.
- The 2025 debt levy was for the August 2025 and February 2026 debt payments. The white boxed column is the scheduled February 2026 interest and principal payments.
- The green column is the projected cash after the February debt payment. It is estimated the City will have about \$948,749.
 - There is a concern in the current environment that arbitrage might be an issue. Staff discussed with Baker Tilly last year and they agree that we wouldn't want to take all of the prepaid assessment amount in one year. A systematic approach of using the estimated cash balance at 2/1/26 is preferred.
- To calculate the 2026 debt levy, we take the scheduled payments for August 2026 and February 2027 (peach columns) and historically we would then add 5% for any non-tax payments. For the 2026 preliminary debt levy, Staff **did not** include the additional 5% because of the healthy projected cash balance at 2/1/26.

From this amount, we subtract any special assessment payments that we estimate to receive. Staff did use 100% collection rate on the assessment amount for collections in 2026, even without the 5% amount added to the scheduled debt

payments. For the equipment certificates, we have reduced the amount of the levy needed by the amount that the City will collect from the entities the City provides fire protection services. All of this is represented in the grey column – “Calculated 2026 Levy.”

- The proposed levy is then further decreased based on the projected cash balance as of February 1, 2026 (the green column). Staff took 100% of the projected cash balance as of February 1, 2026, and divided it by the number of years remaining of the issue to reduce the 2026 debt levy.
- The City will need to issue debt for the 2025 construction projects this fall. Since the debt has not been issued yet, the interest rate as well as the scheduled debt payments are all estimates at this point.
 - The structure is currently being worked on. Staff is wondering if we issue debt for the TH210/Washington project now, or issue debt again in the 1st quarter of 2026 for the project. The project is currently at 95% of design. Per MnDOT, the City is required to pay 95% of the estimated construction costs within about 60 days of the State letting the contract even for a multiple year project. This project only affects the Water and Sanitary Sewer Funds, enterprise funds, so debt will be paid by user fees. It is anticipated that the other City costs associated with the project will be covered by state aid or grants but not confirmed.
 - Excluding the TH210/Washington Street project, the City is looking at a \$6.1 million - \$7.5 million bond issue in 2025 depending on how the issue is structured.
 - The City could request and see if the State will advance payment for Wright/10th Street project. If the State will advance the funds the structure would be:
 - Assessment Bonds - \$2.4 million
 - Revenue Bond - \$3.7 million
 - Estimated Debt Issue - \$6.1 million
 - The City could issue State Aid bond for the road and storm sewer portion of the Wright/10th Street project. The principal would be paid with future State Aid construction funds dollars and the interest would be paid with future State Aid maintenance dollars. Staff is concerned with the construction state aid balance being at a significant deficit and being able to advance funds in the future. By rule, the City is limited on the amount of advancing the City can incur and has been informed by MnDOT that long-term advancing future allocations would result in potential denial of advancing funding. This can have some unintended consequences of not having funding available at the time of construction. The City will be at or above this limit by requesting state aid for all eligible 2025 projects. By issuing State Aid bonds, City

Engineer Dehn is estimating the City's State Aid balance will be positive by 2028 and the City would be in a better financial situation. By providing evidence of the effort to no longer advance funds, the City has been able to justify to MnDOT the advancing of funds for current projects. The bond structure would then be:

Assessment Bonds - \$2.4 million
State Aid Bond - \$1.6 million
Revenue Bond - \$3.5 million
Estimated Debt Issue - \$7.5 million

With either structure, the preliminary debt levy includes \$2.4 million of assessment bonds to be issued in 2025. It is estimated that approximately \$1.6 million of the bond issue will be paid with special assessments. Staff also assumed that there would be \$50,000 in prepayments, and a little over \$245,000 of certified assessments that would be paid in 2026.

- The 2025 debt levy was \$765,000. The proposed, preliminary 2026 debt levy is currently calculated at \$820,416, an increase of just over \$55,000.

Next Steps

This item appears on the August 18, 2025 agenda for Council discussion and review of Staff's assumptions. Staff will update the debt levy when the 2025 debt is issued and when additional information becomes available.

2026 DEBT SERVICE LEVY CALCULATION - AS OF 8/13/2025

		Issue		Projected	2/1/2026		8/1/2026	2/1/2027		2026	Calculated	Proposed	
		Maturity	8/13/2025	12/31/2025	Scheduled	Projected	Scheduled	Scheduled	100%	Estimated	2026	2026	2025 Debt
Project		Date	Cash Bal	Balance	Prin & Int	2/1/2026	Interest	Prin & Int	Over levy	Special	Levy	Levy	Levy
Fund 310	Equip Certs		\$210,394	\$248,992	\$116,900	\$132,092	\$5,800	\$115,800	\$121,600	\$40,451	\$81,149	\$81,149	\$84,882
	2020A	Ladder truck, street sweeper, and loader	2030		\$116,900		\$5,800	\$115,800	\$121,600	\$40,451	\$81,149	\$81,149	\$84,882
Fund 315	2015A Improvement Bonds	Willow, 10th Ave NE, NE Garfield Street Project, S 5th St Mill and Overlay	2025	(\$2,871)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund 317	2013A Improvement Bonds	SW 4th, East River Road, N 8th St, 13th Ave NE: N to O, Ivy	2024	\$12,889	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund 320	2015B Improvement Bonds	28th Street	2026	\$42,276	\$20,275	\$26,123	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund 302	2018A Improvement Bonds	Jackson St, Buffalo Hills Land Resurf, S 6th St East Frontage Road, NW Brainerd Resfur	2028	\$127,351	\$88,825	\$67,433	\$2,550	\$87,550	\$90,100	\$10,754	\$79,346	\$45,630	\$55,932
Fund 307	2020A Improvement Bonds	Northeast Brainerd: 11th Ave, J St, P St & 10th Ave, L St, O St & 10th Ave, B St NE, and 5th Ave Recon	2031	\$216,518	\$128,600	\$142,550	\$7,400	\$127,400	\$134,800	\$40,532	\$94,268	\$65,758	\$73,905
Fund 303	2020A Tax Abatement Bonds	Memorial Park Project	2035	\$116,263	\$89,600	\$69,428	\$8,800	\$88,800	\$97,600	\$0	\$97,600	\$89,886	\$94,126
Fund 305	2021A Improvement Bonds	Southeast Brainerd- 16th SE; 15th SE, Walnut, St. Louis Ave, NW 3rd and Jackson, Pine, Chicago, Portland, and Madison	2032	\$298,691	\$180,173	\$190,641	\$21,298	\$186,298	\$207,595	\$42,693	\$164,902	\$133,128	\$129,609
Fund 306	2023A Improvement Bonds	Oakridge Road, N 6th, 7th and 3rd, and Juniper	2034	\$365,516	\$239,750	\$241,832	\$45,000	\$245,000	\$290,000	\$37,937	\$252,063	\$221,834	\$219,596
Fund 308	2024A - Improvement Bonds	South Brainerd -	2035	\$120,407	\$115,100	\$78,651	\$38,225	\$193,225	\$231,450	\$54,987	\$176,463	\$167,724	\$106,950
	2025A - Improvement Bonds *** Not issued yet				\$0	\$0	\$63,000	\$248,000	\$311,000	295,693	\$15,308	\$15,308	\$0
	Close out of Bond Funds (315 and 317)			(\$10,018)									
Totals			\$1,507,436	\$1,927,972	\$979,223	\$948,749	\$192,073	\$1,292,073	\$1,484,145	\$523,047	\$961,098	\$820,416	\$765,000

Projected 12/31/24 Cash Balance	\$1,964,355	
Actual 12/31/24 Cash Balance - Less fund 308 (new bond issue)	1,890,527	
Difference	(\$73,828)	Close out of bond fund

\$55,416



City Council Agenda Request

MEETING DATE: August 18, 2025

TITLE OF ITEM: Final 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.

City Council conducted the first reading of proposed Ordinance 1591 at the August 4th meeting.

RECOMMENDED ACTION/MOTION:

- 1) Conduct the final 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.
- 2) Approve proposed Ordinance 1591.
- 3) Approve the attached resolution approving a summary publication of Ordinance 1591.

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>

RESOLUTION
NO. xx:25

RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE 1591

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

WHEREAS, on August 18th, 2025, the City Council adopted Ordinance No. 1591 which Amends Section 515-3 Appendix A Table of Uses of the Zoning Code.

WHEREAS, Ordinance No. 1591 is lengthy and would be expensive to publish in its entirety.

NOW, THEREFORE, BE IT RESOLVED that the Council finds that the following text clearly informs the public of the intent and effect of Ordinance No. 1591 and approves the following summary for publication:

SUMMARY PUBLICATION OF ORDINANCE 1591

**AN ORDINANCE WHICH AMENDS SECTION 515-3 APPENDIX A TABLE OF USES OF
THE ZONING CODE**

The purpose of this Ordinance is to expand and deregulate uses in all zoning districts to make new development and expansion easier for businesses, institutions, and developers. Significant changes were made to the General Industrial (GI) Zoning District to deregulate and expand uses. In addition, cannabis cultivation would be allowed to occur in greenhouses and indoor growing facilities already permitted by the zoning code. A full copy of Ordinance 1591 can be reviewed at Brainerd City Hall, 501 Laurel Street, Brainerd, MN 56401.

Adopted this ___ day of _____ 2025

MIKE O'DAY
President of the Council

Approved this ___ day of _____ 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

NOTICE OF HEARING

Notice is hereby given that the 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 18, 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.

At the August 4th City Council meeting, Council directed staff to add a provision to the agreement that would require the removal of North 9th Street to commence within five years of the execution of this 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 closed to traffic within (5) five years of the execution of this Development Agreement.
3. Ninth Street must be removed (asphalt, curb and gutter) within one year of closing or blocking off the street.
4. 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.
5. Upon demolition of homes, all service lines must be capped at the main line.

6. All utility improvements and modifications necessitated by development of the Subject Property are the sole responsibility of the Developer.
7. All improvements and modifications to curb and gutter, storm sewer and site drainage are the sole responsibility of the Developer.
8. 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 closed to traffic within (5) five years of the execution of this Development Agreement.

- b.c. 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 18, 2025

TITLE OF ITEM: Consider Approval of Loonfest Event Application with Revised Conditions

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5

SUMMARY OF ISSUE: The Police Officer staffing requirements have been decreased to reflect the event size and organizer's event emergency plan. All documents required by the City have been completed.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff are recommending approval of 2025 LoonFest.

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.

* Food Trucks will be on site selling food.

* Rented → Sept. 18 am to Sept 21. 5pm

Note: Event will want to post
signage at Memorial Park
of event.

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.

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.

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

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:

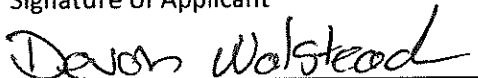
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance 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

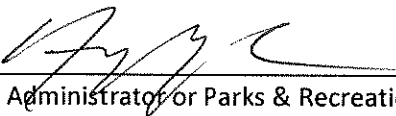
For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities		Key Department
City Administration	X	Meetings held on:
Engineering Department		- June 9+2
Fire Department		- July 22
Fire Support/EMS	X	- July 31
Parks Department	X	- Aug. 13
Planning Department		Future Meeting:
Police Department	X	- Aug 27
		- Sept. 10
		- Sept. 12 walk through
		- Sept. 24 - Post Meeting

Event Application Approval

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


 City Administrator or Parks & Recreation Director

8/15/25
 Date

Approval Conditions

Certification of Street Closure Approval

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

Mike Habighorst

From: Tony Runde
Sent: Monday, August 4, 2025 11:26 AM
To: Mike Habighorst
Subject: RE: LoonFest

Mike,

After further discussions with Chief Davis and considering the promoters' financial concerns, here are the updated stipulations for hiring our officers for LoonFest. We adjusted the end time due as officers will be assisted with traffic control after the event is over as well as ensuring a safe exit for all of the spectators.

LoonFest *Minimum* Officer Staffing Requirements

Hourly Rate: \$82.71 per officer

County Night: Friday, September 19, 2025

- **0-1500 Tickets Sold:**
 - 1700-2000: 2 officers
 - 2000-0100: 4 officers
- **1501+ Tickets Sold:**
 - 1700-2000: 2 officers
 - 2000-0100: 6 officers

Rock Night: Saturday, September 20, 2025

- **0-1000 Tickets Sold:**
 - 1400-2000: 2 officers
 - 2000-0100: 4 officers
- **1001-1500 Tickets Sold**
 - 1400-2000 – 3 Officers
 - 2000-0100 – 5 Officers
- **1501-2000 Tickets Sold:**
 - 1400-1800: 2 officers
 - 1800-2000: 4 officers
 - 2000-0100: 6 officers
 - One additional officer per 500 tickets sold over 2000

Incident Response Stipulation

In the event of an incident directly related to the event that requires off-duty Brainerd police officers to be called in for assistance (e.g., a large fight in the venue or parking lot), the event promoters will be held financially responsible for the cost of those officers.

Regarding Previous Events

While promoters mentioned past events like Hairball at Mills Field, it's important to note that the clientele are different. That event was a fundraiser with a more community-oriented crowd, and it was over 12 years ago. Security needs have changed significantly, and given that this is a new event with many unknowns, we feel our requirements are reasonable to ensure public safety.



August 5, 2025

Ms. Debby Erickson
Crow Wing County Administrator
322 Laurel Street
Brainerd, MN 56401

Dear Administrator Erickson & Crow Wing County Commissioners:

At their August 4, 2025, Council meeting, the Brainerd City Council discussed your letter of July 28, 2025, regarding the future funding of the Brainerd Lakes Regional Airport. Specifically, Crow Wing County's proposal that beginning in tax year 2026, to forego levying the Brainerd tax base for the County's airport appropriation. The City Council was quite pleased with the County's effort to remedy a long-standing issue for City Council's constituents.

As your letter eloquently stated, fairness and continuity are paramount to the success of the partnership between Crow Wing County and the City of Brainerd, a relationship that is foundational to the continued success of the Brainerd Lakes Regional Airport (BLRA). In that spirit, the Brainerd City Council agrees with your proposal and is committed to ensuring that equity and collaboration between our two governing bodies is intentionally sought and nurtured. We look forward to a continued partnership with you and your Board of Commissioners to ensure that the BLRA remains a valued and prioritized regional asset.

Regards,

Nicholas W. Broyles
Brainerd City Administrator