



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, September 2, 2025 @ 7:30 PM

The public is invited to attend these meetings in person

Attend by phone: 1-844-992-4726

City Council - Meeting Access Code: 2487 875 3247

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

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

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. **Approval of Minutes**

C. **Department Activity Reports**

D. **Approve MN Lawful Gambling Application Submitted by Lakes Area Habitat for Humanity for an Event to be held on October 30, 2025 at 415 8th Ave NE**

E. **Approve Event/Street Closure Application- First Lutheran Rally Sunday**

F. **Approve Event/Street Closure Application- Fire Department Open House**

G. **Approve Event/Street Closure Application- BHS Homecoming Parade**

- H. **Accept CSO Jackson Flett's Resignation Effective August 28, 2025, and Authorize Staff to Backfill the Position**
- I. **Accept Retirement of Billing Representative Kelly Dean Effective August 29, 2025**
- J. **Accept Resignation of Wastewater Operator Eric Klein Effective September 19, 2025**
- K. **Accept Resignation of Firefighter Anthony Moberg effective September 30, 2025**
- 6. **Public Forum**
Time allocated for citizens to bring matters not on the agenda to the attention of the Council -
Time limits may be imposed
- 7. **Council Committee Reports**
 - A. **Personnel & Finance Committee**
 - 1. Accept 2026 Long-Term Disability and Ancillary Benefits Proposals
 - 2. Approve Change Order- Library Project HVAC
 - 3. Adopt Resolution Relating to Finance Transferring Certain Funds to and From Bond Funds 315 and 317
 - 4. Discussion of HRA 2026 Levy Request
 - 5. Discussion of Library 2026 Levy Request
 - 6. Direction on PILOT Contribution from BPU
 - B. **Safety & Public Works Committee**
 - 1. Approve Change Order #1 - Imp 21-13 - Beech/Oakridge Reconstruction Project
 - 2. Approve Change Order #2 - Improvement 23-13 - TH 371B/Willow Street Roundabout Project
 - 3. Approval of Agreement Between the City and Wolf Track Energy for Rotary Park Solar Project
- 8. **Unfinished Business**
 - A. **Call for Applicants**

Mayor Recommended: (terms to expire on 12/31 of said year)
Charter Commission – **2 terms** (Expire 2025) **2 terms** (Expire 2026)
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**

9. **New Business**

- A. **Consider Variance Request for the Placement of a Garden Shed in the Front Yard - 722 Mississippi Dr**
- B. **Consider Variance Request to Expand a Non-Conformity (Side Yard Setback) for a Vertical Addition - 703 7th St N**

10. **Staff Reports**

(Verbal: Any Updates since Packet)

11. **Mayor's Report**

12. **Council Member Reports**

13. **Adjourn**

14. **Council Communications**

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

MISSION

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

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User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 09/02/2025 - 09/02/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 1/32

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 0011 - ACE HARDWARE:							
334687/1							
89513	ACE HARDWARE	08/22/2025	09/03/2025	17.99	17.99	Open	N
	PROPANE EXCHANGE FOR PAVEMENT PREP	pziemer					09/03/2025
235-3170-42210	OPERATING SUPPLIES			17.99			
334577/1							
89515	ACE HARDWARE	08/19/2025	09/03/2025	89.47	89.47	Open	N
	ASPHALT SEALANT	pziemer					09/03/2025
235-3170-42210	OPERATING SUPPLIES			89.47			
334662/1							
89548	ACE HARDWARE	08/21/2025	09/04/2025	31.48	31.48	Open	N
	CLOTHES PINS/ZIP TIES, JC PARK	pziemer					09/03/2025
230-5200-42220	REPAIR & MAINT			31.48			
334692/1							
89549	ACE HARDWARE	08/22/2025	09/03/2025	59.33	59.33	Open	N
	CHAINSAW OIL	pziemer					09/03/2025
230-5200-42220	REPAIR & MAINT			59.33			
334709/1							
89550	ACE HARDWARE	08/25/2002	09/03/2025	17.94	17.94	Open	N
	PROPANE, CLAMP - CAMPGROUND REPAIR	pziemer					09/03/2025
230-5280-42220	REPAIR & MAINT			17.94			
334711/1							
89551	ACE HARDWARE	08/25/2025	09/03/2025	18.51	18.51	Open	N
	COUPLER, CLAMP, SCREWDRIVER	pziemer					09/03/2025
230-5280-42220	REPAIR & MAINT			18.51			
334508/1							
89556	ACE HARDWARE	08/14/2025	09/03/2025	15.39	15.39	Open	N
	WASP/HORNET SPRAY	pziemer					09/03/2025
230-5200-42220	REPAIR & MAINT			15.39			
334575/1							
89557	ACE HARDWARE	08/19/2025	09/03/2025	22.78	22.78	Open	N
	SPONGE, TAPE, FASTENERS	pziemer					09/03/2025
230-5200-42220	REPAIR & MAINT			22.78			
334579/1							
89558	ACE HARDWARE	08/19/2025	09/03/2025	14.36	14.36	Open	N
	BOLT EYE LAG	pziemer					09/03/2025
230-5200-42220	REPAIR & MAINT			14.36			
334594/1							
89559	ACE HARDWARE	08/19/2025	09/03/2025	26.94	26.94	Open	N
	WASP/HORNET SPRAY	pziemer					09/03/2025
230-5200-42220	REPAIR & MAINT			26.94			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
334573/1							
89560	ACE HARDWARE	08/19/2025	09/03/2025	29.76	29.76	Open	N
	PAPER TOWELS & MOISTURE MANAGEMENT	pziemer					09/03/2025
	225-2220-42210 OPERATING SUPPLIES			29.76			
334765/1							
89667	ACE HARDWARE	08/27/2025	09/03/2025	48.58	48.58	Open	N
	CONSTRUCTION HAMMERS X2	pziemer					09/03/2025
	401-9030-43430 MISCELLANEOUS			48.58			
334775/1							
89668	ACE HARDWARE	08/27/2025	09/03/2025	62.98	62.98	Open	N
	LOPPERS FOR ROUNDABOUT BRUSHING	pziemer					09/03/2025
	235-3100-42220 REPAIR & MAINT			62.98			
334772/1							
89674	ACE HARDWARE	08/27/2025	09/03/2025	24.29	24.29	Open	N
	TORCH FOR FE TRAINING/EDUCATION EVENT	pziemer					09/03/2025
	225-2220-42210 OPERATING SUPPLIES			24.29			
	Total for vendor 0011 - ACE HARDWARE:			479.80	479.80		

Vendor 3343 - ARROW MANAGEMENT - ZACH MCKAY:

34884							
89539	ARROW MANAGEMENT - ZACH MCKAY	08/15/2025	09/03/2025	625.00	625.00	Open	N
	ABATEMENTS X8	pziemer					09/03/2025
	101-2400-43405 NUISANCES			625.00			
	Total for vendor 3343 - ARROW MANAGEMENT - ZACH MCKAY:			625.00	625.00		

Vendor 3859 - ASL INTERPRETING SERVICES INC:

25.10661							
89501	ASL INTERPRETING SERVICES INC	08/01/2025	09/03/2025	20.00	20.00	Open	N
	INTERPRETING SERVICES	pziemer					09/03/2025
	225-2120-43300 PROFESSIONAL SERVICES			20.00			
	Total for vendor 3859 - ASL INTERPRETING SERVICES INC:			20.00	20.00		

Vendor 0944 - ASPEN MILLS:

359922							
89669	ASPEN MILLS	08/25/2025	09/03/2025	531.14	531.14	Open	N
	UNIFORM - FF SIEVERT	pziemer					09/03/2025
	225-2220-41113 UNIFORM ALLOWANCE			531.14			
359921							
89670	ASPEN MILLS	08/25/2025	09/03/2025	518.19	518.19	Open	N
	UNIFORM - FF DANN	pziemer					09/03/2025
	225-2220-41113 UNIFORM ALLOWANCE			518.19			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
359919							
89671	ASPEN MILLS	08/25/2025	09/03/2025	473.39	473.39	Open	N
	UNIFORM FF MACEJKOVIC	pziemer					09/03/2025
	225-2220-41113 UNIFORM ALLOWANCE			473.39			
359920							
89672	ASPEN MILLS	08/25/2025	09/03/2025	530.56	530.56	Open	N
	UNIFORM FF NELSON	pziemer					09/03/2025
	225-2220-41113 UNIFORM ALLOWANCE			530.56			
	Total for vendor 0944 - ASPEN MILLS:			2,053.28	2,053.28		

Vendor 0319 - BAKER TILLY MUNICIPAL ADVISORS, LLC:

BT3261718							
89645	BAKER TILLY MUNICIPAL ADVISORS, LLC	08/01/2025	09/03/2025	2,900.00	2,900.00	Open	N
	2024 CONTINUING DISCLOSURES SVCS	pziemer					09/03/2025
	101-0000-14100 DUE FROM COMPONENT UNIT			2,030.00			
	101-9200-43300 PROFESSIONAL SERVICES			760.46			
	237-3190-43300 PROFESSIONAL SERVICES			109.54			
	Total for vendor 0319 - BAKER TILLY MUNICIPAL ADVISORS, LLC:			2,900.00	2,900.00		

Vendor 0748 - BJERGA FEED STORES:

1480979							
89544	BJERGA FEED STORES	08/01/2025	09/03/2025	260.00	260.00	Open	N
	GRASS SEED - LUM PARK	pziemer					09/03/2025
	230-5200-42220 REPAIR & MAINT			260.00			
1483816							
89552	BJERGA FEED STORES	08/17/2025	09/03/2025	260.00	260.00	Open	N
	GRASS SEED - JCP REPAIR	pziemer					09/03/2025
	230-5200-42220 REPAIR & MAINT			260.00			
1477634							
89641	BJERGA FEED STORES	08/27/2025	09/03/2025	45.37	45.37	Open	N
	BRUSH KILLER	pziemer					09/03/2025
	235-3100-42220 REPAIR & MAINT			45.37			
	Total for vendor 0748 - BJERGA FEED STORES:			565.37	565.37		

Vendor 3966 - BLUE SKY TRANSIT:

73125							
89523*	BLUE SKY TRANSIT	08/01/2025	09/03/2025	95,732.92	95,732.92	Open	N
	JULY 2025 3RD PARTY SERVICES	pziemer					09/03/2025
	203-9000-43401 VEHICLE REPAIRS			11,416.51			
	203-9000-43440 TRANSIT SERVICE CONTRACT PY			85,566.41			
	203-9000-43440 TRANSIT SERVICE CONTRACT PY PENALTY			(1,250.00)			
	Total for vendor 3966 - BLUE SKY TRANSIT:			95,732.92	95,732.92		

Vendor 0078 - BRAINERD LAKES AREA DEV C:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
AUG 2025							
89610	BRAINERD LAKES AREA DEV C	08/26/2025	09/03/2025	3,084.00	3,084.00	Open	N
	2025 EDA CONSULTING SVCS	pziemer					09/03/2025
	295-6510-43300	PROFESSIONAL SERVICES		3,084.00			
	Total for vendor 0078 - BRAINERD LAKES AREA DEV C:			3,084.00	3,084.00		

Vendor 0296 - BRAINERD PUBLIC UTILITIES:

AUG 2025 COBRA

89528	BRAINERD PUBLIC UTILITIES	08/19/2025	09/03/2025	80.08	80.08	Open	N
	REMIT AUG 25 COBRA	pziemer					09/03/2025
	101-0000-20850	DUE TO COMPONENT UNIT		80.08			

INV22636

89606	BRAINERD PUBLIC UTILITIES	08/21/2025	09/03/2025	455.14	455.14	Open	N
	BULK WATER SALES - PARKS	pziemer					09/03/2025

JULY 25/LIB

89632	BRAINERD PUBLIC UTILITIES	08/01/2025	09/03/2025	2,365.36	2,365.36	Open	N
	6/24/25-7/24/25 LIBRARY UTILITIES	pziemer					09/03/2025
	211-5500-43381	BPU UTILITIES		2,365.36			

JULY 25/FD

89633	BRAINERD PUBLIC UTILITIES	08/01/2025	09/03/2025	1,910.36	1,910.36	Open	N
	6/24/25-7/24/25 FIRE DEPT UTILITIES	pziemer					09/03/2025
	225-2220-43381	BPU UTILITIES		1,910.36			

JULY 25/PD

89634	BRAINERD PUBLIC UTILITIES	08/01/2025	09/03/2025	5,388.26	5,388.26	Open	N
	6/24/25-7/24/25 POLICE DEPT UTILITIES	pziemer					09/03/2025
	225-2120-43381	BPU UTILITIES		5,388.26			

JULY 25/CITY

89635	BRAINERD PUBLIC UTILITIES	08/01/2025	09/03/2025	3,385.10	3,385.10	Open	N
	6/24/25-7/24/25 CITY UTILITIES	pziemer					09/03/2025
	101-1940-43381	BPU UTILITIES		3,071.68			
	101-9200-43381	BPU UTILITIES		221.21			
	236-3180-43381	BPU UTILITIES		37.50			
	401-1003-43380	UTILITIES		54.71			

JULY 25/STRTS

89636	BRAINERD PUBLIC UTILITIES	08/01/2025	09/03/2025	23,660.12	23,660.12	Open	N
	6/24/25-7/24/25 STREET DEPT UTILITIES	pziemer					09/03/2025
	235-3100-43381	BPU UTILITIES		23,112.68			
	230-5200-43381	BPU UTILITIES		547.44			

JULY 25/PARKS

89637	BRAINERD PUBLIC UTILITIES	08/01/2025	09/03/2025	16,671.89	16,671.89	Open	N
	6/24/25-7/24/25 PARKS UTILITIES	pziemer					09/03/2025
	230-5200-43381	BPU UTILITIES		15,431.61			
	230-5280-43380	UTILITIES		1,240.28			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
22-08: 12/31/24							
89663	BRAINERD PUBLIC UTILITIES	08/27/2025	09/03/2025	25,102.66	25,102.66	Open	N
	BOND PROCEEDS PROJECT 22-08	pziemer					09/03/2025
401-0000-20850	DUE TO COMPONENT UNIT			25,102.66			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			79,018.97	79,018.97		

Vendor 0102 - CANON FINANCIAL SERVICE:

41708743							
89516	CANON FINANCIAL SERVICE	08/24/2025	09/03/2025	80.69	80.69	Open	N
	COPIER LEASE 9/1/25-9/30/25	pziemer					09/03/2025
225-2220-43331	LEASED PAYMENTS			80.69			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			80.69	80.69		

Vendor 0447 - CDW GOVERNMENT, INC:

AF4A85H							
89541	CDW GOVERNMENT, INC	08/08/2025	09/03/2025	312.80	312.80	Open	N
	CANON LASER PRINTER - PD	pziemer					09/03/2025
225-2120-42200	OFFICE SUPPLIES			312.80			
	Total for vendor 0447 - CDW GOVERNMENT, INC:			312.80	312.80		

Vendor 1333 - CHAMBERLAIN OIL COMPANY:

520198-00							
89521	CHAMBERLAIN OIL COMPANY	08/20/2025	09/03/2025	356.40	356.40	Open	N
	X2 PURUS DEF DRUM	pziemer					09/03/2025
235-3100-42210	OPERATING SUPPLIES			356.40			
520744-00							
89522	CHAMBERLAIN OIL COMPANY	08/20/2025	09/03/2025	326.00	326.00	Open	N
	SEWER GLOVES	pziemer					09/03/2025
237-3190-42210	OPERATING SUPPLIES			326.00			
	Total for vendor 1333 - CHAMBERLAIN OIL COMPANY:			682.40	682.40		

Vendor 1343 - CHARTER COMMUNICATIONS:

138389901080725							
89507	CHARTER COMMUNICATIONS	08/07/2025	09/03/2025	120.00	120.00	Open	N
	REDUNDANT INTERNET 8/12/25-9/11/25	pziemer					09/03/2025
101-1800-43321	TELEPHONE			120.00			
	Total for vendor 1343 - CHARTER COMMUNICATIONS:			120.00	120.00		

Vendor 0133 - CWC RECORDER:

1513 QUINCE ST							
89538	CWC RECORDER	08/25/2025	09/03/2025	46.00	46.00	Open	N
	SCDP RECORDING FEE DAWSON, JEFFREY	pziemer					09/03/2025
202-6323-45510	SE BRD - CAPITAL - RESIDENTIAL			46.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
25-8010							
89678	CWC RECORDER	08/14/2025	09/03/2025	184.00	184.00	Open	N
	X2 VARIANCE, X2 CUP RECORDING FEES	pziemer					09/03/2025
101-9200-43350	LEGAL PUBLICATIONS			46.00			
101-9200-43350	LEGAL PUBLICATIONS			46.00			
101-2400-43350	PRINTING/LEGAL PUBLICATION			46.00			
101-2400-43350	PRINTING/LEGAL PUBLICATION			46.00			
	Total for vendor 0133 - CWC RECORDER:			230.00	230.00		

Vendor 3438 - DAHLHEIMER BEVERAGE:

2549444							
89553	DAHLHEIMER BEVERAGE	08/21/2025	09/03/2025	340.00	340.00	Open	N
	PARKS RESTROOMS - TP	pziemer					09/03/2025
230-5200-42210	OPERATING SUPPLIES			340.00			
2557857							
89639	DAHLHEIMER BEVERAGE	08/27/2025	09/03/2025	349.45	349.45	Open	N
	JANITORIAL - LINERS, CLEANERS, TP	pziemer					09/03/2025
211-5500-42220	REPAIR & MAINT			349.45			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			689.45	689.45		

Vendor 1381 - DECHANTAL EXCAVATING LLC:

4966							
89509	DECHANTAL EXCAVATING LLC	08/20/2025	09/03/2025	5,537.50	5,537.50	Open	N
	STREET SWEEPING SCREEN RENTAL	pziemer					09/03/2025
235-3100-43410	RENTAL EXPENSE			5,537.50			
4954							
89512	DECHANTAL EXCAVATING LLC	08/07/2025	09/03/2025	7,140.00	7,140.00	Open	N
	JCP SKATING RINK HOLE REPAIR	pziemer					09/03/2025
400-5200-45500	PARKS CAPITAL OUTLAY			7,140.00			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			12,677.50	12,677.50		

Vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:

AUG 2025							
89609	DESTINATION DOWNTOWN BRAINERD COALI	08/26/2025	09/03/2025	833.34	833.34	Open	N
	2025 EDA CONSULTING SVCS	pziemer					09/03/2025
295-6510-43300	PROFESSIONAL SERVICES			833.34			
	Total for vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:			833.34	833.34		

Vendor 3080 - DOUCETTE'S LANDSCAPING & CONTRACTIN:

11526							
89561	DOUCETTE'S LANDSCAPING & CONTRACTIN	08/14/2025	09/03/2025	40,535.00	40,535.00	Open	N
	2025 TREES X51	pziemer					09/03/2025
400-9050-45530	CAPITAL - OTHER			40,535.00			
	Total for vendor 3080 - DOUCETTE'S LANDSCAPING & CONTRACTIN:			40,535.00	40,535.00		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 1286 - EAST SIDE OIL COMPANY:							
R119100 89527	EAST SIDE OIL COMPANY	08/14/2025	09/03/2025	150.00	150.00	Open	N 09/03/2025
	OIL FILTERS/ANTIFREEZE	pziemer					
227-3230-43428	USED OIL RECYCLING EXPENSE			150.00			
	Total for vendor 1286 - EAST SIDE OIL COMPANY:			150.00	150.00		
Vendor 3320 - ESSENTIA HEALTH:							
890000484 - 7/13/25 89500	ESSENTIA HEALTH	08/01/2025	09/03/2025	428.00	428.00	Open	N 09/03/2025
	PRE-EMPTY TESTING/SCREENING	pziemer					
101-1800-43300	PROFESSIONAL SERVICES			198.00			
101-0000-14100	DUE FROM COMPONENT UNIT			198.00			
235-3100-43300	PROFESSIONAL SERVICES			32.00			
	Total for vendor 3320 - ESSENTIA HEALTH:			428.00	428.00		
Vendor 0209 - HEARTLAND TIRE INC.:							
3059904 89601	HEARTLAND TIRE INC.	08/25/2025	09/03/2025	37.55	37.55	Open	N 09/03/2025
	SQD 415 TIRE REPAIR	pziemer					
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			37.55			
	Total for vendor 0209 - HEARTLAND TIRE INC.:			37.55	37.55		
Vendor 0201 - HEARTLAND TIRE SERVICE INC:							
15031243 89498	HEARTLAND TIRE SERVICE INC	08/14/2025	09/03/2025	801.90	801.90	Open	N 09/03/2025
	TRUCK 108 TIRE REPLACEMENT	pziemer					
235-3100-42220	REPAIR & MAINT			801.90			
	Total for vendor 0201 - HEARTLAND TIRE SERVICE INC:			801.90	801.90		
Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:							
IN4911192 89502	INNOVATIVE OFFICE SOLUTIONS LLC	08/19/2025	09/03/2025	71.27	71.27	Open	N 09/03/2025
	MOBILE PRINTER PAPER/3 RING BINDERS	pziemer					
225-2120-42200	OFFICE SUPPLIES			71.27			
	Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:			71.27	71.27		
Vendor 3617 - J.R. OIL CO.:							
8989 89542	J.R. OIL CO.	08/13/2025	09/03/2025	70.00	70.00	Open	N 09/03/2025
	PICK UP OIL FILTERS	pziemer					
235-3100-42220	REPAIR & MAINT			70.00			
	Total for vendor 3617 - J.R. OIL CO.:			70.00	70.00		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 1512 - KIRVIDA FIRE INC:							
13468 89530	KIRVIDA FIRE INC E3 ANNUAL PUMP TEST	08/04/2025 pziemer	09/03/2025	2,006.28	2,006.28	Open	N 09/03/2025
225-2220-42220	REPAIR & MAINT			2,006.28			
13471 89531	KIRVIDA FIRE INC E23 ANNUAL PUMP TEST	08/04/2025 pziemer	09/03/2025	582.03	582.03	Open	N 09/03/2025
225-2220-42220	REPAIR & MAINT			582.03			
13470 89532	KIRVIDA FIRE INC T20 ANNUAL PUMP TEST	08/04/2025 pziemer	09/03/2025	708.78	708.78	Open	N 09/03/2025
225-2220-42220	REPAIR & MAINT			708.78			
13469 89536	KIRVIDA FIRE INC E21 ANNUAL PUMP TEST	08/04/2025 pziemer	09/03/2025	2,006.28	2,006.28	Open	N 09/03/2025
225-2220-42220	REPAIR & MAINT			2,006.28			
Total for vendor 1512 - KIRVIDA FIRE INC:				5,303.37	5,303.37		
Vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:							
8/14/25 89675	KITCHIGAMI REGIONAL LIBRARY - CC REMIT LIBRARY CC CHARGES THRU 8/14/25	08/14/2025 pziemer	09/03/2025	215.80	215.80	Open	N 09/03/2025
211-0000-20800	DUE TO OTHER GOVT UNITS			215.80			
Total for vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:				215.80	215.80		
Vendor 3627 - LAKES AREA WILDLIFE CONTROL:							
AUGUST 2025 89598	LAKES AREA WILDLIFE CONTROL AUG 25 ANIMAL CONTROL CONTRACT	08/26/2025 pziemer	09/03/2025	3,263.00	3,263.00	Open	N 09/03/2025
225-2700-43300	PROFESSIONAL SERVICES			3,263.00			
Total for vendor 3627 - LAKES AREA WILDLIFE CONTROL:				3,263.00	3,263.00		
Vendor 3469 - LAMS INC:							
39239 89602	LAMS INC CITY HALL FLOOR MATS	08/26/2025 pziemer	09/03/2025	48.64	48.64	Open	N 09/03/2025
101-1940-43410	RENTAL EXPENSE			48.64			
39342 89603	LAMS INC POLICE DEPT FLOOR MATS	08/26/2025 pziemer	09/03/2025	58.88	58.88	Open	N 09/03/2025
225-2120-43300	PROFESSIONAL SERVICES			58.88			
Total for vendor 3469 - LAMS INC:				107.52	107.52		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 3792 - LANDWEHR CONSTRUCTION INC:							
23:13 PAY REQ 1 89537	LANDWEHR CONSTRUCTION INC	08/15/2025	09/03/2025	99,613.28	99,613.28	Open	N
	23:13 TH371B/WILLOW ST ROUNDABOUT PAL	pziemer					09/03/2025
401-9030-45530-23:13	CAPITAL-PYMTS TO CONTRACTS			99,613.28			
IMP 17-12 PAY REQ 2 89664	LANDWEHR CONSTRUCTION INC	08/22/2025	09/03/2025	262,597.10	262,597.10	Open	N
	17-12 WRIGHT/10TH CONST THRU 8/22/25	pziemer					09/03/2025
401-1712-45530	PYMTS TO CONTRACTORS			262,597.10			
IMP 21:13 PAY REQ 1 89665	LANDWEHR CONSTRUCTION INC	08/22/2025	09/03/2025	300,054.31	300,054.31	Open	N
	IMP 21:13 BEECH OAKRIDGE THRU 8/22/25	pziemer					09/03/2025
401-9030-45530-21:13	CAPITAL-PYMTS TO CONTRACTS			300,054.31			
Total for vendor 3792 - LANDWEHR CONSTRUCTION INC:				662,264.69	662,264.69		
Vendor 4108 - LARDY, CHAD:							
8/25/25 89508	LARDY, CHAD	08/25/2025	09/03/2025	78.49	78.49	Open	N
	50% BOOT REIMBURSEMENT 2025	pziemer					09/03/2025
235-3100-42220	REPAIR & MAINT			78.49			
Total for vendor 4108 - LARDY, CHAD:				78.49	78.49		
Vendor 3430 - LARSON ELEVATOR COMPANY:							
LE651070925 89506	LARSON ELEVATOR COMPANY	08/15/2025	09/03/2025	2,413.54	2,413.54	Open	N
	9/1/25-8/31/26 ELEVATOR MAINTENANCE	pziemer					09/03/2025
101-0000-15510	PREPAID OTHER			1,609.03			
101-1940-42220	REPAIR & MAINT			804.51			
Total for vendor 3430 - LARSON ELEVATOR COMPANY:				2,413.54	2,413.54		
Vendor MISC - LEVEL CONTRACTING LLC:							
BFG25-0005 89546	LEVEL CONTRACTING LLC	08/25/2025	09/03/2025	6,500.00	6,500.00	Open	N
	BD BOND REFUND 1091 HOLTON AVE	pziemer					09/03/2025
101-0000-20600	BFG25-0005			6,500.00			
BFG25-0007 89547	LEVEL CONTRACTING LLC	08/25/2025	09/03/2025	6,500.00	6,500.00	Open	N
	BD BOND REFUND 1077 HOLTON AVE	pziemer					09/03/2025
101-0000-20600	BFG25-0007 - P24-0606			6,500.00			
Total for vendor MISC - LEVEL CONTRACTING LLC:				13,000.00	13,000.00		

Vendor 2141 - M&M EXPRESS SALES & SERVICE:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
593263							
89673	M&M EXPRESS SALES & SERVICE	08/25/2025	09/03/2025	752.58	752.58	Open	N
	CHAINSAW CHAINS X2	pziemer					09/03/2025
225-2220-42210	OPERATING SUPPLIES			752.58			
	Total for vendor 2141 - M&M EXPRESS SALES & SERVICE:			752.58	752.58		

Vendor 1753 - MARCO - NW 7128:

INV13765485							
88077	MARCO - NW 7128	04/17/2025	09/03/2025	6,624.00	6,624.00	Open	N
	CISCO DUO 9/25/25-9/26/26	pziemer					09/03/2025
INV14229659							
89518	MARCO - NW 7128	08/22/2025	09/03/2025	443.66	443.66	Open	N
	PARKS SECURITY CAMERAS	pziemer					09/03/2025
400-5200-45500	PARKS CAPITAL OUTLAY			443.66			
INV14211945							
89597	MARCO - NW 7128	08/19/2025	09/03/2025	1,315.82	1,315.82	Open	N
	UNIFY IT 8/19/25-9/18/25	pziemer					09/03/2025
101-1800-43309	COMPUTER SUPPORT			1,200.68			
260-9020-43309	COMPUTER SUPPORT			115.14			
INV14237977							
89604	MARCO - NW 7128	08/25/2025	09/03/2025	2,767.50	2,767.50	Open	N
	MICROSOFT 365 7/16/25-8/15/25	pziemer					09/03/2025
101-1800-43309	COMPUTER SUPPORT			2,543.50			
260-9020-43309	COMPUTER SUPPORT			224.00			
INV14222636							
89644	MARCO - NW 7128	08/21/2025	09/03/2025	7,617.15	7,617.15	Open	N
	VERKADA SECURITY CAMERAS - JAYCEES P	pziemer					09/03/2025
400-5200-45500	PARKS CAPITAL OUTLAY			7,617.15			
	Total for vendor 1753 - MARCO - NW 7128:			18,768.13	18,768.13		

Vendor 0243 - MARCO FINANCING:

561853284							
89540	MARCO FINANCING	08/08/2025	09/03/2025	1,199.18	1,199.18	Open	N
	COPIER CH 2ND FLOOR 9/1/25-12/1/25	pziemer					09/03/2025
101-1800-43331	LEASE PAYMENTS			1,199.18			
	Total for vendor 0243 - MARCO FINANCING:			1,199.18	1,199.18		

Vendor 2392 - MENARDS:

52308							
89510	MENARDS	08/19/2025	09/03/2025	69.55	69.55	Open	N
	ASPHALT SEALANT -ROSEWOOD STREET	pziemer					09/03/2025
235-3170-42210	OPERATING SUPPLIES			69.55			
	Total for vendor 2392 - MENARDS:			69.55	69.55		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 3394 - MIDWEST MACHINERY CO:							
10597813 89511	MIDWEST MACHINERY CO EXTENDABLE POLE SAW	08/21/2025 pziemer	09/03/2025	769.99	769.99	Open	N 09/03/2025
235-3100-42240	SMALL TOOLS			769.99			
Total for vendor 3394 - MIDWEST MACHINERY CO:				769.99	769.99		
Vendor 3175 - MIDWEST SECURITY AND FIRE INC:							
28899 89525	MIDWEST SECURITY AND FIRE INC IT REMODEL - NEW DOORS ADDED TO SYST	08/19/2025 pziemer	09/03/2025	11,299.00	11,299.00	Open	N 09/03/2025
400-1800-45500-00001	IT/GIS CAPITAL OUTLAY			11,299.00			
Total for vendor 3175 - MIDWEST SECURITY AND FIRE INC:				11,299.00	11,299.00		
Vendor 0264 - MN DEPT LABOR & INDUSTRY :							
ABR0350317X 89596	MN DEPT LABOR & INDUSTRY 1287754 PRESSURE VESSEL	08/01/2025 pziemer	09/03/2025	0.00	0.00	Void	N 09/03/2025
225-2220-42210	OPERATING SUPPLIES			10.00			
Total for vendor 0264 - MN DEPT LABOR & INDUSTRY :				0.00	0.00		
Vendor 3168 - MOTORS-N-MORE:							
031246 89503	MOTORS-N-MORE SQD 401 OIL CHANGE	08/20/2025 pziemer	09/03/2025	50.00	50.00	Open	N 09/03/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			50.00			
031247 89504	MOTORS-N-MORE SQD 417 OIL CHANGE	08/20/2025 pziemer	09/03/2025	50.00	50.00	Open	N 09/03/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			50.00			
031254 89642	MOTORS-N-MORE SQD 410 OIL CHANGE/TIRE ROTATE	08/26/2025 pziemer	09/03/2025	50.00	50.00	Open	N 09/03/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			50.00			
031255 89643	MOTORS-N-MORE SQD 404 OIL CHANGE/TIRE ROTATE	08/26/2025 pziemer	09/03/2025	50.00	50.00	Open	N 09/03/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			50.00			
Total for vendor 3168 - MOTORS-N-MORE:				200.00	200.00		
Vendor 0273 - NAPA AUTO PARTS:							

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution GRANT						
833165							
89533	NAPA AUTO PARTS	08/14/2025	09/03/2025	37.36	37.36	Open	N
	OIL ABSORBANT	pziemer					09/03/2025
225-2220-42210	OPERATING SUPPLIES			37.36			
833169							
89534	NAPA AUTO PARTS	08/14/2025	09/03/2025	161.56	161.56	Open	N
	TIRE INFLATOR/COMPRESSOR	pziemer					09/03/2025
225-2220-42210	OPERATING SUPPLIES			161.56			
	Total for vendor 0273 - NAPA AUTO PARTS:			198.92	198.92		
Vendor 0736 - NORTHLAND FIRE PROTECTION:							
64607							
89514	NORTHLAND FIRE PROTECTION	08/25/2025	09/03/2025	71.40	71.40	Open	N
	RECHARGE FIRE EXTINGUISHERS	pziemer					09/03/2025
225-2120-43300	PROFESSIONAL SERVICES			71.40			
	Total for vendor 0736 - NORTHLAND FIRE PROTECTION:			71.40	71.40		
Vendor 4035 - NORTHPOINT EMERGENCY TRAINING:							
1295							
89535	NORTHPOINT EMERGENCY TRAINING	08/01/2025	09/03/2025	350.00	350.00	Open	N
	EMR TRAINING - SIEVERT	pziemer					09/03/2025
225-2220-43330	PROFESSIONAL DEVELOPMENT			350.00			
	Total for vendor 4035 - NORTHPOINT EMERGENCY TRAINING:			350.00	350.00		
Vendor 0284 - OFFICE SHOP:							
1157760-0							
89526	OFFICE SHOP	08/22/2025	09/03/2025	11.45	11.45	Open	N
	COPY PAPER - LIBRARY	pziemer					09/03/2025
211-5500-42240	LIBRARY MATERIALS			11.45			
1157522-0							
89545	OFFICE SHOP	08/14/2025	09/03/2025	26.91	26.91	Open	N
	WHITE OUT -CITY HALL	pziemer					09/03/2025
101-1940-42200	OFFICE SUPPLIES			26.91			
	Total for vendor 0284 - OFFICE SHOP:			38.36	38.36		
Vendor 0291 - PIKE PLUMBING AND HEATING:							
91178							
89543	PIKE PLUMBING AND HEATING	08/21/2025	09/03/2025	125.00	125.00	Open	N
	LPW ANNUAL BACKFLOW PREVENTER TEST	pziemer					09/03/2025
230-5200-43300	PROFESSIONAL SERVICES			125.00			
	Total for vendor 0291 - PIKE PLUMBING AND HEATING:			125.00	125.00		
Vendor 3413 - RATWIK, ROSZAK AND MALONEY:							

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
80460							
89638	RATWIK, ROSZAK AND MALONEY	08/01/2025	09/03/2025	24,970.59	24,970.59	Open	N
	JULY 2025 RETAINER/SPECIAL SVCS	pziemer					09/03/2025
	101-1610-43301	CITY ATTORNEY		3,538.21			
	101-0000-14100	DUE FROM COMPONENT UNIT		759.60			
	101-0000-14100	DUE FROM COMPONENT UNIT		527.40			
	260-9020-43304	LEGAL PROFESSIONAL SERVICES		189.00			
	101-1610-43301	CITY ATTORNEY		16,839.88			
	101-0000-14100	DUE FROM COMPONENT UNIT		594.00			
	101-2400-43405	NUISANCES		1,045.00			
	401-9030-43300-23:13	PROFESSIONAL SERVICES		721.50			
	260-9020-43304	LEGAL PROFESSIONAL SERVICES		36.00			
	203-9000-43300	PROFESSIONAL SERVICES		720.00			
	Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:			24,970.59	24,970.59		
Vendor 3612 - SEVERSON PORTER LAW:							
AUGUST 2025							
89599	SEVERSON PORTER LAW	08/26/2025	09/03/2025	19,430.95	19,430.95	Open	N
	AUG 25 PROSECUTION AGREEMENT	pziemer					09/03/2025
	225-2127-43310	MISDEMEANOR PROSECUTOR		19,430.95			
	Total for vendor 3612 - SEVERSON PORTER LAW:			19,430.95	19,430.95		
Vendor 4308 - SWANK MOTION PICTURES:							
DB 4035966							
89605	SWANK MOTION PICTURES	08/13/2025	09/03/2025	510.00	510.00	Open	N
	MOVIES IN THE PARK - RIGHTS TO CARS	pziemer					09/03/2025
	230-5211-42210	OPERATING SUPPLIES		510.00			
	Total for vendor 4308 - SWANK MOTION PICTURES:			510.00	510.00		
Vendor 3838 - SWANSON HASKAMP CONSULTING:							
AUG 2025							
89608	SWANSON HASKAMP CONSULTING	08/26/2025	09/03/2025	2,916.67	2,916.67	Open	N
	2025 EDA CONSULTING SVCS	pziemer					09/03/2025
	295-6510-43300	PROFESSIONAL SERVICES		2,916.67			
	Total for vendor 3838 - SWANSON HASKAMP CONSULTING:			2,916.67	2,916.67		
Vendor 1612 - US BANK : CM-9690:							
7866933							
89677	US BANK : CM-9690	08/25/2025	09/03/2025	750.00	750.00	Open	N
	MN GO BONDS 2015B	pziemer					09/03/2025
	320-7100-46620	PAYING AGENT FEES		750.00			
	Total for vendor 1612 - US BANK : CM-9690:			750.00	750.00		
Vendor 4279 - VERTEX UNMANNED SOLUTIONS, LLC:							

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
4403							
89505	VERTEX UNMANNED SOLUTIONS, LLC	08/01/2025	09/03/2025	199.00	199.00	Open	N
	723 DRONE TRAINING	pziemer					09/03/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT			199.00			
	Total for vendor 4279 - VERTEX UNMANNED SOLUTIONS, LLC:			199.00	199.00		
Vendor 0039 - VESTIS:							
2530438371							
89499	VESTIS	08/14/2025	09/03/2025	91.58	91.58	Open	N
	RUGS AND OVERALLS	pziemer					09/03/2025
235-3100-43430	MISCELLANEOUS			91.58			
2530440895							
89517	VESTIS	08/21/2025	09/03/2025	65.85	65.85	Open	N
	RUGS AND OVERALLS	pziemer					09/03/2025
235-3100-43430	MISCELLANEOUS			65.85			
	Total for vendor 0039 - VESTIS:			157.43	157.43		
Vendor 0087 - VISIT BRAINERD:							
AUG 2025							
89607	VISIT BRAINERD	08/26/2025	09/03/2025	5,258.33	5,258.33	Open	N
	2025 EDA CONSULTING SVCS	pziemer					09/03/2025
295-6510-43300	PROFESSIONAL SERVICES			5,258.33			
	Total for vendor 0087 - VISIT BRAINERD:			5,258.33	5,258.33		
Vendor 1159 - WINNERS TROPHY - KATHY BINDER:							
14024							
89640	WINNERS TROPHY - KATHY BINDER	08/21/2025	09/03/2025	55.00	55.00	Open	N
	TOWER AWARD - K.DEAN	pziemer					09/03/2025
101-0000-14100	DUE FROM COMPONENT UNIT			55.00			
14014							
89662	WINNERS TROPHY - KATHY BINDER	08/20/2025	09/03/2025	552.00	552.00	Open	N
	SOFTBALL AWARDS 2025	pziemer					09/03/2025
230-5215-42210	OPERATING SUPPLIES			552.00			
	Total for vendor 1159 - WINNERS TROPHY - KATHY BINDER:			607.00	607.00		
Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:							
I28461							
89679	WRUCK SEWER & PORTABLE RENTAL LLC	08/01/2025	09/03/2025	470.00	470.00	Open	N
	JUNE 2025 PORTABLE RENTALS	pziemer					09/03/2025
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		

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User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 09/02/2025 - 09/02/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 1712 - WSB & ASSOCIATES:							
R-026252-000-13							
89519	WSB & ASSOCIATES	08/24/2025	09/03/2025	12,951.50	12,951.50	Open	N
	24-07 LOWELL SRTS JULY 2025	pziemer					09/03/2025
401-9030-43300-24:07	PROFESSIONAL SERVICES			12,951.50			
R-028470-000-5							
89520	WSB & ASSOCIATES	08/21/2025	09/03/2025	1,769.75	1,769.75	Open	N
	M STREET STORM SWR OUTFALL JULY 2025	pziemer					09/03/2025
401-9030-43300	PROFESSIONAL SERVICES			1,769.75			
R-025844-000-9							
89600	WSB & ASSOCIATES	08/25/2025	09/03/2025	140.00	140.00	Open	N
	PARKS ARPA PROJECTS	pziemer					09/03/2025
400-9050-43300	PROFESSIONAL SERVICES			140.00			
Total for vendor 1712 - WSB & ASSOCIATES:				14,861.25	14,861.25		

Vendor 0354 - ZIEGLER, INC:

IN002031979

89529	ZIEGLER, INC	08/20/2025	09/03/2025	72.96	72.96	Open	N
	LOADER 114 COOLANT	pziemer					09/03/2025
235-3100-42220	REPAIR & MAINT			72.96			
Total for vendor 0354 - ZIEGLER, INC:				72.96	72.96		

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

Vendor 3698 - AMAZON:

8/5/25

89564	AMAZON	08/05/2025	09/03/2025	21.56	21.56	Open	N
	MOVIES IN THE PARK - CARS MOVIE PURCH	pziemer					09/03/2025
230-5211-42210	OPERATING SUPPLIES			21.56			
8/1/25							
89572	AMAZON	08/01/2025	09/03/2025	394.45	394.45	Open	N
	AWS JULY 2025	pziemer					09/03/2025
101-1800-43309	COMPUTER SUPPORT			394.45			
8/20/25							
89575	AMAZON	08/20/2025	09/03/2025	17.91	17.91	Open	N
	RAM MOUNT	pziemer					09/03/2025
203-9000-42210	OPERATING SUPPLIES			17.91			
8/22/25							
89576	AMAZON	08/22/2025	09/03/2025	51.98	51.98	Open	N
	POTATO SACKS/PARTY FAVORS - PARKS	pziemer					09/03/2025
230-5211-42210	OPERATING SUPPLIES			51.98			
Total for vendor 3698 - AMAZON:				485.90	485.90		

Vendor 0033 - AMERICAN PLANNING ASSOCIATION :

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User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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BOTH OPEN AND PAID

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

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

8/19/25

89580	AMERICAN PLANNING ASSOCIATION	08/19/2025	09/03/2025	558.23	558.23	Open	N
	APA MN 2025 CONF. REG - S.BESTUL	pziemer					09/03/2025
101-2400-43330	PROFESSIONAL DEVELOPMENT			558.23			
	Total for vendor 0033 - AMERICAN PLANNING ASSOCIATION :			558.23	558.23		

Vendor 3706 - BEST BUY:

7/25/25

89570	BEST BUY	08/01/2025	09/03/2025	9.99	9.99	Open	N
	MINI USB CABLE - SQUAD PRINTER	pziemer					09/03/2025
101-1800-43309	COMPUTER SUPPORT			9.99			
	Total for vendor 3706 - BEST BUY:			9.99	9.99		

Vendor 0133 - CWC RECORDER:

8/1/25

89573	CWC RECORDER	08/01/2025	09/03/2025	10.00	10.00	Open	N
	ONE DAY SELF SERVE ACCESS	pziemer					09/03/2025
101-2400-43433	DUES & SUBSCRIPTIONS			10.00			
	Total for vendor 0133 - CWC RECORDER:			10.00	10.00		

Vendor MISC - EPIPHAN SYSTEMS INC:

8/7/25

89565	EPIPHAN SYSTEMS INC	08/07/2025	09/03/2025	866.99	866.99	Open	N
	REPAIR COUNCIL CHAMBER RECORDING DEVL	pziemer					09/03/2025
101-1940-42220	REPAIR & MAINT			866.99			
	Total for vendor MISC - EPIPHAN SYSTEMS INC:			866.99	866.99		

Vendor 0519 - MN GFOA:

7/28/25

89574	MN GFOA	08/01/2025	09/03/2025	250.00	250.00	Open	N
	MNGFOA ANNUAL CONF. REG. C.HILLMAN	pziemer					09/03/2025
101-1400-43330	PROFESSIONAL DEVELOPMENT			250.00			
	Total for vendor 0519 - MN GFOA:			250.00	250.00		

Vendor 2688 - MN SECRETARY OF STATE - NOTARY:

8/1/25

89571	MN SECRETARY OF STATE - NOTARY	08/01/2025	09/03/2025	120.00	120.00	Open	N
	NOTARY RENEWAL - T.GAGE	pziemer					09/03/2025
101-1400-43433	DUES & SUBSCRIPTIONS			120.00			
	Total for vendor 2688 - MN SECRETARY OF STATE - NOTARY:			120.00	120.00		

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DB: Brainerd

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
Vendor 3985 - THE INN ON LAKE SUPERIOR:							
8/6/25							
89567	THE INN ON LAKE SUPERIOR	08/06/2025	09/03/2025	610.74	610.74	Open	N
	MPELRA CONF. LODGING - B.KUMMET	pziemer					09/03/2025
101-1400-43330	PROFESSIONAL DEVELOPMENT			610.74			
8/6/25 - 2							
89568	THE INN ON LAKE SUPERIOR	08/06/2025	09/03/2025	610.74	610.74	Open	N
	MPELRA CONF. LODGING -K.SCHUBERT	pziemer					09/03/2025
101-1400-43330	PROFESSIONAL DEVELOPMENT			610.74			
	Total for vendor 3985 - THE INN ON LAKE SUPERIOR:			1,221.48	1,221.48		
Vendor 3885 - THE UPS STORE:							
8/11/25							
89569	THE UPS STORE	08/11/2025	09/03/2025	60.93	60.93	Open	N
	SHIPPING FOR IT REPAIRS - CHAMBERS P	pziemer					09/03/2025
101-1800-42220	REPAIR & MAINT			60.93			
	Total for vendor 3885 - THE UPS STORE:			60.93	60.93		
Vendor 3697 - USPS:							
8/19/25							
89566	USPS	08/19/2025	09/03/2025	11.00	11.00	Open	N
	POSTAGE FOR TRANSIT TICKETS	pziemer					09/03/2025
203-9000-43322	POSTAGE			11.00			
	Total for vendor 3697 - USPS:			11.00	11.00		
Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:							
8/18/25							
89563	ZOOM VIDEO COMMUNICATIONS	08/18/2025	09/03/2025	33.98	33.98	Open	N
	ZOOM 8/18/25-9/17/25	pziemer					09/03/2025
101-1800-43309	COMPUTER SUPPORT			33.98			
	Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:			33.98	33.98		
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				3,628.50	3,628.50		

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

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

Vendor 3698 - AMAZON:

8/5/25 - 2							
89587	AMAZON	08/05/2025	09/05/2025	541.52	541.52	Open	N
	NEW BLADES FOR K SAW X2	pziemer					09/03/2025
225-2220-42210	OPERATING SUPPLIES			541.52			
8/5/25 - 3							
89588	AMAZON	08/05/2025	09/03/2025	59.99	59.99	Open	N
	VACUUM FOR DAY ROOM/OFFICE	pziemer					09/03/2025
225-2220-42210	OPERATING SUPPLIES			59.99			
Total for vendor 3698 - AMAZON:				601.51	601.51		

Vendor 4054 - FACEBOOK:

8/11/25							
89589	FACEBOOK	08/11/2025	09/03/2025	2.00	2.00	Open	N
	SPONSORED JOB POSTING FACEBOOK/INSTA	pziemer					09/03/2025
225-2220-43350	PRINTING/LEGAL PUBLICATION			2.00			
8/11/25 - 2							
89590	FACEBOOK	08/11/2025	09/03/2025	3.00	3.00	Open	N
	SPONSORED JOB POSTING	pziemer					09/03/2025
225-2220-43350	PRINTING/LEGAL PUBLICATION			3.00			
8/12/25							
89591	FACEBOOK	08/12/2025	09/03/2025	4.00	4.00	Open	N
	SPONSORED JOB POSTING	pziemer					09/03/2025
225-2220-43350	PRINTING/LEGAL PUBLICATION			4.00			
8/13/25							
89592	FACEBOOK	08/13/2025	09/03/2025	5.00	5.00	Open	N
	SPONSORED JOB POSTING	pziemer					09/03/2025
225-2220-43350	PRINTING/LEGAL PUBLICATION			5.00			
8/14/25							
89593	FACEBOOK	08/14/2025	09/03/2025	6.00	6.00	Open	N
	SPONSORED JOB POSTING	pziemer					09/03/2025
225-2220-43350	PRINTING/LEGAL PUBLICATION			6.00			
8/15/25							
89594	FACEBOOK	08/15/2025	09/03/2025	7.00	7.00	Open	N
	SPONSORED JOB POSTING	pziemer					09/03/2025
225-2220-43350	PRINTING/LEGAL PUBLICATION			7.00			
8/16/25							
89595	FACEBOOK	08/16/2025	09/03/2025	8.00	8.00	Open	N
	SPONSORED JOB POSTING	pziemer					09/03/2025
225-2220-43350	PRINTING/LEGAL PUBLICATION			8.00			
Total for vendor 4054 - FACEBOOK:				35.00	35.00		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						GRANT
PCard: 2257 U.S. BANK Card Holder: FIRE							
Total PCard: 2257 U.S. BANK Card Holder: FIRE				636.51	636.51		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

Vendor MISC - CONSUMER REPORTS:

8/3/25							
89646	CONSUMER REPORTS	08/03/2025	09/03/2025	39.00	39.00	Open	N
	DATABASE SUBSCRIPTION	pziemer					09/03/2025
211-5503-43430	MISC - USE OF HOLDEN TRUST			39.00			
	Total for vendor MISC - CONSUMER REPORTS:			39.00	39.00		

Vendor MISC - MAILCHIMP:

8/4/25							
89647	MAILCHIMP	08/04/2025	09/03/2025	45.00	45.00	Open	N
	EMAIL SUBSCRIPTION SERVICE	pziemer					09/03/2025
211-5503-43430	MISC - USE OF HOLDEN TRUST			45.00			
	Total for vendor MISC - MAILCHIMP:			45.00	45.00		

Vendor 2392 - MENARDS:

8/13/25							
89654	MENARDS	08/13/2025	09/03/2025	31.85	31.85	Open	N
	GLUE, FURNITURE MOVERS, PHONE CABLE	pziemer					09/03/2025
211-5500-42220	REPAIR & MAINT			31.85			
8/22/25							
89655	MENARDS	08/22/2025	09/03/2025	78.38	78.38	Open	N
	YOUTH PROGRAM SUPPLIES, DUSTERS, BIN	pziemer					09/03/2025
211-5501-43430	MISC - SPECIFIED DONATION USE			78.38			
	Total for vendor 2392 - MENARDS:			110.23	110.23		

Vendor 4056 - MINNESOTA LIBRARY ASSOCIATION:

8/7/25							
89648	MINNESOTA LIBRARY ASSOCIATION	08/07/2025	09/03/2025	30.00	30.00	Open	N
	ANNUAL MEMBERSHIP: A. FLATEN	pziemer					09/03/2025
211-5503-43430	MISC - USE OF HOLDEN TRUST			30.00			
8/7/25 - 2							
89649	MINNESOTA LIBRARY ASSOCIATION	08/07/2025	09/03/2025	30.00	30.00	Open	N
	ANNUAL MEMBERSHIP: J. NELSON	pziemer					09/03/2025
211-5503-43430	MISC - USE OF HOLDEN TRUST			30.00			
8/7/25 - 3							
89650	MINNESOTA LIBRARY ASSOCIATION	08/07/2025	09/03/2025	30.00	30.00	Open	N
	ANNUAL MEMBERSHIP: R. MAHALA	pziemer					09/03/2025
211-5503-43430	MISC - USE OF HOLDEN TRUST			30.00			
8/8/25							
89651	MINNESOTA LIBRARY ASSOCIATION	08/08/2025	09/03/2025	115.00	115.00	Open	N
	ANNUAL MEMBERSHIP: M. DURHAM	pziemer					09/03/2025

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
211-5503-43430	MISC - USE OF HOLDEN TRUST			115.00			
8/8/25 - 2							
89652	MINNESOTA LIBRARY ASSOCIATION	08/08/2025	09/03/2025	115.00	115.00	Open	N
	ANNUAL MEMBERSHIP: C. BALKO	pziemer					09/03/2025
211-5503-43430	MISC - USE OF HOLDEN TRUST			115.00			
8/7/25 - 4							
89653	MINNESOTA LIBRARY ASSOCIATION	08/07/2025	09/03/2025	115.00	115.00	Open	N
	ANNUAL MEMBERSHIP: M. SHAFFER	pziemer					09/03/2025
211-5503-43430	MISC - USE OF HOLDEN TRUST			115.00			
	Total for vendor 4056 - MINNESOTA LIBRARY ASSOCIATION:			435.00	435.00		

Vendor 3943 - PLUNKETT'S PEST CONTROL:

8/12/25							
89659	PLUNKETT'S PEST CONTROL	08/12/2025	09/03/2025	73.03	73.03	Open	N
	PEST CONTROL	pziemer					09/03/2025
211-5500-42220	REPAIR & MAINT			73.03			
	Total for vendor 3943 - PLUNKETT'S PEST CONTROL:			73.03	73.03		

Vendor 0039 - VESTIS:

7/25/25							
89656	VESTIS	07/24/2025	09/03/2025	32.95	32.95	Open	N
	RUG SERVICE	pziemer					09/03/2025
211-5500-42220	REPAIR & MAINT			32.95			
8/1/25							
89657	VESTIS	07/31/2025	09/03/2025	32.95	32.95	Open	N
	RUG SERVICE	pziemer					09/03/2025
211-5500-42220	REPAIR & MAINT			32.95			
8/8/25							
89658	VESTIS	08/07/2025	09/03/2025	32.95	32.95	Open	N
	RUG SERVICE	pziemer					09/03/2025
211-5500-42220	REPAIR & MAINT			32.95			
8/16/25							
89660	VESTIS	08/14/2025	09/03/2025	32.95	32.95	Open	N
	RUG SERVICE	pziemer					09/03/2025
211-5500-42220	REPAIR & MAINT			32.95			
8/22/25							
89661	VESTIS	08/21/2025	09/03/2025	32.95	32.95	Open	N
	RUG SERVICE	pziemer					09/03/2025
211-5500-42220	REPAIR & MAINT			32.95			
	Total for vendor 0039 - VESTIS:			164.75	164.75		

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

867.01

867.01

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

Vendor 2106 - BSN SPORTS, LLC:

7/30/25							
89582	BSN SPORTS, LLC	08/01/2025	09/03/2025	50.15	50.15	Open	N
	KICKBALLS	pziemer					09/03/2025
230-5212-42210	OPERATING SUPPLIES			50.15			
	Total for vendor 2106 - BSN SPORTS, LLC:			50.15	50.15		

Vendor 3961 - CITY OF DULUTH:

8/21/25							
89578	CITY OF DULUTH	08/21/2025	09/03/2025	4.35	4.35	Open	N
	MNPRA NORTHERN MEETING - PARKING FOR	pziemer					09/03/2025
230-5200-43330	PROFESSIONAL DEVELOPMENT			4.35			
	Total for vendor 3961 - CITY OF DULUTH:			4.35	4.35		

Vendor 3879 - HARBOR FREIGHT TOOLS:

8/18/25							
89579	HARBOR FREIGHT TOOLS	08/18/2025	09/03/2025	50.28	50.28	Open	N
	PIPE THREAD KIT - CAMPGROUND REPAIR	pziemer					09/03/2025
230-5280-42220	REPAIR & MAINT			50.28			
	Total for vendor 3879 - HARBOR FREIGHT TOOLS:			50.28	50.28		

Vendor 2989 - HOME DEPOT:

8/14/25							
89583	HOME DEPOT	08/14/2025	09/03/2025	158.97	158.97	Open	N
	INFLATOR/DEFLATOR & BATTERY	pziemer					09/03/2025
230-5211-42210	OPERATING SUPPLIES			79.48			
230-5212-42210	OPERATING SUPPLIES			79.49			
	Total for vendor 2989 - HOME DEPOT:			158.97	158.97		

Vendor MISC - LAKES BOUNCE HOUSE:

8/14/25							
89676	LAKES BOUNCE HOUSE	08/14/2025	09/03/2025	150.00	150.00	Open	N
	BOUNCE HOUSE RENTAL	pziemer					09/03/2025
230-5211-42210	OPERATING SUPPLIES			150.00			
	Total for vendor MISC - LAKES BOUNCE HOUSE:			150.00	150.00		

Vendor 0147 - MINNESOTA SOFTBALL:

8/12/25							
89581	MINNESOTA SOFTBALL	08/12/2025	09/03/2025	108.96	108.96	Open	N
	SOFTBALL SCOREBOOKS X18	pziemer					09/03/2025
230-5215-42210	OPERATING SUPPLIES			108.96			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution	GRANT					

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

Total for vendor 0147 - MINNESOTA SOFTBALL:	108.96	108.96
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Vendor MISC - THE SOCIAL HOUSE DULUTH:

8/21/25

89577	THE SOCIAL HOUSE DULUTH	08/21/2025	09/03/2025	27.25	27.25	Open	N
	MEAL EXPENSE - REIMBURSED TO CITY	pziemer					09/03/2025
230-5200-43330	PROFESSIONAL DEVELOPMENT			27.25			
	Total for vendor MISC - THE SOCIAL HOUSE DULUTH:			27.25	27.25		

Vendor 3856 - WALGREEN CO:

8/12/25

89584	WALGREEN CO	08/12/2025	09/03/2025	0.78	0.78	Open	N
	SOFTBALL PHOTO	pziemer					09/03/2025
230-5215-42210	OPERATING SUPPLIES			0.78			

8/19/25

89585	WALGREEN CO	08/19/2025	09/03/2025	2.34	2.34	Open	N
	SOFTBALL PHOTO	pziemer					09/03/2025
230-5215-42210	OPERATING SUPPLIES			2.34			

8/20/25

89586	WALGREEN CO	08/20/2025	09/03/2025	0.78	0.78	Open	N
	SOFTBALL PHOTO	pziemer					09/03/2025
230-5215-42210	OPERATING SUPPLIES			0.78			
	Total for vendor 3856 - WALGREEN CO:			3.90	3.90		

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

553.86	553.86
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

Vendor 3698 - AMAZON:

7/24/25							
89612	AMAZON	08/01/2025	09/03/2025	16.74	16.74	Open	N
	PACKING TAPE	pziemer					09/03/2025
225-2120-42200	OFFICE SUPPLIES			16.74			
7/24/25 - 2							
89613	AMAZON	08/01/2025	09/03/2025	74.97	74.97	Open	N
	FLASH DRIVES	pziemer					09/03/2025
225-2120-42210	OPERATING SUPPLIES			74.97			
8/6/25							
89620	AMAZON	08/06/2025	09/03/2025	130.72	130.72	Open	N
	FLASH DRIVES	pziemer					09/03/2025
225-2120-42210	OPERATING SUPPLIES			130.72			
8/13/25							
89624	AMAZON	08/13/2025	09/03/2025	37.96	37.96	Open	N
	FLASH DRIVES AND ENVELOPES	pziemer					09/03/2025
225-2120-42210	OPERATING SUPPLIES			37.96			
8/9/25							
89631	AMAZON	08/19/2025	09/03/2025	38.71	38.71	Open	N
	BATTERIES, TISSUE, SHOE POLISH	pziemer					09/03/2025
225-2120-42210	OPERATING SUPPLIES			38.71			
	Total for vendor 3698 - AMAZON:			299.10	299.10		

Vendor 2989 - HOME DEPOT:

7/25/25							
89614	HOME DEPOT	08/01/2025	09/03/2025	59.88	59.88	Open	N
	SAFETY GLASSES FOR SEARCH	pziemer					09/03/2025
225-2120-42209	SAFETY EQUIPMENT SUPPLIES			59.88			
7/29/25							
89615	HOME DEPOT	08/01/2025	09/03/2025	23.82	23.82	Open	N
	SQUAD WINDSHIELD WASH	pziemer					09/03/2025
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.82			
	Total for vendor 2989 - HOME DEPOT:			83.70	83.70		

Vendor 2652 - OFFICE OF THE SECRETARY OF STATE:

8/8/25							
89621	OFFICE OF THE SECRETARY OF STATE	08/08/2025	09/03/2025	120.00	120.00	Open	N
	NOTARY RENEWAL M.HALVERSON	pziemer					09/03/2025
225-2120-43433	DUES & SUBSCRIPTIONS			120.00			
	Total for vendor 2652 - OFFICE OF THE SECRETARY OF STATE:			120.00	120.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
PCard: 2257 U.S. BANK Card Holder: POLICE							
Vendor 3704 - SHERATON HOTELS:							
8/14/25							
89627	SHERATON HOTELS	08/14/2025	09/03/2025	121.42	121.42	Open	N
	MNJIS 2-DAY OP TRNG HOTEL K.MARQUART	pziemer					09/03/2025
225-2120-43330	PROFESSIONAL DEVELOPMENT			121.42			
	Total for vendor 3704 - SHERATON HOTELS:			121.42	121.42		
Vendor 0497 - SIRCHIE FINGER PRINT LAB -DEPT 6481:							
7/30/25							
89616	SIRCHIE FINGER PRINT LAB -DEPT 6481	08/01/2025	09/03/2025	81.65	81.65	Open	N
	EVIDENCE SUPPLIES	pziemer					09/03/2025
225-2120-42210	OPERATING SUPPLIES			81.65			
	Total for vendor 0497 - SIRCHIE FINGER PRINT LAB -DEPT 6481:			81.65	81.65		
Vendor 4306 - TACTACAM REVEAL:							
8/3/25							
89617	TACTACAM REVEAL	08/03/2025	09/03/2025	61.00	61.00	Open	N
	CAMERA SUBSCRIPTION X5	pziemer					09/03/2025
225-2120-43433	DUES & SUBSCRIPTIONS			61.00			
	Total for vendor 4306 - TACTACAM REVEAL:			61.00	61.00		
Vendor 3703 - TRANSUNION RISK:							
8/4/25							
89618	TRANSUNION RISK	08/04/2025	09/03/2025	75.00	75.00	Open	N
	INVESTIGATIONS & PARKING TKT COLLECTI	pziemer					09/03/2025
225-2120-42210	OPERATING SUPPLIES			75.00			
	Total for vendor 3703 - TRANSUNION RISK:			75.00	75.00		
Vendor 3697 - USPS:							
8/15/25							
89611	USPS	08/15/2025	09/03/2025	11.10	11.10	Open	N
	POSTAGE	pziemer					09/03/2025
225-2120-43322	POSTAGE			11.10			
8/4/25							
89619	USPS	08/04/2025	09/03/2025	22.80	22.80	Open	N
	POSTAGE	pziemer					09/03/2025
225-2120-43322	POSTAGE			22.80			
8/11/25							
89623	USPS	08/11/2025	09/03/2025	18.63	18.63	Open	N
	POSTAGE	pziemer					09/03/2025
225-2120-43322	POSTAGE			18.63			

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BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Inv Ref#	Description	Entered By					
	GL Distribution GRANT						
PCard: 2257 U.S. BANK Card Holder: POLICE							
8/13/25							
89625	USPS	08/13/2025	09/03/2025	2.72	2.72	Open	N
	POSTAGE	pziemer					09/03/2025
225-2120-43322	POSTAGE			2.72			
8/13/25 - 2							
89626	USPS	08/13/2025	09/03/2025	6.85	6.85	Open	N
	POSTAGE	pziemer					09/03/2025
225-2120-43322	POSTAGE			6.85			
8/18/25							
89628	USPS	08/18/2025	09/03/2025	1.90	1.90	Open	N
	POSTAGE	pziemer					09/03/2025
225-2120-43322	POSTAGE			1.90			
8/20/25							
89629	USPS	08/20/2025	09/03/2025	12.42	12.42	Open	N
	POSTAGE	pziemer					09/03/2025
225-2120-43322	POSTAGE			12.42			
8/22/25							
89630	USPS	08/22/2025	09/03/2025	9.05	9.05	Open	N
	POSTAGE	pziemer					09/03/2025
225-2120-43322	POSTAGE			9.05			
Total for vendor 3697 - USPS:				85.47	85.47		

Vendor 0006 - WALMART COMMUNITY/GECRB:

8/8/25							
89622	WALMART COMMUNITY/GECRB	08/08/2025	09/03/2025	113.32	113.32	Open	N
	NO TRESSPASS SIGN, CORD, COOLER	pziemer					09/03/2025
225-2120-42210	OPERATING SUPPLIES			5.36			
225-2120-42240	SMALL TOOLS			48.96			
225-2120-43305	CRIME PREVENTION PROGRAM			59.00			
Total for vendor 0006 - WALMART COMMUNITY/GECRB:				113.32	113.32		

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

1,040.66 1,040.66

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

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

Vendor 2282 - MN DEPARTMENT OF NATURAL RESOURCES:

7/30/25

89562	MN DEPARTMENT OF NATURAL RESOURCES	08/01/2025	09/03/2025	5.00	5.00	Open	N
	BURN PERMIT - CLEANUP	pziemer					09/03/2025
235-3100-42220	REPAIR & MAINT			5.00			
	Total for vendor 2282 - MN DEPARTMENT OF NATURAL RESOURCES:			5.00	5.00		

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

# of Invoices:	179	# Due:	178	Totals:	1,039,623.48	1,039,623.48
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					1,039,623.48	1,039,623.48

* 1 Net Invoices have Credits Totalling: (1,250.00)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	4,164.00
101-0000-15510	PREPAID OTHER	1,609.03
101-0000-20600	BFG25-0005	13,000.00
101-0000-20850	DUE TO COMPONENT UNIT	80.08
101-1400-43330	PROFESSIONAL DEVELOPMENT	1,471.48
101-1400-43433	DUES & SUBSCRIPTIONS	120.00
101-1610-43301	CITY ATTORNEY	20,378.09
101-1800-42220	REPAIR & MAINT	60.93
101-1800-43300	PROFESSIONAL SERVICES	198.00
101-1800-43309	COMPUTER SUPPORT	4,182.60
101-1800-43321	TELEPHONE	120.00
101-1800-43331	LEASE PAYMENTS	1,199.18
101-1940-42200	OFFICE SUPPLIES	26.91
101-1940-42220	REPAIR & MAINT	1,671.50
101-1940-43381	BPU UTILITIES	3,071.68
101-1940-43410	RENTAL EXPENSE	48.64
101-2400-43330	PROFESSIONAL DEVELOPMENT	558.23
101-2400-43350	PRINTING/LEGAL PUBLICATION	92.00
101-2400-43405	NUISANCES	1,670.00
101-2400-43433	DUES & SUBSCRIPTIONS	10.00
101-9200-43300	PROFESSIONAL SERVICES	760.46
101-9200-43350	LEGAL PUBLICATIONS	92.00
101-9200-43381	BPU UTILITIES	221.21
202-6323-45510	CAPITAL - RESIDENTIAL	46.00
203-9000-42210	OPERATING SUPPLIES	17.91
203-9000-43300	PROFESSIONAL SERVICES	720.00
203-9000-43322	POSTAGE	11.00
203-9000-43401	VEHICLE REPAIRS	11,416.51
203-9000-43440	TRANSIT SERVICE CONTRACT PY	84,316.41
211-0000-20800	DUE TO OTHER GOVT UNITS	215.80
211-5500-42220	REPAIR & MAINT	619.08
211-5500-42240	LIBRARY MATERIALS	11.45
211-5500-43381	BPU UTILITIES	2,365.36

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EXP CHECK RUN DATES 09/02/2025 - 09/02/2025

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	211-5501-43430	MISC - SPECIFIED DONATION USE		78.38			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		519.00			
	225-2120-42200	OFFICE SUPPLIES		400.81			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		59.88			
	225-2120-42210	OPERATING SUPPLIES		444.37			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		261.37			
	225-2120-42240	SMALL TOOLS		48.96			
	225-2120-43300	PROFESSIONAL SERVICES		150.28			
	225-2120-43305	CRIME PREVENTION PROGRAM		59.00			
	225-2120-43322	POSTAGE		85.47			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		320.42			
	225-2120-43381	BPU UTILITIES		5,388.26			
	225-2120-43433	DUES & SUBSCRIPTIONS		181.00			
	225-2127-43310	MISDEMEANOR PROSECUTOR		19,430.95			
	225-2220-41113	UNIFORM ALLOWANCE		2,053.28			
	225-2220-42210	OPERATING SUPPLIES		1,607.06			
	225-2220-42220	REPAIR & MAINT		5,303.37			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		350.00			
	225-2220-43331	LEASED PAYMENTS		80.69			
	225-2220-43350	PRINTING/LEGAL PUBLICATION		35.00			
	225-2220-43381	BPU UTILITIES		1,910.36			
	225-2700-43300	PROFESSIONAL SERVICES		3,263.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		150.00			
	230-5200-42210	OPERATING SUPPLIES		340.00			
	230-5200-42220	REPAIR & MAINT		690.28			
	230-5200-43300	PROFESSIONAL SERVICES		125.00			
	230-5200-43330	PROFESSIONAL DEVELOPMENT		31.60			
	230-5200-43381	BPU UTILITIES		15,979.05			
	230-5200-43410	RENTAL EXPENSE		335.00			
	230-5211-42210	OPERATING SUPPLIES		813.02			
	230-5212-42210	OPERATING SUPPLIES		129.64			
	230-5215-42210	OPERATING SUPPLIES		799.86			
	230-5280-42220	REPAIR & MAINT		86.73			
	230-5280-43380	UTILITIES		1,240.28			
	235-3100-42210	OPERATING SUPPLIES		356.40			
	235-3100-42220	REPAIR & MAINT		1,136.70			
	235-3100-42240	SMALL TOOLS		769.99			
	235-3100-43300	PROFESSIONAL SERVICES		32.00			
	235-3100-43381	BPU UTILITIES		23,112.68			
	235-3100-43410	RENTAL EXPENSE		5,537.50			
	235-3100-43430	MISCELLANEOUS		157.43			
	235-3170-42210	OPERATING SUPPLIES		177.01			
	236-3180-43381	BPU UTILITIES		37.50			
	237-3190-42210	OPERATING SUPPLIES		326.00			
	237-3190-43300	PROFESSIONAL SERVICES		109.54			
	260-9020-43304	LEGAL PROFESSIONAL SERVICES		225.00			
	260-9020-43309	COMPUTER SUPPORT		339.14			
	295-6510-43300	PROFESSIONAL SERVICES		12,092.34			
	320-7100-46620	PAYING AGENT FEES		750.00			
	400-1800-45500-00001	IT/GIS CAPITAL OUTLAY		11,299.00			
	400-5200-45500	PARKS CAPITAL OUTLAY		15,200.81			
	400-9050-43300	PROFESSIONAL SERVICES		140.00			
	400-9050-45530	CAPITAL - OTHER		40,535.00			
	401-0000-20850	DUE TO COMPONENT UNIT		25,102.66			
	401-1003-43380	UTILITIES		54.71			
	401-1712-45530	PYMTS TO CONTRACTORS		262,597.10			
	401-9030-43300	PROFESSIONAL SERVICES		1,769.75			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	401-9030-43300-23:13	PROFESSIONAL SERVICES		721.50			
	401-9030-43300-24:07	PROFESSIONAL SERVICES		12,951.50			
	401-9030-43430	MISCELLANEOUS		48.58			
	401-9030-45530-21:13	CAPITAL-PYMTS TO CONTRACTS		300,054.31			
	401-9030-45530-23:13	CAPITAL-PYMTS TO CONTRACTS		99,613.28			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			54,806.02	54,806.02		
	202 - SCDP GRANTS			46.00	46.00		
	203 - TRANSIT FUND			96,481.83	96,481.83		
	211 - LIBRARY FUND			3,809.07	3,809.07		
	225 - PUBLIC SAFETY FUND			41,433.53	41,433.53		
	227 - RECYCLING FUND			150.00	150.00		
	230 - PARK & RECREATION FUND			20,570.46	20,570.46		
	235 - STREET & SEWER FUND			31,279.71	31,279.71		
	236 - PARKING LOT FUND			37.50	37.50		
	237 - SANITARY SEWER FUND			435.54	435.54		
	260 - AIRPORT FUND			564.14	564.14		
	295 - EDA FUND			12,092.34	12,092.34		
	320 - SINKING 320 2015B GO			750.00	750.00		
	400 - CAPITAL PROJECTS FUND			67,174.81	67,174.81		
	401 - CONSTRUCTION FUND			702,913.39	702,913.39		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			44,171.57	44,171.57		
	1003 - 10:03 DWNTWN MAIN CNTRACT			54.71	54.71		
	1400 - ADMINISTRATION			1,591.48	1,591.48		
	1610 - LEGAL-CIVIL ATTORNEY			20,378.09	20,378.09		
	1712 - 17:12 Wright St Resurfaci			262,597.10	262,597.10		
	1800 - IT/GIS			17,059.71	17,059.71		
	1940 - CITY HALL			4,818.73	4,818.73		
	2120 - POLICE DEPARTMENT			7,399.82	7,399.82		
	2127 - MISDEMEANOR PROSECUTOR			19,430.95	19,430.95		
	2220 - FIRE DEPARTMENT			11,339.76	11,339.76		
	2400 - COMMUNITY DEVL/INSPECTION			2,330.23	2,330.23		
	2700 - ANIMAL CONTROL			3,263.00	3,263.00		
	3100 - S & S MAINTENANCE			31,102.70	31,102.70		
	3170 - TRAFFIC CONTROL			177.01	177.01		
	3180 - PARKING LOTS EXPENSE			37.50	37.50		
	3190 - SANITARY SEWER EXPENSE			435.54	435.54		
	3230 - RECYCLING EXPENSE			150.00	150.00		
	5200 - PARK MAIN/ADMINISTRATION			32,701.74	32,701.74		
	5211 - SPECIAL EVENTS PROGRAM			813.02	813.02		
	5212 - KICKBALL PROGRAM			129.64	129.64		
	5215 - ADULT SOFTBALL			799.86	799.86		
	5280 - CAMPGROUND			1,327.01	1,327.01		
	5500 - LIBRARY-BUDGETED			2,995.89	2,995.89		
	5501 - SPECIFIED DONATION USE			78.38	78.38		
	5503 - HOLDEN TRUST DONATION USE			519.00	519.00		

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution GRANT							
--- TOTALS BY DEPT/ACTIVITY ---							
	6323 - SE BRAINERD SCDP GRANT			46.00	46.00		
	6510 - ECONOMIC DEVELOPMENT AUTH			12,092.34	12,092.34		
	7100 - 2024A DEBT SERVICE			750.00	750.00		
	9000 - TRANSIT FUND			96,481.83	96,481.83		
	9020 - AIRPORT M & O			564.14	564.14		
	9030 - CONSTRUCTION PROJ-MISC			415,158.92	415,158.92		
	9050 - CAPITAL PROJECTS-MISC			40,675.00	40,675.00		
	9200 - CITY-WIDE			1,073.67	1,073.67		

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

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

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

Member Czeczok stated that he would like to add the Crow Wing County letter regarding the Airport levy to the agenda as a discussion item. He clarified that it would be moved from the communications section to new business as an item for discussion.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERICKSON, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF DISCUSSION OF THE CROW WING COUNTY LETTER REGARDING THE AIRPORT LEVY.

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

- A. Approval of Bills
- B. Approval of Minutes
- C. Department Activity Reports
- D. Approve Event/Street Closure- First Lutheran Church Night Out
- E. Ratify Hiring Jacob Engebretson as Lineworker effective August 11, 2025, at Step 4 of the Lineworker Wage Grid (\$49.98 per hour)
- F. 2024 Tax Increment Financing (TIF) Report Summary - Informational

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

Public Forum

The Chair opened the public forum at 7:33 p.m.

No one came forward.

The chair closed the public forum at 7:33 p.m.

Presentation

Brainerd Lakes Regional Airport Essential Air Service and Budget Presentation

Neil Planzer, Interim Airport Director, gave an overview of the proposals received by the Airport Commission for Essential Air Service (EAS). The Commission received proposals from Denver Air Connection and Delta/Skywest. The Commission recommends opting for Delta/Skywest. The commission is requesting a letter of support that will go to the US Department of Transportation to confirm their choice and receive enough federal grants as it was the more expensive proposal. The Commission cited continuity of service, network connectivity, economic impact, inclusion of a morning flight, and community preference.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND CZECZOK, DULY CARRIED, TO DIRECT COUNCIL MEMBER YEAGER TO WORK WITH STAFF TO DRAFT A

LETTER TO THE DEPARTMENT OF TRANSPORTATION REGARDING THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION'S RECOMMENDATION OF DELTA/SKYWEST AS ITS ESSENTIAL AIR SERVICE (EAS) CHOICE.

Darryl Palmer, Airport Commission Chair, gave an overview of the budget outlook in regard to the airport reserve fund policy. The target balance is 3-6 months of the annual operating expense. A reserve fund is vital for operating the airport it is the responsibility of the City Council and Crow Wing County to ensure that it can do so. The Airport Commission will likely be requesting \$215,000 appropriation from both the City and Crow Wing County.

Council Committee Reports

Safety and Public Works Committee

Approve Final Pay Request - Imp 21-15 - Buffalo Hills Gully Remediation Project

Committee Chair Erickson stated that a majority of the project was completed in 2024, the final pay is for the planting of live stakes.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE FINAL PAY REQUEST IN THE AMOUNT OF \$64,572.

Approve Bids and Award Contract - Imp 24-08 - M Street Outfall Replacement Project

Committee Chair Erickson stated that staff is recommending selecting the low bid. The bid is the lowest in large part due to savings on mobilization.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE BIDS AND AWARD OF THE CONTRACT TO TRETTER EXCAVATING IN THE AMOUNT OF \$116,141.

Authorize South Brainerd Sewer Study

Committee Chair Erickson stated that the study will focus on South Brainerd sanitary sewer regarding whether the sanitary sewer could handle large developments in the area if and when they are proposed.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE PROPOSAL FROM SEH FOR THE SANITARY SEWER STUDY IN THE AMOUNT OF \$15,710.

Approve 10-Year CIP (2026-2035)

Committee Chair Erickson stated that staff recommended \$50,000 annually for a sewer lining program, the committee felt \$100,000 would help the City achieve its goal.

Member Czeczok stated that he requests the Council approve the additional money recommended by the committee. The funding for any lining costs will come from the sanitary sewer rates. He would like to see the sanitary sewer rates be reevaluated and more information provided about where the need is for lining.

Member Johnson asked about the construction plan funding. There is about \$1.5 million per year proposed to come out of the construction fund. He asked whether the plan is on

schedule financially with the amount of debt coupled with the amount levied for the construction fund and whether there would be a significant increase in the debt levy.

Finance Director Hillman stated that the Council will likely see a large increase in 2025 as there are many projects going on. However, the plan does provide for a static \$2 million in bonding year over year.

Chair O'Day asked about the lining program whether planning \$100,000 each year would help the City to catch up in regards to sewer collapses.

City Engineer Dehn stated that the impact varies, depending on the line. He believes that over time coupled with reconstruction projects, that conducting sewer lining would help the City better maintain sewer lines and catch up.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE DRAFT 10-YEAR CAPITAL IMPROVEMENT PLAN WITH \$100,000 DESIGNATED TO ANNUAL SEWER LINING PROGRAM.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERICKSON, DULY CARRIED, TO DIRECT STAFF TO PROVIDE MORE INFORMATION ON THE USE OF SANITARY SEWER FUNDS AND WHERE THEY ARE MOST NEEDED.

Direction on Active Code Enforcement

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO FINE THE PROPERTY AT 523 GROVE STREET \$300 CITATION EVERY MONTH UNTIL THE STRUCTURE IS COMPLIANT.

Personnel and Finance Committee

Approve 2025 Fire Department Relief Association Annual Report

Committee Chair Johnson stated that with the increase in level of benefit, the Relief Association is still funded at 107%.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE STAFF TO SIGN THE ANNUAL REPORTS AND INCREASE LEVEL OF BENEFIT TO \$16,750 PER YEAR OF SERVICE.

Authorize Sale of Retired Police Squad #432.

Committee Chair Johnson stated this is one of two squads that the City still owns, all other squads are a part of the lease program.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO AUTHORIZE THE SALE OF RETIRED POLICE SQUAD #432 UTILIZING ENTERPRISE FLEET MANAGEMENT.

Consider Requesting 2026 Health Insurance Proposals

Committee Chair Johnson stated that there is some risk of going out for proposals as the City is leaving the guaranteed rate cap of 15%. The loss ratio for the City is at 76% for the last 12 months, which should provide a favorable outcome in going out for proposals.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE NORTH RISK PARTNERS AND STAFF TO CONDUCT AN RFP FOR OUR 2026 HEALTH INSURANCE POLICY.

Discuss the Purchase of Perform and NextRequest Software

Committee Chair Johnson stated that the committee wants to ensure that the City is not doubling up on software and then discuss Perform and NextRequest once more is known about the City's current software.

Member Czczok asked whether there are a significant number of duplicate data requests where the same data is being requested.

Administrative Assistant Toni Gage stated that City Hall has been tracking requests since the end of 2023, and the Police Department has always tracked requests. As far as data requests that are tracked at City Hall, there are an insignificant number of data requests that are made for similar content.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO DIRECT STAFF TO PROVIDE CITY COUNCIL WITH A COMPREHENSIVE LIST OF ALL OF THE SOFTWARE THAT THE CITY IS SUBSCRIBED TO AND THEIR UTILIZATION.

Discussion of Annual Budget Timeline and Set Workshop

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO SET A COUNCIL WORKSHOP FOR MONDAY, AUGUST 25TH AT 6:00 P.M. IN THE COUNCIL CHAMBERS.

Unfinished Business

Call for Applicants – Informational:

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

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

Library Board-- **1 term** (Expire 2027)

Public Utilities Commission—**1 term** (Expire 2028)

Transportation Advisory Committee- **2 terms** (Expire 2025) **1 term** (Expire 2026)

Council President Recommended: (terms expire on 12/31 of said year)

Planning Commission- 1 term (Expire 2027)

Water Tower Committee—**2 terms**

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

Public Works Director Habighorst stated that Country Manor has indicated that the project cost to extend the water and sewer lines to the as built plans for their project is \$56,000. In an effort to make sure the cost of the additional work is not split 50/50 staff is requesting direction to appropriately track sewer and water costs so that the cost for each utility is shared fairly.

Member Johnson stated that the City Engineer should look at past construction projects and base the decision on a typical project breakdown cost.

Member Czczok stated that he told the Public Utilities Commission that he would ensure that the cost of the project is shared appropriately. If the City is going to suggest paying all or part of the cost, it should be appropriate.

Chair O'Day asked about evaluating the project based on past projects.

City Engineer Dehn stated that staff can put something together as a point of reference. He stated that a lot of the cost is associated with the cost of remediating the street. Comparing and tracking these expenses for their engineer would be difficult due to how the proposal was framed.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO DIRECT STAFF TO TRACK AND DIFFERENTIATE BETWEEN WATER AND SANITARY SEWER COSTS ON THE PROJECT AND MAKE SURE THEY ARE APPROPRIATELY APPLIED.

Public Hearing and Adopt Resolution Approving Reapportionment of Assessment - Beaver Dam Road

City Engineer Dehn gave an overview of the reapportionment.

The Chair opened the public hearing at 8:33 p.m.

Debra Lind, 7986 Island Rd, Eden Prairie, stated that she is the trustee for the Kenneth R Lind Revocable Trust. She stated that the property has been on the market for two years, there was an offer accepted which was to close on June 30th. The buyer backed out of the purchase prior to the closing. The property has about \$163,000 of assessments. She is requesting that the City provide her with documentation that states that the deferral remains until the property is subdivided.

The Chair closed the public hearing at 8:34 p.m.

Chair O'Day asked for clarification on the deferral, whether if the property were to remain whole, the deferral would ever need to be paid.

City Engineer Dehn stated that the assessment will remain deferred until the property is subdivided by plat of a portion up to 50% of the original parcel.

Member Bevans asked if assessments are typically paid upon sale.

City Engineer Dehn stated that the balance of assessments for other reconstruction projects is typically paid upon sale of property. The Beaver Dam reconstruction assessment resolution specifically stated that the assessment would be deferred until subdivided by plat. For all current and future projects the assessment balance is due upon sale. If this particular property is subdivided by plat, the owner would need to make a request to the City Council to pay the assessment over time as Country Manor did.

Member Bevans does not like the fact that the assessment is deferred, but that is the deal that was made.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND CZECZOK TO ADOPT RESOLUTION THAT REAPPORTIONS THE ASSESSMENT ON THE TWO PROPERTIES 41330756 AND 41330757 ACCORDINGLY; FURTHER, TO NOTE THAT THE ASSESSMENT ON THE PROPERTY WILL BE DEFERRED PURSUANT TO MINNESOTA

STATUTES 429.061, SUBD 2 AND THE ASSESSMENT WILL REMAIN DEFERRED UNTIL THE PROPERTY IS SUBDIVIDED BY PLAT.

RESOLUTION 57:25

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

Consider Development Agreement with St. Francis

City Engineer Dehn gave an overview of the development agreement with St. Francis.

Member Czeczok asked whether the Ivy Street diagonal parking will be public parking maintained by St. Francis. He also asked whether any of these spaces will be designated as handicap parking.

City Engineer Dehn stated that the Ivy Street parking is being treated as a private improvement in the public right of way. St. Francis will be responsible for striping and maintaining signage approved by the City along the street. The public will be able to utilize the spaces with oversight from St. Francis. The spaces will likely not be handicapped accessible as it is difficult to adhere to ADA standards with diagonal on-street parking and it also wouldn't be a practical spot for accessible stalls.

Member O'Day asked about maintenance of a vacated street. As the street is now vacated, he questioned whether the City would continue to maintain the street by plowing and filling potholes. He didn't see any details in the agreement. He is concerned about the timetable for closing the street and the street not being maintained.

Member Johnson clarified that the street must be removed within one year of closing or blocking off the street.

City Engineer Dehn stated that the City and St. Francis could draft a separate maintenance agreement. The City will likely continue plowing the street just for continuity. He clarified the intent of the requirement to remove the street once it is blocked off is an expectation for execution. Vacating a street is not street closure.

Member Bevans referenced Ivy Street near the hospital stating that the street is vacated and deteriorating because they don't intend to develop any time soon. He is concerned about vacating streets and not giving a timeline for removal.

Community Development Director Kramvik stated that a five-to-ten-year timeline for the project is likely. The Church will focus first on the rectory and fundraising.

Member Bevans requested that the City Council add a provision to the agreement that would require the portion of North 9th St be maintained while it remains open, and that St. Francis has a period of up to five years to close the street.

Father Garry, St. Francis, stated that a five-year timeline is manageable and the goal is to have the street removed within two years.

City Attorney Representative Sullivan requested that the Council direct staff to work with the City Attorney to draft language and return at a future meeting for final approval by the City Council. The Council is looking at highlights of the agreement and changing the terms of the agreement on the fly is not suggested.

Member Bevans clarified his motion to direct staff to work with the City Attorney on the language regarding the timeline of the project in the agreement and bring it back to Council for final approval.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND STUNEK TO DIRECT STAFF TO WORK WITH THE CITY ATTORNEY TO DRAFT THE AGREEMENT TO INCLUDE LANGUAGE THAT WOULD REQUIRE THE STREET TO BE MAINTAINED AND OPEN FOR A PERIOD OF NO MORE THAN FIVE YEARS AND RETURN THE AGREEMENT TO THE CITY COUNCIL FOR FINAL APPROVAL.

Council Members Johnson, Stunek, Erickson, Bevans, Czeczok, and O'Day voted "aye". Member Yeager voted "nay". The Chair declared the motion carried.

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

Administrator Broyles stated that staff were directed to draft a resolution stating the City Council's interpretation of Chapter 5 of the Charter. The resolution was vetted by the City Attorney, who is online if the Council has any questions. Staff is asking Council to consider the resolution, consider directing staff to convene the Charter Commission, and consider the updating the job description for the Public Utilities Director.

Member Czeczok requested that Council add "exclusive" to the operation authority that the Public Utility Commission holds. He stated that exclusive is a more definitive word, and he wants to ensure that the Public Utilities Commission has exclusive operational authority over the public utilities.

City Attorney Representative Sullivan stated that the rest of the Charter would need to be reviewed before adding "exclusive" to this section of the resolution to ensure that language is consistent.

Member Johnson stated that he doesn't support "exclusive" as an addition to the resolution. He doesn't even like that the resolution states that it has operational authority over BPU. In the charter, the Commission has operational authority over the plants and the pipes. He doesn't like the resolution but will support it so that the process to hire a Public Utility Director can continue.

Member O'Day stated that "operations" is a part of the ambiguity in the Charter.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS TO ADOPT RESOLUTION STATING THE CITY COUNCIL'S INTERPRETATION OF CHAPTER 5.

RESOLUTION 58:25

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

Administrator Broyles stated that the Charter Commission will meet to discuss Chapter 5, Section 4, the authority over sanitary sewer lines, and any other issues the Charter Commission deems necessary for review.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO CONVEENE THE CHARTER COMMISSION TO REVIEW CHAPTER 5 AND ANY OTHER APPLICABLE AREAS OF THE CHARTER.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO DIRECT STAFF TO MODIFY THE PUBLIC UTILITIES DIRECTOR JOB DESCRIPTION AND PRESENT THE REVISED JOB DESCRIPTION AT THE AUGUST 18TH MEETING.

New Business

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

Community Development Director Kramvik gave an overview of the permit request.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS TO APPROVE THE CONDITIONAL USE PERMIT REQUEST FOR PARCEL 41040783 TO CONSTRUCT A FELLOWSHIP HALL.

Council Members Stunek, Yeager, Erickson, Bevans, and Czeczok voted “aye”. Member Johnson voted “nay”. The Chair declared the motion carried.

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

Community Development Director Kramvik gave an overview of the variance request.

Member Yeager asked how the front and side yard for this property were determined.

Community Development Director Kramvik stated that corner properties could be considered to have two front yards.

Member Czeczok questioned how the City will know that the owner worked with Crow Wing County.

Community Development Director Kramvik stated that staff will check with Crow Wing County previous to issuing the fence permit.

Mayor Badeaux stated that he doesn't want the goal of this variance to be that everyone will apply for six foot fences just because the residential road is busy. This is a specific and unique situation.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO APPROVE THE VARIANCE REQUEST WITH THE CONDITION OF WORKING WITH THE CWC HIGHWAY DEPARTMENT PRIOR TO INSTALLATION.

Consider Conditional Use Permit for a Fire Hall Addition and Variance Request for Impervious Surface and Bluff Setbacks - 23 Laurel St Brainerd Fire Department

Community Development Director Kramvik gave an overview of the variance request.

Mayor Badeaux asked staff to consider adding a sidewalk all the way to Laurel Street along East River Road when building plans are being considered. It would be great to continue a walking path that already exists on the south side of East River Road.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND BEVANS, DULY CARRIED, TO APPROVE THE CONDITIONAL USE AND VARIANCE REQUESTS FOR 23

LAUREL STREET FOR AN ADDITION TO THE BRAINERD FIRE HALL; FURTHER TO IMPLEMENT CONSTRUCTION TIME NOISE RESTRICTIONS.

First Reading - Proposed Ordinance 1591 to Amend Section 515-3 Allowed Uses; Appendix A Table of Uses

Community Development Director Kramvik gave an overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND CZECZOK, DULY CARRIED, TO CONDUCT THE FIRST READING OF ORDINANCE 1591 AND DISPENSE WITH THE ACTUAL READING.

Conditional Approval of LoonFest

Public Works Director Habighorst gave an overview of the event and conditions for approval.

Chief Davis stated that Deputy Chief Runde sent updates to Public Works Director Habighorst regarding police presence.

Member Erickson asked about positioning of speakers concerning noise.

Member Czeczok asked about the entertainment.

Member Yeager asked about the Park Board approval stating he is concerned about the damage to the field and who is responsible for managing the event.

Ron Beattie and Devon Walstead, Event Organizers, answered Council's questions and provided the event plan to the City Council. Mr. Walstead's staff will be conducting cleanup.

Public Works Director Habighorst stated that the organizer and the City will do a walk through before and after the event. The organizers will be responsible for any damage. The City Attorney is still reviewing the event approval conditions.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO APPROVE THE EVENT WITH CONDITIONS AND PROVIDE COMPLETED DOCUMENTATION THAT MUST BE SUBMITTED BY AUGUST 11, 2025.

Discussion of the Crow Wing County Airport Letter (added item)

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO DIRECT STAFF TO DRAFT A LETTER TO THE COUNTY THANKING THEM FOR ADDRESSING THE AIRPORT LEVY CONCERNS OF THE CITY OF BRAINERD.

Staff Reports

Public Works Director Habighorst stated that the Transit app is now available, the City is working through ironing out details with the software company.

Community Development Director Kramvik stated that 614 Front Street has applied for building permits to repair structural damage it sustained from the recent fire.

City Engineer Dehn stated that the detour has gone in place for the South 6th Street and Willow roundabout. He requested that citizens take care through the detour as it is in a residential area.

Mayor's Report

Mayor Badeaux stated that the Police versus Fire Softball Showdown took place at Mills Field. The Police Department was once again victorious. Movies in the Park will show Jumanji on August 8th and Cars on August 15th. If there is rain on either night, the movie will be shown on Saturday.

Council Member Reports

Member Czeczok stated that he read in the Fire Chief's report the game was mentioned by the report didn't mention that the Police's bats were "on fire" at the game. He thanked Administrator Broyles for how he took care of the Front Street fire.

Member Bevans stated that the First Lutheran Church National Night Out will be on August 5th on Norwood Street between 7th and 8th Street at 5:30 p.m. The Lakes Area Music Festival will hold it's free concert at Lyman P. White on August 6th at 7:30 p.m.

Member Yeager thanked the Council for taking the time to hear the Airport Commission's presentation.

Member Johnson stated that at the Arbitration with the Teamsters, the City's lawyer presented our case very well, the Arbitrator has 60 days to present their ruling.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND ERICKSON, DULY CARRIED, TO ADJOURN THE MEETING.

The Chair adjourned the meeting at 9:40 p.m.

Nicholas W. Broyles
City Administrator

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

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

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

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

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

- 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

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

Public Forum

The Chair opened the public forum at 7:33 p.m.

Dennis Bollig, 1001 Anabec St, gave an overview of his property history and the installment of a stormwater retention pond by Crow Wing County. He would like the City to review the easement and develop a plan for the build up of stormwater on his property.

Member Czeczok stated that he has spoken with Mr. Bollig, and he believes that he has a legitimate concern.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERICKSON, DULY CARRIED, TO DIRECT STAFF TO COORDINATE WITH MR. BOLLIG TO PUT TOGETHER AN ITEM FOR A FUTURE MEETING.

The chair closed the public forum at 7:44 p.m.

Presentation

2026 Park Board Operating & Capital Budget

JD Berns, Park Board Chair, gave an overview of the funds requested by the Park Board for their 2026 budget. Overall, the Park Board is asking for a 10.9% increase in the budget over 2025.

Member Czczok asked for the estimated the cost of the stone arch roof and about his use of the word "growth".

Mr. Berns stated that the roof for the stone arch is estimated at \$6,000 and clarified that the Park Board does not intend to add new infrastructure, rather replace current fixtures. The Memorial Park playground needs to be replaced sooner than anticipated due to safety concerns.

Council Committee Reports

Safety and Public Works Committee

Approve Final Payment - Imp 25-02 - 2025 Large Patching Project

Committee Chair Erickson stated that the contractor requested additional compensation to accommodate for patching completed that was deeper than 4 inches. Staff was not made aware of the additional need prior to being invoiced. Therefore, they were unable to validate the claim. Staff and the committee are not recommending paying the additional cost due to lack of communication.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE FINAL PAYMENT OF THE ORIGINAL AWARDED AMOUNT \$49,940 FOR THE PATCHING.

Discuss Sanitary Sewer Lining Priority Areas

Committee Chair Erickson stated that the list provided was criteria versus a project list. The committee requests a financial plan based on the criteria.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO DIRECT STAFF TO FURTHER DEVELOP A PLAN CONSISTENT WITH THE CRITERIA DEVELOPED AND PUT TOGETHER A FINANCIAL PLAN/PRIORITIZED LIST FOR THREE TO FIVE YEARS.

Discuss Scope of Work Topics for 2026 Southeast Brainerd Reconstruction Project

Committee Chair Erickson stated that the removal and surfacing of this portion of Maple street is due to wetland flooding. The street could be replaced at a future date if the City chose to.

Chair O'Day asked if removing materials at Maple would help to drain the areas surrounding.

City Engineer Dehn clarified that the City would not be vacating the street. It is a material removal while retaining the right-of-way. The removal could potentially assist in draining surrounding areas.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO PROVIDE PLANNED SURFACING MATERIALS OF LAUREL STREET BETWEEN 17TH AND 18TH STREETS, REMOVAL OF MAPLE STREET BETWEEN 18TH AND

19TH STREETS, AND SIDEWALK EXTENSION ON NORWOOD STREET FROM 18TH TO 19TH STREETS.

Personnel and Finance Committee

Consider Re-Allocation of Habitat for Humanity SAHA Funds

Committee Chair Johnson stated that Habitat for Humanity contacted the City to request reallocating SAHA funds for use on two properties instead of one.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE RELOCATION OF \$70,000 OF SAHA FUNDS FOR THE CONSTRUCTION OF HOMES ON SOUTH 10TH STREET AND 13TH AVE NE.

Authorize Sale of Two Street Division Vehicles

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE THE SALE OF TWO STREET DIVISION VEHICLES UTILIZING ENTERPRISE FLEET MANAGEMENT.

Approval of Revised Public Utilities Director Job Description

Committee Chair Johnson stated that there were questions in committee whether the City was ready to proceed with hiring. Ultimately, they decided to proceed with the hiring process and advise Council and the Commission to ask questions of the City Administrator when they arise.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE REVISED PUBLIC UTILITIES DIRECTOR JOB DESCRIPTION AS PRESENTED AND BEGIN THE HIRING PROCESS FOR THE PUBLIC UTILITIES DIRECTOR POSITION UTILIZING THE GUARANTEE FROM GMP CONSULTANTS.

Continue Discussion of Software Purchase Request

Committee Chair Johnson stated that the committee reviewed the detailed list of software utilization. He stated that the City spends nearly \$500,000 per year on software. None of the software performs the functions of NextRequest or Perform software. Staff stated that they would prioritize Next Request.

Member Czczok asked about specific situations where responding to data requests took priority over day-to-day operations. He stated that there isn't a required response time, the timeline is dependent on various factors and the software will assist with the time required to complete requests.

Police Chief Davis stated that prioritizing data requests happens frequently at the Police Department to fulfill requests primarily because the subject of the data is the requester. The complexities often require consultation with the City Attorney.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE PURCHASE OF CIVICPLUS NEXT REQUEST SOFTWARE.

Discussion of Preliminary 2026 Debt Levy

Committee Chair Johnson stated that the Debt Levy for 2026 even with the new debt issuance for 2025 will be a slight increase estimated at \$55,000. Finance Director Hillman is

looking into alternatives for bonds. The item was informational. He thanked Finance Director Hillman for her work.

Member Czczok asked about being in arrears to State Aid.

Finance Director Hillman stated that there is a limit to borrowing advances to State Aid. The City is close to this limit and is looking to issue State Aid bonds for Wright and 10th Reconstruction.

Committee Chair Johnson stated that there is no downside to advancing state aid.

Unfinished Business

Call for Applicants – Informational:

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

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

Library Board-- **1 term** (Expire 2027)

Public Utilities Commission—**1 term** (Expire 2028)

Transportation Advisory Committee- **2 terms** (Expire 2025) **1 term** (Expire 2026)

Council President Recommended: (terms expire on 12/31 of said year)

Planning Commission- 1 term (Expire 2027)

Water Tower Committee—**2 terms**

Final Reading - Proposed Ordinance 1591 to Amend Section 515-3 Allowed Uses; Appendix A Table of Uses

Community Development Director Kramvik gave an overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND BEVANS, DULY CARRIED, TO CONDUCT THE FINAL READING OF ORDINANCE 1591 AMENDING THE ALLOWED USES TABLE IN THE ZONING CODE.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND STUNEK TO ADOPT ORDINANCE 1591.

ORDINANCE 1591

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

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS TO ADOPT RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE 1591.

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

Consider Development Agreement with St. Francis

City Engineer Dehn gave an overview of the changes made to the agreement.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS TO APPROVE THE DEVELOPMENT AGREEMENT WITH ST. FRANCIS AS PRESENTED.

Council Members Johnson, Stunek, Erickson, Bevans, Czeczok, and O'Day voted "aye". Member Yeager voted "nay". The Chair declared the motion carried.

Consider Approval of Loonfest Event Application with Revised Conditions

Public Works Director Habighorst gave an overview of the changes as requested by the Police Department based on the number of anticipated attendees.

Member Czeczok asked for clarification of the number of attendees the organizers were anticipating.

Public Works Director Habighorst stated that the organizer initially indicated 1,000 attendants but would like the opportunity to sell more tickets. The Police Department provided guidance for the number of officers required with each level of attendance.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECHOK AND YEAGER, DULY CARRIED, TO APPROVE THE REVISED CONDITIONS FOR APPROVAL OF LOONFEST.

Staff Reports

Public Works Director Habighorst stated that the Grand Re-Opening of Jaycees Park will be on August 21st. Also, transit software has been up and running for a couple of weeks, there have been a few hiccups, but staff are working to smooth everything out.

Community Development Director Kramvik gave an overview of the agenda for the upcoming Planning Commission meeting. Flapjack Festival and Touch a Truck is on September 20th.

City Engineer Dehn stated that the Southeast Reconstruction Informational Meeting is on August 19th at 6:00 p.m. at City Hall.

City Administrator Broyles stated that it has been a very busy summer, and staff is doing an exceptional job.

Mayor's Report

Mayor Badeaux stated that he attended the Mayor's Prayer Breakfast at Grandview. The speaker was lively and had a great message. Finally, H Street is open, Safe Routes to School is a great program. The street will be a game changer for keeping our youth healthy and safe. He suggests Christmas lights on the trees in the median.

Council Member Reports

Member Czeczok stated that he has used the transit dispatching software. So far, he is happy with the features that the service provides. With every new thing, there is a learning curve.

Member Yeager stated that the Airport representatives met with Congressman Stauber about the essential air service contract. Stauber was eager to share in the gem that the Airport is. He gave a letter of support for the Delta connection. Crow Wing County also passed a resolution in support of the Delta connection. There was a federal inspection of the Airport and was passed with flying colors. The airport received a letter of commendation for their inspection. He thanked all those who have been giving their support and hard work in the transition at the airport. Finally, he thanked the Park Board for their presentation of the budget and thoughtfulness of their planning.

Member Erickson thanked the Mayor, Council Members, and Staff for their support and condolences in the loss of his dear mother.

Member Bevans stated that he attended the National Night Out for First Lutheran Church and at Gregory Park. He stated that both events were great and thanked the Police Department and Fire Department for their participation. There were gobs of people at Gregory Park. The Charter Commission is meeting on August 20th at 4:30.

Chair O'Day stated that road construction continues, but soon reconstructed useable streets will be in place of the cones. He extended condolences to Member Erickson. Finally, he congratulated the owners of BIR on the success of the event last weekend.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND ERICKSON, DULY CARRIED, TO ADJOURN THE MEETING TO THE BUDGET WORKSHOP ON AUGUST 25TH AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS.

The Chair adjourned the meeting at 8:25 p.m.

Nicholas W. Broyles
City Administrator

Pursuant to due call and notice thereof, the Budget Workshop of the Brainerd City Council was called to order at 6:00 p.m. by Council President Bevans.

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

2026 Budget and Levy

Finance Director Hillman explained that a city must adopt a budget for at least the General Fund but is not required to adopt a budget for all funds and outlined how a city develops a budget. The discussion of the workshop focuses on the Working Funds (General, Public Safety, Parks, and Streets), debt and capital which are the funds the City needs to levy for operations.

Finance Director Hillman stated that the preliminary levy must be set by September 30th, 2025, with the final levy being set by December 31st, 2025. Finance Director Hillman gave an overview of the proposed budget and levy. The current proposed levy for 2026 is \$7,966,136 and is a 12.23% increase over the 2025 levy. The Personnel and Finance Chair and Council President requested presenting a zero increase to the Library and EDA levies. The presentation highlighted the various revenue and expense categories, as well as the capital and debt needs for 2026, explaining the assumptions used in the budget and reasons for the changes between the proposed 2026 and 2025 budgets.

Member Johnson stated that Finance Director Hillman has done a great job on the budget so far. There are variables that are still unknown. He would suggest waiting to adopt the preliminary levy until after the health insurance RFP is received if possible. He would also like staff to evaluate the payment in lieu of taxes (PILOT) of other municipalities for the contribution from the electric utility to the general fund.

Chair O'Day stated that he would like to see the preliminary closer to the final levy as that is the information that the citizens get mailed out to them and where the questions come in. He is comfortable waiting to set the preliminary levy, possibly calling a special meeting to do so.

Adjourn

The Chair adjourned the meeting at 6:30 p.m.



Nicholas W. Broyles
City Administrator



Brainerd Fire Department Monthly Report

August 2025

August continued to be a very busy month for the Brainerd Fire Department, marked by a high volume of emergency call responses as well as a strong focus on community engagement.

The department responded to a continued high volume of calls throughout the month. This included a range of incidents from structure fires, farm equipment fire, vehicle crashes, and fire and CO alarms.

A significant part of our August schedule was dedicated to connecting with the community at various public events.

We wrapped up our presence at the annual Crow Wing County Fair, a highlight for both the department and the public. The Fire Department Relief Association's brat stand is always popular, allowing us to connect with fairgoers in a casual and friendly setting.

Our crews provided essential event standby for the Baja Races. This proactive measure helped ensure the safety of participants and spectators ready to respond to any potential incidents.



We were proud to participate in several National Night Out events across the city and Baxter's Night to Unite. All of these gatherings were well-attended and provided a fantastic platform for our firefighters to meet with neighbors, share important fire safety messages, and strengthen the bond between the department and the community. The positive feedback and interactions were a testament to the community's support.

These public events are a vital part of our mission; providing a chance for us to reinforce a culture of safety and build lasting relationships with the people we serve.





Brainerd Fire Department Monthly Report

August 2025

Training is a cornerstone of our work, and August presented some truly unique and invaluable opportunities.



We are extremely thankful to HyTec and Essentia for providing access to a building undergoing a renovation. This was a priceless opportunity that allowed us to conduct hands-on training for commercial building roof operations and aerial operations. We were also able to incorporate ground ladder training, which is a critical skill for our firefighters.



In addition to this unique opportunity, we conducted routine pumping and aerial operations training to ensure we remain proficient with all our equipment.





Brainerd Fire Department Monthly Report

August 2025

Chief Holmes attended several Reunification exercises with area school districts, working to establish a coordinated response plan for potential emergencies.



Chief Holmes and Deputy Chief Cox also participated in a statewide communication exercise at Camp Ripley.



Three of our firefighters have begun their training for their ARFF (Aircraft Rescue and Fire Fighting) certification, which will further enhance our capabilities.



Our Fire Marshal conducted several fire extinguisher training courses for local businesses, providing a crucial public service that promotes fire safety beyond emergency response.

INSPECTIONS	
Fire Alarm	16
Fire Pump	1
Hood Suppression	14
Commercial Kitchen Exhaust	3
5 Year Sprinkler	1
Sprinkler System	16
Special Suppression	2



Brainerd Fire Department Monthly Report

August 2025

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	3
Rescue & Emergency Medical Service	7
Hazardous Condition	4
Service Calls	3
Good Intent Call	15
Alarm Activation	21
TOTAL	53
Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	2
Rescue & Emergency Medical Service	0
Hazardous Condition	2
Service Calls	2
Good Intent Call	5
Alarm Activation	14
TOTAL	25

CROW WING COUNTY ALERT



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

Please sign up at

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

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





RECREATION REPORT

Fall Leagues:

- Kickball 8/25
- MS2 Softball 8/26
- Coed Softball 8/21
- Fall pickleball competitive 8/26
- Fall pickleball recreational 9/4

Events:

- Re-Grand Opening Jaycees Park 8/21
- Great Pumpkin Festival 10/4

PARKS MAINTENACE REPORT

- Downtown landscaping and chips
- Fixed the waterline break at campground
- Planted trees and installed memorial bench
- Pressure washed and bleached Splash Pad
- Remove dead trees and trimmed all bushes and trees downtown
- Working won fields
- Mowing
- Garbage collection and restrooms
- Watering downtown and watering trees

STREETS & SEWER

- Screen sweeping pile
- Haul asphalt, concrete from city pit
- Wrap up painting of crosswalks
- Jet sanitary sewers in North Brainerd
- Patch potholes
- Traffic control for various events



-
- Tree trimming where visibility was obscured.

ENGINEERING STAFF REPORTS

Beech/Oakridge Reconstruction Project

The work on this project is progressing as scheduled with watermain continuing northward, roughly halfway through Beech Street and complete on Oakridge Road. Landwehr will continue to move forward with underground utility replacement over the next month or so with final road building occurring in late September into October.

Wright/10th Reconstruction Project

Landwehr has completed underground utility work on Wright Street between 6th and 10th Streets, followed by grading and gravel placement. At this point, the project is over a month behind schedule with the potential for issues of completing the entire project, including 10th, within the construction season. Staff has been following up with the contractor on what plans are being implemented to accelerate progress and recover lost time. Unfortunately, little updates have been provided to this effect. It is anticipated that Landwehr will continue underground utility replacement on the remaining portion of Wright Street, with final road building to continue into October.

TH 371B/Willow Roundabout Project

The contractor has started work on this project following utility relocation. Sanitary sewer is complete with watermain and storm sewer to continue over the next couple weeks. It is anticipated that they will move quickly to grading and street construction as the storm sewer is installed. Staff has been coordinating with Police and nearby residents to address concerns, including the presence of large



semi-trucks on the local detour route. It is expected that this work will be completed in early October.

South Brainerd Resurfacing Project

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

Hawkins-Ronald-Joseph Resurfacing Project

Staff and Moore Engineering has held a pre-construction meeting with J&J Excavating regarding the timeframe of construction for this project and other details. It is planned that work on Hawkins Drive will occur over the next couple months. With the timing of the TH 371B/Willow Street Roundabout project and using Joseph Street as the local detour for that project, it is likely that the Joseph/Ronald/alley portion of the project will occur in Spring 2026.

2025 Lowell Safe Routes to School Project

DeChantal Excavating has completed the work on this project and H Street is open to public traffic. WSB staff is finalizing contract documents with the contractor. A final pay request and project acceptance is anticipated to come to the Council for consideration at an upcoming meeting.

TH 210/Washington Street Reconstruction Project

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



M Street Storm Sewer Outfall Repair Project

This project has been awarded to Tretter Excavating. Staff will be coordinating with the contractor to discuss schedule and construction details. The project is planned to be completed in fall 2025, following receipt of final permit approvals from MnDNR and USACE.

2025 Chip Sealing Project

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

Library Exterior and Mechanical Repairs Project

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

2025 City Tree Plantings Project

The trees have been planted throughout the locations on College Drive, Jaycees and Triangle Parks.

Police Department Exterior Repairs Project (2024)

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



HR DIRECTOR REPORT

In this report:

- Union Negotiations
- Wellness Committee
- Insurance Committee
- Personnel
- MN Paid Family Leave
- Public Utilities Director

Union Negotiations

The City and Teamsters (Police Lieutenant & Sergeants) Union participated in an Interest Arbitration hearing on July 31st. Post-hearing briefs are due to the Arbitrator on August 29th. The Arbitration Award will be received within 30 days thereafter.

Our second meeting with the Public Utilities Managers and Supervisors Association was held on July 31st. The City Attorney is preparing a draft Collective Bargaining Agreement for the Union's review.

Wellness Committee

Our annual Employee Appreciation Event will be held on October 2nd at the Public Works facility. All City Buildings will close beginning at 11:30 am for two hours for staff to attend the event. RSVP's are due to your Departments Wellness Committee Member by September 15th. We hope to see everyone there! The Mayor and Council should RSVP to Toni.

Insurance Committee

The City Council approved the RFP process for our 2026 Health Insurance at the August 4th meeting. Staff have been working with our Health Insurance Broker from North Risk Partners to finalize all necessary documents. The response deadline is September 9th. Our Open Enrollment period for 2026 benefit elections will be delayed due to this process.

The Employee Insurance Committee met on August 25th to review the Long-term Disability proposals and ancillary benefits information for 2026. The Committee recommended to accept MetLife's 2026 proposals for Dental and Supplemental Insurance benefits. This will provide for a streamlined process that alleviates employees needing to submit claims to multiple carriers. In addition, the City will receive Met Life's two year rate guarantee for the administration of our MN Paid Family & Medical Leave private plan.

Personnel

Farewell to:

Cory Zeien - POC (7/10)
Jackson Flett - Community Service Officer (8/14)
Brandon Burgau - Community Service Officer (8/22)
Kelly Dean - Billing Rep. (8/28)
James Wulf - Airport Maintenance (10/31)

Current Job Opportunities:

Police Officer - Job offer was extended; however, the applicant did not successfully complete the background process. Staff will begin readvertising the position.

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

Community Service Officer - Open and accepting applications through September 9th.

Police Intern - Open and accepting applications through September 8th.

Airport Rescue & Fire Fighting (ARFF)/Operations - Open and accepting applications through September 10th.

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

MN Paid Family Leave

Union representatives have been informed that the City plans to utilize a 50/50 split regarding the Paid Family Medical Leave premium split. We are awaiting their responses. In addition, we have been informed that if the City pays more than the employer's 50%, the additional payment will become taxable income for the employee and may have taxability issues if the benefit is utilized.

Staff are continuing to monitor the new MN Paid Family & Medical Leave law requirements. In addition, we are working with our broker to submit our private plan information to the State for approval.

Public Utilities Director

On August 18th, the Council approved an updated job description for the Public Utilities Director position. Staff is working with GMP Consultants to update our Public Utilities Director profile to begin the recruitment process.

Subject	Due Date	Department	Notes	Date Completed	% Complete	Status
BlockMetrix- Site Control	12/31/2025	Community Dev	Purchase and Development Agreement- needs to be executed by BM Power Agreement- needs to be executed by BM Building Permits- have been applied for EDA will direct staff on next steps regarding the PDA at the June 5th meeting EDA took no action at the June 5th meeting Power Agreement is currently being reviewed by staff and will be reviewed by the PUC on 6/24 Power Agreement has been forwarded to Blockmetrix for review 7/2 Staff set up a virtual meeting with Blockmetrix on 7/30 - Blockmetrix did not attend - stated that an issue came up Staff virtually met with Blockmetrix - 8/15 - Staff have not received a response		50%	In Progress
Transit Consultant Review	8/30/2025	Public Works	3rd party BlueSky has an extreme amount of Non-Performance Issues causing staff to have State conduct a Consultant Review.		10%	In Progress
Hiring Public Utilities Director	9/30/2025	Administration	Council and Public Utilities Commission conducted a workshop regarding roles and responsibilities. City Council approved the job description changes on 8/18 and directed staff to move forward with hiring using GMP guarantee. The Charter Commission met on 8/20 to address language concerns.		25%	In Progress
Arbitration Hearing with Teamsters Union	10/1/2025	Human Resources	The Arbitration Hearing with the Teamsters (Police Lieutenant and Sergeants) Union took place on July 31st. (Update will be available)		50%	In Progress
Improved Signage Ordinance	10/6/2025	Community Dev	Reviewed Example Ordinances and Selected New Proposed Language (complete) Planning Commission Reviewed Draft Ordinance on 6/18 and Directed Staff to Research Sign Lighting Standards Planning Commission to Review Final Draft on 7/16 Planning Commission asked staff for additional lighting research - 7/16 Planning Commission will review additional lighting standards - 8/20 Planning Commission directed staff to hold a public hearing on - 9/17		50%	In Progress
Improvement 23-12 Beech	10/20/2025	Public Works	Construction Declare Costs/Set PH for Assessments 2ND MEETING SEPTEMBER Assessment PH 2ND MEETING OCTOBER Assessment Finalized 2ND MEETING OCTOBER Payment of Assessment DECEMBER 1ST TO COUNTY		50%	In Progress
Improvement 17-12 Wright	10/20/2025	Public Works	Construction Declare Costs/Set PH for Assessments 2ND MEETING SEPTEMBER Assessment PH 2ND MEETING OCTOBER Assessment Finalized 2ND MEETING OCTOBER Payment of Assessment DECEMBER 1ST TO COUNTY		50%	In Progress

Improvement 23-14 Hawkins	10/20/2025	Public Works	Construction Declare Costs/Set PH for Assessments 2ND MEETING SEPTEMBER Assessment PH 2ND MEETING OCTOBER Assessment Finalized 2ND MEETING OCTOBER Payment of Assessment DECEMBER 1ST TO COUNTY	50%	In Progress
Improvement 23-16 S Brd Resurface	10/20/2025	Public Works	Construction Declare Costs/Set PH for Assessments 2ND MEETING SEPTEMBER Assessment PH 2ND MEETING OCTOBER Assessment Finalized 2ND MEETING OCTOBER Payment of Assessment DECEMBER 1ST TO COUNTY	50%	In Progress
M Street Outfall	10/20/2025	Public Works	Award Bids (8/4) Construction	50%	In Progress
Shoreland Ordinance	12/31/2025	Community Dev	DNR E-mailed Staff Indicating the City must update its Shoreland Ordinance Staff have Begun Researching Other Municipalities' Shoreland Ordinances Staff is complete with the draft shoreland ordinance and forwarded the document to the DNR for preliminary review DNR to provide comments to staff by 8/29	25%	In Progress
2026 Budget	12/31/2025	Administration	Staff is in progress reviewing Capital Equipment and Facilities budgets.	5%	In Progress
Airport Resolution		Administration	Staff continues work on resolution. Interim Airport Director has been hired. The Airport has been conducting meetings in July & August regarding budget. 7/28/25 Crow Wing County will be removing the City of Brainerd properties from the County portion of the Airport levy given that the City levies equal to or more than the County for the Airport in 2026. 8/5/2025 The City responded to the County's letter regarding the airport levies.	25%	In Progress
Codification		Administration	Initial talks have taken place. Need to develop a schedule. Staff is working to do this internally.	0%	Not Started
805 Laurel		HRA	Developer is working on financing	10%	Waiting

Riverside Drive Orderly Annexation	Community Dev	Staff is coordinating with the Crow Wing County City Council directed staff to resolve connection charge issues and the Rural Service District prior to moving forward with annexation (Complete) Ordinance 1581 is set to eliminate future use of Rural Service District-adopted 6/2 (Complete) Public Works Department - Discuss Connection Charges set at 6/2 meeting (complete) Staff to seek direction from City Council regarding the Annexation of Riverside Drive on 7/7 Staff are working on an interdepartmental review and will complete review by 8/1 Draft joint resolution will be reviewed by the City Attorney prior to meeting with Crow Wing County staff Staff is currently making changes as directed by the City Attorney - Staff will forward amended document to City Attorney for final review 8/29	50%	In Progress
Pedestrian Bridge	Public Works	Staff is pursuing funding opportunities including State Bonding	25%	Waiting
Wastewater Reclamation	Public Utilities	Staff is pursuing funding opportunities including State Bonding Awarded \$5 million in Congressional Spending. Project bids were rejected and approved at commission and council meetings. Bolton and Menk are suggesting we pursue construction manager at risk to oversee the project and create a maximum price.	25%	Waiting
Hydrodam	Public Utilities	Barr Engineering and staff continue work related to procurement of one at the hydro facility. Staff and Barr are awaiting responses on state funding prior to bidding. Barr recently found from multiple suppliers that the project type with the submersible generators are not longer in production or have been paused. We are still awaiting the reasoning behind this change. One such vendor eliminated their line completely. In Barr's preliminary research the eliminated line of turbine was anticipated to be the most economical for the utility. Additional information is forth coming. Funding through legislative sessions has stalled at this time, but has now been picked up in both the house and senate from Marty Seifert, additional discussion to occur related to the F&H Contract (05/20/2025).	25%	Waiting

Sale of Industrial Properties		Community Dev	River Birch Investments submitted a letter of intent to purchase three industrial park lots at \$1 per acre - 6/5 EDA was in favor of the project and directed staff to begin negotiations on a purchase and development agreement City Council directed staff to begin negotiations on a purchase and development agreement and were generally in favor of the project 6/16 City Council passed ordinance to allow clinics in the industrial district - 7/21		10%	In Progress
614 Front Street Building - Fire Damage		Community Dev	Fire occurred at 614 Front Street - 6/4 City Council waived fire escrow - 7/7 Property owner submitted structural plans - 7/29 Building permit submittal requires details on connection points - Building Official working with Structural Engineer to provide details - 7/30 Building permit issued for structural improvements - 8/4		25%	In Progress
Completed in 2025						
Country Manor		Community Dev	Development Agreement (executed) Tax Abatement Agreement (executed) Cost Share Agreement CWC (executed) Conduit Debt PH 3/17 (Complete) Conduit Debt Agreement 3/17 (executed) Will Issue Letter 5/12 (executed) Issue Conduit Debt (5/28) Groundbreaking Ceremony (6/10)	6/2/2025	100%	Complete
Rural Service District Ordinance	6/2/2025	Community Dev	Review of Draft Ordinance (Complete) 1st Reading (Complete) Letters mailed to designated property owners 5/12 2nd Reading & Public Hearing 6/2	6/9/2025	100%	Complete
Ordinance to Amend Off-Street Parking - Allowing Unimproved Surfaces in General Industrial	6/16/2025	Community Dev	Planning Commission Reviewed Draft Ordinance (complete) Planning Commission Reviews Ordinance and Holds Public Hearing 5/21 Planning Commission Recommended Ordinance 5/21 First Reading 6/2 Final Reading 6/16	6/13/2025	100%	Complete
Ordinance to Amend Screening Requirements - Outdoor Sales	6/16/2025	Community Dev	Planning Commission Review Draft Ordinance (complete) Planning Commission Reviews Ordinance and Holds Public Hearing 5/21 Planning Commission Recommended Ordinance 5/21 First Reading 6/2 Final Reading 6/16	6/13/2025	100%	Complete
Code Enforcement Ordinance	7/7/2025	Community Dev	Review Draft Ordinance 5/19 First Reading of Proposed Ordinance 6/2 Final Reading and public hearing 7/7	7/2/2025	100%	Complete

Corner Lot Fence Requirements	7/21/2025	Community Dev	City Council Directed Planning Commission to Review Proposed Regulations for Corner Lot Fences 5/19 Planning Commission Reviewed Proposed Ordinance Language and Directed Staff to Hold a Public Hearing 6/18 at Planning Planning Commission Recommended Approval 6/18 First Reading 7/7 Final reading and City Council consideration 7/21	7/24/2025	100%	Complete
Office Business in the GI District	7/21/2025	Community Dev	Developer submitted letter of intent to purchase three City owned industrial lots for a medical clinic - 6/5 EDA recommended that Office Business should be an allowed use in the GI District - 6/5 Planning Commission will consider request and conduct public hearing on 6/18 First Reading 7/7 Final reading and consideration by City Council 7/21	7/17/2025	100%	Complete
Amended Allowed Use Table - Zoning Code	8/4/2025	Community Dev	Initial Planning Commission Review of Revised Allowed Use Table 5/21 Planning Commission Review and Direct Changes 6/18 Planning Commission Public Hearing 7/16 City Council First Reading - 8/4	8/19/2025	100%	Complete
St. Francis Development Agreement	8/4/2025	Community Dev	Staff drafted a development agreement and e-mail the agreement for St. Francis to review - 7/1 St. Francis reviewed the development agreement and sent a revised version - 7/11 Staff met with City Attorney to discuss revisions - 7/14 City Attorney approved revisions - 7/29 City Council review on - 8/4	8/19/2025	100%	Complete
SRTS Lowell	10/1/2025	Public Works	Construction	8/19/2025	100%	Complete



SPECIAL EVENT APPLICATION

Date of Application: 08/13/2025

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

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

Name of event: Rally Sunday - Sunday School Registration

Organizer Information

Organizer's Name: First Lutheran Church
Organizer's Address: 424 Sth 8th ST, Brainerd, MN
Event Contact Person: Tesa Vikesland
Event Contact Daytime Phone: 218-829-9552
Event Contact E-mail Address: office@flcbrainerd.com
Contact Name/Number Day of Event: Pastor Jordan 651-357-4726
For Profit/Nonprofit Status (type): 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
9/14/2025	8:00am	12:00pm	Norwood St between 7th and 8th St

☐ 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:

We will be having several activities to celebrate the start of Sunday School, along with registration

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):

Norwood St between 8th St and 7th St

Date and time for beginning of street closures: **8am 9.14.25**

Date and time for reopening of streets: **12pm 9.14.25**

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.

There are streets open north and south of Norwood

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

Tesa Vikesland

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

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:



SPECIAL EVENT APPLICATION

Date of Application: _____

Event applications that do not include a street closure must be submitted to the Parks & Recreation Department at 1619 Washington Street NE, Brainerd, MN 56401 or parks@ci.brainerd.mn.us at least 14 calendar days prior to the event. Applications that include a street closure must be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

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

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.) 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:

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:

	Yes	No
Restrooms provided		

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

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

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

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

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

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

Signature of Applicant

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Certification of Street Closure Approval

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



SPECIAL EVENT APPLICATION

Date of Application: _____

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.

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Hold Harmless Agreement and Insurance Information

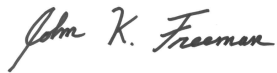
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- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

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



Signature of Applicant

Print Name

Contacts, Permits, and Fees Checklist

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MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

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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: September 2, 2025

TITLE OF ITEM: Accept CSO Jackson Flett's Resignation Effective August 28, 2025, and Authorize Staff to Backfill the Position

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) Jackson Flett recently submitted his resignation effective August 28, 2025. Staff recommend that the Council accept Mr. Flett's resignation and to authorize Staff to backfill the position.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Consent - Accept CSO Jackson Flett's resignation effective August 28, 2025, and authorize Staff to backfill the position.

FINANCIAL IMPACT: N/A



City Council Agenda Request

MEETING DATE: September 2, 2025

TITLE OF ITEM: Accept Retirement of Billing Representative Kelly Dean Effective August 29, 2025

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): N/A - consent.

SUMMARY OF ISSUE: Ms. Kelly Dean has submitted her retirement letter and her last working day will be August 28, 2025.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff is currently reviewing organizational structure and needs; therefore, a staffing recommendation will be presented at a future meeting.

RECOMMENDED ACTION/MOTION: Consent calendar -- Accept Retirement of Kelly Dean effective August 29, 2025.

FINANCIAL IMPACT: n/a



City Council Agenda Request

MEETING DATE: September 2, 2025

TITLE OF ITEM: Accept Resignation of Wastewater Operator Eric Klein Effective September 19, 2025

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Charlie Gammon, Water/Wastewater
Manager

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): N/A - Consent

SUMMARY OF ISSUE: Wastewater Operator Eric Klein has submitted his resignation effective September 19, 2025. His last working day will be September 18th.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff is currently reviewing organizational structure and needs; therefore, a staffing recommendation will be presented at a future meeting.

RECOMMENDED ACTION/MOTION: Consent Calendar - Accept the resignation of Wastewater Operator Eric Klein effective September 19, 2025.

FINANCIAL IMPACT: N/A - Consent Calendar



City Council Agenda Request

MEETING DATE: September 2, 2025

TITLE OF ITEM: Accept Resignation of Firefighter Anthony Moberg effective September 30, 2025

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Tim Holmes, Fire Chief

DEPARTMENT: Fire

PRESENTER: Tim Holmes, Fire Chief

ESTIMATED TIME (MIN): N/A - Consent

SUMMARY OF ISSUE: On 8/18/2025, Firefighter Anthony Moberg submitted his letter of resignation with his last day being September 30th, 2025.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Firefighter Moberg has been with the fire department for a little over 2 years but will be moving outside the 10-minute living requirement.

RECOMMENDED ACTION/MOTION: Consent - Accept the resignation of Firefighter Anthony Moberg effective September 30, 2025.

FINANCIAL IMPACT: N/A



City Council Agenda Request

MEETING DATE: September 2, 2025

TITLE OF ITEM: Accept 2026 Long-Term Disability and Ancillary Benefits Proposals

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: We are required by state law to solicit proposals at least every five years for insurance plans when the employer pays for a portion of the premium. Earlier this year, the Council authorized Staff and Integrity Benefits to conduct an RFP for our Long-Term Disability (LTD) Insurance to meet that requirement. Three proposals were received and Integrity Benefits provided the attached analysis for the proposals. Madison National is our current carrier and is proposing a 10% decrease to the current rate with a 3-year rate guarantee if the City keeps the current plan design with a 180-day elimination period. Integrity Benefits mentioned that this renewal rate is the lowest LTD rate for its clients.

We also requested an option for a 90-day elimination period so benefits would begin immediately after the new MN Paid Family and Medical Leave benefit period. The rate for that option would be \$0.175, which is a 17% increase from the current rate.

Staff recommends accepting the proposal from Madison National for our LTD Insurance policy effective January 1, 2026, with our current 180-day elimination period.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Employee Insurance Committee met on August 25, 2025, and discussed the LTD renewal as well as the renewal for several of our other ancillary benefits. Attached is Integrity Benefits presentation for that meeting. The Committee recommends that we switch to MetLife for our Dental, Accident, Critical Illness and Hospital plans for 2026 as the plans and rates are very competitive to our existing plans. By doing so, this also meets MetLife's coverage requirements to receive the two-year rate guarantee to administer our Paid Family and Medical Leave private plan. Please note that the premium for our Dental, Accident, Critical Illness and Hospital plans are paid fully by the employee.

RECOMMENDED ACTION/MOTION: Motion to:

1. Accept the Long-Term Disability insurance proposal from Madison National effective January 1, 2026, at \$.135 per \$100 of payroll.

2. Accept MetLife's Dental, Accident, Critical Illness and Hospital plan proposals effective January 1, 2026.

FINANCIAL IMPACT: Integrity Benefits has estimated that the reduced LTD premium would save the City and HRA approximately \$1,676 per year. That estimate is based on May 2025 wages that were utilized for the LTD RFP process.

City of Brainerd
Formal RFP - Long Term Disability

City of Brainerd Long Term Disability				
Company	CURRENT PLAN	Proposed		
	Madison National	Madison National	Pacific Life	Prudential
Monthly Max Benefit Amount	50% (Benefit Percentage) of your Total Monthly Earnings; or 70% (Integrated Benefit Percentage) of your Total Monthly Earnings, less Other Income Benefits.	50% (Benefit Percentage) of your Total Monthly Earnings; or 70% (Integrated Benefit Percentage) of your Total Monthly Earnings, less Other Income Benefits.	50% (Benefit Percentage) of your Total Monthly Earnings; or	50% (Benefit Percentage) of your Total Monthly Earnings; or
Elimination Period	180 Days	180 Days	180 Days	180 Days
Benefit Duration	SSNRA	SSNRA	SSNRA	SSNRA
Contribution Status	Non-Contributory	Non-Contributory	Non-Contributory	Non-Contributory
Maximum Monthly Benefit	\$7,084	\$7,084	\$7,084	\$7,084
Minimum Monthly Benefit Payable	\$100	\$100	\$100	\$100
Regular Occupation Period	30 Months	30 Months	36 Months	30 Months
Regular Occupation Definition OR/AND	AND	AND	AND	AND
Definition of Material Duties	Material and Substantial Duties	Material and Substantial Duties	Material and Substantial Duties	Material and Substantial Duties
Partial Disability Benefit	Included	Included	Included	Included
Earnings Test	Own Occ 20% loss of income; Any Occ 50% Loss	Own Occ 20% loss of income; Any Occ 50% Loss	Own Occ 20% loss of income; Any Occ 50% Loss	Own Occ 20% loss of income; Any Occ 50% Loss
Integrate With Sick Leave	To 100%	To 100%	To 100%	To 100%
Pre-Existing Condition	NONE	NONE	NONE	NONE
Integration Method	70% All Source	70% All Source	Direct Offset	Direct Offset
Social Security Offset	Full Family	Full Family	Full Family	Full Family
Return to Work Incentive	12 Months	12 Months	12 Months	12 Months
Mental & Nervous Limitation	24 Months	24 Months	24 Months	24 Months
Drug & Alcohol Limitation	24 Months	24 Months	24 Months	24 Months
Survivor Benefit	3 month	3 month	3 month	3 month
Indexed monthly earnings	10% or CPI	10% or CPI	10% or CPI	10% or CPI
Conversion	Yes	Yes	Yes	Yes
Total Monthly Covered Payroll	\$931,275	\$931,275	\$931,275	\$931,275
Rate	0.15	0.135	0.15	0.158
Total Cost Per Month	\$1,397	\$1,257	\$1,397	\$1,471
Total Cost Per Year	\$16,763	\$15,087	\$16,763	\$17,657
\$ Difference Over Current/Year	-	(\$1,676)	\$0	\$894
% Difference Over Current	-	-10%	0%	5%
Rate Guarantee	-	3 Years	2 Years	2 Years

	(Current)	Alternative Plan Design: 90 Day Elimination Period		
Total Monthly Covered Payroll	\$931,275	\$931,275	\$931,275	\$931,275
Rate	0.15	0.175	0.209	0.179
Total Cost Per Month	\$1,397	\$1,630	\$1,946	\$1,667
Total Cost Per Year	\$16,763	\$19,557	\$23,356	\$20,004
\$ Difference Over Current/Year	-	\$2,794	\$6,593	\$3,241
% Difference Over Current	-	17%	39%	19%
Rate Guarantee	-	3 Years	2 Years	2 Years

City of Brainerd Employee Insurance Committee

2025.08.25 Meeting

Ancillary Employee Benefits



1/1/2026 Ancillary Benefit Summary

MN Paid Family & Medical Leave (PFML) – New law effective 01/01/2026

Short Term Disability – Rate/Plan/Carrier Changes

Long Term Disability – RFP

Dental Insurance – RFP

Group Accident Insurance – Potential Carrier Change

Group Critical Illness Insurance – Potential Carrier Change

Group Hospital Insurance – Potential Carrier Change

Vision Insurance – No Change

Life Insurance – No Change

Long Term Disability

- **Madison National - Employer-paid plan**
- **Due for 5 Year Formal RFP**
- **Proposals received from Madison National, Pacific Life, Prudential:**
 - Staying with Madison National – lowest rate, best plan design

Related Notes:

- MN PFML medical leave benefit duration is 12 weeks (max).
- The current STD benefit duration is 180 days (max).
- The current LTD benefit waiting period 180 days.

The City is contemplating reducing the LTD benefit waiting period to 90 days and reducing the STD benefit duration to 90 days.

Dental Insurance

Cigna Dental

- **2026 will see a +3% increase to rates, 1 yr guarantee**
- **2025 is the 3rd year with Cigna**
- **Proactively conducted an RFP mid-year**
 - Released the RFP to approx. 20 dental carriers
 - 6 responding carriers
 - 5 carriers proposed increases of between 6% (BCBS) and 63% (Delta)
 - MetLife proposed a rate hold
 - Met's offer includes a 7% renewal rate cap for 2027 and 2028
- **Dental carrier decision might influence a decision to move Supplemental Health plans (Connected Wellness Benefits)**

City of Brainerd		Cigna		MetLife
Monthly Rates		2025	2026 Renewal	
Employee	17	\$44.34	\$45.67	\$44.34
Employee + 1	9	\$80.08	\$82.48	\$80.08
Employee & Family	22	\$131.49	\$135.43	\$131.49
Total Premium Per Month		\$4,367	\$4,498	\$4,367
Total Premium Per Year		\$52,407	\$53,978	\$52,407
% Diff Per Year Vs. Current			3%	0%
			1 Year Guarantee	7% rate cap for 2027 & 2028
Annual Maximum Benefit		\$1,250		\$1,250
Deductible Per Person		\$25		\$25
Deductible Max Family		\$75		\$75
Deductible Waived on Preventative?		Yes		Yes
Percentile of Usual and Customary		90% U&C		90% U&C
Co-Insurance breakdown		In Network / Out of Network		In Network / Out of Network
Preventative/Diagnostic		100%		100%
Basic Restorative		80%		80%
Basic Oral Surgery		80%		80%
Basic Endodontic Therapy		80%		80%
Basic Periodontal Services		80%		80%
Complex Surgical Extractions		80%		80%
Complex Surgical Periodontal		80%		80%
Major Restorative		50%		50%
Prosthetic Services / Repairs		50%		50%
NETWORK				
In Brainerd/Baxter				
Brainerd Dental Care	Brainerd	Yes		Yes
Design Dentistry	Baxter	Yes		Yes
Aspen Dental	Baxter	Yes		Yes
Greenhaven Dental	Baxter	Yes		Yes
Edgewood Dental	Baxter	Yes		No
Central MN Pediatric Dentistry	Baxter	No		Yes
Excelsior Dental	Baxter	No		Yes
Cleanings Frequency		2 per year		2 per year
Xray Frequency		*Panoramic Xrays 1 in 36 months. *Bitewings 1 per 12 months		*Panoramic Xrays 1 in 36 months. *Bitewings 1 per 12 months
White Fillings		*Plan Pays for composite (white) Fillings (Back 80% and Front teeth 80%).		*Plan Pays for composite (white) Fillings (Back 80% and Front teeth 80%).
Waiting Period		No Waiting Periods		No Waiting Periods

Group Accident Plan

Currently Cigna; potentially move to MetLife (same rates, nearly identical plan design)

Help bridge the gap (out of pocket) with High Deductible Health plans.

Benefit is a lump sum, tax-free cash payment to you.

On/Off the job accidents.

No health history needed!

\$50 **Health Screening/Wellness Benefit** per year per person

	Low Plan Monthly Rates	High Plan Monthly Rates
Employee Only	\$9.70	\$16.95
Employee + Spouse	\$16.40	\$28.75
Employee + Child(ren)	\$16.10	\$28.20
Family	\$22.80	\$39.75

Group Accident Plan

Sampling of Covered Accidents/Conditions Benefit Schedule:

Fractures	Low Plan		High Plan	
	Non-surgical	Surgical	Non-surgical	Surgical
Skull	\$1,000	\$2,000	\$2,000	\$4,000
Hip or Thigh	\$1,000	\$2,000	\$2,000	\$4,000
Vertebrae or Pelvis	\$1,000	\$2,000	\$1,500	\$3,000
Upper Arm	\$500	\$1,000	\$1,000	\$2,000
Shoulder or Collarbone	\$500	\$1,000	\$1,000	\$2,000
Leg	\$500	\$1,000	\$1,000	\$2,000
Ankle	\$400	\$800	\$800	\$1,600
Kneecap	\$400	\$800	\$800	\$1,600
Lower Arm	\$400	\$800	\$800	\$1,600
Foot	\$400	\$800	\$800	\$1,600
Hand or Wrist	\$400	\$800	\$800	\$1,600
Upper Jaw	\$300	\$600	\$600	\$1,200
Lower Jaw	\$300	\$600	\$600	\$1,200
Bones of Face or Nose	\$300	\$600	\$600	\$1,200
Vertebral Processes	\$300	\$600	\$600	\$1,200
Rib	\$100	\$200	\$200	\$400

Dislocations				
Hip Joint	\$1,000	\$2,000	\$2,000	\$4,000
Knee Joint	\$500	\$1,000	\$1,000	\$2,000
Bones of Foot	\$500	\$1,000	\$1,000	\$2,000
Ankle	\$500	\$1,000	\$1,000	\$2,000
Wrist	\$400	\$800	\$800	\$1,600
Elbow	\$300	\$600	\$600	\$1,200
Shoulder	\$200	\$400	\$400	\$800
Hand	\$200	\$400	\$400	\$800
Collarbone	\$200	\$400	\$400	\$800
Lower Jaw	\$200	\$400	\$400	\$800
Finger or Toe	\$50	\$100	\$100	\$200

Additional benefits for broken fingers, toes, sternum, heel, chip fractures, multiple fractures, etc

Initial Care and Emergency Care	Low Plan	High Plan
Emergency Care Treatment	\$100	\$200
Physician Office Visit	\$50	\$100
Diagnostic Exam	\$10	\$25
Ground/Water Ambulance	\$100	\$200
Air Ambulance	\$300	\$600

Hospital Care		
Hospital Admission	\$500	\$1,500
Hospital Stay	\$100 per day	\$300 per day
Intensive Care Unit Stay	\$200 per day	\$400 per day

Follow Up Care		
Follow Up Physician Office Visits*	\$50 per visit	\$100 per visit
Follow Up Physical Therapy Visits*	\$25 per visit	\$50 per visit

*Limit of 10 treatments per Accident

Additional Benefit Riders for:		
Small Burns	\$100	\$300
Large Burns	\$300	\$900
Small Lacerations	\$50	\$100
Large Lacerations	\$100	\$200
General Anesthesia	\$100	\$200
Abdominal or Thoracic Surgery	\$1,000	\$1,500
Tendon/Ligament/Rotator Cuff	\$100/\$200	\$200/\$400
Ruptured Disc Surgery	\$500	\$750
Eye Injury Surgery	\$200	\$400
Eye Injury - Foreign Object Removal	\$100	\$200
Emergency Dental - Chip/Removal	\$50/\$100	\$75/\$150

Note: additional benefit types exist (this is not the complete list of covered benefit types)

Wellness Benefit

- Qualifying visits/health screening tests (see chart)
- Wellness Benefit*:
\$50 per person per year
 for Accident and Hospital

\$75 per person per year
 for Critical Illness

* *A single wellness visit will pay the Wellness Benefit for each plan you're enrolled in*

* *The Wellness Benefit is limited to once per plan per year*

	Accident	Critical Illness	Hospital
Health Screening Test			
Mammography	✓	✓	✓
Pap smear	✓	✓	✓
Flexible Sigmoidoscopy	✓	✓	✓
Hemocult stool specimen	✓	✓	✓
Colonoscopy	✓	✓	✓
Prostate specific antigen	✓	✓	✓
Stress test (bicycle/treadmill)	✓	✓	✓
Fasting blood glucose	✓	✓	✓
Blood test for triglycerides	✓	✓	✓
Blood test for cancer	✓	✓	✓
Blood test for myeloma	✓	✓	✓
Serum cholesterol test	✓	✓	✓
Bone marrow tests	✓	✓	✓
Breast ultrasound	✓	✓	✓
Chest X-ray	✓	✓	✓
Blood test for myeloma	✓	✓	✓
Thermography	✓	✓	✓

Wellness Visit			
Dental Exam	✓	✓	✓
Vision Exam	✓	✓	✓
Well Child Care	✓	✓	✓
Osteoporosis screening	✓	✓	✓
Routine gynecological exam	✓	✓	✓
Routine prostate exam	✓	✓	✓
General health exam	✓	✓	✓
Colorectal cancer screening	✓	✓	✓
Lead poisoning screening	✓	✓	✓
Cancer screening	✓	✓	✓
Adult immunizations	✓	✓	✓

Group Critical Illness Plan

Currently Cigna; potentially move to MetLife (same rates, nearly identical plan design)

Protect your finances for you and your family in the case of a critical illness such as; heart attack, stroke, invasive cancer, major organ failure, kidney disease, paralysis, etc.

Employee / Spouse / Child Benefit: **\$15,000 / \$7,500 / \$3,750**

- *Benefit payments are non-taxable*

Help to bridge the gap with High Deductible Health plans.

No health history needed and no pre-existing condition limitation!

Invasive Cancer Exclusion: 12-month treatment-free lookback period.

\$75 Health Screening Benefit per year per person.

Group Critical Illness Plan

Monthly Premium Rates:

Age	Employee	Employee & Spouse	Employee & Child(ren)	Family
18-24	\$5.82	\$10.39	\$6.19	\$10.76
25-29	\$6.59	\$11.55	\$6.97	\$11.92
30-34	\$8.52	\$14.30	\$8.90	\$14.68
35-39	\$11.73	\$19.18	\$12.10	\$19.55
40-44	\$15.00	\$24.18	\$15.37	\$24.55
45-49	\$21.57	\$34.27	\$21.94	\$34.64
50-54	\$29.49	\$47.60	\$29.87	\$47.97
55-59	\$39.41	\$64.34	\$39.79	\$64.72
60-64	\$50.53	\$82.90	\$50.90	\$83.27
65-69	\$62.42	\$100.39	\$62.79	\$100.76
70-74	\$87.29	\$138.29	\$87.66	\$138.67
75-79	\$121.61	\$182.09	\$121.99	\$182.46
80-84	\$153.67	\$223.14	\$154.04	\$223.51
85+	\$189.66	\$293.71	\$190.04	\$294.09

Group Hospital Care

Currently Cigna; potentially move to MetLife (same rates, nearly identical plan design)

No pre-existing limitation! **This includes pregnancies/deliveries and/or scheduled surgeries!**

\$50 Health Screening/Wellness Benefit per year per person

Hospitalization Benefit Type	Benefit Amount	Monthly Rates	
Hospital Admission No elimination period. Limited to 1 day, 1 benefit every 90 days.	\$1,000	Employee Only	\$19.78
		Employee + Spouse	\$40.87
		Employee + Child(ren)	\$35.30
		Family	\$56.39
Hospital Stay No elimination period. Limited to 30 days, 1 benefit every 90 days.	\$100		
Hospital Intensive Care Unit Stay No elimination period. Limited to 30 days, 1 benefit every 90 days.	\$200		
Hospital Chronic Condition Admission No elimination period. Limited to 1 day, 1 benefit every 90 days.	\$50		
Hospital Observation Day 1 hr elimination period. Limited to 72 hours.	\$100 per 24 hr period		
Newborn Admission	\$100		

Life Insurance

No change to rates or plan (The Hartford)

Basic Life (amount varies by class/group)

Current amounts rollover to new year

Optional Life Insurance Maximums:

- Employee – up to \$500,000
- Spouse – up to \$250,000
- Child Life - \$10,000, \$15,000 or \$25,000 for all Children
(Children are eligible from live birth to age 26)

**Health history needed for any employee or spouse increase;
also, for child \$25K**

Vision

No change to rates or plan (VSP)

- Eyeglass frames – Every 24 months (Up to \$150)
- Eyeglass lenses – Every 12 months
- Or in lieu of frames and lenses;
Contact lenses – Every 12 months (Up to \$150)

\$25 Co-Pay per year for frames/lenses, Not for Contacts

Go to HRconnection to search In-Network providers

Monthly Rates	
Employee Only:	\$6.10
Employee + Spouse	\$12.20
Employee + Child(ren)	\$13.04
Family:	\$20.86

BENEFIT	DESCRIPTION	COPAY	FREQUENCY
YOUR COVERAGE WITH A VSP PROVIDER			
PRESCRIPTION GLASSES		\$25	
FRAME	• \$170 featured frame brands allowance • \$150 frame allowance • 20% savings on the amount over your allowance • \$80 Walmart*/Sam's Club*/Costco* frame allowance	Included in Prescription Glasses	Every other plan year
LENSES	• Single vision, lined bifocal, and lined trifocal lenses • Impact-resistant lenses for dependent children	Included in Prescription Glasses	Every plan year
LENS ENHANCEMENTS	• Standard progressive lenses • Premium progressive lenses • Custom progressive lenses • Average savings of 30% on other lens enhancements	\$0 \$95 - \$105 \$150 - \$175	Every plan year
CONTACTS (INSTEAD OF GLASSES)	• \$150 allowance for contacts; copay does not apply • Contact lens exam (fitting and evaluation)	Up to \$45	Every plan year
PRIMARY EYECARE™	• Retinal screening for members with diabetes • Additional exams and services for members with diabetes, glaucoma, or age-related macular degeneration. • Treatment and diagnoses of eye conditions, including pink eye, vision loss, and cataracts available for all members. • Limitations and coordination with your medical coverage may apply. Ask your VSP doctor for details.	\$0 \$20 per exam	As needed
EXTRA SAVINGS	Glasses and Sunglasses • Extra \$20 to spend on featured frame brands. Go to vsp.com/offers for details. • 20% savings on additional glasses and sunglasses, including lens enhancements, from any VSP provider within 12 months of your last WellVision Exam. Routine Retinal Screening • No more than a \$39 copay on routine retinal screening as an enhancement to a WellVision Exam Laser Vision Correction • Average 15% off the regular price or 5% off the promotional price; discounts only available from contracted facilities		

Questions?



651-437-7977
integrity@integrityeb.com



City Council Agenda Request

MEETING DATE: September 2, 2025

TITLE OF ITEM: Approve Change Order- Library Project HVAC

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): 5

SUMMARY OF ISSUE: On April 21, 2025 Council approved a proposal to balance HVAC system for a total of \$6,735.00.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Prior to HyTec starting improvements with the Library, staff moved the balancing improvements to the HyTec contact. HyTec is recommending upgrading the electrical and HVAC programming from a single stage to a two-stage system, which will allow the two units to work together as one. This proposal is \$8,385.50; then minus the original approval, leaving \$1,650.50 remaining funds needed to complete the HVAC system. The main difference from the original request to this new proposal is electrical work on the main panel and wiring to change from a single stage to a two-stage system which will allow the HVAC unit to operate more efficiently.

RECOMMENDED ACTION/MOTION: Staff is recommending approval of this request for an additional \$1,650.50; making the complete HVAC change order request totaling \$8,385.50.

FINANCIAL IMPACT: \$1,650.50

August 25, 2025

Mike Habighorst
City of Brainerd
Public Works Director
501 Laurel Street
Brainerd, Minnesota 56401

RE: AHU-2 COOLING UPGRADE
BRAINERD PUBLIC LIBRARY
416 SOUTH 5th STREET
BRAINERD, MINNESOTA 56401

Dear Mike:

Per our Conversations and Emails regarding your request to upgrade the Electrical and Programming of New Air Handling Unit #2 from a Single Stage to a Two Stages, we hear-by submit our budgetary proposal for the Remodel project at the Brainerd Public Library located at 416 South 5th Street in Brainerd, Minnesota.

Included in our Budgetary Proposal are the Following Items:

1. General Requirements, Supervision, and Clean-up
2. Electrical
 - a. State of Minnesota Electrical Permit
 - b. Furnish Materials and Labor to:
 - i. Install New 60-amp Disconnect
 - ii. Install New 60-amp Fuse
 - iii. Install Electrical Conduit and Wire from Disconnect to the New HVAC Unit
3. Computer Programming from NAC Mechanical and Electrical Services
 - a. Control Wiring for New HVAC Unit
 - b. Updated Programming and Graphic Pages for New HVAC Unit Using the Library's Existing BAS System
4. Final Clean-up

Cost Breakdown

General Requirements	\$ 207.00
Electrical	\$ 1,650.00
NAC Mechanical and Electrical Services	<u>\$ 6,528.50</u>
Total:	\$ 8,385.50

We propose to furnish material, tax, freight, and labor - complete in accordance with all items in this budgetary proposal as listed above for **\$ 8,385.50 (Eight Thousand, Three Hundred Eighty-Five Dollars and Fifty Cents)**

I believe very strongly that Hy-Tec Construction can provide you with the level of service you expect and deserve. We are very confident that our capabilities will allow us to quickly integrate Hy-Tec Construction into your Construction needs and be productive right from the start.

Thank You for the Opportunity to Present this Proposal for Your Consideration. If you have any questions or concerns, please contact me.

Sincerely,



Paul Skogen
Project Manager



City Council Agenda Request

MEETING DATE: September 2, 2025

TITLE OF ITEM: Adopt Resolution Relating to Finance Transferring Certain Funds to and From Bond Funds 315 and 317

AGENDA: P&F Committee

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

The City has paid off two bond issues - General Obligation Improvement Bonds, Series 2013A (Fund 317) and General Obligation Improvement Bonds, Series 2015A (Fund 315) in February 2024 and 2025 respectively. Fund 315 has a negative cash balance of \$2,871.44 and Fund 317 has a positive cash balance of \$12,889.39, for a net positive balance of \$10,027.95.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Historically, when a debt issue is paid off, the Council had adopted a resolution to transfer the positive balance to Fund 400 - Capital Equipment and Facilities and any future tax revenue or special assessments that are collected, if applicable, also go to Fund 400. The attached resolution does just that. It officially closes out Funds 315 and 317, transfers the net positive cash flow to Fund 400 and also allocates all future collections to Fund 400.

RECOMMENDED ACTION/MOTION:

Adopt resolution relating to finance transferring certain funds to and from bond funds.

FINANCIAL IMPACT:

**RESOLUTION
XX:25**

**RESOLUTION RELATING TO FINANCE
TRANSFERRING CERTAIN FUNDS TO AND FROM BOND FUNDS**

WHEREAS, the City maintains Bond Fund No. 317 (Fund 317) for the purpose of paying bonded indebtedness for the City's General Obligation Improvement Bonds, Series 2013A (the "Series 2013A Bonds")

WHEREAS, the Series 2023A Bonds were paid off on February 1, 2024, and the balance in Fund 317 is a positive \$12,889.39 as of August 26, 2025.

WHEREAS the City maintains Bond Fund No. 315 (Fund 315) for the purpose of paying bonded indebtedness for a portion of the City's General Obligation Improvement and Water Revenue Bonds, Series 2015A, used to finance capital improvement (the "Series 2015A Bonds").

WHEREAS the Series 2015A Bonds were paid off on February 1, 2025, and the balance in Fund 315 is a negative \$2,871.44 as of August 26, 2025.

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

1. A sum of \$12,889.39 is to be transferred from Fund 317 to Fund 400 to bring the fund balance in Fund 317 to \$0.
2. Any future delinquent tax revenues from Fund 317 will be deposited into Capital Projects Fund No. 400.
3. A sum of \$2,871.44 is to be transferred from Fund 400 to Fund 315 to bring the fund balance in Fund 315 to \$0.
4. Any future special assessment or delinquent tax revenues from Fund 315 will be deposited into Capital Projects Fund No. 400.

Adopted this ____ day of September 2025

MIKE O'DAY
President of the Council

Approved this ____ day of September 2025

DAVE BADEAUX
Mayor

ATTEST:

NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: September 2, 2025

TITLE OF ITEM: Discussion of HRA 2026 Levy Request

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Eric Charpentier, Connie Hillman,
Finance Director

DEPARTMENT: Finance

PRESENTER: Eric Charpentier, Connie Hillman,
Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Like the City's levy, the HRA's preliminary levy needs to be set by September 30, 2025. The HRA's levy is separate from the City's levy, but it is set by the City Council. The HRA levy is included in "Other Levies" listed on the property tax statement. Please see the attached letter outlining the initiatives that the HRA continues to work on along with the General Fund budget from the HRA. The Brainerd HRA Board adopted the preliminary levy at August 27, 2025 meeting.

The final levy adopted in December can be lower but not higher than the preliminary levy.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The maximum HRA levy allowed by state statute is .0185% of the previous year's estimated market value. For the pay year 2026, this amount is \$227,866. Below is the recent history of the HRA Levy:

Pay Year	Maximum Amount	Amount Levied	Percentage Change
2025	\$218,991	\$173,960	0%
2024	190,625	173,960	11.53%
2023	155,981	155,981	5.42%
2022	147,996	147,966	8.38%
2021	136,519	136,519	4.67%
2020	130,426	130,426	

RECOMMENDED ACTION/MOTION: Discussion of the 2026 HRA preliminary levy request and direction to Staff on what to include in the preliminary levy resolution for the HRA.

FINANCIAL IMPACT:



324 East River Road
Brainerd, MN 56401

Phone: 218/828-3705
Fax: 218/828-8817

August 27th, 2025

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

Dear Honorable Mayor Badeaux and City Council Members:

The purpose of this letter is to request the 2026 Brainerd Housing and Redevelopment Authority (HRA) operating levy. The Brainerd HRA has three primary funds: General Fund, Public Housing, and Housing Choice Voucher. Our levy dollars go into the General Fund and typically support our housing, rehab and redevelopment initiatives throughout the City. Attached is a copy of the preliminary General Fund budget.

General Fund

The levy dollars allow us the opportunity to administer other programs that benefit Brainerd residents, to increase the value of the property in the City of Brainerd and assist in redevelopment projects. To address these needs, the HRA created or participated in several programs:

Outlot E and F Redevelopment Project

The HRA is continuing to work with a local developer on bringing 18 housing units to an approximate 5-acre outlot that the HRA purchased in 2003. This is a collaborative project with the Brainerd HRA offering the land as well as an additional \$100,000 to aid in the infrastructure costs associated with getting roadway, water, sewer, curb and gutter into the development. We worked with the City on submitting a grant request through Minnesota Housing for additional funding specifically for this infrastructure and we anticipate a decision on that grant application to be forthcoming in September of 2025. The Crow Wing County HRA also has authorized funding for this project specifically for the infrastructure to the site.



Scattered Site Replacement Program

We continue to identify opportunities to purchase blighted properties within the City of Brainerd and have worked with the Community Development Department to reach out to property owners to gauge interest in this program.

Rehab Programs

The Brainerd HRA, on behalf of the City of Brainerd, has administered multiple Small Cities Development Program grants through the Department of Employment and Economic Development (DEED) for owner-occupied and renter-occupied rehab in targeted areas throughout Brainerd. We received funding in 2024 for a new grant to target Southeast Brainerd. We have completed 6 of the 8 units of owner-occupied rehab that we were awarded with one project in process. We have completed 4 of the 12 units of single-family rental rehab that we were awarded with three projects currently in process. We anticipate fulfilling the remainder of our allotted units of rehab in 2026. Our goal with these SCDP grants is to improve the properties that receive the funds but also to aid in increasing the overall value of the properties within the City for its tax base. We have also completed 2 Minnesota Housing Finance Agency rehab loans within the City of Brainerd with 3 additional loans in process. These loans are aimed at the lowest income earners that need assistance with health and safety rehab in their home. With the reconstruction of Washington street on the schedule for the Minnesota Department of Transportation, we also applied for additional funding for a streetscape grant on behalf of the City to coincide with that project in 2026. We anticipate the funding decisions from the Minnesota Department of Employment and Economic Development (DEED) will occur sometime in September and are optimistic that this grant will also get funded for the City.

State Housing Vouchers

The Brainerd HRA has been awarded just over \$815k for a two-year period to support a new state rental assistance program titled Bring It Home. We anticipate that we will be able to fund between 34-40 new rental assistance vouchers that will complement our federal voucher program. This is a new program born out of the 2023 legislative session and our agency will be working towards a grant award agreement by the end of this year with the anticipation that we will have these vouchers available to Brainerd and Crow Wing County residents in early 2026. We are eager to get this program started as our Federal program has large waiting lists of applicants that are in need of rental assistance.

Federal Funds: Public Housing and Housing Choice Voucher

The Brainerd HRA operates two federal programs that are funded by the Department of Housing and Urban Development (HUD), we own 203 units of public housing within the City limits. The HRA also owns or manages an additional 104 units of affordable housing in the City of Brainerd, and we provide approximately 325 Housing Choice Vouchers (HCV) throughout Crow Wing County.



Our agency continues to score high enough on our audits from HUD to be recognized as a public housing high performer which affords us funding bonuses for our capital funding needs so that we can continue to address updates to our public housing buildings.

There is growing uncertainty about the future of funding for both programs on the federal side and we are monitoring this upcoming budget cycle very closely.

TIF Redevelopment District – Downtown Brainerd

In July of 2023 the City Council authorized the Brainerd HRA to create a redevelopment TIF district to support a mixed-use redevelopment project in Downtown Brainerd that will bring an anticipated 3 new commercial spaces and 65 apartments to the city. We still view this project as a high priority for our agency as well as for the City. The project did not get funded through the workforce development program in 2024 and we are working with the developer to garner local interest in specific housing tax credits that are available through Minnesota Housing, a program that is available through 2028. The developer is committed to the project, and we continue to work towards getting the project to the starting line.

Although the levy funds represent less than five percent of our overall budget, these funds are critical. They allow us to continue to provide affordable housing for approximately 900 Brainerd residents and assist in the rehab and redevelopment needs in the City of Brainerd. We are anticipating Federal funding cuts to our housing programs per the proposed budgets at the executive and legislative levels, although we will not have a clear picture of the total cuts we may receive until at least October when the federal budgets are due. We are also not immune to the rising costs of labor, materials as well as our wage and benefit pressure, all of which continue to increase. The Brainerd HRA is requesting the City Council approve the full HRA levy, which is .0185% of the estimated market value, which will be approximately \$227,866 for 2026.

Thank you for your continued support of the Brainerd HRA and considering our request for the 2026 levy.

Sincerely,



Eric Charpentier
Executive Director

General Fund Comparative Budget

Brainerd Housing Authority
324 E River Rd
Brainerd, MN 56401

Fiscal Year 12/31/2026

Account Title	2025 Budget	2026 Budget	Difference	% Difference
Revenues:				
City Tax Levy	173,960	227,866	53,906	31%
Investment Interest	15,000	15,000	0	0%
Management Fees	388,740	406,836	18,096	5%
TIF Revenue	12,000	12,000	0	0%
Operating Transfer	11,105	10,000	(1,105)	-10%
SCDP Admin Fee	35,000	35,000	0	0%
Other Income	337,300	254,600	(82,700)	-25%
Interfund Loan Interest	8,150	8,150	0	0%
Total Revenues	981,255	969,452	(11,803)	-1%
Expenditures:				
Administrative				
Salaries	389,670	438,455	48,785	13%
Employee Benefits	155,405	173,496	18,091	12%
Travel	2,000	2,000	0	0%
Staff Training	15,000	15,000	0	0%
Audit Cost	10,000	10,400	400	4%
Legal	14,500	14,500	0	0%
Other Administrative Costs	16,800	17,900	1,100	7%
Contract Costs	317,920	245,960	(71,960)	-23%
Total Administrative	921,295	917,710	(3,585)	0%
General Expenditures				
TIF Expense	255	330	75	29%
Insurance	13,229	10,635	(2,594)	-20%
Debt Service	0	0	0	0%
Other Programs	38,326	33,277	(5,049)	-13%
Interfund Loan Interest	8,150	7,500	(650)	-8%
Total General Expenditures	59,960	51,742	(8,218)	-14%
Total Expenditures	981,255	969,452	(11,803)	-1%
Cash Flow	0	0	0	
Designated Fund Balance	0	0	0	
Cash Flow from Operations	0	0	0	



City Council Agenda Request

MEETING DATE: September 2, 2025

TITLE OF ITEM: Discussion of Library 2026 Levy Request

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

The Brainerd Library Board has requested a 2% increase in the library levy for 2026. The letter from the Library Board is attached to this agenda request.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Attached is the history of the Library levies since 2000.

The state-certified level minimum support for library services for 2026 is \$116,790 (see attachment).

The budget/levy as of 8/25/25 has the library levy at \$152,784 the same as 2025. The Library Board is requesting a levy of \$155,840, an increase of \$3,056. If the total request is approved, the impact on the preliminary levy would be an increase of approximately .04%.

RECOMMENDED ACTION/MOTION:

A motion setting the preliminary 2026 Library levy.

FINANCIAL IMPACT:

Brainerd Public Library
Board of Directors
416 South 5th St
Brainerd, MN 56401

August 28, 2025

Mayor Dave Badeaux and Council Members
501 Laurel Street
Brainerd, MN 56401

Dear Mayor Badeaux and Council Members,

The Brainerd Public Library Board of Directors voted on August 27, 2025, to request that the Brainerd City Council consider a 2% increase in the city's levy to the library for 2026, for a total levy request of \$155,840. As Council Members are certainly aware, the rate of inflation—particularly for utilities, insurance, and building maintenance—has increased significantly again in the last year.

The library continues to be a vital resource for the community, with over 473 visitors and 813 checkouts *per day* on average in 2024. City residents do far more than check out books at the library, though: they apply for jobs using the public internet computers, read the Brainerd Dispatch newspaper, utilize the library's meeting rooms to study, research local history using the microfilm reader, and attend programs for all ages that engage and enrich their lives.

Please refer any questions to Brainerd Public Library Branch Manager Laurel Hall, at 218-829-5574 or hall@krls.org.

Sincerely,



John Stubbs
Board President
Brainerd Public Library

Library Levy History

Levy Year	Dollar Amount	% Increase
2000	\$ 123,000	
2001	123,000	0.00%
2002	132,000	7.32%
2003	133,000	0.76%
2004	134,000	0.75%
2005	136,000	1.49%
2006	136,000	0.00%
2007	139,338	2.45%
2008	141,000	1.19%
2009	141,000	0.00%
2010	141,000	0.00%
2011	141,000	0.00%
2012	141,000	0.00%
2013	141,000	0.00%
2014	141,000	0.00%
2015	141,000	0.00%
2016	141,000	0.00%
2017	143,820	2.00%
2018	147,416	2.50%
2019	150,364	2.00%
2020	154,123	2.50%
2021	146,851	-4.72%
2022	146,851	0.00%
2023	149,788	2.00%
2024	149,788	0.00%
2025	152,784	2.00%
2026		



August 12, 2025

Dear Minnesota City Clerks,

Thank you for your commitment to ensuring your city's residents have access to public library services. The attached documentation provides your city's state-certified level of library support for 2026. Minnesota Statutes, sections [134.34](#) and [275.761](#) establish the amount at 90% of the state-certified level of support set in 2011.

Please be advised that should a city fall below its state-certified level of library support, Minnesota Statutes, section 134.34, subdivision 4 requires removal of the city from State Library Services' funding formulas. This would greatly reduce the breadth and depth of library services available to the city's residents.

Thank you again for your continued support of Minnesota's libraries. Together, we can ensure that all Minnesota residents benefit from quality library services.

Sincerely,

A handwritten signature in black ink that reads 'Emma De Vera'.

Emma De Vera
State Library Program Specialist

August 2025

CERTIFICATION OF MINIMUM LOCAL SUPPORT REQUIREMENT: 2025

This is to certify the 2026 minimum level of financial support to be provided for operating expenses for public library services and participation in the regional public library system programs pursuant to *Minnesota Statutes*, Chapter 134.34 for the city of:

Brainerd

The state-certified level of library support for 2026 is: **\$116,790**

This amount represents the equivalent of 90% of the official 2011 state-certified level of library support.



City Council Agenda Request

MEETING DATE: September 2, 2025

TITLE OF ITEM: Direction on PILOT Contribution from Public Utilities

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Nick Broyles, City Administrator,
Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Council consensus from the 8/25/25 budget workshop, was for Staff to look into updating the PILOT contribution from the electric utility department. The current contribution policy is attached. Staff did a listserv of LMC members and attached to this agenda item are the responses received.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Below is a history of the PILOT contribution:

2025 thu June	\$375,475
2024	765,150
2023	783,245
2022	756,373
2021	761,150
2020	734,569
2019	757,394
2018	691,284
2017	672,823
2016	681,227
2015	596,543

The current 2026 budget has \$780,000 as the PILOT contribution. Per the 2024 audit, the electric revenue was \$26,775,553. 2025 the budgeted revenue for the electric department was \$30,470,400. The chart below gives various PILOT contributions based off of revenue for both actual 2024 and 2025 budgeted revenue:

	2024 Actual	2025 Budget
1%	\$267,756	\$304,704
3%	803,267	914,112
4%	1,071,022	1,218,816
5%	1,338,778	1,523,520
7%	1,874,292	2,132,928
10%	2,677,560	3,047,040

RECOMMENDED ACTION/MOTION: Direction to staff on how to proceed with PILOT from the Public Utilities Department.

FINANCIAL IMPACT: UNK

BRAINERD PUBLIC UTILITIES POLICY 2003-01

Adopted March 25, 2003

Revision No. 1 – January 25, 2005

Revision No. 2 – November 24, 2009

Revision No. 3 – November 24, 2015

Revision No. 4 – August 28, 2018

Revision No. 5 – July 26, 2022

CONTRIBUTION TO CITY POLICY

Brainerd Public Utilities (BPU) will make regular financial contributions to the City of Brainerd (City). These contributions will be made on a monthly basis based on retail sales by the BPU Electric Department. Retail sales by the Electric Department are defined as energy sales expressed in kilowatt-hours (kWh) to BPU retail electric customers. Energy sales to BPU retail electric customers do not include sales to any City facilities or any energy usage by BPU departments. The monthly BPU contribution will be a cash contribution to the City equal to \$0.0045 per kWh based on energy sales to retail electric customers in the previous month. ~~The new contribution rate will be effective January 1st following the date of the most recent revision.~~

The monthly cash contribution to the City for medium and large industrial customers (crypto mining customers) will be equal to \$0.00025 per kWh. This rate will be reevaluated on December 31, 2023, by BPU Commission and City.

BPU will make no contribution to the City based on operations or sales by the BPU Water or Wastewater Departments. BPU will make no other contributions to the City (cash or services) other than the cash contribution based on retail electric sales.

BPU will bill the City for all utility services (electric, water and wastewater) at regular utility rates as set by the BPU Commission for applicable service to City facilities. The applicable rates for service to City facilities are subject to change as may be determined necessary by the BPU Commission.

From: [Steven Mielke via LMC - MemberLink](#)
To: [Nick Broyles](#)
Subject: RE: PILOT for City-Owned Electric Utility
Date: Tuesday, August 26, 2025 9:49:37 AM

The following message has been sent to you in response to your discussion message.

[View inbox and reply to the message online](#)

Message From: Steven Mielke

Hello Nick,

It's been a while since I managed an electric utility (Janesville MN) but my reaction to your question caused me to want to respond.

First, the primary purpose of a municipal electric utility is to ensure that the utility is working efficiently and has a stable financial base. So making sure the operation is well funded, including a comprehensive capital replacement plan is adequately funded, needs to be in place.

If the municipal rates are lower than the adjacent for-profit utilities, that should be made known to the public and the elected officials. There is a way to quantify that benefit to rate payers.

Then, if the utility is set up well for the future, it would be possible for a financial consultant to calculate what taxes a for-profit utility would pay if they owned the same facilities the municipal operation. That could be the basis of calculating the PILOT amount.

I would not suggest a charter provision but instead a formal agreement between the municipal electric board (I'm assuminig you have an independent electric board) and the City Council. A charter amendment would be cumbersome to change if it becomes necessary to do so.

If there is a desire to have the municipal electric contribute more than the amount a for-profit utility would pay, perhaps an annual amount could be arranged through the annual budget process. It would be advisable to specify the additional amount toward city capital purchases so the city doe not become dependent on the utility for its regular operating budget.

I hope this is helpful. Good luck,

Steven Mielke
Dakota County - Retired
Lakeville, MN
952.454.4404
smielke@charter.net

Original Message:
Sent: 08-26-2025
From: Nick Broyles
Subject: PILOT for City-Owned Electric Utility

Good morning all:

For those of you who have a city-owned electric utility, how do you determine what, if any, dollar amount the utility contributes to the city general fund each year? PILOT for example. Also, is this agreement codified in charter or is it simply enacted via a resolution?

Thanks, Nick

Nick Broyles
City Administrator
Brainerd
Brainerd MN
(218) 828-2307

From: [Michele McPherson](#)
To: [Nick Broyles](#)
Cc: [Keith Butcher](#)
Subject: Re: PILOT for City-Owned Electric Utility
Date: Tuesday, August 26, 2025 8:10:07 AM
Attachments: [image001.png](#)

You don't often get email from mmcpherson@princetonmn.org. [Learn why this is important](#)

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Nick –

As the utility is technically its own corporation, they get to set the amount of the PILOT. There are multiple utilities out there that have agreements – see the City of Marshall, theirs is pretty detailed in how the amount is calculated and what it is used for.

In Princeton, the General Manager has tied the PILOT to the amount of KW hours sold, so it is based on a mil rate. It is not in ordinance as it is not a requirement that the utility pay a PILOT.

Personally, I would not count on a PILOT payment as part of my General Fund budgeting since there is no requirement for a PILOT.

I have included our Public Utilities General Manager, Keith Butcher on my reply – feel free to reach out to him as I am sure that he would be happy to provide some input.

Michele McPherson (M2)

City Administrator



705 2nd Street North
763/389-2040

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"It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually

strive to do the deeds; who knows great enthusiasms, the great devotions, who spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat.”

Citizenship in a Republic – Theodore Roosevelt, Paris 1910

From: [Utility Supt](#)
To: [Nick Broyles](#)
Cc: [Kim Schroeder](#)
Subject: Wadena Utilities PILOT
Date: Wednesday, August 27, 2025 7:57:23 AM
Attachments: [Transfer Calculation 2025 Budget.xls](#)

You don't often get email from utilitiesupt@wadena.org. [Learn why this is important](#)

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Nick,

Kim forwarded me your email about our PILOT payment to the General Fund from the Electric Utility. It is 4.4 mills per Kwh sold per customer class with a minimum transfer of \$325,000.

I have attached the calculation spreadsheet for 2025. The reason it is not calculated on a calendar year is the calculation needs to be completed in time for the general fund budgets.

Thank you,

David Evans
Utilities Superintendent
City of Wadena
218-631-7712

TRANSFER TO THE GENERAL FUND CALCULATION

FOR 2025 BUDGET YEAR

Kwh Sales by Month

Billing Code	July '23	Aug. '23	Sept. '23	Oct. '23	Nov. '23	Dec. '23	Jan. '24	Feb. '24	Mar. '24	Apr. '24	May '24	June '24	Totals
10	1,313,673	1,320,367	1,145,658	1,039,313	1,169,065	1,337,015	1,479,955	1,191,645	1,273,311	1,019,657	963,969	1,065,762	14,319,390
11	52,880	50,856	42,853	102,147	208,208	238,420	325,207	230,592	228,295	127,147	57,116	39,792	1,703,513
12	150,483	150,037	136,121	197,865	326,088	378,304	478,646	344,164	352,573	220,995	143,456	125,594	3,004,326
19	26,996	23,221	19,206	15,070	20,557	22,098	26,801	19,054	18,643	12,161	15,877	18,975	238,659
20	244,058	253,217	226,931	221,361	335,009	386,001	452,857	361,697	378,335	282,881	241,509	251,474	3,635,330
21	22,736	20,326	34,362	81,695	133,946	149,487	202,627	146,193	144,268	92,224	29,240	15,300	1,072,404
23	217,999	232,407	183,757	168,771	190,509	204,118	216,968	184,055	197,773	164,309	169,726	181,470	2,311,862
30	3,086,423	3,127,203	2,939,025	2,750,080	3,007,721	3,203,801	3,565,060	3,027,548	3,211,472	2,760,698	2,803,703	2,882,900	36,365,634
31	20,246	21,358	15,526	27,553	47,789	50,131	62,374	46,840	45,082	22,577	16,302	16,388	392,166
Monthly Total	5,135,494	5,198,992	4,743,439	4,603,855	5,438,892	5,969,375	6,810,495	5,551,788	5,849,752	4,702,649	4,440,898	4,597,655	63,043,284
						31,090,047						31,953,237	

Total Kwh Sales **63,043,284**

Transfer mill rate **0.0044**

Annual Transfer Amount **\$ 277,390.45**

Monthly Transfer Amount **\$ 23,115.87**

Minimum Transfer Amount **\$ 325,000.00**

Monthly Transfer Amount **\$ 27,083.33**

From: [Sharon Hanson](#)
To: [Nick Broyles](#)
Subject: RE: PILOT from Utilities
Date: Tuesday, August 26, 2025 10:51:56 AM
Attachments: [image001.png](#)

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

We have a formula that is reviewed every three years. I feel like the formula is really just backed into from the number the utility thinks it should be. But it is approximately 5% of electrical utility revenue which I think it is about the industry standard.

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Date: 8/26/25 10:10 AM (GMT-06:00)
To: Sharon Hanson <Sharon.Hanson@ci.marshall.mn.us>
Subject: PILOT from Utilities

Sharon,

Does your utility contribute funds to the general fund every year? If yes, is it specified in charter, resolution, or some other form?

Regards

Nick



Nick Broyles, MPA | City Administrator
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218.828.2307 | nbroyles@ci.brainerd.mn.us

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From: [Calvin Portner via LMC - MemberLink](#)
To: [Nick Broyles](#)
Subject: RE: PILOT for City-Owned Electric Utility
Date: Tuesday, August 26, 2025 10:26:22 AM

The following message has been sent to you in response to your discussion message.

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Message From: Calvin Portner

Hi Nick,

Elk River has a policy of 4% of electric revenues from all accounts within the city limits.

I'd be interested in your answers from all the other cities. I don't know where this number originated, and if it is consistent with the revenue we'd get if their assets were on the tax rolls.

I hope all is going well in Brainerd!

Calvin Portner
Administrator
Elk River
Elk River MN
(763) 635-1001

Original Message:
Sent: 08-26-2025
From: Nick Broyles
Subject: PILOT for City-Owned Electric Utility

Good morning all:

For those of you who have a city-owned electric utility, how do you determine what, if any, dollar amount the utility contributes to the city general fund each year? PILOT for example.

Also, is this agreement codified in charter or is it simply enacted via a resolution?

Thanks, Nick

Nick Broyles
City Administrator
Brainerd
Brainerd MN
(218) 828-2307

From: [Chris Dalton](#)
To: [Nick Broyles](#)
Subject: RE: [External]New Ulm Charter
Date: Tuesday, August 26, 2025 9:38:46 AM
Attachments: [image001.png](#)

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

Nick,

They pay 5% of their revenue to the general fund. Let me know if you need additional information or any other questions.

Chris Dalton
City Manager
City of New Ulm
507.233.2112

From: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Sent: Tuesday, August 26, 2025 8:13 AM
To: Chris Dalton <ChrisD@newulmmn.gov>
Subject: RE: [External]New Ulm Charter

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Chris,

How much does your utility pay into your general fund every year?

Regards
Nick



Nick Broyles, MPA | City Administrator
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218.828.2307 | nbroyles@ci.brainerd.mn.us

From: [Sydney Wiertzema via LMC - MemberLink](#)
To: [Nick Broyles](#)
Subject: RE: PILOT for City-Owned Electric Utility
Date: Tuesday, August 26, 2025 8:18:10 AM

The following message has been sent to you in response to your discussion message.

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Message From: Sydney Wiertzema

Our transfer is \$250,000 each year. I believe it was per resolution years ago.

Sydney Wiertzema
City Administrator
Breckenridge
Breckenridge MN
(218) 643-1431

Original Message:
Sent: 08-26-2025
From: Nick Broyles
Subject: PILOT for City-Owned Electric Utility

Good morning all:

For those of you who have a city-owned electric utility, how do you determine what, if any, dollar amount the utility contributes to the city general fund each year? PILOT for example. Also, is this agreement codified in charter or is it simply enacted via a resolution?

Thanks, Nick

Nick Broyles
City Administrator
Brainerd

Brainerd MN
(218) 828-2307

From: [Blaine Hill via LMC - MemberLink](#)
To: [Nick Broyles](#)
Subject: RE: MCMA : PILOT for City-Owned Electric Utility
Date: Tuesday, August 26, 2025 2:18:38 PM



MCMA

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Re: PILOT for City-Owned Electric Utility

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Blaine Hill



Aug 26, 2025 2:19 PM

[Blaine Hill](#)

When I was in Breckenridge, I believe it was in the Charter as a % of profits leaving a % for expansion. However, I don't think that truly reflected all the factors that went into figuring rates, the utility environment and even the fact that the commission also oversaw water and sanitary sewer. I know some cities have natural gas too. I know some cities use the utility reserves for one time project contributions like a swimming pool. I'm the retired Morris City Manager and our liquor store does very well. We take a little bit, leave the rest in reserve. Same thing, maybe a one-time purchase. However, we are building a new one.

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Original Message:

Sent: 8/26/2025 2:58:00 PM

From: Jeffrey Weldon

Subject: RE: PILOT for City-Owned Electric Utility

Nick,

There is no magic formula for determining a PILOT, it's whatever the council wants

and the electric commission want to agree upon. If you want to tie it to something logical, you can look at all the tax exempt assets that make up the electrical infrastructure and apply the current tax rate on it as if it were a private investor-owned utility. Philosophically, electrical enterprise funds should provide a transfer to their owner just like all enterprise funds should whether it is water, sewer, liquor, golf, gas, or anything else. This PILOT transfer does not need to be codified in charter or code. Just a motion. It could even be part of the budget adoption resolution.

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From: [Mike Roth](#)
To: [Nick Broyles](#)
Subject: electric utility contributions
Date: Tuesday, August 26, 2025 9:26:51 AM

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Hi Nick,

I hope all is well for you in Brainerd. Our municipal electric utility pays a franchise fee, which is codified as \$40,000 plus 1% of gross fees for electric services. We have discussed increasing the amount for a few years, and I think we will actually do it this year. One source I found useful was talking to rating agencies about what their expectations are for the electric utility. When they evaluate the utility, they note the percentage being paid to the general fund. Up to a certain amount (maybe around 5%) it has no effect on the rating they would provide to the utility.

What is your current practice?

Mike

--

Mike Roth
City Administrator
City of Grand Marais
(218) 387-1848



From: [Clinton Rogers](#)
To: [Nick Broyles](#)
Subject: Re: PILOT for City-Owned Electric Utility
Date: Tuesday, August 26, 2025 9:02:44 AM
Attachments: [image001.png](#)

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Nick, our City Code has the following language in our City Code under “Municipal Utility Fee”

(E) *Fees.* Each municipal utility shall pay to the general fund a fee of 5% of its gross revenues, including costs for wholesale power distributed through the systems owned and operated by the Public Utilities Commission, for the use of the public rights-of-way and easements. The fee shall be payable monthly. (2002 Code, § 34.01) (Ord. 241, passed 11-24-1997)



Clinton M Rogers
City Administrator
City of Janesville, MN

Phone 507-234-5110
Mobile 507-340-3320
Web www.janesvillemn.gov
Email clintonr@janesvillemn.gov
PO Box O
101 N Mott Street
Janesville, MN 56048

From: [Matt Jaunich](#)
To: [Nick Broyles](#)
Subject: RE: Utility PILOT
Date: Tuesday, August 26, 2025 8:51:07 AM
Attachments: [image001.png](#)
[PILOT resolution - Revised Final.doc](#)

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

Nick,

Attached is the resolution the City did back in 2018 with Hutch Utilities that laid out the framework for how our current PILOT works. This year's payment is set to be at \$1,942,628.

The floor aspect of the agreement is good. I've grown frustrated with the ceiling portion as we are now entering year 4 or 5 of no PILOT increase because they haven't seen an increase in their total operating revenue. However, their fund balance has nearly doubled during that time. Something we are going to be looking at moving forward. With that said, Hutch Utilities has also invested in two major projects within the City over the last 5 years. First, they paid for the City's street light conversion to LEDs. That was about a \$1.4 million investment. They also paid for the replacement of our baseball field lights to LED at a cost of around \$350,000.

Let me know if you have any other questions.

Matt

From: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Sent: Tuesday, August 26, 2025 8:14 AM
To: Matt Jaunich <MJaunich@hutchinsonmn.gov>
Subject: Utility PILOT

This message originated from an external source. Please inspect the email and sender address before clicking any links or attachments.

Matt,

How much does your utility pay into your general fund every year?

Regards

Nick

RESOLUTION NO. 14853

A RESOLUTION DEFINING THE HUTCHINSON UTILITIES COMMISSION'S ANNUAL CONTRIBUTION TO THE CITY OF HUTCHINSON IN LIEU OF TAXES

WHEREAS, the Hutchinson City Charter and the Hutchinson Utilities Commission By-laws contain provisions for the transfer of surplus utility funds of the Hutchinson Utilities Commission to the City in lieu of the payment of taxes; and

WHEREAS, in December of 2006 both the Hutchinson City Council (City) and the Hutchinson Utilities Commission (HUC) passed resolutions (13100) which set the annual contribution by HUC at 2.75% of the total operating revenue as determined by the second preceding year's financial audit of the Hutchinson Utilities Commission in lieu of the payment of taxes; and

WHEREAS, HUC also makes additional annual payments to the City for Street Lighting and the Energy Tree Program bringing the combined total transfer to approximately 3.22%; and

WHEREAS, such transfers are common between municipal utilities and their cities and typically average around 4.5% in the West North Center United State region according to APPA's latest study; and

WHEREAS, the PILOT formula has not been adjusted since the 2006 resolutions were adopted; and

WHEREAS, the City and the HUC have determined that it is in the best interest of both entities to update the PILOT payment and formula used.

NOW, THEREFORE, BE IT RESOLVED by and between the City Council of the City of Hutchinson and the Hutchinson Utilities Commission, that the contribution from the HUC to the City in lieu of taxes shall be an amount equal to 4.50% of the total operating revenue of the HUC as determined by the most recent years' completed financial audit of the HUC. The arrangement between the City and the HUC shall be as follows:

- The contribution of 4.50% shall be phased in over three (3) years and will include a floor and cap.
- 2018's payment shall be collectively at 3.25% of each division's total operating revenue of the HUC as determined by the 2016 financial audit of the HUC.
- 2019's payment shall be collectively at 4.00% of each division's total operating revenue of the HUC as determined by the 2017 financial audit of the HUC
- 2020's payment shall be collectively at 4.50% of each division's total operating revenue of the HUC as determined by the 2018 financial audit of the HUC
- For years 2021 and beyond, the payment shall be collectively at 4.50% of each division's total operating revenue of the HUC as determined by the most recent year's completed financial audit of the HUC.
- Future PILOT payments shall include a floor and a ceiling. The floor will be no less than the previous year's payment of each division and a ceiling that does not extend beyond a 2% increase of each divisions operating revenue from the previous year's payment.

- The contribution in lieu of taxes shall be paid to the City each year in four quarterly installments.
- The City and HUC will review the formula every three years, or sooner, if conditions warrant.

FURTHERMORE, BE IT RESOLVED that the City and HUC recognize that a Cost of Service Study, along with APPA and Minnesota City Surveys may affect rates in future years and will be taken into consideration when looking at future PILOT payments.

FURTHERMORE, BE IT RESOLVED that in keeping in harmony with the Hutchinson City Charter the City and HUC agree to look at additional one-time transfers in the future, as conditions and opportunities warrant.

FURTHERMORE, BE IT RESOLVED that the Street Lighting and Energy Tree Program payments from the HUC to the City be phased out as well. The phasing will include 100% payment in 2018, 50% payment in 2019, and 0% payment in 2020 and beyond.

FURTHERMORE, BE IT RESOLVED that this arrangement shall stay in place until a new resolution is negotiated between the City and the HUC.

FURTHERMORE, BE IT RESOLVED that the Hutchinson Utilities Commission unanimously approved the above detailed resolution and arrangement on January 31, 2018.

ADOPTED BY THE HUTCHINSON CITY COUNCIL THIS 13TH DAY OF FEBRUARY, 2018

GARY T. FORCIER, MAYOR

ATTEST:

MATTHEW JAUNICH, CITY ADMINISTRATOR



Nick Broyles, MPA | City Administrator

City of Brainerd | 501 Laurel Street Brainerd MN 56401

218.828.2307 | nbroyles@ci.brainerd.mn.us

From: [Jeffrey Weldon via LMC - MemberLink](#)
To: [Nick Broyles](#)
Subject: RE: MCMA : PILOT for City-Owned Electric Utility
Date: Tuesday, August 26, 2025 1:58:20 PM



MCMA

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Re: PILOT for City-Owned Electric Utility

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Aug 26, 2025 1:58 PM

[Jeffrey Weldon](#)

Nick,

There is no magic formula for determining a PILOT, it's whatever the council wants and the electric commission want to agree upon. If you want to tie it to something logical, you can look at all the tax exempt assets that make up the electrical infrastructure and apply the current tax rate on it as if it were a private investor-owned utility. Philosophically, electrical enterprise funds should provide a transfer to their owner just like all enterprise funds should whether it is water, sewer, liquor, golf, gas, or anything else. This PILOT transfer does not need to be codified in charter or code. Just a motion. It could even be part of the budget adoption resolution.

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Original Message:

Sent: 8/26/2025 9:05:00 AM

From: Nick Broyles

Subject: PILOT for City-Owned Electric Utility

Good morning all:

For those of you who have a city-owned electric utility, how do you determine what, if any, dollar amount the utility contributes to the city general fund each year? PILOT

for example. Also, is this agreement codified in charter or is it simply enacted via a resolution?

Thanks, Nick

Nick Broyles
City Administrator
Brainerd
Brainerd MN
(218) 828-2307



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From: [Daniel Loch](#)
To: [Toni Gage](#); [Nick Broyles](#)
Subject: Fw: Electric/Water/Wastewater Treatment Rates
Date: Tuesday, September 2, 2025 7:56:21 PM
Attachments: [image001.png](#)
[image002.png](#)
[3 Year Summary Rate Changes - Jeff.xlsx](#)

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

Hi Nick/Toni,

Here is the email with the attachment.

Regards,

Danny

Daniel Loch, CPA
Finance Manager
[218-825-3213](#) | Direct
[218-838-3184](#) | Mobile
[218-829-8726](#) | Office
[8027 Highland Scenic Rd | Brainerd, MN 56401](#)
[BPU.org](#)
[Electricity](#) | [Water](#) | [Wastewater](#)

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From: Daniel Loch <dloch@bpu.org>
Sent: Friday, August 29, 2025 9:14 PM
To: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Subject: RE: Electric/Water/Wastewater Treatment Rates

Nick,

Please see the attached Excel summary. Recent rate adjustments across our utility divisions and their impact on revenues and expenditures are summarized below.

Over the past three years, each division has implemented rate adjustments at different times and in

different ways.

For Water, adjustments were made on September 1, 2022, with an **8.22%** increase to commodity charges only; on December 1, 2023, with a **12.0%** increase to the base charge and a **3.8%** increase to the commodity charge; and on December 1, 2024, with a **20.0%** increase across all fees. No adjustment is scheduled for 2025 following the significant 2024 increase.

For Wastewater, adjustments were made on September 1, 2022, with a **9.8%** increase to commodity charges; on December 1, 2023, with a **6.4%** increase to the base charge and a **9.0%** increase to the commodity charge; and on June 1, 2025, with a **9.9%** increase to the base charge and a **10.9%** increase to the commodity charge.

For Electric, there was no change in 2022. Adjustments were made on September 1, 2023, with a **5.33%** increase to the base charge and an **8.85%** increase to the commodity charge; on September 1, 2024, with a **3.75%** increase to base charges and a **1.22%** increase to commodity charges; and on June 1, 2025, with a **6.42%** increase to base charges and a **4.57%** increase to commodity charges.

While these adjustments have helped revenues keep pace with rising operational expenditures, they have not consistently met budgeted targets for building reserves to support capital expenditures.

For Water, 2024 results exceeded expectations and produced the first positive change in net position in three years. However, through June 2025 there is again a negative change in net position of **\$244,024**. Water has long been subsidized by other divisions, and while progress has been made to correct this, challenges remain. Rising infrastructure costs are of greatest concern as the utility has been required to issue debt year over year to complete water projects in conjunction with street projects.

For Wastewater, the change in net position continues to grow and exceed budget expectations through 2025. Revenues are covering expenditures. However, as the wastewater treatment facility plan continues, infrastructure needs are emerging where reserves are not sufficient to maintain and replace aging infrastructure.

For Electric, the net position remained positive and stable through 2022 and 2023 but decreased significantly in 2024 and is now negative in 2025. Revenues are covering operating expenditures but are not sufficient to meet projected reserve targets. Most rate classes underperformed in 2024 and 2025. This shortfall reduces the ability to fund capital improvements and address aging infrastructure primarily at the hydro facility.

Since 2017, there has been a growing need for the utility to issue debt to cover critical infrastructure needs. This reflects the gap between revenues that cover daily operations and the longer-term funding necessary to invest in and modernize utility systems. Debt issuance has become a more significant part of our capital funding strategy.

In summary, revenues across all divisions are covering operational costs, as seen in the positive net position in 2024. However, these trends are not continuing in 2025. Two divisions—Water and Electric—are showing negative changes in net position year-to-date, which indicates that current rate levels are not sufficient to build reserves for capital expenditures. Balancing affordability for customers with long-term sustainability of our utility systems remains a critical challenge. Noting this, Commission approved rate increases in April of 2025 that began in June and increase every 6 months for the next two years to aid in building reserves again. As noted in my managers' report in July we have noted that our budget process for 2026 will be the time to evaluate the utility's growing need to monitor costs.

Respectfully,

Danny Loch

Daniel Loch, CPA

Finance Manager

218-825-3213 | Direct

218-838-3184 | Mobile

218-829-8726 | Office



8027 Highland Scenic Rd | Brainerd, MN 56401

BPU.org

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From: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Sent: Friday, August 29, 2025 3:55 PM
To: Jeff Czczok <jzczok@ci.brainerd.mn.us>
Cc: Daniel Loch <dloch@bpu.org>
Subject: FW: Electric/Water/Wastewater Treatment Rates

Jeff,

Danny has provided the below information. It is not all inclusive yet as Danny's time has been divided. He is filling in gaps due to Kelly Dean's retirement. He is still working on collecting some of the electrical data and should have it by the middle of next week.

Regards

Nick



Nick Broyles, MPA | City Administrator

City of Brainerd | 501 Laurel Street Brainerd MN 56401

218.828.2307 | nbroyles@ci.brainerd.mn.us

From: Daniel Loch <dloch@bpu.org>
Sent: Friday, August 29, 2025 3:30 PM
To: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Subject: RE: Electric/Water/Wastewater Treatment Rates

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

Hi Nick,

I do have some of the information at hand.

The utility has increased their rates each of the past three years in different capacities, i.e. base charge and commodity.

Water incurred adjustments 9/1/2022, 12/1/2023, and 12/1/2024.

Wastewater incurred adjustments: 9/1/2022, 12/1/2023 and 6/1/2025.

Electric did not incur an adjustment in 2022, but had adjustments 9/1/2023, 9/1/2024 and 6/1/2025.

Water and wastewater's 9/1/2022 adjustment was a commodity only change of 8% and 10% respectively.

The 12/1/2023 adjustments for water and wastewater included both base and commodity charges. Water had a 12% change for base and 4% change for commodity (per 1,000 gallons sold). Wastewater saw a 12/1/2023 increase of 6% for the base charge and 9% for commodity (per 1,000 gallons treated).

As of 12/1/2024 Water had a 20% increase across all fees and no adjustment in 2025 following this significant adjustment.

Wastewater and Electric saw varying degrees of adjustments across all rate classes. Wastewater had a 10% base fee and 11% commodity change as of 6/1/2025.

I am still quantifying the electrical changes as I am working through a billing error as we transition Kelly out for her retirement. I will have those quantified and calculated by Tuesday morning. Rough estimated changes in rates for electric across 2023 and 2024 were 4-9% across the rate classes in each year.

Regards,

Danny

Daniel Loch, CPA
Finance Manager
218-825-3213 | Direct
218-838-3184 | Mobile
218-829-8726 | Office



8027 Highland Scenic Rd | Brainerd, MN 56401

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From: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Sent: Wednesday, August 27, 2025 3:01 PM
To: Jeff Czczok <jzczczok@ci.brainerd.mn.us>
Cc: Connie Hillman <chillman@ci.brainerd.mn.us>; Daniel Loch <dloch@bpu.org>
Subject: Re: Electric/Water/Wastewater Treatment Rates

Jeff,

Yes. I should have an answer to you by Friday.

Regards

Nick

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From: Jeff Czczok <jzczczok@ci.brainerd.mn.us>
Sent: Wednesday, August 27, 2025 1:53:34 PM
To: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Cc: Connie Hillman <chillman@ci.brainerd.mn.us>; Danny Loch BPU <dloch@bpu.org>
Subject: Electric/Water/Wastewater Treatment Rates

Hi Nick,

Could I please get a record of the number of times the PUC has increased the three utility rates in the last three years.

How much of each increase on average based on the different categories and when were the rate increases implemented.

And, did the revenues generated from each of the rate increases cover the budgeted expenses.

Please let me know if you've any questions.

Thanks much, Jeff

Water	2022	2023	2024
Water Base Charge % Change	0.00%	12.00%	20.00%
Water Commodity Charge % Change	8.22%	3.80%	20.00%
Effective Date	9/1/2022	12/1/2023	12/1/2024
Water Change in Net Position	\$ (273,000)	\$ (710,000)	\$ 68,000

WasteWater Treatment	2022	2023	2024
WW Base Charge	0.00%	6.40%	0.00%
WW Commodity Charge	9.80%	9.00%	0.00%
Effective Date	9/1/2022	12/1/2023	12/1/2024
Wastewater Change in Net Position	\$ (266,937)	\$ 937,703	\$ 1,655,361

Electric	2022	2023	2024
Electric Average on Base Charges	0.00%	5.33%	3.75%
Electric Average Increase Kwh Sold	0.00%	8.85%	1.22%
Effective Date	9/1/2022	9/1/2023	9/1/2024
Electric Change in Net Position	\$ 1,356,145	\$ 1,351,047	\$ 401,035

2025

0.00%

0.00%

6/1/2025

\$ (244,024)

2025

9.90%

10.90%

6/1/2025

\$ 466,887

2025

6.42

4.57

6/1/2025

\$ (306,544)



City Council Agenda Request

MEETING DATE: September 2, 2025

TITLE OF ITEM: Approve Change Order #1 - Imp 21-13 - Beech/Oakridge Reconstruction Project

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached is a Change Order request to replace the intended subcontractor on Improvement 21-13 - Beech/Oakridge Reconstruction Project. Based on guidance provided by MnDOT, Anderson Brothers is not eligible to perform as a subcontractor on the project. Staff requested a proposal from Landwehr Construction to find a suitable and acceptable replacement subcontractor to perform on the bituminous paving portion of the work. Staff is recommending approval of the attached Change Order to accommodate the adjusted unit price for this replacement.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The attached Change Order and proposal from Landwehr Construction shows a requested unit price adjustment of \$6.75 per ton increase to replace the subcontractor. The estimated total cost for this adjustment is \$18,981, although the cost is based on the estimated tonnage of bituminous mix needed on the project. MnDOT State Aid has indicated that the increase on Beech Street would be a state aid eligible expense.

RECOMMENDED ACTION/MOTION: Staff recommends approval of Change Order #1 in the amount of \$18,981.

FINANCIAL IMPACT: \$18,981 (estimated).

SP/SAP(s)	SAP 108-125-004	MN Project No.:	N/A	Change Order No.	1
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Project Location	Brainerd, MN		
Local Agency	City of Brainerd	Local Project No.	21-13
Contractor	Landwehr Construction, Inc.	Contract No.	21-13
Address/City/State/Zip	PO Box 1086 846 South 33rd Street / St. Cloud / MN / 56302		
Total Change Order Amount		\$18,981.00	

Issue: The Engineer has determined the Contract needs to be revised in accordance with specification 1402. The Engineer has determined that the original intended subcontractor, Anderson Brothers, will be ineligible, pending debarment, to perform on the project. A proposal was required to accommodate an alternative subcontractor to perform bituminous paving on the project. This Change Order reflects an adjustment to the unit price for bituminous mix.

Resolution:

The Agency will compensate for the additional unit price cost adjustment for Item 2360.509 - TYPE SP 9.5 WEARING COURSE MIXTURE (2,C), as detailed in this change order.

The Contractor will provide a Request to Sublet for the new subcontractor request and perform the work as specified in the contract documents.

Entitlement:

Contract Time - is not changed

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
Group/Funding Category**	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
Street Reconstruction / Beech Street	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$95.05	2575	\$244,753.75
Street Reconstruction / Beech Street	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$88.30	-2575	(\$227,372.50)
Street Reconstruction / Oakridge Road	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$95.05	237	\$22,526.85
Street Reconstruction / Oakridge Road	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$88.30	-237	(\$20,927.10)
Net Change this Change Order						\$18,981.00

****Group/funding category is required for federal aid projects**

Project Engineer 
Print Name: Jessie Lawrence Dehn

Date: 8/25/2025
Phone: 218-454-3411



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2023

SP/SAP(s)	SAP 108-125-004	MN Project No.:	N/A	Change Order No.	1
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Contractor: *Derek Burggraff*

Date: *8/26/2025*

Print Name: Derek Burggraff

Phone: *320-252-1494*

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for:

- _____ Federal Funding
_____ State Aid Funding
_____ Local/Other Funds

District State Aid Engineer: _____

Date: _____

Anderson Bros. Debarment – Alt Paving Contactor



Landwehr Construction Inc.

PO Box 1086

St. Cloud, MN 56302

Contact: Bryan Pearson

Phone: 320-252-1494

Fax: 320-252-2380

Quote To: Jessie Dehn
City of Brainerd

Job Name: Brainerd Beech St
Date of Plans:

Phone:

Fax:

Revision Date:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
38	Type SP 9.5mm Wearing Course Mix (2,C) Knife River quote increase over Anderson Bros.	2812	Ton	\$6.75	\$18,981.00

NOTES:

Due to Anderson debarment, an alternate paving contractor is required on the project. Knife River quoted at the time of letting. The quoted price is the increase to the original bid item.

A handwritten signature in black ink, appearing to read "Bryan Pearson", is written over a horizontal line.

Bryan Pearson
Project Manager
Aug 19th, 2025



City Council Agenda Request

MEETING DATE: September 2, 2025

TITLE OF ITEM: Approve Change Order #2 - Improvement 23-13 - TH 371B/Willow Street Roundabout 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): 5 Minutes

SUMMARY OF ISSUE: Attached is a Change Order request to replace the intended subcontractor on Improvement 23-13 – TH 371B/Willow Roundabout Project. Based on guidance provided by MnDOT, Anderson Brothers is not eligible to perform as a subcontractor on the project. Staff requested a proposal from Landwehr Construction to find a suitable and acceptable replacement subcontractor to perform on the bituminous paving portion of the work. Staff is recommending approval of the attached Change Order to accommodate the adjusted unit price for this replacement.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The attached Change Order and proposal from Landwehr Construction shows a requested unit price adjustment of \$21.32 per ton increase to replace the subcontractor. The estimated total cost for this adjustment is \$29,123.12, although the cost is based on the estimated tonnage of bituminous mix needed on the project. MnDOT has approved the Change Order and State Aid has indicated that the increased cost would be a state aid eligible expense. As a reminder, the cost is split between the City and MnDOT. Using the estimated quantities, roughly \$12,408.24 cost increase being on the City's portion and roughly \$8,719.88 being grant eligible.

RECOMMENDED ACTION/MOTION: Staff recommends approval of Change Order #2 in the amount of \$29,123.12.

FINANCIAL IMPACT: \$29,123.12 (estimated)



SP/SAP(s)	108-070-001; 108-124-009	MN Project No.:	HSIP-CRP 1825(065)	Change Order No.	2
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Project Location	TH 371B (South 6 th Street) at Willow Street		
Local Agency	City of Brainerd	Local Project No.	BRDMN 173744
Contractor	Landwehr Construction, Inc.	Contract No.	
Address/City/State/Zip	651 60 th Street South, St. Cloud, MN 56301		
Total Change Order Amount \$		29,123.12	

Issue: The Engineer has determined the Contract needs to be revised in accordance with specification - Other, see below.

Anderson Brothers Construction Company of Brainerd, LLC was found to be suspended on July 23, 2025. This was post bid letting but prior to execution of the Request to Sublet Form.

Resolution:

1. The Contractor was required to solicit proposals and select a different paving subcontractor due to a recent suspension of Anderson Brothers Construction Company of Brainerd, LLC. The below information reflects the change to Knife River Corporation – North Central pricing. The pricing was obtained during the bidding phase of the project. The City of Brainerd followed the required federal, state and other relevant laws and rules in selection of the new subcontractor.

Entitlement: Payment for this work will be at: Negotiated Unit Prices as provided in MnDOT Specification 1904 as shown in the estimate of cost.

This document does not change Contract Time.

Estimate Of Cost:						
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
1,2,4	2360.509	TYPE SP 9.5 WEARING COURSE MIX (4,C)*	TON	\$95.00	(1,366)	(\$129,770.00)
1,2,4	2360.509	TYPE SP 9.5 WEARING COURSE MIX (4,C)*	TON	\$116.32	1,366	\$158,893.12
Net Change this Change Order						\$29,123.12

***Existing bid item subject to price adjustment**

****Group/funding category is required for federal aid projects**

1 – SP 1814-10

2 – SP 108-070-001 (Roadway)

3 – SP 108-070-001 (Storm Sewer)

4 – SAP 108-124-009

5 – City of Brainerd (Local)

Pricing Approved by MnDOT Estimating: Name: John Bier Date: 08/25/2025

Attachments: Landwehr price quotation.



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2024

SP/SAP(s)	108-070-001; 108-124-009	MN Project No.:	HSIP-CRP 1825(065)	Change Order No.	2
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Project Engineer: Paul Sandy Date: 08/25/2025
Print Name: Paul Sandy, PE Phone: 218.855.1705

Contractor: Bryan Pearson Date: 8/26/25
Print Name: Bryan Pearson Phone: 320-253-1494

City: _____ Date: _____
Print Name: _____ Phone: _____

Other required signatures (MnDOT if work on Trunk Highway, other agency as needed). These signatures should be in place before submittal to DSAE.

Signature: _____ Date: _____
Print Name: _____ Phone: _____
Title and Agency: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ☐ Federal Funding ☐ State Aid Funding ☐ Local Funds

District State Aid Engineer: _____ Date: _____

Paul Sandy

From: MN_DOT_Contract Changes - North <ContractChanges-North.DOT@state.mn.us>
Sent: Monday, August 25, 2025 1:37 PM
To: Hendrickson, Ross (DOT); Paul Sandy
Subject: RE: Contract Change Order 2 - SP 108-070-001 and SAP 108-124-009

I am also good with this one.

John Bier
Contract Change Specialist – North
Office of Construction and Innovative Contracting
395 John Ireland Blvd
St. Paul MN. 55155

From: Hendrickson, Ross (DOT) <ross.hendrickson@state.mn.us>
Sent: Monday, August 25, 2025 12:37 PM
To: Paul Sandy <psandy@sehinc.com>; MN_DOT_Contract Changes - North <ContractChanges-North.DOT@state.mn.us>
Subject: Re: Contract Change Order 2 - SP 108-070-001 and SAP 108-124-009

I'm good with this

From: Paul Sandy <psandy@sehinc.com>
Sent: Monday, August 25, 2025 12:16:19 PM
To: MN_DOT_Contract Changes - North <ContractChanges-North.DOT@state.mn.us>
Cc: Hendrickson, Ross (DOT) <ross.hendrickson@state.mn.us>
Subject: Contract Change Order 2 - SP 108-070-001 and SAP 108-124-009

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Good afternoon, John,

Please see the attached Change Order 2 for MnDOT Estimating Review for the contract unit price change. This change is due to the recent placement of Anderson Brothers on the suspension list. In order to get this change order processed, we are asking for as quick of review as possible so that Landwehr may get to work on the change of DBE oil suppliers.

Please reach out if you have any questions. I appreciate the diligence on this matter.

Paul G. Sandy, PE (MN, ND)
Sr. Civil Engineer, Project Manager
Short Elliott Hendrickson Inc. (SEH®)

320.630.4657 mobile | 218.855.1705 main

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Anderson Bros. Debarment – Alt Paving Contactor



Landwehr Construction Inc.

PO Box 1086

St. Cloud, MN 56302

Contact: Bryan Pearson

Phone: 320-252-1494

Fax: 320-252-2380

Quote To: Paul Sandy
SEH

Job Name: Brainerd TH371/Willow
SP1814-10

Date of Plans:

Phone:

Revision Date:

Fax:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
36	Type SP 9.5mm Wearing Course Mix (4,C) Knife River quote increase over Anderson Bros.	1366	Ton	\$21.32	\$29,123.12

NOTES:

Due to Anderson debarment, an alternate paving contractor is required on the project. Knife River quoted at the time of letting. The quoted price is the increase to the original bid item. This includes DBE to replace the amount committed by Anderson Bros.

Bryan Pearson
Project Manager
Aug 21st, 2025



City Council Agenda Request

MEETING DATE: September 2, 2025

TITLE OF ITEM: Approval of Agreement Between the City and Wolf Track Energy for Rotary Park Solar Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Lisa Asbach, Admin Specialist

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: The City has been in discussions with Wolf Track Energy LLC regarding a proposed solar development project. The project would involve the installation of solar energy infrastructure on City-owned property at the Rotary Park Pavilion to support renewable energy goals, reduce long-term utility costs, and promote environmental sustainability.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: City of Brainerd's Responsibilities:

1. BPU will pay Solar Developer \$9,308.00 to start the project.
2. BPU will pay Solar Developer \$12,872.00 upon completion of project. For a total of \$22,180.00.

Rotary Club's Responsibilities:

1. Rotary Club will pay Solar Developer \$10,000.00 to start the project.
2. After the warranty has ended, Rotary Club will be responsible for the decommission of solar panels and lighting.

RECOMMENDED ACTION/MOTION: Staff is recommending approval of this Solar Project at Rotary Park.

FINANCIAL IMPACT: \$0

SOLAR DEVELOPMENT AGREEMENT

THIS SOLAR DEVELOPMENT CONTRACT (“Contract”) dated as of September __, **2025** by and between the City of **Brainerd** (“Owner”), Wolf Track Energy, LLC, a Minnesota Limited Liability Company (“Solar Developer”), and The Rotary Club of Brainerd, a Minnesota _____.

Owner and Solar Developer, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. Work.

Solar Developer will perform the solar project management, finance and construction services identified in Exhibit “A” (“Work”) in accordance with the Contract Documents, as identified in Article 5 of this Contract on property located within **Rotary Riverside Park, Brainerd, Minnesota (46.341414, -94.214079)** as identified in Exhibit “C” (“Property”).

Article 2. Contract Time.

The Work will be completed on or before **September 30th, 2025** (“Completion Date”), subject to modifications in approved Change Orders. Solar Developer’s estimated progress schedule identifying the various stages of the Work and the corresponding payments to be made to the Solar Developer is identified in Exhibit “B” (“Payment Schedule”).

Article 3. Contract Price.

Owner will pay to Solar Developer an amount equal to **\$32,180.00** (“Contract Price”) for completion of the Work, see Exhibit “B.”

Article 4. Change Orders.

Any increase or decrease in the Contract Price, change in the Work or change in the Contract Time must be set forth in a change order signed by Owner and Solar Developer (“Change Order”).

Article 5. Contract Documents.

The Contract Documents which comprise the entire Contract between Owner and Solar Developer concerning the Work consist of this Contract, Exhibit “A,” Exhibit “B,” the blue prints, shop drawings, plans and specifications for the Work (“Plans”), an itemized description of each segment of the Work that sets the timetable for completing the Work, and the corresponding payments for the Work (“Work” and “Payment Schedule”) and any Change Orders. Concurrent with execution of this Agreement, Solar Developer shall provide Owner with a payment bond in an amount equal to the Contract Price, with the stipulation that the amount of the bond shall automatically change consistent with approved Change Orders.

Article 6. Payment Procedures

6.1 **Progress Payments.** Solar Developer will submit to Owner a request for payment in a format agreed to by Owner and Solar Developer ("Request for Disbursement") which will cover completed and inspected work consistent with Exhibit "B." All payment requests will include lien waivers from subcontractors for the amount of their work included in the payment request.

Within ten calendar days after a Request for Disbursement is presented, Owner will notify Solar Developer if Owner has any concerns about the Request for Disbursement that Owner believes should be resolved before Owner pays the amounts specified in the Request for Disbursement, and, in this event, Owner and Solar Developer will promptly meet to address such concerns. Owner will pay Solar Developer ninety percent (90%) of the full amount covered by the Request for Disbursement within ten calendar days from the day it was presented while retaining ten percent (10%) thereof ("Holdback") to be paid simultaneously with the final payment. Payment may be withheld for: (1) failure to perform the Work in accordance with the Contract Documents; (2) defective Work that is not corrected; or (3) failure of the Solar Developer to pay Subcontractors or to pay for labor, materials or equipment when due.

6.2 **Final Payment.** Final payment of the balance of the Contract Price including the Holdback will be made in accordance with Exhibit "B" and the following procedures:

a. When Solar Developer considers the Work substantially complete, Solar Developer will notify Owner in writing. Within a reasonable time thereafter, Owner and Solar Developer will inspect the Work. Promptly after such inspection, Owner will deliver to Solar Developer a written punch list of the items that must be completed in order for the Work to reach final completion ("Final Completion"). Alternatively, Owner will deliver to Solar Developer a written statement that Final Completion has been reached because no punch list items remain to be completed.

b. If Owner delivers a written punch list to Solar Developer, then Solar Developer will deliver to Owner a written notice that the Work is finally complete when Solar Developer believes that the punch list items have been completed. Then Owner and Solar Developer will promptly inspect the punch list items. Promptly after such inspection, Owner will deliver to Solar Developer either (i) a written statement that Final Completion has been reached or (ii) another written punch list of the items that still must be completed in order for the Work to reach Final Completion in which event the punch list procedure described above will be repeated until all punch list items have been completed.

c. When Final Completion has been reached and after Solar Developer has delivered to Owner all maintenance and operating instructions, schedules, guarantees, certificates of inspection, marked-up record documents and other documents, Solar Developer may make application for final payment following the procedure for progress payments. The final Request for Disbursement will be accompanied by all documentation called for in the Contract Documents, together with complete and legally effective releases or lien waivers (satisfactory to Owner) in connection with the Work.

Article 7. Interest.

Payments due and unpaid to Solar Developer that are 30 days or more overdue will incur a 5% late fee.

Article 8. Solar Developer's Representation.

In order to induce Owner to enter into this Contract, Solar Developer makes the following representation:

Solar Developer has familiarized itself with the nature and extent of the Contract Documents, Work site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance or furnishing of the Work.

Article 9. Solar Developer's Responsibilities.

9.1. **Performance.** Solar Developer will perform the Work in accordance with the Contract Documents. Solar Developer will be solely responsible for the means, methods, techniques, sequences and procedures of construction.

9.2. **Personnel.** Solar Developer will provide competent, suitable personnel to perform construction services as required by the Contract Documents. Solar Developer will at all times maintain good discipline and order at the Property.

9.3. **Furnished Items.** Solar Developer will furnish and be fully responsible for all materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water sanitary facilities, temporary facilities and all other facilities and incidentals necessary for the furnishing, performance, testing, start-up and completion of the Work, except as specified in the Contract Documents.

9.4. **Materials.** All materials and equipment will be of good quality and new, except as otherwise provided in the Contract Documents. All materials and equipment will be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable supplier.

9.5. **Subcontractors.** Solar Developer will be fully responsible to Owner for all acts and omissions of its subcontractors, suppliers and other persons and organizations performing or furnishing any of the Work under a direct or indirect contract with Solar Developer just as Solar Developer is responsible for Solar Developer's own acts and omissions. Nothing in the Contract Documents will create any contractual relationship between Owner and any such subcontractors, supplier or other person or organization, nor will it create any obligation on the part of Owner to pay any such subcontractors, supplier or other person or organization except as may otherwise be required by laws and regulations.

9.6. **Permits; Inspections.** Solar Developer will obtain and will pay for all construction permits and licenses unless otherwise agreed to by the Owner in writing. Solar Developer will pay all governmental charges and inspection fees necessary for the Work and arrange for all such inspections to occur if required. Solar Developer will give all notices and comply with all laws

(page 3 of 9 pages)

and regulations applicable to furnishing and performance of the Work.

9.7. **Taxes.** Solar Developer will pay all sales, consumer, use and other similar taxes required to be paid by Solar Developer in accordance with the laws and regulations of the place of the Work which are applicable during the performance of the Work.

9.8. **Use of Premises.** Solar Developer will confine construction equipment, the storage of materials and equipment and the operations of workers to the Property and will not unreasonably encumber the Property with materials or equipment. Solar Developer will be fully responsible for any damage to the Property or areas contiguous thereto resulting from the performance of the Work. During the progress of the Work, Solar Developer will keep the Property free from accumulations of waste materials, rubbish and other debris resulting from the Work. At the completion of the Work, Solar Developer will remove all waste materials, rubbish and debris from and about the Property as well as all tools, appliances, construction equipment and machinery, and surplus materials, and will leave the Property clean and ready for occupancy by Owner.

9.9. **Record Documents.** Solar Developer will maintain in a safe place at the Property one record copy of all drawings, specifications, addenda, written amendments, Change Orders, and the like in good order and annotated to show all changes made during construction which will be delivered to Owner.

9.10. **Safety.** Solar Developer will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Solar Developer will comply with all applicable laws and regulations relating to the safety of persons or property.

9.11. **Continuing the Work.** Solar Developer will carry on the Work and adhere to the progress schedule during all disputes or disagreements with Owner.

9.12. **Damage to the Work.** Solar Developer will repair or replace, at Solar Developer's sole expense, every portion of the Work that is damaged or destroyed prior to Final Completion and caused in whole or in part by the acts or omissions of Solar Developer. Notwithstanding the foregoing, Owner will bear the cost of such repair or replacement if the sole cause of the damage or destruction of the Work was Owner's negligence.

9.13. **Warranty.** Solar Developer warrants and guarantees to Owner that all Work will be in accordance with the Contract Documents and will not be defective. If within ten years after the date of Final Completion or such longer period of time as may be prescribed by laws or regulations or by the terms of any specific provision or applicable special guarantee in the Contract Documents, any Work is found to be defective, Solar Developer will promptly, without cost to Owner and in accordance with Owner's written instructions, promptly either correct such defective Work, or if it has been rejected by Owner, remove it from the Property and replace it with non-defective Work. If Solar Developer does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work corrected or the rejected Work removed and replaced, and all direct, indirect and consequential costs of such removal and replacement (including but not limited to fees and charges of engineers, architects, attorneys and other professionals) will be paid by Solar Developer.

9.14. **Indemnity and Hold Harmless.** Solar Developer will indemnify and hold harmless Owner against all loss, liability, cost expense, damage and economic detriment of any kind whatsoever that arises out of or results from performance of the Work but only to the extent caused in whole or in part by the acts or omissions of the Solar Developer.

9.15. **Related Work at Property.** Owner may perform other work at the Property which is not part of the Work by Owner's own forces or let other direct contracts therefore. Solar Developer will afford Owner's own forces and each other Solar Developer who is a party to such a direct contract proper and safe access to the Property and a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such work. Solar Developer will do all cutting, fitting and patching of the Work that may be required to make its several parts come together properly and integrate with such other work. Solar Developer will not endanger any work of others by cutting, excavating or otherwise altering their work and will only cut or alter their work with the written consent of Owner and the others whose work will be affected.

Article 10. City of Brainerd's Responsibilities.

10.1 Brainerd Public Utilities will pay Solar Developer \$9,308.00 upon scheduling of the solar installation date.

10.2 Brainerd Public Utilities will pay Solar Developer \$12,872.00 upon completion of installation.

Article 11. Rotary Club's Responsibilities.

11.1 Rotary Club of Brainerd will pay Solar Developer \$10,000.00 upon signing of the solar agreement.

11.2 After the warranty has ended, Rotary Club of Brainerd will replace any damaged, inoperative solar lights and is also responsible for the decommission of solar panels and lighting.

11.3 This Article shall survive termination of this Agreement.

Article 12. Insurance.

12.1.1 Solar Developer's Insurance. Solar Developer will purchase and maintain the following insurance policies: (i) public liability insurance with limits of liability equal to at least \$300,000 per occurrence; (ii) workers' compensation insurance as required by applicable state law; (iii) automobile liability insurance as required by applicable state law and (iv) "all risk" builder's risk insurance in an amount equal to or greater than the Contract Price. Insurance under subparts (i) and (iv) shall list Owner as an additional insured.

12.2 Owner's Insurance. Owner will be responsible for purchasing and maintaining Owner's liability insurance and other reasonably appropriate insurance.

Article 13. Termination.

13.1 Termination by Owner. If the Solar Developer breaches any of its obligations under this Agreement, then Owner may give Solar Developer written notification identifying such breach. If Solar Developer has not cured such breach within seven (7) calendar days from its receipt of Owner's written notification or if such breach cannot be cured within such seven (7) day period, then if Solar Developer either does not begin cure within such seven (7) day period or fails to diligently prosecute cure to completion, Owner may terminate this Contract and take possession of the Work. Alternatively, instead of terminating the Contract, Owner may cure the breach and deduct the cost thereof from amounts otherwise owed to the Solar Developer.

13.2 Termination by Solar Developer. If the Owner breaches any of its obligations under this Agreement, then Solar Developer may give Owner written notification identifying such breach. If Owner has not cured such breach within seven (7) calendar days from its receipt of Solar Developer's written notification, or if such breach cannot be cured within such seven (7) day period, then if Owner either does not begin cure within such seven (7) day period or fails to diligently prosecute cure to completion, Solar Developer may terminate this Contract.

Article 14. Miscellaneous.

14.1 Assignment of any rights or interests under this Contract will not be binding on any party to this Contract without the written consent of such party. Payments due under this Contract may not be assigned.

14.2 Owner and Solar Developer each binds itself, its partners, successors, assigns and legal representatives, to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

14.3 This Contract and all issues, disputes and matters arising out of it will be governed by and construed in accordance with the law of the State of Minnesota, exclusive of that body of law governing conflicts of laws. Any claims arising out of this contract shall be brought in State District Court within Crow Wing County, State of Minnesota.

14.4 Notwithstanding anything contained in this Agreement to the contrary, neither Party will be deemed liable or to be in default for any delay or failure in performance under this

Agreement deemed to result, directly or indirectly, from acts of God, acts of civil or military authority, acts of public enemy, war, or any like cause beyond its reasonable control unless such delay or failure in performance is expressly addressed elsewhere in this Agreement.

14.5 Owner hereby grant permission to Solar Developer to use its photographs or videos and other media relating to the work being performed on the Property taken or produced for Solar Developer's marketing purposes including but not limited to website publications, social media channels, case study materials, print materials, or any other print and digital materials for Solar Developer.

Owner understands and agrees that Solar Developer owns all rights and publications to the aforementioned marketing materials and may use, edit, reproduce, and distribute these materials for any and all marketing purposes.

Owner hereby releases Solar Developer and its employees from any and all actions, claims, and causes of action that arise from or are in any way connected to such use of the marketing materials. Solar Developer will not use your nonpublic personal information including your personal property address and financial information.

Article 13. Contingencies

13.1. Ground Mount Solar Array. In the event Solar Developer discovers bedrock within 6.5 feet (78 inches) of the surface, Solar Developer will notify Owner of the discovery of bedrock and the ensuing change in installation procedure and price.

13.2. Contract Price does not include any upgrades required by the local utility company that are not specifically outlined in Exhibit A.

IN WITNESS WHEREOF, Owner and Solar Developer have signed this Contract.

This Contract will be effective on _____, 2025.

BY: _____
NAME: Dave Badeaux,
Mayor
TITLE: City of Brainerd
DATE: _____

BY: _____
NAME: Nicholas Broyles, City
Administrator
TITLE: City of Brainerd
DATE: _____

BY: _____
NAME: Simon Eddy
TITLE: Wolf Track Energy
DATE: _____

BY: _____
NAME: Brian Andrews
TITLE: Rotary Club of Brainerd
DATE: _____

EXHIBIT A CONSTRUCTION SERVICES

The project scope includes the installation of a **9.7 kW-DC, 7.6 kW-AC** rated **roof-mounted** solar photovoltaic system at the Property.

This includes all equipment, labor, and construction materials needed to complete this project. Photovoltaic system shall consist of:

(20) VSUN 485W Solar Modules

(20) Enphase IQ8HC Microinverters

(1) Flush Mounted racking, metal exposed fastener roofing attachments

(1) Cell based Enphase monitoring, 5 year cell plan included

(1) 75' trench and wire run to point of interconnection

(1) All Electrical Labor

(1) Permitting

(1) Interconnection Application

System shall be supported by Premium Grade aluminum mounting system, and other balance of system (BOS) components, including but not limited to Solar Performance Meter Box (if required), AC disconnect, and electrical hardware (circuit breakers, wire, conduit, junction boxes, etc.).

All equipment will be installed as required by applicable codes, the local utility company, and Homeowner's Association guidelines (if applicable). During daylight hours this photovoltaic system (solar electric) will provide electricity in parallel with the local utility service provider. Or to Batteries in a Stand-Alone system.

At completion of work remove all waste, debris, rubbish, tools, equipment, machinery and surplus materials.

Solar Developer shall not be responsible for landscaping improvement services as part of this contract.

EXHIBIT B PAYMENT SCHEDULE

Purchaser shall pay Solar Developer for the materials and labor to be performed under this agreement in an amount of: **\$32,180.00**

Contractor shall invoice for, and purchaser shall make, payments under this contract in accordance with the following schedule:

\$10,000 is due upon signing of this agreement;
(to be paid by the Rotary Club of Brainerd, used for purchase of materials)

Signed by:

15230A58614F4A5...

4/2/2025

\$9,308.00 is due upon scheduling of solar installation date;
(to be paid by Brainerd Public Utilities)

\$12,872.00 is due upon completion of Solar Modules installation (roof or ground mount) and all connecting circuitry. Dissemination of appropriate documents, warranties, approved final inspection.
(to be paid by Brainerd Public Utilities)

Payment shall be made to the order of Wolf Track Energy, in one of four ways: (1) check, (2) credit card (2.9% fee applies), (3) cashier's check, (4) ACH bank transfer.



City Council Agenda Request

MEETING DATE: September 2, 2025

TITLE OF ITEM: Consider Variance Request for the Placement of a Garden Shed in the Front Yard - 722 Mississippi Dr

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Allan and Nancy Albertson have submitted a variance request for the construction of a 12' x 18' garden shed in the front yard. This property is located in a Garden Living (GL) Zoning District and is a riparian lot located along the Mississippi River. Detached accessory structures are required to be placed behind the principal structure in the GL District. The property owners are in the process of constructing a new home. The location of the house and the Mississippi River do not allow for the placement of the accessory structure in the rear yard.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered this request and held a public hearing at their meeting on August 20th and unanimously recommended approval of the variance request as presented.

A member of the public, who received a notice of hearing, spoke at the public hearing and was in favor of the variance request.

RECOMMENDED ACTION/MOTION:

Recommend approval of the Variance request for the construction and placement of a garden shed at 722 Mississippi Drive as presented.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: August 20th, 2025

RE: Variance Request for an Accessory Structure in Front Yard - 722 Mississippi Dr.

REQUEST

PUBLIC HEARING. Variance for a garden shed in the front yard.

Allan and Nancy Albertson have submitted a variance request for the construction of a 12' x 18' garden shed in the front yard. This property is located in a Garden Living (GL) Zoning District and is a riparian lot located along the Mississippi River. Detached accessory structures are required to be placed behind the principal structure in the GL District.

CONTEXT

Parcel Number(s): 41020669

Property Area: 1.015 Acres

Adjacent Uses: North: Mississippi River
East: Single Family Home
South: Vacant Privately Owned Property
West: Vacant Privately Owned Property

Adjacent Zoning: North: Mississippi River
East: GL (Garden Living) Zoning District
South: RL-1 (Rural Living 1) Zoning District
West: RL-1 (Rural Living 1) Zoning District

AERIAL MAP



FINDINGS OF FACT

1. 722 Mississippi Drive, Brainerd, MN 56401 is in a GL (Garden Living) Zoning District.
 - a. [Section 515-2-5](#) states that accessory structures in the Garden Living Zoning District must be located behind the principal structure.
 - i. *The applicant is proposing an approximate 200 SQFT (interior measurement) garden shed in the front yard off Mississippi Drive.*
 - ii. *The proposed outside dimensions of the garden shed are 12' x 18'.*
 - iii. *The proposed location is 50' from the front property line and 15' from the side property line which is consistent with the primary structure setback requirements in the GL District.*
2. [Section 515-5-4.B.3](#), General Provisions and Evaluation Criteria. – Variances shall only be permitted:
 - a. When they are in harmony with the general purposes and intent of the ordinance and
 - i. The purpose of the GL District is intended for areas where Urban Services are available, and lots and parcels are served by public water, sewer, stormwater, streets, and other public infrastructure. Lands zoned GL are predominantly developed with single-family detached buildings and supporting accessory uses.
 1. *The property owners are in the process of constructing a new single-family home.*

2. According to Section 515-2-5, the total allowable accessory building SF is 1,500 SF or 5% of the total property, whichever is greater.
 - a. *The property is 44,222 SQFT and is allowed a total of 2,211 SQFT of accessory structure footprint.*
 - b. *The attached garage is approximately 990 SQFT.*
 - c. *The total square feet of all approved accessory structures and proposed accessory structures is 1,190 SQFT which is less than the maximum allowed.*
 - d. *The proposed accessory structure materials and elevations will match the new home under construction and will consist of LP smart board siding and asphalt shingles.*
 - b. *When variances are consistent with the Comprehensive Plan*
 - i. *HOUSING GOAL 1: Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.*
 1. *Expand home ownership and rental opportunities through rehabilitation and new construction.*
 - a. *The property is currently under construction and will be a new single family home in Brainerd. The garden shed will support the ongoing maintenance of the new home.*
3. [Section 515-5-4.B.4](#), Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance;
- a. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
 - i. *According to [Section 530.09](#) of the City Code structures are required to be placed 150 feet from the ordinary high water line of the Mississippi River.*
 - ii. *The principal structure is located 150' from the Mississippi River which is consistent with most riparian lot construction projects.*
 1. *The location of the house and the Mississippi River do not allow for the placement of the accessory structure in the rear yard.*
 - b. The variance, if granted, will not alter the essential character of the locality.
 - i. *The construction of this accessory structure will not alter the essential character of the locality as the proposed materials will be consistent with the primary structure.*
 - ii. *The property located closest to the proposed accessory structure is vacant and wooded.*
 - iii. *Other properties along this section of the Mississippi River do not have rear yard accessory structures as depicted on the Crow Wing County GIS Map.*
 - iv. *It is typical for riparian lots in Brainerd to have accessory structures in the front yard and was allowed in the previous Zoning Code.*
 - c. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.
 - i. *The practical difficulties are related to location of the Mississippi River and shoreland requirements.*

4. Section 515-5-4. B.5, The Board may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.
 - a. Staff recommend no additional conditions.

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

STAFF RECOMMENDATION

The Community Development Department recommends approval of this Variance request for the construction and placement of a garden shed at 722 Mississippi Drive as presented by the applicant.



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

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

PROPERTY ADDRESS: 722 Mississippi Drive Brainerd, Mn 5640

LEGAL DESCRIPTION: Lot(s): 8 Block: 1 Addition: Buffalo Hills First Addition
(attach description if lengthy)

Except the south 33 feet of said lot 8, Crow Wing County, Mn

Property Owner Name: Allan + Nancy Albertson

Street Address: 30128 Co Rd 3 City: Merrifield State: Mn Zip Code 56465

Phone Number: 218-831-5916 Fax: 218-838-0955 E-mail: Nancy.T.Albertson@gmail.com

Applicant Name: (If different than Property Owner) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: Placement of Garden shed under 200 square feet inside. Exterior dimensions 12'x18'. Placement south west corner of building envelope. 15' side yard set back and 50' street set back. Foundation concrete, construction 2x4 walls and rafters 2" OC. Roof Asphalt color match the house. Siding LP Smart Board color match the house. Soffit match the house.

Allan Albertson Nancy Albertson
Property Owner Signature

7-16-2025
Date

Allan Albertson Nancy Albertson
(Please print name)

Allan Albertson Nancy Albertson
Applicant Signature

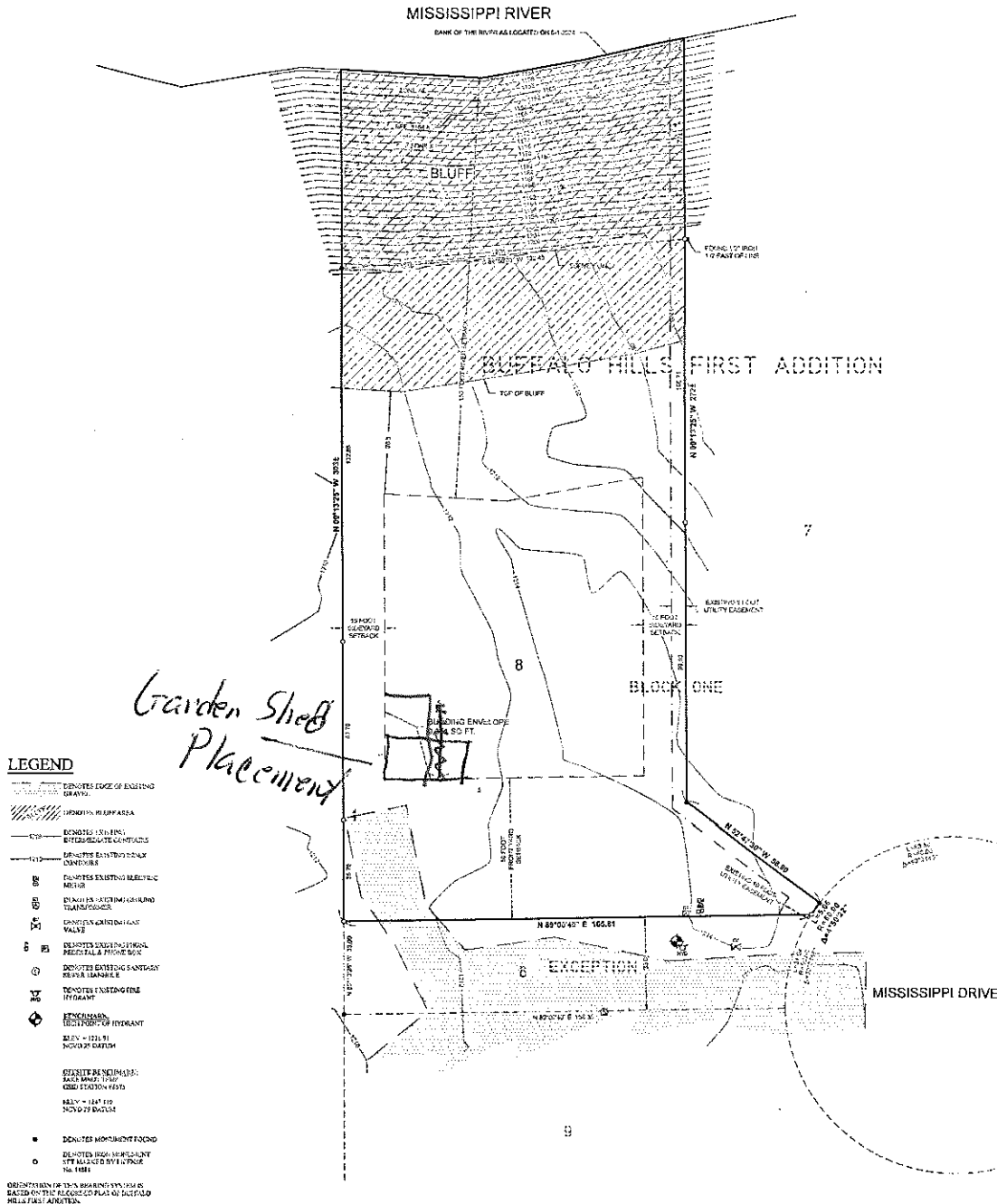
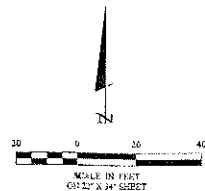
7-16-2025
Date

Allan Albertson Nancy Albertson
(Please print name)

(OVER)

PART OF LOT 8, BLOCK ONE, BUFFALO HILLS FIRST ADDITION,
SECTION 2, TOWNSHIP 44 NORTH, RANGE 31 WEST,
CROW WING COUNTY, MINNESOTA

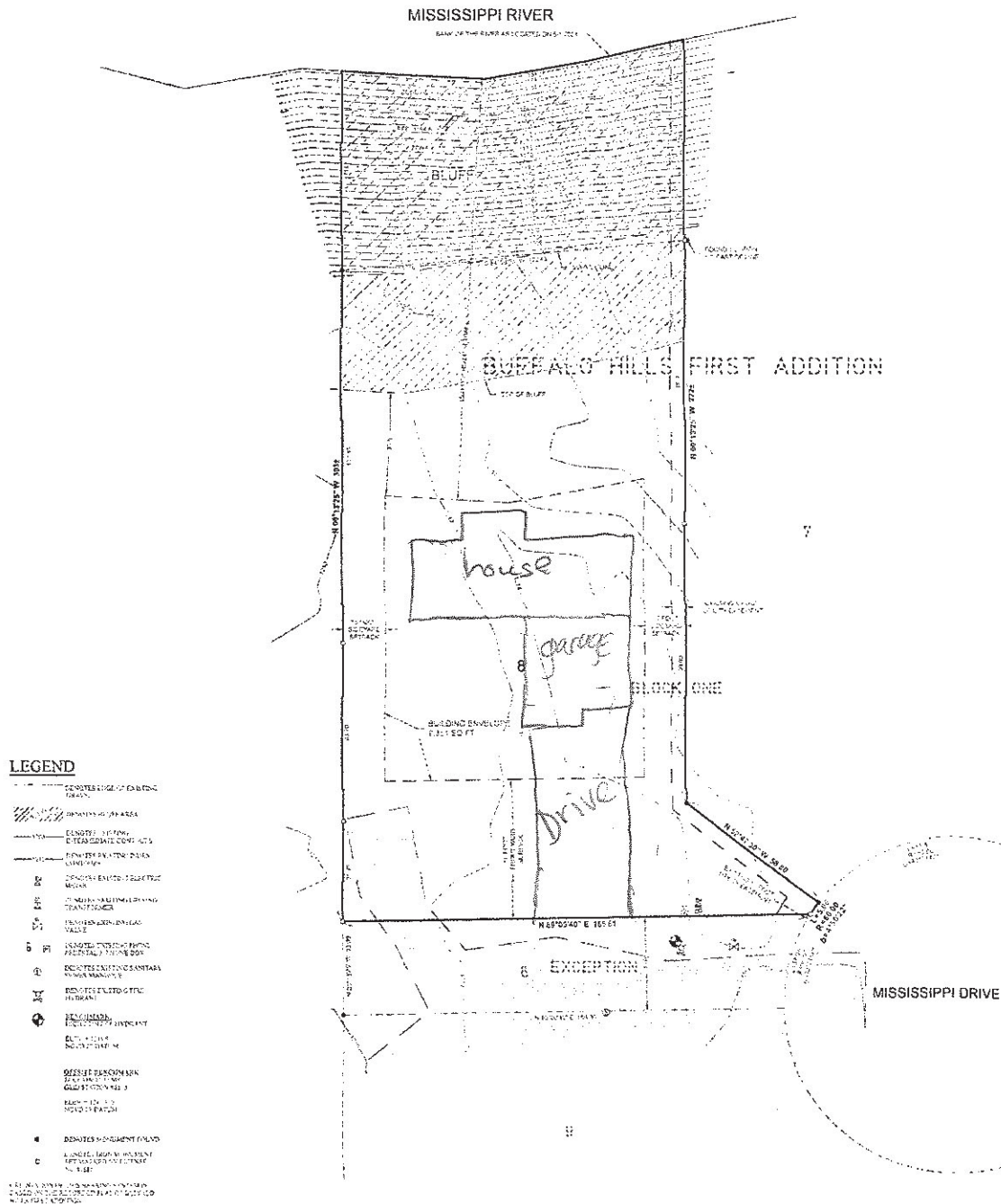
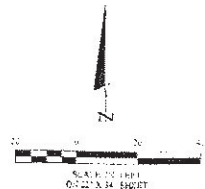
Lot 8, Block 1, BUFFALO HILLS FIRST ADDITION, EXCEPT the South 33 feet of said Lot 8.
Crow Wing County, Minnesota.

[illegible][illegible]

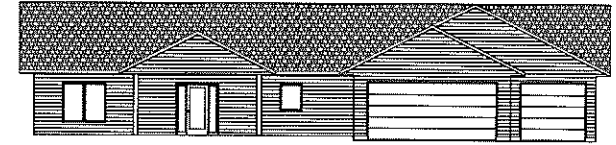
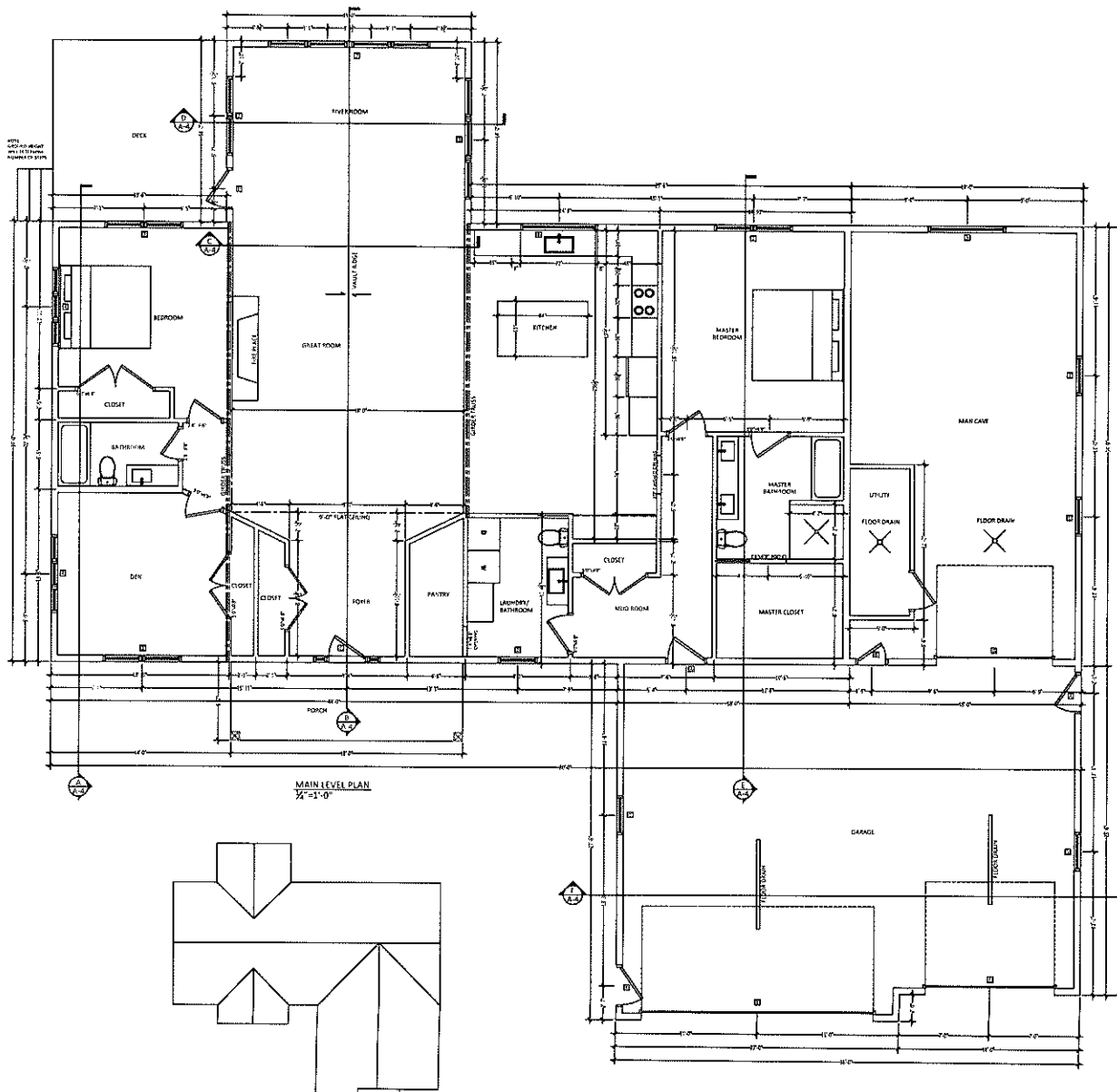
PART OF LOT 8, BLOCK ONE, BUFFALO HILLS FIRST ADDITION,
SECTION 2, TOWNSHIP 44 NORTH, RANGE 31 WEST,
CROW WING COUNTY, MINNESOTA

LEGAL DESCRIPTION PER DOCUMENT NUMBER 979754

Lot 6, Block 1, Blue Ridge Hills Estate Addition, Parcel 27, containing 37.6 acres of land, of the
Crest-Wing Country Homes Co.

[illegible]

CERTIFICATE OF SURVEY	PLOT NUMBER AND LOCATION	SECTION	TOWNSHIP	RANGE	REMARKS	DATE	BY	SIGNATURE	STATIONER'S SEAL
	DATE	PLAT	DEGREE	MINUTE					
Allen Alberson 3012a Cr. Rd 3 Mendota MN 56465	STOCKED IN 1912	1/4	1/4	1/4				<i>Cynthia M. Heid</i> CYNTHIA M. HEID REGISTERED MEASURER	STATIONER'S SEAL CYNTHIA M. HEID REGISTERED MEASURER



ALBERTSON RESIDENCE MISSISSIPPI ROAD, BRainerd, MN 56401

WINDOW SCHEDULE					
MARK	R.O. SIZE (WIDTH HEIGHT)		COUNT	MATERIAL	NOTES
(1)	84"	44"	5	ALUM.	
(2)	72"	64"	4	ALUM.	
(3)	72"	64"	1	ALUM.	
(4)	72"	23"	2	ALUM.	
(5)	72"	44"	1	ALUM.	
(6)	72"	44"	1	ALUM.	

EXTERIOR DOOR SCHEDULE					
MARK	R.O. SIZE (WIDTH HEIGHT)		COUNT	MATERIAL	NOTES
(A)	36"	84"	3	STEEL	
(B)	36"	84"	1	STEEL	
(C)	36"	84"	1	STEEL	
(D)	36"	84"	1	STEEL	
(E)	36"	84"	1	STEEL	
(F)	36"	84"	1	STEEL	

WILD BUCK STUDIO



	NAME	DATE
DESIGNED	ALLEN	1/1/24
DRAWN	LUKE	9/17/24
CHECKED		
STANDARD		
APPROVED		

SCALE
1/4" = 1'-0"

TITLE
MAIN LEVEL PLAN

DRAWING NO.
A-1

SHEET 1 OF 1

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Allan and Nancy Albertson have submitted a variance request for 722 Mississippi Drive, Brainerd, MN 56401. This property is located in the GL (Garden Living) Zoning District and is a riparian lot located along the Mississippi River. The purpose of this request is to construct a 12 x 18-foot garden shed in the front yard. Detached accessory structures are required to be placed behind the principal structure in the GL District.

The property included in this application is described as:

PID 41020669

*BUFFALO HILLS FIRST ADDITION LOT 8 BLOCK 1 EXC S 33 FT OF SD LOT 8
TOG/W ESMNT*

A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, August 20th, 2025 in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the variance request.

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

Dated this 4th day of August, 2025



James Kramvik
Community Development Director

Publication Date: August 9th, 2025



City Council Agenda Request

MEETING DATE: September 2, 2025

TITLE OF ITEM: Consider Variance Request to Expand a Non-Conformity (Side Yard Setback) for a Vertical Addition - 703 7th St N

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:

Courtney and Joseph Douglass have submitted a variance request to expand on a non-conformity to allow for the construction of a vertical addition to their house. The foundation of the home is currently 4'10" from the fence line. The TN-1 District requires a 5' minimum side yard setback. The building addition will not change the foundation or footprint of the home. The applicant is proposing an addition of another level to the home for a bedroom and bathroom.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered this request and held a public hearing at their meeting on August 20th and unanimously recommended approval as presented.

No one spoke at the public hearing other than the applicant.

RECOMMENDED ACTION/MOTION:

Recommend approval of the variance request at 703 7th St N to expand a non-conforming side yard setback to allow for the construction of a vertical addition to the home as proposed.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: August 20th, 2025

RE: Variance Request to Expand on a Non-Conformity of a Side Yard Setback
703 7th St N

REQUEST

PUBLIC HEARING. Variance to expand on a non-conformity

Courtney & Joseph Douglass have submitted a variance request to expand on a non-conformity to allow for the construction of a vertical addition to their house. The foundation of the home is currently 4'10" from the fence line. The TN-1 District requires a 5' minimum side yard setback.

CONTEXT

Parcel Number(s): 41240727

Property Area: 7,500 square feet

Adjacent Uses: North: Single Family Rental
East: Single Family Home
South: Single Family Home
West: Single Family Home

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

AERIAL MAP



FINDINGS OF FACT

1. 703 7th St N, Brainerd, MN 56401 is in a TN-1 (Traditional Neighborhood 1) Zoning District.
 - a. [Section 515-2-8](#) states that the side yard setback minimum is 5'.
 - i. *The property pins are not located.*
 - ii. *The foundation of the house is located 4'10" from the fence line separating this property from the northern property.*
 - iii. *Without property pins, staff cannot determine if the property meets the TN-1 setback requirements but can reasonably assume the home is located on the property due to the existing fence line.*
 - iv. *Staff are requiring the applicant to apply for a variance to construct a vertical addition on the home as this is considered an expansion of a non-conformity. The scope of work proposed by the applicant removes the existing roof structure and installs new bonus room trusses to create a new bedroom, bathroom, and stairway area.*
2. [Section 515-5-4B](#) General Provisions and Evaluation Criteria. – Variances shall only be permitted:
 - a. When they are in harmony with the general purposes and intent of the ordinance and
 - i. The purpose of the TN-1 District is intended to provide for a compact, pedestrian-orientated mix of residential uses. This District reinforces the existing pattern of small, connected lots, blocks and street and supports future development or redevelopment that is consistent with this pattern.
 1. *The building addition will not change the foundation or footprint of the home, and the exterior will add aesthetic features to the facade.*

2. *This is a single-family home, and single-family homes are permitted in the TN-1 District. The purpose of the district is to provide for compact, pedestrian-orientated mix of residential uses.*
 - b. When variances are consistent with the Comprehensive Plan
 - i. HOUSING GOAL 1: Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.
 1. Complement Brainerd's entry-level and affordable housing options by encouraging other move-up and mid to upper-end, market-rate housing options.
 - a. *The proposed addition repurposes a historic home and adds additional living space.*
 - b. *If approved, the addition adds significant value to the home.*
3. [Section 515-5-4.B.4](#), Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance;
 - a. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
 - i. *The home is historic and was constructed prior to current setback requirements.*
 - ii. *The property owner is not proposing to expand horizontally but rather vertically, which does not change the overall setback of the home.*
 - b. The variance, if granted, will not alter the essential character of the locality.
 - i. *The proposed materials and design are consistent with surrounding structures and will not negatively impact the historic characteristics of the home and neighborhood.*
 - ii. *The alternative siding pattern on the gable ends will add another design element to the façade.*
 - c. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.
 - i. *There are no economic considerations with the variance request.*
 4. Section 515-5-4. B.5, The Board may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.
 - a. Staff recommend no additional conditions.

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

STAFF RECOMMENDATION

The Community Development Department recommend the approval of this Variance request to expand a non-conforming side yard setback to allow for the construction of a vertical addition to the home as proposed.



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

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

PROPERTY ADDRESS: 703 7th St. N

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy)

Property Owner Name: Joe Douglass

Street Address: 703 7th St. N City: Brainerd State: MN Zip Code 56401

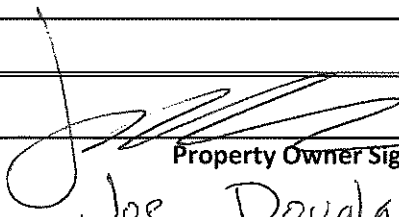
Phone Number: (651) 785-7503 Fax: _____ E-mail: mr.joe.douglass@gmail.com

Applicant Name: (If different than Property Owner) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: Remodel addn : finished living space.
Expansion on non-conforming set back.
Fence line located 4ft 10 inches from foundation


Property Owner Signature
Joe Douglass
(Please print name)

8/4/25
Date

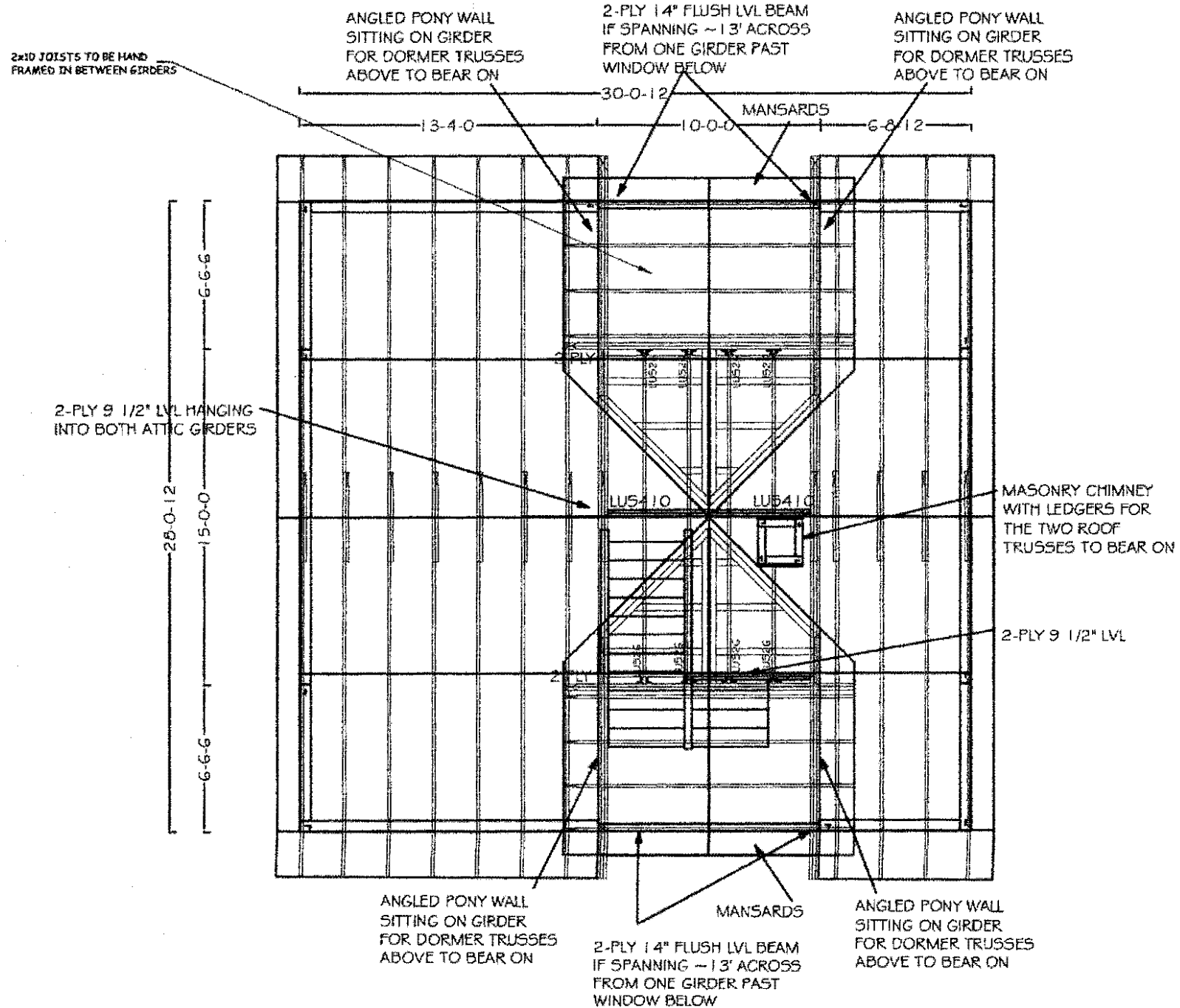
Applicant Signature

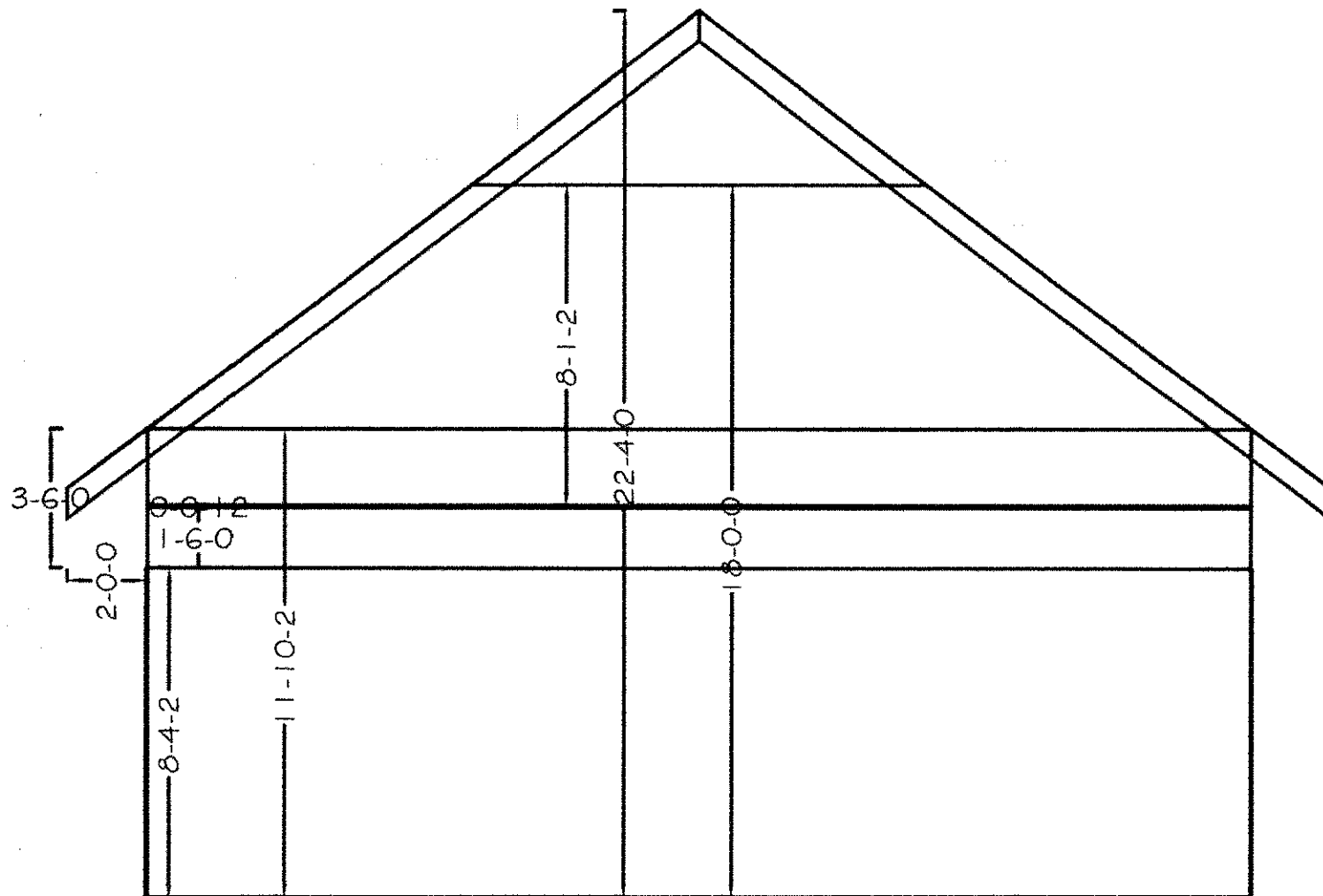
Date

(Please print name)

(OVER)







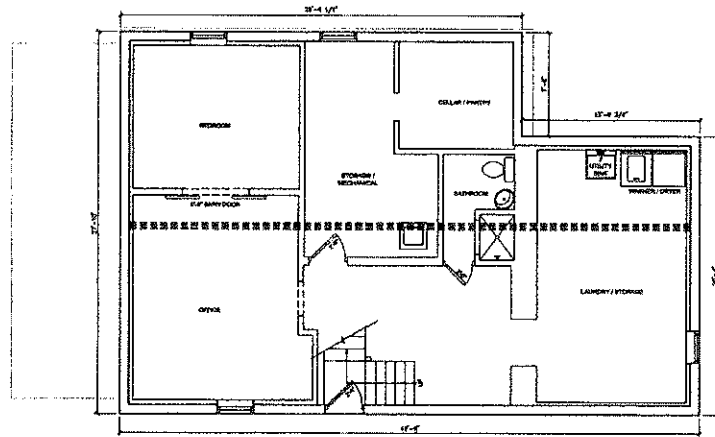
JOE & COURTNEY DOUGLASS REMODEL

703 NORTH 7TH STREET
BRainerd, MN

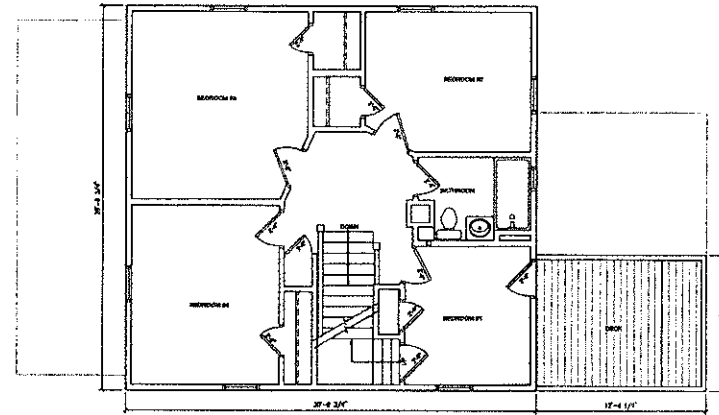
4-1-25

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, AND SCHEDULE OF WORK IS MY OWN ORIGINAL WORK, THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

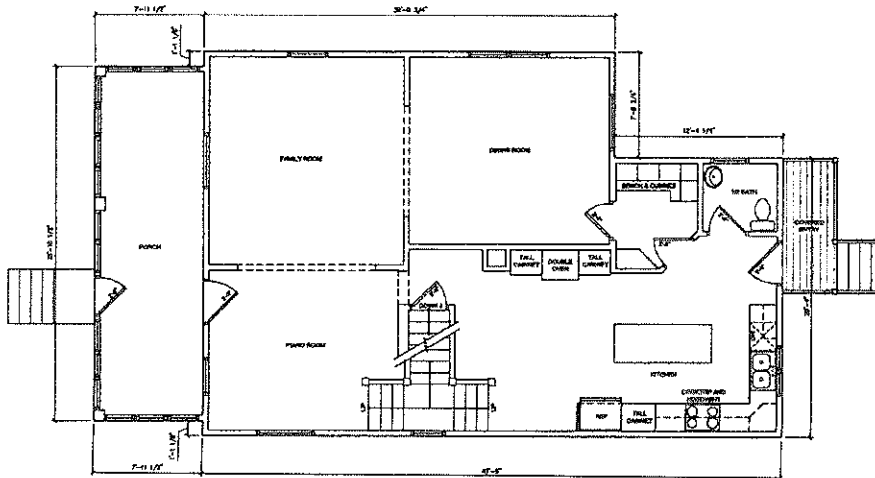
TRAVIS MILLER DATE: L.C. # 45743



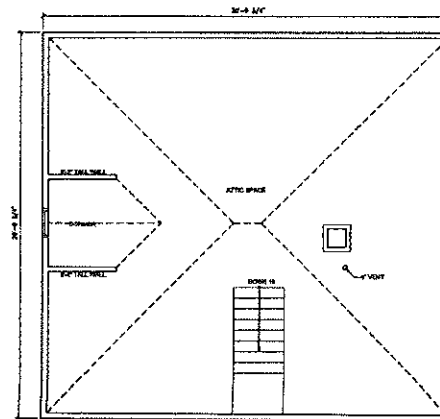
1 EXISTING BASEMENT FLOOR PLAN
1/4" = 1'-0" ON 24 X 36 PAPER



3 EXISTING SECOND FLOOR PLAN
1/4" = 1'-0" ON 24 X 36 PAPER

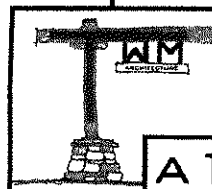


2 EXISTING FIRST FLOOR PLAN
1/4" = 1'-0" ON 24 X 36 PAPER

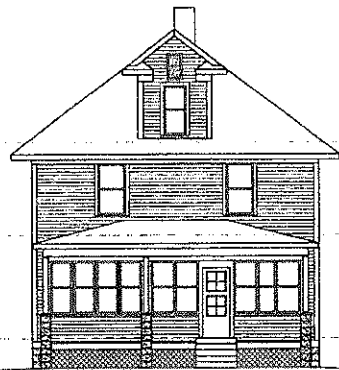


4 EXISTING ATTIC FLOOR PLAN
1/4" = 1'-0" ON 24 X 36 PAPER

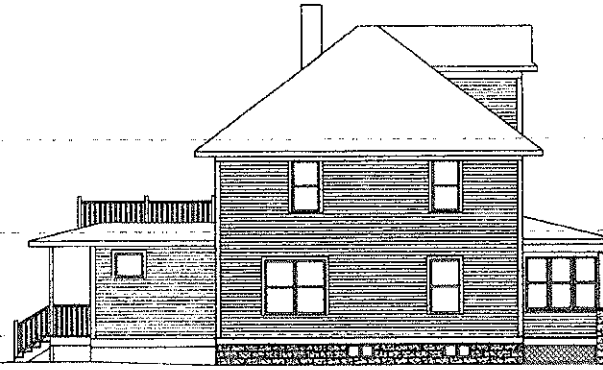
JOE & COURTNEY DOUGLASS
REMODEL
703 NORTH 7TH STREET
BRainerd, MN



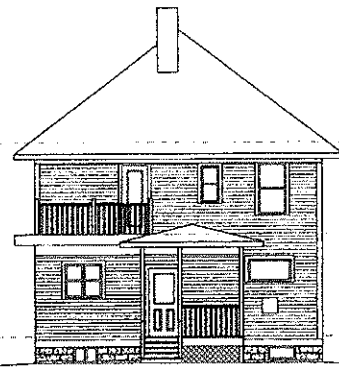
© TMM ARCHITECTURE COPYRIGHT 2025



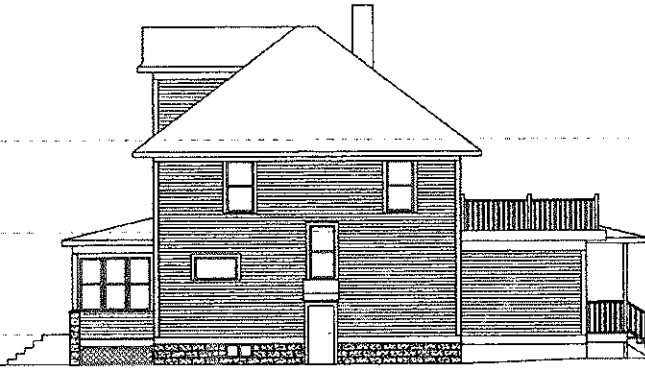
1 EXISTING EAST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



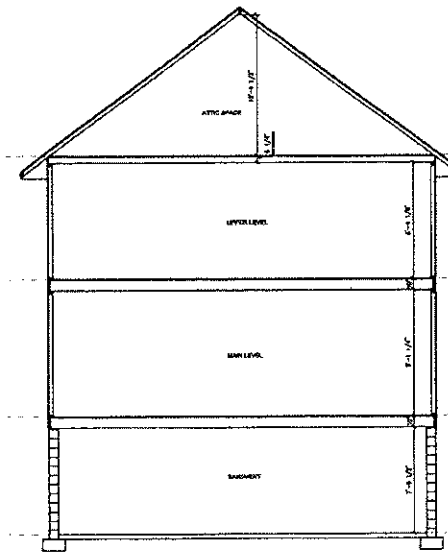
2 EXISTING SOUTH ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



3 EXISTING WEST ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



4 EXISTING NORTH SIDE ELEVATION
3/16" = 1'-0" ON 24 X 36 PAPER



5 EXISTING BUILDING SECTION
1/4" = 1'-0" ON 24 X 36 PAPER

4-1-25

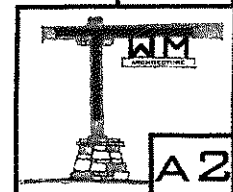
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

DATE: 4-1-25
L.C. # 45743

JOE & COURTNEY DOUGLASS

REMODEL

703 NORTH 7TH STREET
BRainerd, MN



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4-1-23

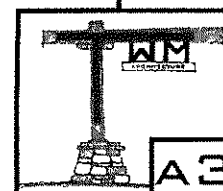
HEARBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

LIC. # 45743

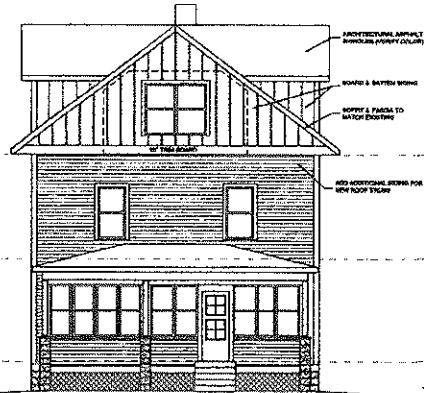
TRAVIS MILLER	DATE:
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**JOE & COURTNEY DOUGLASS
REMODEL**

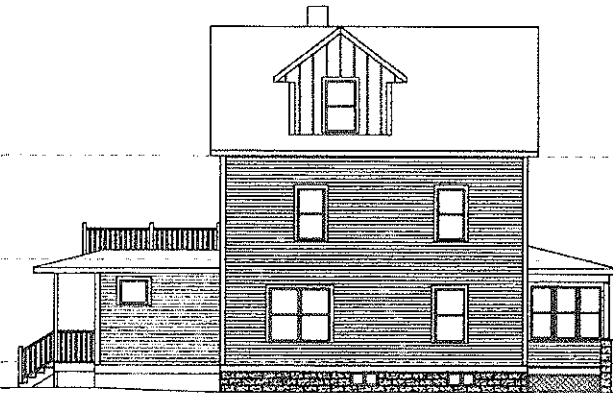
703 NORTH 7TH STREET
BRainerd, MN



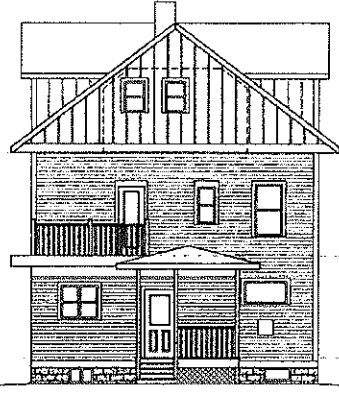
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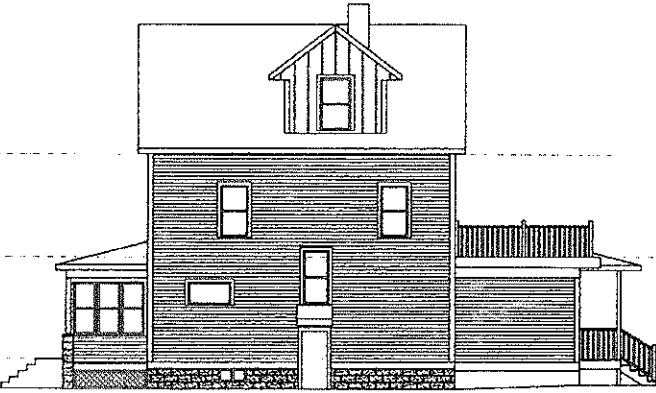
1 **PROPOSED EAST ELEVATION**
3/16" = 1'-0" ON 24 X 36 PAPER



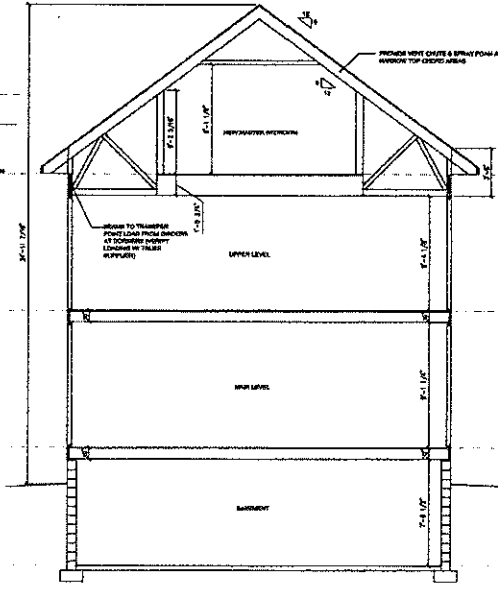
2 **PROPOSED SOUTH ELEVATION**
3/16" = 1'-0" ON 24 X 36 PAPER



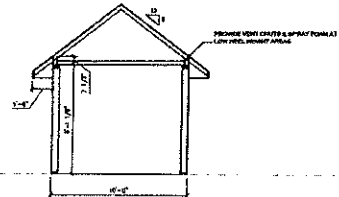
3 **PROPOSED WEST ELEVATION**
3/16" = 1'-0" ON 24 X 36 PAPER



4 **PROPOSED NORTH SIDE ELEVATION**
3/16" = 1'-0" ON 24 X 36 PAPER



5 **PROPOSED BUILDING SECTION**
1/4" = 1'-0" ON 24 X 36 PAPER



6 **PROPOSED DORMER SECTION**
1/4" = 1'-0" ON 24 X 36 PAPER

4-1-25

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, AND CONTRACT DOCUMENTS WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

TRAVIS MILLER DATE: LIC. # 45743

**JOE & COURTNEY DOUGLASS
REMODEL**
703 NORTH 7TH STREET
BRainerd, MN

A4

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Courtney & Joseph Douglass have submitted a variance request for 703 7th St N., Brainerd, MN 56401. This property is located in the TN-1 (Traditional Neighborhood 1) Zoning District. The purpose of this request is to expand on a non-conformity for the construction of a vertical addition to their house. The foundation of the home is currently 4'10" from the fence line. The TN-1 District requires a 5' minimum side yard setback.

The property included in this application is described as:

PID 41240727

TOWN OF BRAINERD FIRST ADDITION TO BRAINERD LOTS 1 AND 2 BLOCK 196

A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, August 20th, 2025 in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the variance request.

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

Dated this 5th day of August, 2025



James Kramvik
Community Development Director

Publication Date: August 9th, 2025