**Brainerd, MN**
**August 18, 2025**

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 Czeczok 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 PLANT/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

19$^{TH}$ STREETS, AND SIDEWALK EXTENSION ON NORWOOD STREET FROM 18$^{TH}$ TO 19$^{TH}$ 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 Czeczok 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 Czeczok asked about being in arears 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, Czeczok, 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, 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 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 CZECZOK 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 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