



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, September 15, 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: 2496 808 1680

Personnel and Finance Committee held: 2nd Floor Conference Room at 6:45 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. **Ratify the 2025-2027 Teamsters Local 346 Union Contract Terms for the Police Lieutenant and Sergeants as detailed in the Arbitration Award, Tentative Agreement Summary, and Wage Resolution**

E. **Event/Alley Closure Application- Zion Trunk or Treat**

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. Approve Additional Door Replacement - PD Exterior Repairs Project
2. Adopt Resolution Authorizing The Execution Of Traffic Safety Enforcement Grant
3. Adopt Resolution Authorizing The Execution Of Traffic Safety Officer Grant
4. Discussion of Misdemeanor Prosecutor Agreement
5. Discussion of Rate/Plan Design Study for Sanitary and Storm Sewer
6. Direction on PILOT Contribution from BPU

B. **Safety & Public Works Committee**

1. Approve Change Order #1 - Imp 23-13 - TH 371B/Willow Street Roundabout Project
2. Snow Removal for 2025-2026 season
3. Direction on Active Code Enforcement

8. **Unfinished Business**

A. **Call for Applicants**

Mayor Recommended: (terms to expire on 12/31 of said year)
Charter Commission – **2 terms** (Expire 2025) **2 terms** (Expire 2026)
Library Board-- **1 term** (Expire 2027)
Public Utilities Commission—**1 term** (Expire 2028)
Transportation Advisory Committee- **2 terms** (Expire 2025) **1 term** (Expire 2026)
Council President Recommended: (terms expire on 12/31 of said year)
Planning Commission - **1 term** (Expire 2027)
Water Tower Committee—**2 terms**

B. **Discussion of HRA 2026 Levy Request**

C. **2026 Preliminary Levy for City of Brainerd and the Brainerd HRA; Set Date and Time for Budget Public Hearing**

9. **New Business**

A. **Adopt Resolution Providing for the Issuance and Sale of General Obligation Bonds, Series 2025A in the Proposed Amount of \$3,480,000**

- B. **Adopt Resolution - Call for Public Hearing on Improvement - Imp 23-14 - Hawkins/Ronald/Joseph Resurfacing Project**
 - C. **Adopt Resolution - Order Feasibility Report - Imp 25-05 - Southeast Brainerd Reconstruction Project**
 - D. **Adopt Resolution Declaring Costs to be Assessed for Nuisance, Downtown Snow Removal, and Downtown Special Services Assessments and Call for Public Hearing**
 - E. **Adopt Resolution Declaring Costs to be Assessed for Improvement 23-16- South Brainerd Resurfacing Assessments and Call for Public Hearing**
 - F. **Consider Extension of Kamp Realty Brokerage Agreement**
 - G. **Consider Childcare Incentive Policy**
- 10. **Staff Reports**
(Verbal: Any Updates since Packet)
 - 11. **Mayor's Report**
 - 12. **Council Member Reports**
 - 13. **Adjourn**
 - 14. **Council Communications**
 - A. **Beech/Oakridge and 371 Roundabout Change Orders from 9/2**
 - B. **Senior Officials Training**
 - C. **Buckthorn Removal**
 - D. **Dispatch Invite**

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

MISSION

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

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 2740 - AT&T MOBILITY:							
X08032025/FD 89314	AT&T MOBILITY	07/25/2025	08/08/2025	344.07	0.00	Paid	Y
	ACCT 287312856222 FIRE DEPT PHONES	pziemer					08/08/2025
	225-2220-43321 TELEPHONE			344.07			
X08032025/ADMIN 89315	AT&T MOBILITY	07/25/2025	08/08/2025	99.86	0.00	Paid	Y
	ACCT 287292136423 ADMIN PHONES	pziemer					08/08/2025
	101-1400-43321 TELEPHONE			99.86			
X08032025/CDD 89316	AT&T MOBILITY	07/25/2025	08/08/2025	149.79	0.00	Paid	Y
	ACCT 287292136423 COM DEV PHONES	pziemer					08/08/2025
	101-2400-43321 TELEPHONE			149.79			
X08032025/ENG 89317	AT&T MOBILITY	07/25/2025	08/08/2025	359.30	0.00	Paid	Y
	ACCT 287292136423 ENG PHONES	pziemer					08/08/2025
	101-1700-43321 TELEPHONE			276.18			
	238-3160-43321 TELEPHONE			83.12			
X08032025/HR 89318	AT&T MOBILITY	07/25/2025	08/08/2025	49.93	0.00	Paid	Y
	ACCT 287292136423 HR PHONE	pziemer					08/08/2025
	101-1400-43321 TELEPHONE			49.93			
X08032025/IT 89319	AT&T MOBILITY	07/25/2025	08/08/2025	266.10	0.00	Paid	Y
	FIRTNET ACCT 287292136423 IT PHONES	pziemer					08/08/2025
	101-1800-43321 TELEPHONE			266.10			
X08032025/PKS 89320	AT&T MOBILITY	07/25/2025	08/08/2025	241.08	0.00	Paid	Y
	ACCT 287292136423 PARKS PHONES	pziemer					08/08/2025
	230-5200-43321 TELEPHONE			126.39			
	230-5204-42210 OPERATING SUPPLIES			114.69			
X08032025/STRTS 89321	AT&T MOBILITY	07/25/2025	08/08/2025	209.51	0.00	Paid	Y
	ACCT 287292136423 STREETS PHONES	pziemer					08/08/2025
	235-3100-43321 TELEPHONE			88.16			
	237-3190-43321 TELEPHONE			121.35			
X08032025/TRANSIT 89322	AT&T MOBILITY	07/25/2025	08/08/2025	369.57	0.00	Paid	Y
	ACCT 287292136423 TRANSIT TABLETS	pziemer					08/08/2025
	203-9000-43321 TELEPHONE			369.57			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
X08032025/PD							
89374	AT&T MOBILITY	07/25/2025	08/11/2025	2,039.19	0.00	Paid	Y
	ACCT 287287520356 PD COMPUTER SUPPORT	pziemer					08/11/2025
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		698.14			
	225-2120-43321	TELEPHONE		1,341.05			
	Total for vendor 2740 - AT&T MOBILITY:			4,128.40	0.00		
# of Invoices:	10	# Due:	0	Totals:	4,128.40	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				4,128.40	0.00		

--- TOTAL

09/10/2025 03:06 PM		CHECK REGISTER FOR CITY OF BRAINERD				Page: 1/1	
User: pziemer		CHECK DATE FROM 08/01/2025 - 08/31/2025					
DB: Brainerd							
Check Date	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount	Status
Bank BB BREMER BANK							
08/15/2025	102007	1859	ENTERPRISE FM TRUST - ATTN		PAYOFF FOR SQUAD 412	31,148.79	Open
BB TOTALS:							
Total of 1 Checks:						31,148.79	
Less 0 Void Checks:						0.00	
Total of 1 Disbursements:						31,148.79	

09/10/2025 03:03 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/01/2025 - 08/31/2025

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			841.86	0.00		
	203 - TRANSIT FUND			369.57	0.00		
	225 - PUBLIC SAFETY FUND			2,383.26	0.00		
	230 - PARK & RECREATION FUND			241.08	0.00		
	235 - STREET & SEWER FUND			88.16	0.00		
	237 - SANITARY SEWER FUND			121.35	0.00		
	238 - STORM SEWER FUND			83.12	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	1400 - ADMINISTRATION			149.79	0.00		
	1700 - ENGINEERING			276.18	0.00		
	1800 - IT/GIS			266.10	0.00		
	2120 - POLICE DEPARTMENT			2,039.19	0.00		
	2220 - FIRE DEPARTMENT			344.07	0.00		
	2400 - COMMUNITY DEVL/INSPECTION			149.79	0.00		
	3100 - S & S MAINTENANCE			88.16	0.00		
	3160 - STORM SEWER EXPENSE			83.12	0.00		
	3190 - SANITARY SEWER EXPENSE			121.35	0.00		
	5200 - PARK MAIN/ADMINISTRATION			126.39	0.00		
	5204 - CONCESSIONS			114.69	0.00		
	9000 - TRANSIT FUND			369.57	0.00		

MANUAL CHECK FOR PAYOFF TO ENTERPRISE FOR SQUAD 412 8/15/25 CHECK #1020047

09/10/2025 03:06 PM

User: pziemer

DB: Brainerd

CHECK REGISTER FOR CITY OF BRAINERD

CHECK DATE FROM 08/01/2025 - 08/31/2025

Page: 1/1

Check Date	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount	Status
Bank BB BREMER BANK							
08/15/2025	102007	1859	ENTERPRISE FM TRUST - ATTN		PAYOFF FOR SQUAD 412	31,148.79	Open
BB TOTALS:							
Total of 1 Checks:						31,148.79	
Less 0 Void Checks:						0.00	
Total of 1 Disbursements:						31,148.79	

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
334833/1 89733	ACE HARDWARE STREET GARAGE HASP FOR FRONT DOOR 235-3100-42220	08/29/2025 pziemer	09/17/2025	9.09	9.09	Open	N 09/17/2025
	REPAIR & MAINT			9.09			
334873/1 89760	ACE HARDWARE HUDSON SPRAYER FOR CRACK SEALING 235-3100-42220	09/02/2025 pziemer	09/17/2025	35.99	35.99	Open	N 09/17/2025
	REPAIR & MAINT			35.99			
334824/1 89798	ACE HARDWARE FAUCET REPAIR-MMP RESTROOM 230-5200-42220	08/29/2025 pziemer	09/17/2025	4.49	4.49	Open	N 09/17/2025
	REPAIR & MAINT			4.49			
334827/1 89799	ACE HARDWARE SUPPLY LINE - FAUCET REPAIR-MMP RESTF 230-5200-42220	08/29/2025 pziemer	09/17/2025	8.99	8.99	Open	N 09/17/2025
	REPAIR & MAINT			8.99			
334910/1 89802	ACE HARDWARE LIGHTBULBS, PEST CONTROL 230-5200-42220	09/03/2025 pziemer	09/17/2025	27.87	27.87	Open	N 09/17/2025
	REPAIR & MAINT			27.87			
	Total for vendor 0011 - ACE HARDWARE:			86.43	86.43		
Vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:							
657424827163 89823	ADVANCE AUTO PARTS - FINANCIAL SVCS COMPRESSOR REPAIR 230-5200-42220	09/05/2025 pziemer	09/17/2025	150.34	150.34	Open	N 09/17/2025
	REPAIR & MAINT			150.34			
6574519725103 89878	ADVANCE AUTO PARTS - FINANCIAL SVCS FUSES/WIRING 230-5200-42220	08/01/2025 pziemer	09/17/2025	41.48	41.48	Open	N 09/17/2025
	REPAIR & MAINT			41.48			
	Total for vendor 2902 - ADVANCE AUTO PARTS - FINANCIAL SVCS:			191.82	191.82		
Vendor 3523 - ALERT-ALL CORP:							
225080333 89858	ALERT-ALL CORP BALLOONS - OPEN HOUSE 225-2220-43430	09/04/2025 pziemer	09/17/2025	172.50	172.50	Open	N 09/17/2025
	MISCELLANEOUS			172.50			
	Total for vendor 3523 - ALERT-ALL CORP:			172.50	172.50		
Vendor 3877 - ALL HANDS FIRE EQUIPMENT:							

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EXP CHECK RUN DATES 09/15/2025 - 09/15/2025

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
INV23087 89867	ALL HANDS FIRE EQUIPMENT WATER RESCUE SUPPLIES 225-2220-42210	09/04/2025 pziemer	09/17/2025	2,031.92	2,031.92	Open	N 09/17/2025
	OPERATING SUPPLIES			2,031.92			
	Total for vendor 3877 - ALL HANDS FIRE EQUIPMENT:			2,031.92	2,031.92		
Vendor 2846 - AMERICAN WELDING-GAS INC:							
0011094647 89757	AMERICAN WELDING-GAS INC WELDING GAS CYLINDER RENTAL 235-3100-43430	08/31/2025 pziemer	09/17/2025	108.37	108.37	Open	N 09/17/2025
	MISCELLANEOUS			108.37			
	Total for vendor 2846 - AMERICAN WELDING-GAS INC:			108.37	108.37		
Vendor 0041 - ANDERSON BROTHERS CONSTRU:							
37701 89736	ANDERSON BROTHERS CONSTRU 2025 STREET PATCHING PROJECT - FINAL 401-9030-45530-25:02	08/29/2025 pziemer	09/17/2025	49,940.00	49,940.00	Open	N 09/17/2025
	CAPITAL-PYMTS TO CONTRACTS			49,940.00			
	Total for vendor 0041 - ANDERSON BROTHERS CONSTRU:			49,940.00	49,940.00		
Vendor 0944 - ASPEN MILLS:							
360320 89859	ASPEN MILLS UNIFORMWEAR FF MACEJKOVIC 225-2220-41113	08/29/2025 pziemer	09/17/2025	74.51	74.51	Open	N 09/17/2025
	UNIFORM ALLOWANCE			74.51			
	Total for vendor 0944 - ASPEN MILLS:			74.51	74.51		
Vendor 0049 - AUTO VALUE - WEST:							
17380803 89860	AUTO VALUE - WEST TRUCK GREASE 225-2220-42210	08/28/2025 pziemer	09/17/2025	17.98	17.98	Open	N 09/17/2025
	OPERATING SUPPLIES			17.98			
	Total for vendor 0049 - AUTO VALUE - WEST:			17.98	17.98		
Vendor 0748 - BJERGA FEED STORES:							
1478258 89868	BJERGA FEED STORES Q STREET - DRAINAGE DITCH GRASS SEED 235-3100-42220	09/10/2025 pziemer	09/17/2025	130.00	130.00	Open	N 09/17/2025
	REPAIR & MAINT			130.00			
	Total for vendor 0748 - BJERGA FEED STORES:			130.00	130.00		
Vendor 3966 - BLUE SKY TRANSIT:							

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
2014 CHEVY 89735	BLUE SKY TRANSIT CLAIM01-008-575752 INSURANCE PAYMENT pziemer 203-0000-22800 OTHER LIABILITIES	09/02/2025	09/17/2025	13,771.59	13,771.59	Open	N 09/17/2025
	Total for vendor 3966 - BLUE SKY TRANSIT:			13,771.59	13,771.59		
Vendor 3120 - BOLTON & MENK:							
0372080 89843	BOLTON & MENK INSPECTION SERVICES 101-1700-43300	08/29/2025 pziemer	09/17/2025	1,602.50	1,602.50	Open	N 09/17/2025
	PROFESSIONAL SERVICES			1,602.50			
0372283 89855	BOLTON & MENK 23:16 CONSTRUCTION OBSERVATION pziemer 401-9030-43300-23:16 PROFESSIONAL SERVICES	08/29/2025	09/17/2025	325.00	325.00	Open	N 09/17/2025
	Total for vendor 3120 - BOLTON & MENK:			1,927.50	1,927.50		
Vendor 0074 - BRAINERD GENERAL RENTAL:							
00008022-001 89779	BRAINERD GENERAL RENTAL TOW-BOOM WITH OUTRIGGERS RENTAL - MIPziemer 230-5200-42221 R&M- MILLS FIELD	09/03/2025	09/17/2025	175.00	175.00	Open	N 09/17/2025
	Total for vendor 0074 - BRAINERD GENERAL RENTAL:			175.00	175.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
INV22636 89606	BRAINERD PUBLIC UTILITIES BULK WATER SALES - PARKS 230-5200-42220	08/21/2025 pziemer	09/17/2025	455.14	455.14	Open	N 09/17/2025
	REPAIR & MAINT			455.14			
INV22651 89866	BRAINERD PUBLIC UTILITIES 2016 A G.O BOND PAYMENT pziemer 237-0000-23185 REVENUE NOTES PAYABLE 237-3190-46611 INTEREST PAYMENTS	09/04/2025	09/17/2025	289,633.63	289,633.63	Open	N 09/17/2025
				266,000.00			
				23,633.63			
9/11/25 89874	BRAINERD PUBLIC UTILITIES REMIT LOST THRU 9/11/25 pziemer 251-9360-43467 REMIT LOCAL SALES TAX COLLECT	09/11/2025	09/17/2025	154,446.64	154,446.64	Open	N 09/17/2025
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			444,535.41	444,535.41		
Vendor 4075 - BRAINERD TRUCK AND TRAILER LLC:							

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EXP CHECK RUN DATES 09/15/2025 - 09/15/2025

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
W 6885 89857	BRAINERD TRUCK AND TRAILER LLC E3 COOLANT HOSE REPAIR 225-2220-42220 REPAIR & MAINT	09/09/2025 pziemer	09/17/2025	542.46 542.46	542.46	Open	N 09/17/2025
	Total for vendor 4075 - BRAINERD TRUCK AND TRAILER LLC:			542.46	542.46		
Vendor 0929 - BRAUN INTERTEC CORP:							
B4411858 89844	BRAUN INTERTEC CORP IMP 17-12 WRIGHT STREET MATERIALS TEST 401-1712-43300 PROFESSIONAL SERVICES	09/05/2025 pziemer	09/17/2025	1,414.80 1,414.80	1,414.80	Open	N 09/17/2025
B441188 89845	BRAUN INTERTEC CORP 21:13 BEECH STREET CONSULTING/SVCS 401-9030-43300-21:13 PROFESSIONAL SERVICES	09/05/2025 pziemer	09/17/2025	1,117.05 1,117.05	1,117.05	Open	N 09/17/2025
	Total for vendor 0929 - BRAUN INTERTEC CORP:			2,531.85	2,531.85		
Vendor 4209 - CALLTOWER:							
202733873 89759	CALLTOWER CALLTOWER 9/1/25-9/30/25 101-1800-43321 TELEPHONE	09/01/2025 pziemer	09/17/2025	347.62 347.62	347.62	Open	N 09/17/2025
	Total for vendor 4209 - CALLTOWER:			347.62	347.62		
Vendor 0102 - CANON FINANCIAL SERVICE:							
41710011 89737	CANON FINANCIAL SERVICE 9/1/25-9/30/25 LIBRARY COPIER CONTRA 211-5505-43430 MISC - COPY MACHINE PYMTS	08/24/2025 pziemer	09/17/2025	77.97 77.97	77.97	Open	N 09/17/2025
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			77.97	77.97		
Vendor 0307 - CENTERPOINT ENERGY:							
9216-0/AUG25/STRTS 89784	CENTERPOINT ENERGY 7/16/25-8/15/25 STREET GARAGE UTILIT 235-3100-43380 UTILITIES	09/04/2025 pziemer	09/17/2025	51.62 51.62	51.62	Open	N 09/17/2025
92166-0/AUG25/PS 89785	CENTERPOINT ENERGY 7/16/25-8/15/25 PARKS GARAGE UTILIT 230-5200-43380 UTILITIES	09/04/2025 pziemer	09/17/2025	51.62 51.62	51.62	Open	N 09/17/2025

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User: pziemer

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
92166-0/AUG25/FD							
89786	CENTERPOINT ENERGY	09/04/2025	09/17/2025	73.35	73.35	Open	N
	7/16/25-8/15/25 FIRE DEPT UTILITIES pziemer						09/17/2025
	225-2220-43380 UTILITIES			35.26			
	225-2220-43380 UTILITIES			38.09			
92166-0/AUG25/PD							
89787	CENTERPOINT ENERGY	09/04/2025	09/17/2025	33.34	33.34	Open	N
	7/16/25-8/15/25 POLICE DEPT UTILITIES pziemer						09/17/2025
	225-2120-43380 UTILITIES			33.34			
92166-0/AUG25/LIB							
89788	CENTERPOINT ENERGY	09/04/2025	09/17/2025	343.21	343.21	Open	N
	7/16/25-8/15/25 LIBRARY UTILITIES pziemer						09/17/2025
	211-5500-43380 UTILITIES			343.21			
92166-0/AUG25/CH							
89789	CENTERPOINT ENERGY	09/04/2025	09/17/2025	224.92	224.92	Open	N
	7/16/25-8/15/25 CITY HALL/ANNEX UTIL pziemer						09/17/2025
	101-1940-43380 UTILITIES			191.58			
	101-1940-43380 UTILITIES			33.34			
	Total for vendor 0307 - CENTERPOINT ENERGY:			778.06	778.06		
Vendor 1343 - CHARTER COMMUNICATIONS:							
175587701082125							
89782	CHARTER COMMUNICATIONS	08/21/2025	09/17/2025	46.51	46.51	Open	N
	BUSINESS TV pziemer						09/17/2025
	225-2120-43380 UTILITIES			46.51			
	Total for vendor 1343 - CHARTER COMMUNICATIONS:			46.51	46.51		
Vendor 2220 - CITIES DIGITAL:							
64467							
89807	CITIES DIGITAL	08/11/2025	09/17/2025	6,221.41	6,221.41	Open	N
	LASERFICHE ANNUAL SUPPORT 11/9/25-11/pziemer						09/17/2025
	101-1800-43309 COMPUTER SUPPORT			698.77			
	101-0000-15500 PREPAID EXPENSE			3,493.84			
	101-0000-14100 DUE FROM COMPONENT UNIT			2,028.80			
	Total for vendor 2220 - CITIES DIGITAL:			6,221.41	6,221.41		
Vendor 4303 - CLIMATE MAKERS:							
124782							
89734	CLIMATE MAKERS	08/29/2025	09/17/2025	446.72	446.72	Open	N
	REPLACE VALVE ACTUATOR - LIBRARY pziemer						09/17/2025
	211-5500-42220 REPAIR & MAINT			446.72			
	Total for vendor 4303 - CLIMATE MAKERS:			446.72	446.72		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 4269 - COLUMN SOFTWARE:							
425BB603-0144 89834	COLUMN SOFTWARE ORD 1591 ZONING CANNABIS GREENHOUSE 101-9200-43350	08/19/2025 pziemer	09/17/2025	52.84	52.84	Open	N 09/17/2025
	LEGAL PUBLICATIONS			52.84			
425BB603-0145 89835	COLUMN SOFTWARE NOTICE - TAC MTG 8-30-25 203-9000-43350	08/26/2025 pziemer	09/17/2025	19.27	19.27	Open	N 09/17/2025
	PRINTING/LEGAL PUBLICATION			19.27			
425BB603-0146 89836	COLUMN SOFTWARE NOH: PROPOSED SIGN ORDINANCE 101-9200-43350	09/03/2025 pziemer	09/17/2025	51.03	51.03	Open	N 09/17/2025
	LEGAL PUBLICATIONS			51.03			
425BB603-0147 89837	COLUMN SOFTWARE NOTICE - REZONE 3424 OAK STREET 101-2400-43350	09/03/2025 pziemer	09/17/2025	44.00	44.00	Open	N 09/17/2025
	PRINTING/LEGAL PUBLICATION			44.00			
425BB603-0148 89838	COLUMN SOFTWARE NOH: PUD KUEPERS 101-2400-43350	09/03/2025 pziemer	09/17/2025	52.24	52.24	Open	N 09/17/2025
	PRINTING/LEGAL PUBLICATION			52.24			
425BB603-0149 89839	COLUMN SOFTWARE NOH: YG CANNABIS GREENHOUSE 9-6-25 101-9200-43350	09/03/2025 pziemer	09/17/2025	52.24	52.24	Open	N 09/17/2025
	LEGAL PUBLICATIONS			52.24			
	Total for vendor 4269 - COLUMN SOFTWARE:			271.62	271.62		
Vendor 0122 - COMMUNITY ACTION:							
SEPT 2025 89869	COMMUNITY ACTION REMIT SEPT 2025 LEVY PAYMENT 101-9200-43460	09/10/2025 pziemer	09/17/2025	8,698.73	8,698.73	Open	N 09/17/2025
	REMIT COMMUNITY ACTION LEVY			8,698.73			
	Total for vendor 0122 - COMMUNITY ACTION:			8,698.73	8,698.73		
Vendor 3302 - COX, DAVID:							
9/8/25 89856	COX, DAVID E3 EMERGENCY REPAIR - REIMBURSEMENT 225-2220-42220	09/08/2025 pziemer	09/17/2025	78.53	78.53	Open	N 09/17/2025
	REPAIR & MAINT			78.53			
	Total for vendor 3302 - COX, DAVID:			78.53	78.53		
Vendor 0900 - CUB FOODS - BRAINERD:							

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#208020 89881	CUB FOODS - BRAINERD NATIONAL NIGHT OUT SUPPLIES 225-2120-43305 CRIME PREVENTION PROGRAM Total for vendor 0900 - CUB FOODS - BRAINERD:	08/12/2025 pziemer	09/17/2025	24.82 24.82 24.82	24.82 24.82	Open	N 09/17/2025
Vendor 0135 - CWC TREASURER:							
8778/LIB 89753	CWC TREASURER SHARED SERVICES - LIBRARY 211-5500-43300 PROFESSIONAL SERVICES	09/01/2025 pziemer	09/17/2025	675.00 675.00	675.00	Open	N 09/17/2025
8778/CH 89754	CWC TREASURER SHARED SERVICES - CITY HALL 101-9200-43300 PROFESSIONAL SERVICES Total for vendor 0135 - CWC TREASURER:	09/01/2025 pziemer	09/17/2025	7,975.00 7,975.00 8,650.00	7,975.00 8,650.00	Open	N 09/17/2025
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2562539 89738	DAHLHEIMER BEVERAGE LYSOL CLEANER 211-5500-42220 REPAIR & MAINT Total for vendor 3438 - DAHLHEIMER BEVERAGE:	09/02/2025 pziemer	09/17/2025	81.80 81.80 81.80	81.80 81.80	Open	N 09/17/2025
Vendor 1381 - DECHANTAL EXCAVATING LLC:							
24:07 PAY REQ 3 89826	DECHANTAL EXCAVATING LLC 24:07 LOWELL SRTS 401-9030-45530-24:07 CAPITAL-PYMTS TO CONTRACTS Total for vendor 1381 - DECHANTAL EXCAVATING LLC:	08/29/2025 pziemer	09/17/2025	171,047.08 171,047.08 171,047.08	171,047.08 171,047.08	Open	N 09/17/2025
Vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:							
36950 89806	DIGITAL INK DESIGN & GRAPHICS NEW SIGN - LIONS PARK AT BUFFALO HILL 230-5200-42220 REPAIR & MAINT Total for vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:	08/11/2025 pziemer	09/17/2025	895.00 895.00 895.00	895.00 895.00	Open	N 09/17/2025
Vendor 3353 - DTM FLEET SERVICE:							
2567 89795	DTM FLEET SERVICE 416 NEW SQUAD BUILD	08/08/2025 pziemer	09/17/2025	230.02	230.02	Open	N 09/17/2025

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	400-2120-45500	POLICE CAPITAL OUTLAY		230.02			
	Total for vendor 3353 - DTM FLEET SERVICE:			230.02	230.02		

Vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:

FBN5430271/CDD

89827	ENTERPRISE FM TRUST - ATTN: BILLING	09/04/2025	09/17/2025	842.13	842.13	Open	N
	SEPT 25 COM DEV VEHICLE LEASE	pziemer					09/17/2025
	101-2400-43331	LEASE EXPENSE		842.13			

FBN5430271/ENG

89828	ENTERPRISE FM TRUST - ATTN: BILLING	08/04/2025	09/17/2025	3,157.72	3,157.72	Open	N
	SEPT 25 ENG DEPT VEHICLE LEASES	pziemer					09/17/2025
	101-1700-43331	LEASE PAYMENTS		2,302.43			
	238-3160-43331	LEASE PAYMENTS		855.29			

FBN5430271/FD

89829	ENTERPRISE FM TRUST - ATTN: BILLING	09/04/2025	09/17/2025	1,833.36	1,833.36	Open	N
	SEPT 25 FIRE DEPT VEHICLE LEASES	pziemer					09/17/2025
	225-2220-43331	LEASED PAYMENTS		1,833.36			

FBN5430271/PD

89830	ENTERPRISE FM TRUST - ATTN: BILLING	09/04/2025	09/17/2025	16,215.88	16,215.88	Open	N
	SEPT 25 POLICE DEPT VEHICLE LEASES	pziemer					09/17/2025
	225-2120-43331	LEASED PAYMENTS		16,215.88			

FBN5430271/PKS

89831	ENTERPRISE FM TRUST - ATTN: BILLING	09/04/2025	09/17/2025	6,606.99	6,606.99	Open	N
	SEPT 25 PARKS DEPT VEHICLE LEASES	pziemer					09/17/2025
	230-5200-43331	LEASE PAYMENTS		6,606.99			

FBN5430271/STRTS

89832	ENTERPRISE FM TRUST - ATTN: BILLING	09/04/2025	09/17/2025	6,307.74	6,307.74	Open	N
	SEPT 25 STREET DEPT VEHICLE LEASES	pziemer					09/17/2025
	235-3100-43331	LEASE PAYMENTS		4,428.58			
	237-3190-43331	LEASE PAYMENTS		1,879.16			

FBN5430271/PROCEEDS

89833	ENTERPRISE FM TRUST - ATTN: BILLING	09/04/2025	09/17/2025	(10,900.00)	(10,900.00)	Open	N
	SALE 29DX4B OWNED SQD 432 2020 FORD	pziemer					09/17/2025
	400-0000-39101	SALE OF ASSETS		(10,900.00)			
	Total for vendor 1859 - ENTERPRISE FM TRUST - ATTN: BILLING:			24,063.82	24,063.82		

Vendor 3320 - ESSENTIA HEALTH:

890000484 - 8/14/25

89873	ESSENTIA HEALTH	08/14/2025	09/17/2025	32.00	32.00	Open	N
	DOT DRUG SCREEN X1	pziemer					09/17/2025
	230-5200-43430	MISCELLANEOUS		32.00			
	Total for vendor 3320 - ESSENTIA HEALTH:			32.00	32.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 1815 - F.I.R.E. CROSSLAKE:							
7675 89861	F.I.R.E. CROSSLAKE	09/03/2025	09/17/2025	2,250.00	2,250.00	Open	N
	ARFF TRAINING - GRIMSBY, WALLACE, DAN	pziemer					09/17/2025
	225-2220-43330	PROFESSIONAL DEVELOPMENT		2,250.00			
	Total for vendor 1815 - F.I.R.E. CROSSLAKE:			2,250.00	2,250.00		
Vendor 0193 - GOODIN COMPANY :							
6687830-00 89803	GOODIN COMPANY	08/19/2025	09/17/2025	17.85	17.85	Open	N
	BOILER DRAIN	pziemer					09/17/2025
	230-5280-42220	REPAIR & MAINT		17.85			
	Total for vendor 0193 - GOODIN COMPANY :			17.85	17.85		
Vendor 0200 - HEARTLAND ANIMAL RESCUE:							
AUG 2025 89778	HEARTLAND ANIMAL RESCUE	08/31/2025	09/17/2025	4,642.33	4,642.33	Open	N
	AUG 25 ADMIN/BOARDING	pziemer					09/17/2025
	225-2700-43430	MISCELLANEOUS		2,723.00			
	225-2700-43300	PROFESSIONAL SERVICES		1,919.33			
	Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:			4,642.33	4,642.33		
Vendor 0201 - HEARTLAND TIRE SERVICE INC:							
15031507 89825	HEARTLAND TIRE SERVICE INC	09/05/2025	09/17/2025	181.96	181.96	Open	N
	PATCH TRAILER TIRE REPLACEMENT	pziemer					09/17/2025
	235-3100-42220	REPAIR & MAINT		181.96			
	Total for vendor 0201 - HEARTLAND TIRE SERVICE INC:			181.96	181.96		
Vendor 4438 - HYDRO PRODUCTS CORP:							
6522 89847	HYDRO PRODUCTS CORP	09/03/2025	09/17/2025	1,300.00	1,300.00	Open	N
	VAC TRUCK SANITIZER PUMP REBUILD	pziemer					09/17/2025
	235-3170-42220	REPAIR & MAINT		1,300.00			
	Total for vendor 4438 - HYDRO PRODUCTS CORP:			1,300.00	1,300.00		
Vendor 0769 - HYTEC CONSTRUCTION INC:							
15264 89752	HYTEC CONSTRUCTION INC	08/28/2025	09/17/2025	18,525.00	18,525.00	Open	N
	PAY REQ 2 - LIBRARY EXTERIOR	pziemer					09/17/2025
	400-9050-45500	FACILITIES CAPITAL OUTLAY		18,525.00			
	Total for vendor 0769 - HYTEC CONSTRUCTION INC:			18,525.00	18,525.00		

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Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:							
IN4924691 89796	INNOVATIVE OFFICE SOLUTIONS LLC NOTEBOOKS, STICKYNOTES, SEALER, PAPER 225-2120-42200 OFFICE SUPPLIES	09/05/2025 pziemer	09/17/2025	73.03	73.03	Open	N 09/17/2025
	Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:			73.03	73.03		
Vendor 4436 - LAKE SHORE HEATING AND COOLING LLC:							
00050410 89808	LAKE SHORE HEATING AND COOLING LLC P25-0590 - BD PAYMENT REFUND 101-2400-32210 Commercial Bldg Plan Review Fee	09/08/2025 pziemer	09/17/2025	79.00	79.00	Open	N 09/17/2025
00050409 89809	LAKE SHORE HEATING AND COOLING LLC P25-0590 - BD PAYMENT REFUND 101-2400-32210 Commercial Bldg Plan Review Fee	09/08/2025 pziemer	09/17/2025	51.35	51.35	Open	N 09/17/2025
00050407 89810	LAKE SHORE HEATING AND COOLING LLC P25-0590 - BD PAYMENT REFUND 101-2400-32230 Commercial Bldg Permit Fee	09/08/2025 pziemer	09/17/2025	79.00	79.00	Open	N 09/17/2025
00050404 89811	LAKE SHORE HEATING AND COOLING LLC P25-0590 - BD PAYMENT REFUND 101-0000-21800 Commercial State Surcharge - Value 101-0000-36300 Commercial State Surcharge - Value	09/08/2025 pziemer	09/17/2025	0.85	0.85	Open	N 09/17/2025
	Total for vendor 4436 - LAKE SHORE HEATING AND COOLING LLC:			210.20	210.20		
Vendor 0313 - LAKES AREA SENIOR CENTER:							
SEPT 2025 89870	LAKES AREA SENIOR CENTER REMIT SEPT 2025 LEVY PAYMENT 101-9200-43461 REMIT SENIOR CITIZEN LEVY	09/10/2025 pziemer	09/17/2025	8,698.73	8,698.73	Open	N 09/17/2025
	Total for vendor 0313 - LAKES AREA SENIOR CENTER:			8,698.73	8,698.73		
Vendor 3469 - LAMS INC:							
39240 89850	LAMS INC CITY HALL FLOOR MATS 101-1940-43410 RENTAL EXPENSE	09/09/2025 pziemer	09/17/2025	48.64	48.64	Open	N 09/17/2025
39343 89851	LAMS INC POLICE DEPT FLOOR MATS	09/09/2025 pziemer	09/17/2025	58.88	58.88	Open	N 09/17/2025

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	225-2120-43300	PROFESSIONAL SERVICES		58.88			
	Total for vendor 3469 - LAMS INC:			107.52	107.52		
Vendor 0232 - LEAGUE MN CITIES C/O BERKLEY ADMIN:							
10002612/4TH 2025							
89781	LEAGUE MN CITIES C/O BERKLEY ADMIN	09/04/2025	09/17/2025	74,794.25	74,794.25	Open	N
	4TH QTR 25 WORK COMP PREMIUM	pziemer					09/17/2025
	280-0000-41150	WORKERS COMP		62,543.25			
	101-1110-41150	WORKERS COMP		12.25			
	225-2225-41150	WORKERS COMP		12,238.75			
9882	LEAGUE MN CITIES C/O BERKLEY ADMIN	09/03/2025	09/17/2025	1,000.00	1,000.00	Open	N
89872	LMC CA 330952 - HRA	pziemer					09/17/2025
	101-0000-14100	DUE FROM COMPONENT UNIT		1,000.00			
	Total for vendor 0232 - LEAGUE MN CITIES C/O BERKLEY ADMIN:			75,794.25	75,794.25		
Vendor 0239 - MACQUEEN EQUIPMENT INC:							
P67267							
89793	MACQUEEN EQUIPMENT INC	09/05/2025	09/17/2025	578.76	578.76	Open	N
	SWEeper 118 AC COMPRESSOR	pziemer					09/17/2025
	235-3100-42220	REPAIR & MAINT		578.76			
	Total for vendor 0239 - MACQUEEN EQUIPMENT INC:			578.76	578.76		
Vendor 1753 - MARCO - NW 7128:							
INV13765485							
88077	MARCO - NW 7128	04/17/2025	09/17/2025	6,624.00	6,624.00	Open	N
	CISCO DUO 9/25/25-9/26/26	pziemer					09/17/2025
INV14277566							
89865	MARCO - NW 7128	09/04/2025	09/17/2025	120.05	120.05	Open	N
	CITY HALL COPIER 3RD 9/1/25-9/30/25	pziemer					09/17/2025
	101-1800-43331	LEASE PAYMENTS		120.05			
	Total for vendor 1753 - MARCO - NW 7128:			6,744.05	6,744.05		
Vendor 0889 - MENARDS - BAXTER :							
52839							
89755	MENARDS - BAXTER	08/26/2025	09/17/2025	15.53	15.53	Open	N
	MILLS FIELD WATER LINE REPAIR	pziemer					09/17/2025
	230-5200-42221	R&M- MILLS FIELD		15.53			
53575							
89824	MENARDS - BAXTER	09/05/2025	09/17/2025	24.96	24.96	Open	N
	BATHROOM CLEANERS	pziemer					09/17/2025

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	230-5200-42220	REPAIR & MAINT		24.96			
	Total for vendor 0889 - MENARDS - BAXTER :			40.49	40.49		
Vendor 0264 - MN DEPT LABOR & INDUSTRY :							
ALR0179370X							
89853	MN DEPT LABOR & INDUSTRY	08/30/2025	09/17/2025	145.00	145.00	Open	N
	ELV-01512 ELEVATOR ANNUAL OPERATOR Llpziemer						09/17/2025
	101-1940-42220	REPAIR & MAINT		145.00			
	Total for vendor 0264 - MN DEPT LABOR & INDUSTRY :			145.00	145.00		
Vendor 0445 - MN FIRE SERVICE CERTIFICATION BOARD:							
14628							
89864	MN FIRE SERVICE CERTIFICATION BOARD	08/21/2025	09/17/2025	1,102.50	1,102.50	Open	N
	QTY 42 - FF RECERTIFICATIONS pziemer						09/17/2025
	225-2220-43330	PROFESSIONAL DEVELOPMENT		1,102.50			
	Total for vendor 0445 - MN FIRE SERVICE CERTIFICATION BOARD:			1,102.50	1,102.50		
Vendor 4385 - MOORE ENGINEERING INC:							
SIN004280							
89749	MOORE ENGINEERING INC	08/29/2025	09/17/2025	7,897.50	7,897.50	Open	N
	23:14 CONSTRUCTION SERVICES pziemer						09/17/2025
	401-9030-43300-23:14	PROFESSIONAL SERVICES		7,897.50			
	Total for vendor 4385 - MOORE ENGINEERING INC:			7,897.50	7,897.50		
Vendor 3197 - MORTON SALT INC:							
5403685106							
89732	MORTON SALT INC	08/30/2025	09/17/2025	2,229.05	2,229.05	Open	N
	ROAD SALT pziemer						09/17/2025
	235-3125-42220	REPAIR & MAINT		2,229.05			
5403688994							
89758	MORTON SALT INC	09/02/2025	09/17/2025	8,652.47	8,652.47	Open	N
	ROAD SALT pziemer						09/17/2025
	235-3125-42220	REPAIR & MAINT		8,652.47			
5403697667							
89842	MORTON SALT INC	09/08/2025	09/17/2025	17,508.54	17,508.54	Open	N
	BULK ROAD SALT pziemer						09/17/2025
	235-3125-42220	REPAIR & MAINT		17,508.54			
5403701945							
89875	MORTON SALT INC	09/10/2025	09/17/2025	8,770.87	8,770.87	Open	N
	BULK ROAD SALT pziemer						09/17/2025
	235-3125-42220	REPAIR & MAINT		8,770.87			
	Total for vendor 3197 - MORTON SALT INC:			37,160.93	37,160.93		

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Vendor 3168 - MOTORS-N-MORE:							
031261 89783	MOTORS-N-MORE SQD 411 OIL CHANGE AND TIRE ROTATE 225-2120-42221	08/29/2025 pziemer	09/17/2025	50.00	50.00	Open	N 09/17/2025
		SQUAD CAR REPAIR SUPPLIES		50.00			
031271 89797	MOTORS-N-MORE SQD 413 BRAKES AND OIL 225-2120-42221	09/04/2025 pziemer	09/17/2025	479.79	479.79	Open	N 09/17/2025
		SQUAD CAR REPAIR SUPPLIES		479.79			
013274 89840	MOTORS-N-MORE SQD 414 BRAKES AND OIL CHANGE 225-2120-42221	09/05/2025 pziemer	09/17/2025	896.36	896.36	Open	N 09/17/2025
		SQUAD CAR REPAIR SUPPLIES		896.36			
	Total for vendor 3168 - MOTORS-N-MORE:			1,426.15	1,426.15		
Vendor 0272 - MTI DISTRIBUTING CO:							
1491836-00 89750	MTI DISTRIBUTING CO KIT-TUBE PULLEY REPLACEMENT 230-5200-42220	08/28/2025 pziemer	09/17/2025	258.60	258.60	Open	N 09/17/2025
		REPAIR & MAINT		258.60			
	Total for vendor 0272 - MTI DISTRIBUTING CO:			258.60	258.60		
Vendor 0273 - NAPA AUTO PARTS:							
837306 89800	NAPA AUTO PARTS DIESEL COOLANT 225-2220-42220	08/28/2025 pziemer	09/17/2025	137.49	137.49	Open	N 09/17/2025
		REPAIR & MAINT		137.49			
	Total for vendor 0273 - NAPA AUTO PARTS:			137.49	137.49		
Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:							
SM 1102/PD 89882	NORTH COUNTRY JANITORIAL & SUPPLY I AUG 25 JANITORIAL SERVICES 225-2120-43300	09/01/2025 pziemer	09/17/2025	1,093.00	1,093.00	Open	N 09/17/2025
		PROFESSIONAL SERVICES		1,093.00			
SM 1102/CH 89883	NORTH COUNTRY JANITORIAL & SUPPLY I AUG 25 JANITORIAL SERVICES 101-1940-43300	09/01/2025 pziemer	09/17/2025	1,077.00	1,077.00	Open	N 09/17/2025
		PROFESSIONAL SERVICES		1,077.00			
SM 1102/FD 89884	NORTH COUNTRY JANITORIAL & SUPPLY I AUG 25 JANITORIAL SERVICES 225-2220-43300	09/01/2025 pziemer	09/17/2025	383.00	383.00	Open	N 09/17/2025
		PROFESSIONAL SERVICES		383.00			

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SM 1102/STRTS 89885	NORTH COUNTRY JANITORIAL & SUPPLY I AUG 25 JANITORIAL SERVICES 235-3100-43300 230-5200-43300 Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:	09/01/2025 pziemer PROFESSIONAL SERVICES PROFESSIONAL SERVICES	09/17/2025	382.00 191.00 191.00	382.00 2,935.00	Open	N 09/17/2025
Vendor 1153 - NORTHLAND ARBORETUM:							
SEPT 2025 89871	NORTHLAND ARBORETUM REMIT SEPT 2025 LEVY PAYMENT 101-9200-43462 Total for vendor 1153 - NORTHLAND ARBORETUM:	09/10/2025 pziemer REMIT ARBORETUM LEVY	09/17/2025	8,698.73 8,698.73	8,698.73 8,698.73	Open	N 09/17/2025
Vendor 0736 - NORTHLAND FIRE PROTECTION:							
64733 89726	NORTHLAND FIRE PROTECTION ANNUAL TESTING/INSPECTIONS ALARM SYS 225-2120-43300 Total for vendor 0736 - NORTHLAND FIRE PROTECTION:	08/29/2025 pziemer PROFESSIONAL SERVICES	09/17/2025	1,010.00 1,010.00	1,010.00 1,010.00	Open	N 09/17/2025
Vendor 0284 - OFFICE SHOP:							
1157977-0 89769	OFFICE SHOP COPY PAPER 101-1940-42200 OFFICE SUPPLIES	08/29/2025 pziemer	09/17/2025	157.50 157.50	157.50	Open	N 09/17/2025
1157977-1 89770	OFFICE SHOP PEN LEAD REFILLS 101-1940-42200 OFFICE SUPPLIES	08/29/2025 pziemer	09/17/2025	13.86 13.86	13.86	Open	N 09/17/2025
1157903-0 89771	OFFICE SHOP COFFEE CUPS FOR MEETINGS 101-9200-43430 MISCELLANEOUS	09/03/2025 pziemer	09/17/2025	11.27 11.27	11.27	Open	N 09/17/2025
1157931-0 89776	OFFICE SHOP SHEET PROTECTORS 203-9000-42200 OFFICE SUPPLIES	08/28/2025 pziemer	09/17/2025	10.93 10.93	10.93	Open	N 09/17/2025
1157933-0 89777	OFFICE SHOP CERTIFICATE PAPER - EMPLOYEE APPRECIATION 278-6515-43430 MISCELLANEOUS	08/28/2025 pziemer	09/17/2025	49.20 49.20	49.20	Open	N 09/17/2025

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Total for vendor 0284 - OFFICE SHOP:				242.76	242.76		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							
1647-381480							
89801	O'REILLY AUTOMOTIVE STORES INC.	09/02/2025	09/17/2025	32.80	32.80	Open	N
	SHOP SUPPLIES-OIL FILTER, SHOP TOWEL	pziemer					09/17/2025
	230-5200-42220	REPAIR & MAINT		32.80			
Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:				32.80	32.80		
Vendor 0291 - PIKE PLUMBING AND HEATING:							
91269							
89751	PIKE PLUMBING AND HEATING	08/26/2025	09/17/2025	499.24	499.24	Open	N
	MAU/NOX REPAIRS/TESTS	pziemer					09/17/2025
	235-3100-42220	REPAIR & MAINT		249.62			
	230-5200-42220	REPAIR & MAINT		249.62			
Total for vendor 0291 - PIKE PLUMBING AND HEATING:				499.24	499.24		
Vendor 0521 - PITNEY BOWES INC:							
3107384190							
89876	PITNEY BOWES INC	09/10/2025	09/17/2025	398.82	398.82	Open	N
	7/30/25-10/29/25 POSTAGE LEASE	pziemer					09/17/2025
	101-1940-43331	LEASE PAYMENTS		398.82			
Total for vendor 0521 - PITNEY BOWES INC:				398.82	398.82		
Vendor 4437 - RANDY'S PLUMBING HEATING:							
00050385							
89780	RANDY'S PLUMBING HEATING	09/04/2025	09/17/2025	75.00	75.00	Open	N
	P25-0589 - PERMIT REFUND	pziemer					09/17/2025
	101-2400-32240	Plumbing Water Heater Fee		75.00			
00050384							
89812	RANDY'S PLUMBING HEATING	09/08/2025	09/17/2025	1.00	1.00	Open	N
	P25-0589 - BD PAYMENT REFUND	pziemer					09/17/2025
	101-0000-21800	Commercial State Surcharge - Flat		0.96			
	101-0000-36300	Commercial State Surcharge - Flat		0.04			
Total for vendor 4437 - RANDY'S PLUMBING HEATING:				76.00	76.00		
Vendor 4419 - ROSALLINIS BRAINERD LLC:							
104							
89728	ROSALLINIS BRAINERD LLC	09/02/2025	09/17/2025	285.00	285.00	Open	N
	PIZZA CONCESSIONS AUG 2025	pziemer					09/17/2025
	230-5204-42210	OPERATING SUPPLIES		285.00			
Total for vendor 4419 - ROSALLINIS BRAINERD LLC:				285.00	285.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 3410 - ROUTE MATCH SOFTWARE LLC:							
RMSMA00003144 89772	ROUTE MATCH SOFTWARE LLC 8/1/24-7/31/25 HOSTING FEES 203-9000-43309	08/01/2025 pziemer	09/17/2025	2,487.00	2,487.00	Open	N 09/17/2025
	COMPUTER TECHINCAL SUPPORT			2,487.00			
RMSMA00003457 89773	ROUTE MATCH SOFTWARE LLC 1/1/25-7/31/25 USER LICENSES 203-9000-43309	08/01/2025 pziemer	09/17/2025	18,443.03	18,443.03	Open	N 09/17/2025
	COMPUTER TECHINCAL SUPPORT			18,443.03			
RMSMA00003458 89774	ROUTE MATCH SOFTWARE LLC 1/1/25-7/31/25 DATA PLAN 203-9000-43309	08/01/2025 pziemer	09/17/2025	2,506.35	2,506.35	Open	N 09/17/2025
	COMPUTER TECHINCAL SUPPORT			2,506.35			
RMSOA00000179 89775	ROUTE MATCH SOFTWARE LLC BRA100/NEW/ADDTL' LICENSE 203-9000-43309	08/01/2025 pziemer	09/17/2025	4,950.00	4,950.00	Open	N 09/17/2025
	COMPUTER TECHINCAL SUPPORT			4,950.00			
	Total for vendor 3410 - ROUTE MATCH SOFTWARE LLC:			28,386.38	28,386.38		
Vendor 3768 - SADUSKY RENOVATIONS:							
72 89727	SADUSKY RENOVATIONS CLC DENTAL./ST. JOES PLAN REVIEW 101-2400-43300	09/02/2025 pziemer	09/17/2025	1,287.40	1,287.40	Open	N 09/17/2025
	PROFESSIONAL SERVICES			1,287.40			
	Total for vendor 3768 - SADUSKY RENOVATIONS:			1,287.40	1,287.40		
Vendor 0317 - SHORT ELLIOTT HENDRICKSON:							
493914 89805	SHORT ELLIOTT HENDRICKSON 23:13 WILLOW/S 6TH ROUNDABOUT 401-9030-43300-23:13	08/28/2025 pziemer	09/17/2025	19,741.28	19,741.28	Open	N 09/17/2025
	PROFESSIONAL SERVICES			19,741.28			
494512 89877	SHORT ELLIOTT HENDRICKSON SAN/SWR CAPACITY STUDY 237-3190-43300	09/25/2025 pziemer	09/17/2025	7,069.50	7,069.50	Open	N 09/17/2025
	PROFESSIONAL SERVICES			7,069.50			
494209 89879	SHORT ELLIOTT HENDRICKSON ENGINEERING ON/CALL SERVICES 401-9030-43300-21:13 401-1712-43300	09/08/2025 pziemer	09/17/2025	171.75	171.75	Open	N 09/17/2025
	PROFESSIONAL SERVICES			85.87			
	PROFESSIONAL SERVICES			85.88			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
494212 89880	SHORT ELLIOTT HENDRICKSON 25:11 E.RIVER RD SAN/SWR 401-9030-43300-25:11	09/08/2025 pziemer	09/17/2025	1,619.59	1,619.59	Open	N 09/17/2025
	PROFESSIONAL SERVICES			1,619.59			
	Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:			28,602.12	28,602.12		

Vendor 2589 - STAPLES ADVANTAGE:

6041046170 89841	STAPLES ADVANTAGE TONER - 715 OFFICE 225-2120-42200	08/30/2025 pziemer	09/17/2025	46.51	46.51	Open	N 09/17/2025
	OFFICE SUPPLIES			46.51			
	Total for vendor 2589 - STAPLES ADVANTAGE:			46.51	46.51		

Vendor 3428 - TURFCARE, INC.:

8005 89862	TURFCARE, INC. STATION 1 LAWN CARE/FERTILIZER 225-2220-43300	09/08/2025 pziemer	09/17/2025	153.25	153.25	Open	N 09/17/2025
	PROFESSIONAL SERVICES			153.25			
7996 89863	TURFCARE, INC. STATION 2 LAWN CARE/FERTILIZER 225-2220-43300	09/08/2025 pziemer	09/17/2025	237.25	237.25	Open	N 09/17/2025
	PROFESSIONAL SERVICES			237.25			
	Total for vendor 3428 - TURFCARE, INC.:			390.50	390.50		

Vendor 0334 - U.S. BANK:

7867216 89852	U.S. BANK MN GO BONDS 2020A 307-7600-46620 303-7200-46620 310-7850-46620	08/25/2025 pziemer	09/17/2025	575.00	575.00	Open	N 09/17/2025
	PAYING AGENT FEES			197.00			
	PAYING AGENT FEES			220.00			
	PAYING AGENT FEES			158.00			
	Total for vendor 0334 - U.S. BANK:			575.00	575.00		

Vendor 0039 - VESTIS:

2530443442 89729	VESTIS RUGS AND OVERALLS 235-3100-43430	08/28/2025 pziemer	09/17/2025	91.58	91.58	Open	N 09/17/2025
	MISCELLANEOUS			91.58			
2530445982 89804	VESTIS RUGS AND OVERALLS 235-3100-43430	09/04/2025 pziemer	09/17/2025	65.85	65.85	Open	N 09/17/2025
	MISCELLANEOUS			65.85			

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Total for vendor 0039 - VESTIS:				157.43	157.43		
Vendor 0087 - VISIT BRAINERD:							
JUN 25 LODGING							
89739	VISIT BRAINERD	09/02/2025	09/17/2025	2,709.03	2,709.03	Open	N
	REMIT JUNE 2025 LODGING TAX	pziemer					09/17/2025
	101-9200-43340	LODGING TAX REMIT/PR		2,709.03			
JUL 25 LODGING							
89740	VISIT BRAINERD	09/02/2025	09/17/2025	3,017.97	3,017.97	Open	N
	REMIT JULY 2025 LODGING TAX	pziemer					09/17/2025
	101-9200-43340	LODGING TAX REMIT/PR		3,017.97			
Total for vendor 0087 - VISIT BRAINERD:				5,727.00	5,727.00		
Vendor 0349 - W.W. THOMPSON CONCRETE:							
2508-791411							
89730	W.W. THOMPSON CONCRETE	08/29/2025	09/17/2025	45.96	45.96	Open	N
	SIDEWALK TEMP REPAIR S.9TH	pziemer					09/17/2025
	235-3100-42220	REPAIR & MAINT		45.96			
Total for vendor 0349 - W.W. THOMPSON CONCRETE:				45.96	45.96		
Vendor 0344 - WASTE PARTNERS INC:							
58X01061							
89761	WASTE PARTNERS INC	08/31/2025	09/17/2025	149.76	149.76	Open	N
	AUG 25 LUM PARK CAMPGROUND WASTE REMOVAL	pziemer					09/17/2025
	230-5280-43380	UTILITIES		149.76			
58X01062							
89762	WASTE PARTNERS INC	08/31/2025	09/17/2025	128.70	128.70	Open	N
	AUG 25 PW GARAGE WASTE REMOVAL	pziemer					09/17/2025
	235-3100-43380	UTILITIES		64.35			
	230-5200-43380	UTILITIES		64.35			
58X01063							
89763	WASTE PARTNERS INC	08/31/2025	09/17/2025	128.70	128.70	Open	N
	AUG 25 FIRE DEPT WASTE REMOVAL	pziemer					09/17/2025
	225-2220-43380	UTILITIES		128.70			
58X01064							
89764	WASTE PARTNERS INC	08/31/2025	09/17/2025	163.05	163.05	Open	N
	AUG 25 CITY HALL WASTE REMOVAL	pziemer					09/17/2025
	101-1940-43380	UTILITIES		163.05			
58X01065							
89765	WASTE PARTNERS INC	08/31/2025	09/17/2025	276.12	276.12	Open	N
	AUG 25 DOWNTOWN WASTE REMOVAL	pziemer					09/17/2025
	401-1003-43300	PROFESSIONAL SERVICES		276.12			

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58X01066 89766	WASTE PARTNERS INC AUG 25 POLICE DEPT WASTE REMOVAL 225-2120-43380	08/31/2025 pziemer	09/17/2025	157.70 157.70	157.70	Open	N 09/17/2025
58X01067 89767	WASTE PARTNERS INC AUG 25 WASTE OIL LOCATION 227-3230-43428	08/31/2025 pziemer	09/17/2025	76.05 76.05	76.05	Open	N 09/17/2025
58X01068 89768	WASTE PARTNERS INC AUG 25 PARKS DEPT WASTE REMOVAL 230-5200-43380	08/31/2025 pziemer	09/17/2025	936.00 936.00	936.00	Open	N 09/17/2025
Total for vendor 0344 - WASTE PARTNERS INC:				2,016.08	2,016.08		
Vendor 3199 - WEX BANK:							
107002106/CDD 89741	WEX BANK AUG 25 COM DEV FUEL 101-2400-42212	08/31/2025 pziemer	09/17/2025	139.71 139.71	139.71	Open	N 09/17/2025
107002106/ENG 89742*	WEX BANK AUG 25 ENG DEPT FUEL 401-9030-42212 401-9030-42212 238-3160-42212 238-3160-42212	08/31/2025 pziemer	09/17/2025	449.13 355.29 (3.06) 97.95 (1.05)	449.13	Open	N 09/17/2025
107002106/FD 89743	WEX BANK AUG 25 FIRE DEPT FUEL 225-2220-42212	08/31/2025 pziemer	09/17/2025	1,144.30 1,144.30	1,144.30	Open	N 09/17/2025
107002106/PD 89744*	WEX BANK AUG 25 POLICE DEPT FUEL 225-2120-42212 225-2120-42212	08/31/2025 pziemer	09/17/2025	5,053.91 5,139.58 (85.67)	5,053.91	Open	N 09/17/2025
107002106/PKS 89745*	WEX BANK AUG 25 PARKS DEPT FUEL 230-5200-42212 230-5200-42212	08/31/2025 pziemer	09/17/2025	2,099.19 2,103.95 (4.76)	2,099.19	Open	N 09/17/2025
107002106/STRTS 89746*	WEX BANK AUG 25 STREET DEPT FUEL	08/31/2025 pziemer	09/17/2025	7,573.21	7,573.21	Open	N 09/17/2025

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User: pziemer

DB: Brainerd

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	237-3190-42212	MOTOR FUELS		814.21			
	235-3100-42212	MOTOR FUELS		6,762.53			
	235-3100-42212	MOTOR FUELS		(3.53)			
107002106/TRANSIT							
89747*	WEX BANK	08/31/2025	09/17/2025	7,222.63	7,222.63	Open	N
	AUG 25 TRANSIT DEPT FUEL	pziemer					09/17/2025
	203-9000-42212	MOTOR FUELS		7,266.54			
	203-9000-42212	MOTOR FUELS		(43.91)			
107002106/ADMIN							
89748	WEX BANK	08/31/2025	09/17/2025	(64.86)	(64.86)	Open	N
	AUG 2025 WEX EDGE REBATE	pziemer					09/17/2025
	101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)		(64.86)			
	Total for vendor 3199 - WEX BANK:			23,617.22	23,617.22		
Vendor 3899 - WEX HEALTH INC:							
0002231167-IN							
89846	WEX HEALTH INC	08/31/2025	09/17/2025	43.50	43.50	Open	N
	AUG 25 COBRA	pziemer					09/17/2025
	101-9200-43300	PROFESSIONAL SERVICES		43.50			
	Total for vendor 3899 - WEX HEALTH INC:			43.50	43.50		
Vendor 0354 - ZIEGLER, INC:							
IN002042090							
89731	ZIEGLER, INC	08/28/2025	09/17/2025	313.98	313.98	Open	N
	LOADER 114 RELAY REPLACEMENT	pziemer					09/17/2025
	235-3100-42220	REPAIR & MAINT		313.98			
SI000690226							
89756	ZIEGLER, INC	09/02/2025	09/17/2025	6,727.02	6,727.02	Open	N
	LOADER 115 MAIN HYDRAULIC BLOCK REPL	pziemer					09/17/2025
	235-3100-42220	REPAIR & MAINT		6,727.02			
IN002030738							
89854	ZIEGLER, INC	08/19/2025	09/17/2025	71.62	71.62	Open	N
	LOADER 114 RELAY SWITCH	pziemer					09/17/2025
	235-3100-42220	REPAIR & MAINT		71.62			
	Total for vendor 0354 - ZIEGLER, INC:			7,112.62	7,112.62		
# of Invoices:	144	# Due:	144	Totals:	1,028,672.32	1,028,672.32	
# of Credit Memos:	2	# Due:	2	Totals:	(10,964.86)	(10,964.86)	
Net of Invoices and Credit Memos:					1,017,707.46	1,017,707.46	
* 5 Net Invoices have Credits Totalling:					(141.98)		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	3,028.80
101-0000-15500	PREPAID EXPENSE	3,493.84
101-0000-21800	Commercial State Surcharge - Value	1.78
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)	(64.86)
101-0000-36300	Commercial State Surcharge - Value	0.07
101-1110-41150	WORKERS COMP	12.25
101-1700-43300	PROFESSIONAL SERVICES	1,602.50
101-1700-43331	LEASE PAYMENTS	2,302.43
101-1800-43309	COMPUTER SUPPORT	698.77
101-1800-43321	TELEPHONE	347.62
101-1800-43331	LEASE PAYMENTS	120.05
101-1940-42200	OFFICE SUPPLIES	171.36
101-1940-42220	REPAIR & MAINT	145.00
101-1940-43300	PROFESSIONAL SERVICES	1,077.00
101-1940-43331	LEASE PAYMENTS	398.82
101-1940-43380	UTILITIES	387.97
101-1940-43410	RENTAL EXPENSE	48.64
101-2400-32210	Commercial Bldg Plan Review Fee	130.35
101-2400-32230	Commercial Bldg Permit Fee	79.00
101-2400-32240	Plumbing Water Heater Fee	75.00
101-2400-42212	MOTOR FUELS	139.71
101-2400-43300	PROFESSIONAL SERVICES	1,287.40
101-2400-43331	LEASE EXPENSE	842.13
101-2400-43350	PRINTING/LEGAL PUBLICATION	96.24
101-9200-43300	PROFESSIONAL SERVICES	8,018.50
101-9200-43340	LODGING TAX REMIT/PR	5,727.00
101-9200-43350	LEGAL PUBLICATIONS	156.11
101-9200-43430	MISCELLANEOUS	11.27
101-9200-43460	REMIT COMMUNITY ACTION LEVY	8,698.73
101-9200-43461	REMIT SENIOR CITIZEN LEVY	8,698.73
101-9200-43462	REMIT ARBORETUM LEVY	8,698.73
203-0000-22800	OTHER LIABILITIES	13,771.59
203-9000-42200	OFFICE SUPPLIES	10.93
203-9000-42212	MOTOR FUELS	7,222.63
203-9000-43309	COMPUTER TECHINCAL SUPPORT	28,386.38
203-9000-43350	PRINTING/LEGAL PUBLICATION	19.27
211-5500-42220	REPAIR & MAINT	528.52
211-5500-43300	PROFESSIONAL SERVICES	675.00
211-5500-43380	UTILITIES	343.21
211-5505-43430	MISC - COPY MACHINE PYMTS	77.97
225-2120-42200	OFFICE SUPPLIES	119.54
225-2120-42212	MOTOR FUELS	5,053.91
225-2120-42221	SQUAD CAR REPAIR SUPPLIES	1,426.15
225-2120-43300	PROFESSIONAL SERVICES	2,161.88
225-2120-43305	CRIME PREVENTION PROGRAM	24.82
225-2120-43331	LEASED PAYMENTS	16,215.88
225-2120-43380	UTILITIES	237.55
225-2220-41113	UNIFORM ALLOWANCE	74.51
225-2220-42210	OPERATING SUPPLIES	2,049.90
225-2220-42212	MOTOR FUELS	1,144.30
225-2220-42220	REPAIR & MAINT	758.48
225-2220-43300	PROFESSIONAL SERVICES	773.50
225-2220-43330	PROFESSIONAL DEVELOPMENT	3,352.50
225-2220-43331	LEASED PAYMENTS	1,833.36

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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						
225-2220-43380	UTILITIES			202.05			
225-2220-43430	MISCELLANEOUS			172.50			
225-2225-41150	WORKERS COMP			12,238.75			
225-2700-43300	PROFESSIONAL SERVICES			1,919.33			
225-2700-43430	MISCELLANEOUS			2,723.00			
227-3230-43428	USED OIL RECYCLING EXPENSE			76.05			
230-5200-42212	MOTOR FUELS			2,099.19			
230-5200-42220	REPAIR & MAINT			2,149.29			
230-5200-42221	R&M- MILLS FIELD			190.53			
230-5200-43300	PROFESSIONAL SERVICES			191.00			
230-5200-43331	LEASE PAYMENTS			6,606.99			
230-5200-43380	UTILITIES			1,051.97			
230-5200-43430	MISCELLANEOUS			32.00			
230-5204-42210	OPERATING SUPPLIES			285.00			
230-5280-42220	REPAIR & MAINT			17.85			
230-5280-43380	UTILITIES			149.76			
235-3100-42212	MOTOR FUELS			6,759.00			
235-3100-42220	REPAIR & MAINT			8,344.00			
235-3100-43300	PROFESSIONAL SERVICES			191.00			
235-3100-43331	LEASE PAYMENTS			4,428.58			
235-3100-43380	UTILITIES			115.97			
235-3100-43430	MISCELLANEOUS			265.80			
235-3125-42220	REPAIR & MAINT			37,160.93			
235-3170-42220	REPAIR & MAINT			1,300.00			
237-0000-23185	REVENUE NOTES PAYABLE			266,000.00			
237-3190-42212	MOTOR FUELS			814.21			
237-3190-43300	PROFESSIONAL SERVICES			7,069.50			
237-3190-43331	LEASE PAYMENTS			1,879.16			
237-3190-46611	INTEREST PAYMENTS			23,633.63			
238-3160-42212	MOTOR FUELS			96.90			
238-3160-43331	LEASE PAYMENTS			855.29			
251-9360-43467	REMIT LOCAL SALES TAX COLLECT			154,446.64			
278-6515-43430	MISCELLANEOUS			49.20			
280-0000-41150	WORKERS COMP			62,543.25			
303-7200-46620	PAYING AGENT FEES			220.00			
307-7600-46620	PAYING AGENT FEES			197.00			
310-7850-46620	PAYING AGENT FEES			158.00			
400-0000-39101	SALE OF ASSETS			(10,900.00)			
400-2120-45500	POLICE CAPITAL OUTLAY			230.02			
400-9050-45500	FACILITIES CAPITAL OUTLAY			18,525.00			
401-1003-43300	PROFESSIONAL SERVICES			276.12			
401-1712-43300	PROFESSIONAL SERVICES			1,500.68			
401-9030-42212	MOTOR FUELS			352.23			
401-9030-43300-21:13	PROFESSIONAL SERVICES			1,202.92			
401-9030-43300-23:13	PROFESSIONAL SERVICES			19,741.28			
401-9030-43300-23:14	PROFESSIONAL SERVICES			7,897.50			
401-9030-43300-23:16	PROFESSIONAL SERVICES			325.00			
401-9030-43300-25:11	PROFESSIONAL SERVICES			1,619.59			
401-9030-45530-24:07	CAPITAL-PYMTS TO CONTRACTS			171,047.08			
401-9030-45530-25:02	CAPITAL-PYMTS TO CONTRACTS			49,940.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			56,430.94	56,430.94		
	203 - TRANSIT FUND			49,410.80	49,410.80		
	211 - LIBRARY FUND			1,624.70	1,624.70		
	225 - PUBLIC SAFETY FUND			52,481.91	52,481.91		
	227 - RECYCLING FUND			76.05	76.05		
	230 - PARK & RECREATION FUND			12,773.58	12,773.58		
	235 - STREET & SEWER FUND			58,565.28	58,565.28		
	237 - SANITARY SEWER FUND			299,396.50	299,396.50		
	238 - STORM SEWER FUND			952.19	952.19		
	251 - LOCAL OPTION SALES TAX			154,446.64	154,446.64		
	278 - HEALTHY EMPLOYE INITIATIVE			49.20	49.20		
	280 - PACKAGE INSURANCE FUND			62,543.25	62,543.25		
	303 - 2020A TAX ABATEMENT BONDS			220.00	220.00		
	307 - 2020A GO IMPR BONDS			197.00	197.00		
	310 - SINKING EQUIP CERTIFICATES			158.00	158.00		
	400 - CAPITAL PROJECTS FUND			7,855.02	7,855.02		
	401 - CONSTRUCTION FUND			253,902.40	253,902.40		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			337,874.47	337,874.47		
	1003 - 10:03 DWNTWN MAIN CNTRACT			276.12	276.12		
	1110 - MAYOR & COUNCIL			12.25	12.25		
	1700 - ENGINEERING			3,904.93	3,904.93		
	1712 - 17:12 Wright St Resurfaci			1,500.68	1,500.68		
	1800 - IT/GIS			1,166.44	1,166.44		
	1940 - CITY HALL			2,228.79	2,228.79		
	2120 - POLICE DEPARTMENT			25,469.75	25,469.75		
	2220 - FIRE DEPARTMENT			10,361.10	10,361.10		
	2225 - PAID ON-CALL FIRE DEPT			12,238.75	12,238.75		
	2400 - COMMUNITY DEVL/INSPECTION			2,649.83	2,649.83		
	2700 - ANIMAL CONTROL			4,642.33	4,642.33		
	3100 - S & S MAINTENANCE			20,104.35	20,104.35		
	3125 - SNOW REMOVAL			37,160.93	37,160.93		
	3160 - STORM SEWER EXPENSE			952.19	952.19		
	3170 - TRAFFIC CONTROL			1,300.00	1,300.00		
	3190 - SANITARY SEWER EXPENSE			33,396.50	33,396.50		
	3230 - RECYCLING EXPENSE			76.05	76.05		
	5200 - PARK MAIN/ADMINISTRATION			12,320.97	12,320.97		
	5204 - CONCESSIONS			285.00	285.00		
	5280 - CAMPGROUND			167.61	167.61		
	5500 - LIBRARY-BUDGETED			1,546.73	1,546.73		
	5505 - TAXABLE FEES			77.97	77.97		

09/11/2025 01:51 PM
User: pziemer
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 09/15/2025 - 09/15/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY DEPT/ACTIVITY ---							
	6515 - HEALTHY EMPLYE INITIATIVE			49.20	49.20		
	7200 - SINKING 04A GO			220.00	220.00		
	7600 - 2020A GO IMPR BONDS			197.00	197.00		
	7850 - SINKING EQUIP CERTIFICATE			158.00	158.00		
	9000 - TRANSIT FUND			35,639.21	35,639.21		
	9030 - CONSTRUCTION PROJ-MISC			252,125.60	252,125.60		
	9050 - CAPITAL PROJECTS-MISC			18,525.00	18,525.00		
	9200 - CITY-WIDE			40,009.07	40,009.07		
	9360 - LOCAL OPTION SALES TAX			154,446.64	154,446.64		

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

Upon roll call the following Members were noted as present: Johnson, Stunek, Yeager, Erickson, 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 BEVANS AND STUNEK TO APPROVE THE CONSENT CALENDAR.

- 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**

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.

Council Committee Reports

Personnel and Finance Committee

Accept 2026 Long-Term Disability and Ancillary Benefits Proposals

Committee Chair Johnson stated that overall this proposal will save the City and HRA \$1,676 per year based on 2025 data.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT THE LONG-TERM DISABILITY INSURANCE PROPOSAL FROM MADISON NATIONAL EFFECTIVE JANUARY 1, 2026, AT \$.135 PER \$100 OF PAYROLL; FURTHER TO ACCEPT METLIFE'S DENTAL, ACCIDENT, CRITICAL ILLNESS AND HOSPITAL PLAN PROPOSALS EFFECTIVE JANUARY 1, 2026.

Approve Change Order- Library Project HVAC

Committee Chair Johnson stated that in 2025 the City Council increased the Library levy by 2% and approved a \$400,000 capital project for the Library. The HVAC systems were creating a humidity issue. This change order will fix that. He hopes everyone will support the Library.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE CHANGE ORDER FOR AN ADDITIONAL \$1,651; MAKING THE COMPLETE HVAC CHANGE ORDER REQUEST TOTALING \$8,386.

Adopt Resolution Relating to Finance Transferring Certain Funds to and From Bond Funds 315 and 317

Committee Chair Johnson stated that there are bond funds that need to be closed out. The net positive balance will be moved to the Capital Equipment and Facility Fund.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO ADOPT RESOLUTION RELATING TO FINANCE TRANSFERRING CERTAIN FUNDS TO AND FROM BOND FUNDS.

RESOLUTION 60:25

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.

Discussion of HRA 2026 Levy Request

Committee Chair Johnson asked Member Yeager to guide discussion.

Member Yeager stated that there was robust discussion regarding the levy at the HRA Board meeting. One of the large drivers for the 2026 levy request is personnel costs.

Member Czeczok asked for clarification on the increase.

Chair O'Day asked for clarification about "other income".

HRA Executive Director Charpentier stated that wage and benefits is something that the HRA continues to battle with in consideration of peer groups. The increase would decrease the peer gap to about 10%. The other driver for the increase is funding housing projects in the City. The "other income" reflects a reduction in the number of rehab projects the HRA is proposing for 2026. The income decrease is also a decrease in the expenditure for the same reason.

Member Bevans asked about the increase, considering only 12% of the increase is for salaries he questioned the purpose of the other 19% of the increase and the cash balance of the HRA.

HRA Executive Director Charpentier stated that the HRA historically reserves eight months of operations.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERICKSON TO TABLE THE DISCUSSION OF THE HRA 2026 LEVY REQUEST TO SEPTEMBER 15TH, 2025 AT 7:30 P.M. TO ENABLE STAFF TO PROVIDE MORE INFORMATION.

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

Discussion of Library 2026 Levy Request

Committee Chair Johnson stated that this is an increase of \$3,056 (2%) to the Library levy over 2025. He stated that the request is not an unfair request. However, The Friends of the Library placed an ad in 2024 that did not specify it was targeting Crow Wing County stating that an increase has not been received for the Library. He stated that he voted no in committee because the ad discounted the City's increase to the Library levy in 2025.

Member Bevans quoted Member Johnson stating that "we hope everybody supports the Library". He understands the radio ads were concerning, but they really were targeted towards the County. The Library does a lot of good things. There is an increase in contribution to Kitchigami, and the Library is also dealing with increased personnel costs.

Member Czeczok stated that he agrees with Member Johnsons view. He asked about the amount spent on the advertisement.

Member Johnson stated that the Friends of the Library took out the ad, so the information is not public information.

Chair O'Day asked about the County's levy for the Library.

Member Johnson stated that the County levies the bare minimum, the City levies about 40% more than the bare minimum.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO SET THE 2026 LIBRARY PRELIMINARY LEVY AT \$155,840 AS REQUESTED.

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

Direction on PILOT Contribution from BPU

Committee Chair Johnson stated that the Committee is requesting more information from staff before a decision is made.

Member Czeczok thanked Administrator Broyles for sending the conversation with Finance Manager Loch. He requested that the spreadsheet also be sent out to Council Members. He is concerned that revenues and upcoming capital projects. He asked about the process in approving this policy.

Administrator Broyles stated that the policy could be updated by the City Council with or without the Commission's recommendation.

Attorney Langel will continue to research implementation.

Member Johnson stated that he hopes that the spreadsheet that will be sent out isn't something that will confuse people. The funds being discussed are from the electrical funds, not water or wastewater.

Safety and Public Works Committee

Approve Change Order #1 - Imp 21-13 - Beech/Oakridge Reconstruction Project

Committee Chair Erickson stated that the subcontractor for the contract needs to be replaced per MnDOT. 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. 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.

Member Johnson asked about the percent increase by changing the subcontractor.

Public Works Director Habighorst stated that staff will form a response from Council Member questions and send via e-mail.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE CHANGE ORDER #1 IN THE AMOUNT OF \$18,981.

Approve Change Order #2 - Improvement 23-13 - TH 371B/Willow Street Roundabout Project

Committee Chair Erickson stated that Change Order and proposal from Landwehr Construction show 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.

Member O'Day asked about the difference in the per-ton increase and difference between the projects.

Member Erickson stated that this adjustment was due to the project size.

Public Works Director Habighorst stated he will add this question to the response to be provided by staff.

Member Czeczok stated that this is a really unfortunate deal all around. There isn't much choice for the City.

Member Erickson stated that the Committee would like staff to review our contracts with contractors to further protect the City in these types of situations in the future.

Member Yeager stated that he questions whether the general contractor should be taking the issue to the sub-contractor instead of to the City.

Attorney Langel stated that the contract and statute are both factors on the impact of this project.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE CHANGE ORDER #2 IN THE AMOUNT OF \$29,124.

Approval of Agreement Between the City and Wolf Track Energy for Rotary Park Solar Project

Committee Chair Erickson stated that staff communicated that the company would like to make further changes to the contract before its final approval.

Public Works Director Habighorst stated that the company bid the project for half of the bond amount. The Public Utilities Commission and Park Board will need to approve the amended contract again prior to the Council's approval.

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**

New Business

Consider Variance Request for the Placement of a Garden Shed in the Front Yard - 722 Mississippi Dr

Community Development Director Kramvik gave an overview of the variance.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND YEAGER, DULY CARRIED, TO APPROVE THE VARIANCE REQUEST FOR THE CONSTRUCTION AND PLACEMENT OF A GARDEN SHED AT 722 MISSISSIPPI DRIVE AS PRESENTED.

Consider Variance Request to Expand a Non-Conformity (Side Yard Setback) for a Vertical Addition - 703 7th St N

Community Development Director Kramvik gave an overview of the variance.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND YEAGER, DULY CARRIED, TO APPROVE 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 PRESENTED.

Staff Reports

Finance Director Hillman stated that our Worker's Comp Experience Mod for 2026 is estimated at .75. The current 2026 budget has a .9 experience mod for worker's compensation, With updating the experience mod, this is a reduction in expenditures of about \$54,000 to the working funds or a .76% decrease in the proposed preliminary levy.

Public Works Director Habighorst stated that the transit consultant has finalized their recommendation. There will be a formal presentation to TAC and City Council.

Community Development Director Kramvik gave an overview of the EDA agenda for Thursday, September 4th.

Administrator Broyles stated that Charter Commission met on August 20th. The Charter Commission requested another meeting within thirty days to discuss specific language that will be drafted by the City Attorney.

Mayor's Report

Mayor Badeaux congratulated the Warrior Football team on their victory over Buffalo. He was disappointed that there were not booms when there was a touchdown.

Council Member Reports

Member Czczok asked whether the Front Street Café is open. Transit dispatching system is really remarkable.

Members confirmed that Front Street Café is open.

Member Bevans emphasized the importance of the Charter Commission and encouraged the community to apply for the vacancies.

Member Yeager stated that he and Mr. Barrows met with the City and County in funding the Airport. The controlling document may be updated in the near future.

Member Johnson welcomed all students of Brainerd back to school. He stated that the meeting about the Airport was very productive. There is a willingness to talk about the ordinance that governs the Airport. Finally, he did the math on the change orders, Beech is an 8% increase and the roundabout was an 18% increase by changing subcontractors.

Member Erickson stated that he will attend Planning and the Region 5 meeting.

Chair O'Day stated that it is great to see the kids get back to school. He is hoping that the construction on the streets concludes so that we can get streets open and have less congestive traffic. He commented on the Safe Routes to School project at Lowell, he thinks it turned out great.

Adjourn

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

The Chair adjourned the meeting at 8:13 p.m.

Nicholas W. Broyles
City Administrator



COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD

August 2025



BUILDING PERMITS

The Community Development Department issued 79 building permits with a total project valuation of \$1,897,170 in the month of August. Within the Central Business District (prev. River to Rail), 15 permits were issued. These improvements resulted in \$12,983 being waived in permit fees.

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

Issued Permits for August 2025		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – Remodel	7	\$1,157,000
Commercial – Building – Roofing	4	\$538,790
Commercial – Mechanical – Furnace/Boiler	3	N/A
Commercial – Mechanical – Remodel	2	\$35,000
Commercial – Plumbing – Water Heater	2	\$2,000
Engineering – Excavation	4	N/A
Engineering – ROW Obstruction	1	N/A
Fence	9	N/A
Residential – Building – Deck	4	\$42,470
Residential – Building – Remodel	2	\$41,910
Residential – Building – Roofing	14	N/A
Residential – Building – Roofing+Garage	1	N/A
Residential – Building – Siding	2	N/A
Residential – Building – Windows/Doors	3	N/A
Residential – ENG – Sewer/Water Repair	1	N/A
Residential – HUD HOME – Installation	1	N/A
Residential – Mechanical – Air Conditioner	1	N/A

Residential – Mechanical – Furnace/Boiler	6	N/A
Residential – Mechanical – Furnace+AC	2	N/A
Residential – Mechanical – Garage Heater	1	N/A
Residential – Mechanical – New/Addition	1	N/A
Residential – Plumbing – New/Addition	1	N/A
Residential – Plumbing – Remodel	2	N/A
Sign	1	\$80,000
Temporary Sign	1	N/A

There were no single-family home permits issued in the month of August.

BUILDING INSPECTIONS

The Community Development Department conducted 177 building inspections and re-inspections in August.

CODE ENFORCEMENT

The Community Development Department conducted 277 code enforcement inspections and re-inspections in August resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Grass & Weeds	42
Outdoor Storage	1
Zoning Code Violation	7
Unlicensed/Inoperable Vehicle	2
Tree Diseased or Hazardous	3
Damaged Roof	1
Junk/Debris/Blight	14
Garbage Disposal/Location	1
Nuisance on Public Sidewalk	2
City Code Violation	1
Exterior Structure	3
Total = 77	

**Note: With the adoption of Ordinance No. 1524 on August 4th, 2022, Community Development staff have moved to complaint driven enforcement only, except for a change with Ordinance No. 1586 on July 7th, 2025 of monitoring properties along major thoroughfares, and near City Parks.*

Direction on Active Code Enforcement Cases

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

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

- 3) **PID 41191502** – Exterior Structure – Issuing a \$300 citation each month until corrected.
- 4) **401 Holly St** – Fence – Issuing a \$300 citation each month until corrected.
- 5) **113 Washington St NE** – Residing in a commercial business – Issuing \$100 per day until corrected.
- 6) **523 Grove St** – Exterior Structure – Issuing a \$300 citation each month until corrected.

VACANT BUILDING REGISTRY

Properties assessed in 2024

408 2nd Ave NE – Vacant Building – No Response

224 5th St N – Fire Damage

Properties that have completed necessary repairs and improvements

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

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

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

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

Properties that have registered/ applied for permits

1521 Norwood St – Fire Damage

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

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

Vacant Building Registry Letters Sent after 9/1/2024

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

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

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

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

1119 13th St SE – Roof Damage – no response

1889 Graydon Ave – Open Excavation – No Progress or response

319 9th St N – Fire Damage – No response

RENTAL LICENSES & INSPECTIONS

The Community Development Department issued 2 new rental licenses in the month of August.

The Housing Inspector completed 35 rental property inspections and re-inspections in August.

CONTRACTOR REGISTRATION

The Community Development Department issued 8 contractor registrations in August.

STAFF TRAININGS AND CERTIFICATIONS

Stephanie Bestul (Zoning Specialist/ Permit Tech)

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

PLANNING AND ZONING

September 17th Planning Commission Agenda:

- 1) Consider Rezoning and Future Land Use Map Amendment from CN-2 to GC to Allow for Office/Retail Building – 3424 Oak St
- 2) Consider Zoning Text Amendment, Interim Use Permit, and Variance for Cannabis Microbusiness at Yesterday's Gone – Parcel ID# 41241525
- 3) Consider Preliminary Plat, PUD, and Rezoning for a Proposed 190-unit Apartment complex for Parcel ID's 41020691 and 41020682 on HWY 371 S
- 4) Hold a Public Hearing and Consider Sign Ordinance
- 5) Review Shoreland Ordinance



Ordinance Itinerary Planning Commission:

- 1) **Section 530 – Shoreland Management Regulations** - The City of Brainerd's existing Shoreland Management Ordinance was last approved by the DNR on 7/25/2003. Current zoning districts do not match / align with the zoning districts identified in the City's Shoreland Management Ordinance. (In Progress – 50% Complete – Under Review with DNR)
- 2) **Sign Standards** - Signs should serve to communicate for businesses but should be held to a design standard as they also play an important role in attracting visitors and new businesses to an area. (In Progress Draft Ordinance – 25% Complete)
- 3) **Design Standards - MS, TC, CC, GC District** - Consider enhancing design standards along its major corridors and the downtown area.
- 4) **Comprehensive Plan Update** - The City should consider reviewing the comprehensive plan every five years to ensure all of the goals and objectives listed in the plan are still relevant for the City of Brainerd.
- 5) **Solar Arrays** – Solar fields are currently not allowed in the Zoning Code.
- 6) **Manufactured Home Overlay District: Section 515-2-20** – Standards and Setbacks
- 7) **Sound Requirements** - Currently, most regulations in the zoning code rely on MPCA standards for sound. CUP's have the ability to add barriers to mitigate affects to neighboring properties.



ECONOMIC DEVELOPMENT

Childcare Incentives

The EDA reviewed a childcare incentive policy at the September 4th EDA meeting that would waive \$450,000 in project valuation fees, zoning fees, and engineering permit fees for commercial childcare centers and licensed in home day cares. The EDA recommended approval of the childcare incentive policy and the City Council will consider the policy at their September 15th meeting.

VCV/ Blockmetrix Purchase and Development Agreement

The City completed a revised power agreement and sent it to Blockmetrix on 7/2. Staff did not receive comments from Blockmetrix and asked for a virtual meeting. Staff met virtually with Blockmetrix on 8/15 and listened to their concerns about moving forward with the project. Staff indicated that we would like Blockmetrix to either propose revisions to the power agreement for the BPU Commission review or acknowledge that they are no longer moving forward with the project.

The BPU Commission was updated at the August 26th meeting and decided to take no action at the time. At the meeting, staff recommended that we should consult with our City Attorney before taking any official action.

The EDA was updated on the status of the power agreement and decided to take no action and to re-evaluate the Purchase and Development Agreement with VCV at the December 4th EDA meeting.

PLANNING AND ZONING PROCESSES – CURRENT PROGRESS UPDATE

Address: 703 Oak St

COMPLETED

PZE Process: Conditional Use Permit Amendment

Date Issued: 9/3/2024

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

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

Address: 1306 and 1308 Chicago Ave

IN PROGRESS

PZE Process: Variance

Date Issued: 10/8/2024

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

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

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

PZE Process: Conditional Use Permit **Date Issued:** 10/21/2024

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

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

Address: 502 Juniper St **COMPLETED**

PZE Process: Interim Use Permit Renewal **Date Issued:** 12/2/2024

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

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

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

PZE Process: Interim Use Permit Renewal **Date Issued:** 12/2/2024

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

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

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

PZE Process: Conditional Use Permit **Date Issued:** 12/2/2024

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

Project Progress: In progress

Address: 722 Laurel St **IN PROGRESS**

PZE Process: Conditional Use Permit **Date Issued:** 12/2/2024

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

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

Address: 722 Laurel St

PZE Process: Variance **IN PROGRESS** **Date Issued:** 12/2/2024

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

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

Address: 303 J St NE **COMPLETED**

PZE Process: Variance **Date Issued:** 01/06/2025

Project Description: Variance to exceed the fence height on the side yard (corner) setback requirement for 6' high fences.

Project Progress: Approved and completed.

Address: 9040 Country Manor Way **IN PROGRESS**

PZE Process: PUD Amendment **Date Issued:** 02/03/2025

Project Description: Amending the original planned unit development plans
Project Progress: In progress – building permits issued and work has started.

Address: 324 5th St S

IN PROGRESS

PZE Process: Conditional Use Permit & Variance

Date Issued: 03/03/2025

Project Description: Adding two (2) residential apartment units on the second floor and variance from the landscaping requirements.

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

Address: 15770 Dellwood Dr

COMPLETED

PZE Process: Plat for Common Interest Community (CIC)

Date Issued: 03/03/2025

Project Description: Create a Common Interest Community for twelve (12) individually owned commercial or private storage units

Project Progress: CIC plat has been recorded with Crow Wing County.

Address: 310 W Laurel St

DENIED

PZE Process: Rezoning and Zoning Text Amendment

Date Issued:

Project Description: Rezoning commercial property from town Center(TC) to Makers & Employment (ME) to allow for the operation of U-Haul/vehicle rental business.

Project Progress: Denied – options for land swap have been presented to the property owner.

Address: 411 N 10th St

COMPLETED

PZE Process: Preliminary Plat

Date Issued: 03/03/2025

Project Description: Consolidate fourteen (14) parcels into three (3) lots; one each for the Church, School and Rectory

Project Progress: Final Plat, Rezoning, and CUP were approved by City Council. Development Agreement was approved by City Council.

Address: 1926 S 7th St

COMPLETED

PZE Process: Interim Use Permit

Date Issued: 04/07/2025

Project Description: Renewal of the Interim Use Permit for the Bridges on 7th Warming Shelter

Project Progress: The Interim Use Permit was approved for September – August 2025-2026.

Address: NW 3rd Street PID 41040800

DENIED

PZE Process: Conditional Use Permit

Date Issued:

Project Description: Constructing a Boarding House with Attached Apartment

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

Address: 1811 Mill Ave

COMPLETED

PZE Process: Conditional Use Permit

Date Issued: 04/07/2025

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

Project Progress: Approved and completed.

Address: 1511 Northern Pacific Rd **IN PROGRESS**
PZE Process: Conditional Use Permit **Date Issued:** 04/21/2025
Project Description: For the Construction of a Church to Hold Services at the 1481 location
Project Progress: Approved – in the design and permitting process. Building permit remodel application has been submitted.

Address: 1919 S 6th St **IN PROGRESS**
PZE Process: Conditional Use Permit **Date Issued:** 04/21/2025
Project Description: For the Expansion of Adult Day Care Services
Project Progress: Approved – building permit issued for the remodel.

Address: 714 7th St S **COMPLETED**
PZE Process: Interim Use Permit Renewal **Date Issued:** 04/21/2025
Project Description: To continue Operating a Short-Term Rental
Project Progress: Approved and completed.

Address: 2517 Greenwood St **IN PROGRESS**
PZE Process: Variance **Date Issued:** 06/02/2025
Project Description: To allow for the construction of an accessory building off Greenwood Street in the front yard
Project Progress: Approved – building permit for the garage has been issued.

Address: 525 Washington St **COMPLETED**
PZE Process: Variance **Date Issued:** 07/07/2025
Project Description: To allow for a non-screened parking lot and reduced setbacks
Project Progress: Project is in progress. Building permits have been issued.

Address: 1123 15th Ave NE **COMPLETED**
PZE Process: Interim Use Permit Renewal **Date Issued:** 07/21/2025
Project Description: To continue Operating a Short-Term Rental
Project Progress: Approved and completed.

Address: PID 41040783 **IN PROGRESS**
PZE Process: Conditional Use Permit **Date Issued:** 08/04/2025
Project Description: To allow for the construction of a fellowship hall
Project Progress: Approved – applicant will apply for the building permit.

Address: 14721 Riverside Dr **COMPLETED**
PZE Process: Variance **Date Issued:** 08/04/2025
Project Description: To allow for the construction of a 6' high wood privacy fence in the front yard
Project Progress: Approved – applicant has received a fence permit and is working with CWC on the approved placement on Riverside Drive.

Address: 23 Laurel St

IN PROGRESS

PZE Process: Conditional Use Permit & Variance

Date Issued: 08/04/2025

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

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

Address: 722 Mississippi Dr

IN PROGRESS

PZE Process: Variance

Date Issued: 09/02/2025

Project Description: To allow for the placement of a garden shed in the front yard

Project Progress: Approved – applicant has received the necessary permit.

Address: 703 7th St N

IN PROGRESS

PZE Process: Variance

Date Issued: 09/02/2025

Project Description: To expand a non-conforming side yard setback to allow for the construction of a vertical addition to the home as proposed.

Project Progress: Approved – the applicant's contractor has applied for the necessary building permits.



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BOOYAH AWARD

This month's Booyah Winner is Officer Grant Larson!

On a very warm, very sunny summer day, Officers were called to a welfare check on a gentleman in a motorized wheelchair who seemed to be in distress in the downtown area. Officers arrived and determined the gentleman was completely wheelchair bound and having a very "down" day. Officer Larson arrived on scene and stated that he was familiar with the gentleman and had a good rapport with him. The subject agreed that perhaps it was time for him to address his mental health at the ER. Officers did not want the subject to be transported to the ER and lose access to his motorized wheelchair. Officers were discussing how to proceed, when Officer Larson simply offered to walk with the gentleman all the way to the ER. Officer Larson and the subject made their way from the 200 block of South 6th Street to the ER, approximately 10 blocks or so, with Larson at times running to keep up with the subject and talking with him the entire way. When Larson and the gentleman arrived at the ER, the subject was clearly in a much better mood and was joking and laughing. This was a perfect example of kindness, compassion, and simple ingenuity and problem solving. Officer Larson displays these attributes regularly and daily, but this one stands out. Excellent work Grant, as always!



TRAINING & STAFF DEVELOPMENT

LUCAS 3 Chest Compression Device

The LUCAS device was granted through The Leona M. and Harry B. Helmsley Charitable Trust to the Center for Resuscitation Medicine (CRM) at the University of Minnesota. Brainerd was among 50 agencies in Minnesota chosen to receive a LUCAS device. Investigator Personius and Sergeant Rosier participated in a Train the Trainer session for the LUCAS 3 Chest Compression Device. Both officers received training on the operational use and maintenance of the device. Following their successful completion of the training, a LUCAS 3 device was presented to the Brainerd Police Department.

COMMUNITY OUTREACH

Lemonade Stands out in full force this Summer



Lighthouse Beginnings Fundraising Golf Tournament



Officers Johnson, Walkowiak, Karsnia, and Sgt. Pallansch competed in the Lighthouse Beginnings fundraising golf tournament!

These four not only showed off some serious skills on the course, taking home (tied) the championship, but also helped support an incredible cause that provides hope and brighter futures for people in need.

We're proud of their dedication—both in uniform and in the community.

Officer Boller helping out The Center and interacting with the community while passing out donuts.



Brainerd's National Night Out

What an amazing evening in Brainerd celebrating National Night Out. Our community came together for a fun night!

A huge thank you to everyone who stopped by, volunteered, or helped make this event possible.



Building Remodel Update

Repairs to the building's stucco is finished and the exterior is currently being painted along with installation of new windows and doors. The entire project should be completed in September.



BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
August	1,896	442	767	415	13.98 Minutes	61



CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address
25011066	08/02/25	Conduct on Premises	500 NW 4 th St Apt. 104

Recognition

2025 DWI All-Stars

We are proud to announce that Officer Johnson and Officer Peters have been recognized as Minnesota DWI All-Stars by the Minnesota Department of Public Safety and the MN Twins. Only 66 MN Officers received this award for their work during 2024.

This honor is awarded to officers who go above and beyond in keeping our roads safe by removing impaired drivers and protecting our community. Their dedication, professionalism, and commitment to saving lives make a real difference every day.



OVERALL CALLS FOR SERVICE

August	2025	2024
Number of Calls for Service	1,642	1,732

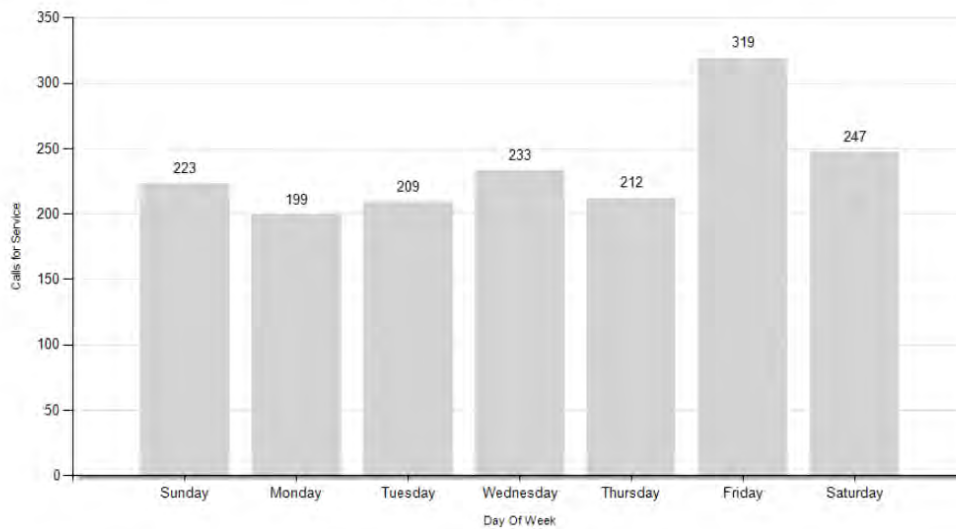


Calls for Service Day Of Week

Start Date: 8/1/2025

End Date: 8/31/2025

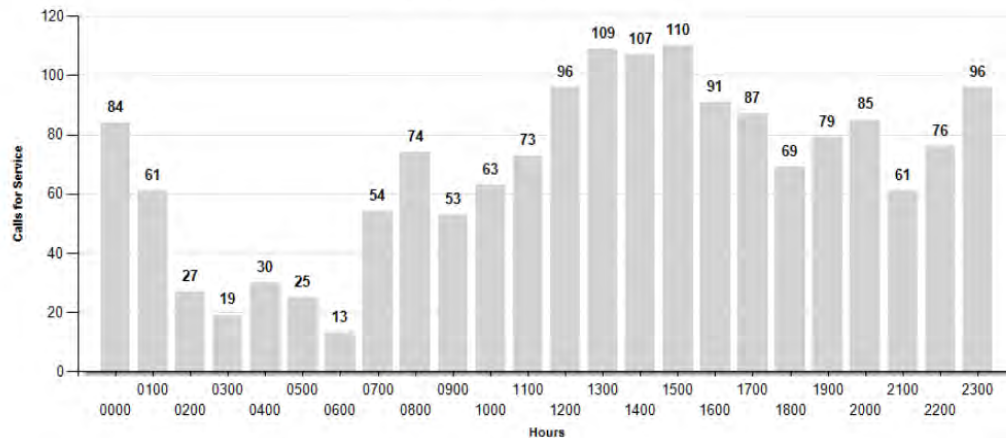
Total Calls: 1694



Calls for Service Hourly

8/1/2025 to 8/31/2025

Total Calls: 1694



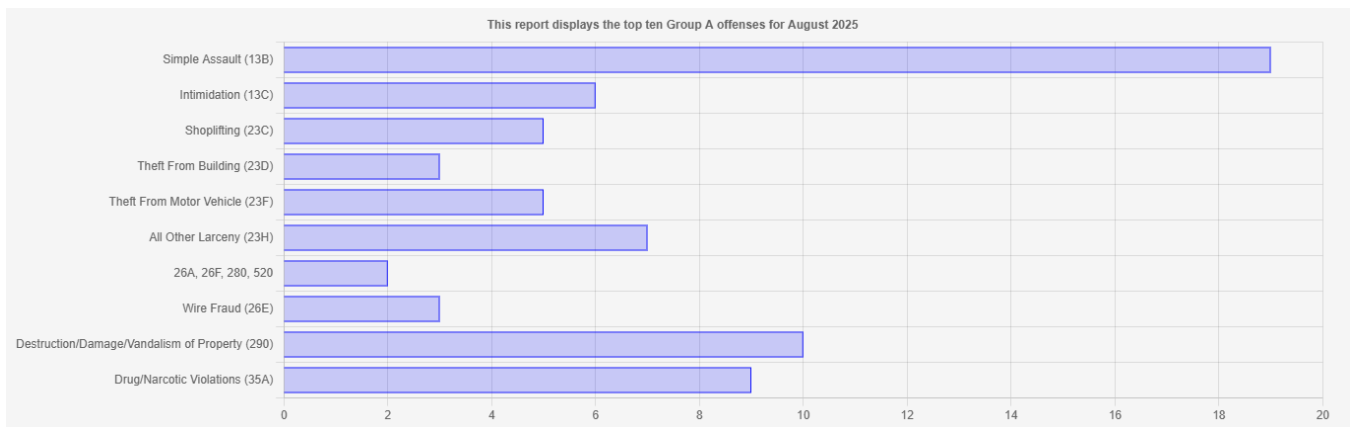
CRIME STATISTICS

Year to Date through Month	2025	2024
Group A Offenses Known or Reported to Police	627	697
Group A and B Arrests	573	545

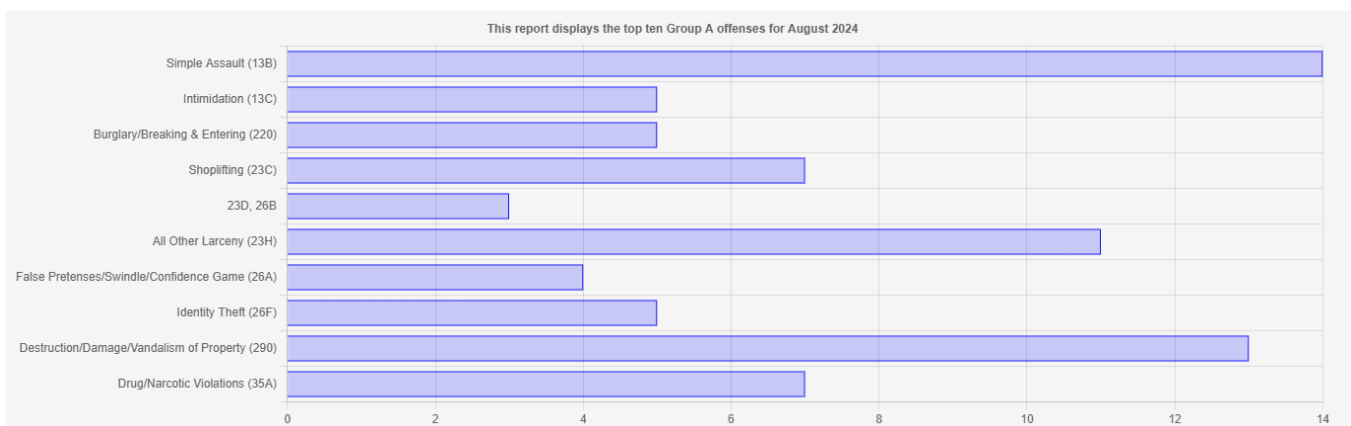
**** Note: 2025 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

August 2025

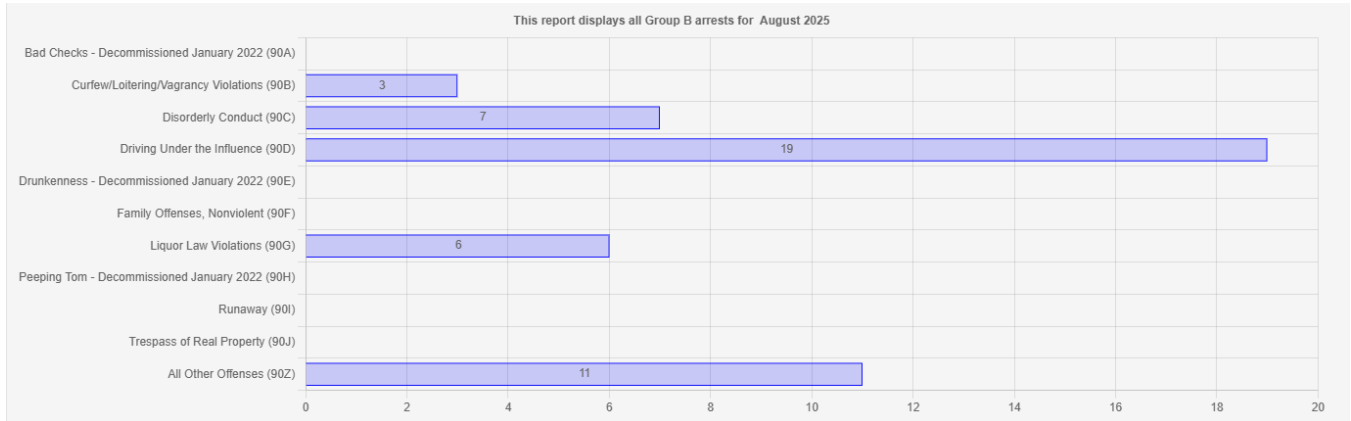


August 2024

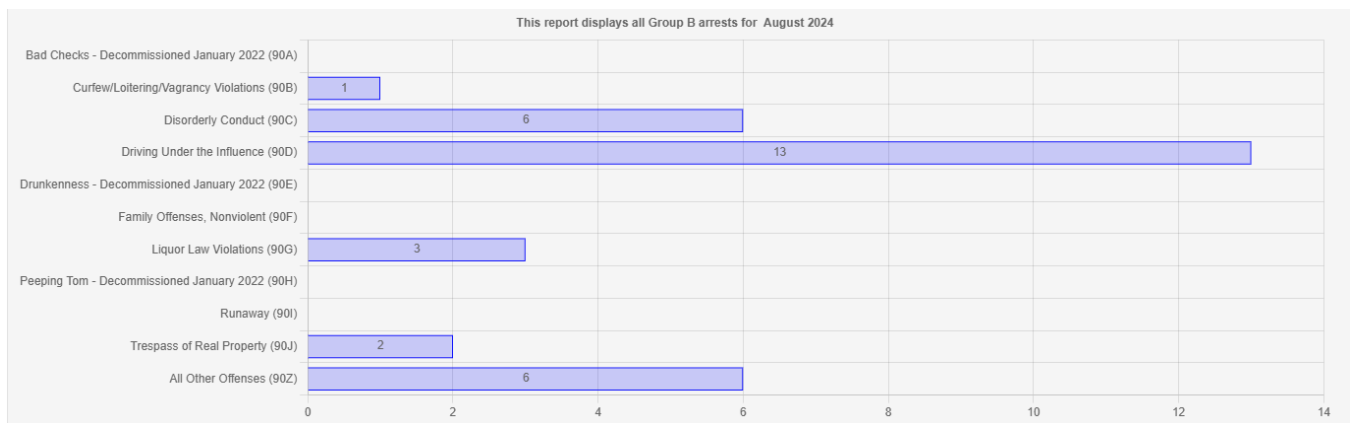


GROUP B ARREST DATA

August 2025



August 2024



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

Month	2025	2024
Citations (Inc. Parking Tickets & Written Warnings)	142	174

9 parking tickets were issued in the month of August, with the following dispositions.

0	Dismissed
4	Paid in Full
0	Partial Payments Received
5	No Payment Received

Revenue Recapture Receipts:

2024 Total:	\$8,295.10
2025 To Date:	\$5,339.63



City of Brainerd

Technology Department Monthly Report

August 2025

Projects

- Training new Technology staff in various systems - software, hardware, security, etc
- Hardware inventory mostly complete at BPU, software to follow
- Planning underway for replacement of almost every BPU computer in October
- Planning BPU network sync to Microsoft365 and deploying Cisco Duo for multifactor authentication
- Discussed/planned for computer replacements and Airport, Win10 deadline in October
- Various technology projects getting underway at BPU – hardware, software, security upgrades
- GIS improvements underway – primarily online applications and field data collection

Hardware/Software

- Purchasing computer replacements ordered for BPU – needed before Win10 end-of-life in October
- Network switch replacements for BPU OT network
- Intune – testing rollout, configuration, security, patch management on computers (from WSUS).
- Parks cameras (Jaycees) – installation planning, equipment arriving

Other

- Technology Dept capital and operations 2026 budgets
- Working on Technology portions of BPU 2026 capital and operations budgets
- Staff additions: none
- Staff departures: 2 Community Service Officer, Police Intern, Seasonal Interns

Statistics

Telephone: total calls 8096↓ (9699)

Police 3200, City Hall 2855, Transit 1793, Fire 202, Public Works 46

Website: total views 14623, users 6486

Top 5 pages: main, parks & rec, search, agendas & minutes, employment

Email: sent 9121↓ (9900), received 38223↓ (40796)

YouTube: City channel views 928↓ (931), hours watched 182↓ (205), subscribers +2

Facebook (city): followers 3849, reach 56604↓ (27409), interactions 399↓ (815)

Cisco Secure Endpoint: files scanned 14.1M↑ (13.9M) IPs scanned 1M↓ (1.09M)

MEMORANDUM

TO: Mayor Badeaux and City Councilmembers
FROM: Nick Broyles, City Administrator
DATE: 15 September 2025
SUBJ: City Administrator Report

In addition to routine administrative matters and in preparation of topics and business action items on the Council's work sessions and meeting agendas, the following is a summary of tasks and activities the City Administrator's office has been working on since the last report of 18 August 2025.

Community Engagement

20 Aug: Had another meeting with stakeholders re: services for the homeless population
20 Aug: Charter Commission convened to discuss potential changes they want to recommend to Council. Next meeting is 17 Sep.
21 Aug: Ongoing discussions with Finance re: 2026 budget
21 Aug: Jaycees Park Re-Grand Opening.
22 Aug: Began discussions with school district re: a job shadow for one of their students for fall semester
22 Aug: Met with public utilities managers to discuss staffing requirements/expectations
25 Aug: Met with County Administrator Erickson to discuss the airport levy
25 Aug: Coordinating with the LMC for a Brainerd visit
25 Aug: Met to discuss the way ahead for Wright/10th road project
25 Aug: Conducted budget workshop with City Council
28 Aug: Attended Joint Wastewater Management Board meeting at public utilities
29 Aug: Met with Council and PUC leaders to discuss employee award nominations
2 Sep: Continued conversations regarding Wright/10th Street
2 Sep: Met with CWC and elected officials from both bodies to discuss airport issues
4 Sep: EDA quarterly meeting and consultant meeting
4 Sep: Discussion with YMCA and Hermantown re: YMCA project proposal
4 Sep: Attended Airport Commission meeting
8 Sep: Job shadow begins for Brainerd high school student
8 Sep: Participated in the YMCA Board meeting
11 Sep: Meeting with Blockmetrix to discuss current status
12 Sep: Participated in several public utility filter reclaim CMAR services interviews
12 Sep: Continued preparation for both LCCMR and Bonding visits coming soon
15 Sep: Airport discussion with legal re: potential ordinance changes

Legislative Events & Charter Commission

We are preparing for a couple legislative visits. First, the LCCMR Commission at Lyman P. White on 16 Sep, and second, the Capital Investment Committee (Bonding Bill) at CLC on 23 Sep. Working with Representative Heintzeman, Mayor Badeaux, and President O'Day on sorting out the details. We want to highlight trail connectivity between Brainerd and Cuyuna and our three bonding priorities of wastewater treatment and the pedestrian bridge.

Charter Commission met on 20 Aug and asked staff for some recommended language for potential charter changes. They also asked for another meeting within 30 days. Another Commission meeting has been scheduled for 17 Sep. Legal has provided draft language and staff will be reviewing and commenting prior to the 17 Sep meeting.

Finance

Final preparations for 2026 budget continue. The City Council needs to set the 2026 preliminary levy for the City and HRA by 30 Sep, so if it is not set on 15 Sep, a special meeting will need to be called before the end of the month.

Community Development

- Prepared preliminary draft of new shoreland regulations and met with the local DNR hydrologist on 8 Sep to review proposed language.
- Completed revisions to the orderly annexation agreement as recommended by the City Attorney on 5 Sep and sent document to the city attorney for final review.
- Sent the Building Official's fire damage report for 319 N 9th Street to the City Attorney to begin condemnation process on 9 Sep.
- The EDA board directed staff to begin working with current EDA consultants on scope of services for 2026. Contracts will be reviewed at the 4 Dec EDA meeting.
- Community Development is coordinating a multi-department fee schedule review that will be considered by City Council in November.

Human Resources

- The Interest Arbitration hearing with the Teamsters Union representing the Police Lieutenant and Sergeants occurred on 31 Jul. Post-hearing briefs were submitted to the arbitrator on 29 Aug. Arbitrator Finkelstein submitted his award on 3 Sep. To finalize the 2025-2027 contract, the City Council will (on 15 Sep) consider ratifying Arbitrator Finkelstein's award and the tentative agreement summary previously reached with the bargaining unit.
- A second negotiation session was held with the new Brainerd Public Utilities Managers and Supervisors Association Union on 31 Jul. Staff, and the city attorney are reviewing a draft collective bargaining agreement.
- 2026 health insurance RFPs were due to North Risk Partners on 9 Sep. A recommendation is expected to be presented to Council at its 6 Oct meeting.

Public Works/Utilities/Parks/Transit

Recreation

- 4 Oct: 18th Annual Great Pumpkin Festival from 1-4p at Memorial Park. Events will include games, activities, karate demos, face painting, and contests. Supporters include Boys-n-Berries, Community Liaison, Northway Academy, Salvation Army, The Painted Turtle Face Painting, Girl Scouts Lakes & Pines, University of Minnesota Extension Master Gardeners, Super One, Community Action, Brainerd Lakes Area Women of Today, Team Ascension, and American National Bank.
- Pickleball, softball, and kickball leagues

Parks – winterizing all parks, working on Mills Field, Gregory fountain prep and blow down, weeding and mulching at Lyman P. White

Office Staff – working on fee schedules, project list, customer service log, special events tracker, weekly maintenance schedule for parks, and agreements for YMCA community education

Engineering

- Construction at the new roundabout at the intersection of Business 371 and Willow Street continues forward as planned. Construction should continue until October but until then please be mindful about travelling around the area as the surrounding area is residential streets.
- Our other two large reconstruction projects are in full swing. Both Wright Street and Beech Street are moving forward with underground utility replacement. Both projects will also be continuing until October.
- The Safe Routes to School project on H Street next to Lowell Elementary is complete.
- School is back in session. Be mindful of kids walking and biking to school while the weather is still nice and watch for stopped buses. There are likely students getting on or off so do not pass buses when their lights are flashing.

Transit

- New customer focused – Rider First software. 15% of our riders are using our new software app. Check out the City of Brainerd website Transit department for more information or call dispatch at 218-825-7433
- Ridership, on-time performance, customer satisfaction, and all-around efficiency have improved with the new software. This has provided dispatchers with more time for customer care.

Fire

August was the Brainerd Fire Department's busiest August on record. The department is significantly ahead of last year's call volume year to date.

11 Sep: 9/11 Memorial Stair Climb

13 Sep: Paid On-Call testing - we have received 32 applications for the open positions

9 Oct: BFD open house from 5-7p

Technology

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

Suspense Tracker

Subject	Due Date	Department	Notes	Date Completed	% Complete	Status
Transit Consultant Review	9/23/2025	Public Works	3rd party BlueSky has an extreme amount of Non-Performance Issues causing staff to have State conduct a Consultant Review. Presentation at the September 23rd TAC meeting.			Not Started
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
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 job posting went live on the GMP website on 9/4/25. First review of applicants will occur on October 12th. Applicants were encouraged to apply as soon as possible as rolling interviews will occur. In addition, the Charter Commission met on 8/20 to address language concerns. The next Charter Commission meeting will be held on September 17th.		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			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
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 Staff will virtually meet with Blockmetrix on 9/11	50%	In Progress
2026 Budget	12/31/2025	Administration	The preliminary levy needs to be set by September 30th	40%	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 Planning Commission to review preliminary language on 9/17	25%	In Progress
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 EDA reviewed language and provided direction for a purchase and development agreement with River Birch Investments - 9/4	10%	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 City Attorney and City Engineer are discussing final edits – 9/9	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
Fire Station #1 Renovation	8/1/2026	Fire	On 4/22/25 met with Widseth and sub-contractors to review scope of work and cost estimates. On 4/28/25 met with Widseth. Walk throughs with Nor-son and Hytec to review scope of work and cost estimates. 5/9/25 Widseth is going to start working on the DNR permit process. 5/12/25 Widseth onsite shooting grades for bluff setback confirmations. 5/19/25 On site 6/16/25 Meeting with Widseth, Kramvik, and Dehn in reference to CUP and variance needed for project. Verifying we can do the project on the current site if funded. 7/16/2025 Planning Commission approved CUP and variance needed for the proposed renovation. 8/4/2025 City Council approved CUP and variance for proposed renovation.	10%	In Progress
Complete 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
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
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
SRTS Lowell	10/1/2025	Public Works	Construction	8/19/2025	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
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) The results of the arbitration will be ratified on 9/15.	9/10/2025	100%	Complete
M Street Outfall	10/20/2025	Public Works	Award Bids (8/4) Construction	9/11/2025	100%	Complete
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 Structural improvements and roof repair is complete Front Street Café reopened	9/11/2025	100%	Complete



City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Ratify the 2025-2027 Teamsters Local 346 Union Contract Terms for the Police Lieutenant and Sergeants as detailed in the Arbitration Award, Tentative Agreement Summary, and Wage Resolution

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): N/A - Consent Calendar

SUMMARY OF ISSUE: On July 31, 2025, an arbitration hearing was held regarding the 2025-2027 Teamsters Local 346 Union contract representing the Police Lieutenant and Sergeants. On September 3, 2025, we received Arbitrator Finkelstein's decision. In addition and as a result of mediation that occurred on March 27, 2025, the City and the Union reached tentative agreements on several other items. Attached is the tentative agreement summary as well as the arbitrator's decision for ratification by the Council. Below is a summary of the Arbitrator's award:

1. Juneteenth: The Employer's position is accepted with the modification that employees will have the option of converting the paid Juneteenth into a 2nd paid floating holiday by declaring their preference in writing by January 1st of each year. Employees who select this option will not receive an additional 8 hours of holiday pay for Juneteenth.

2. Severance Pay: The Union position is awarded, no change to the current language and 75% payout after 20 years continues.

3. Wages: The parties already agreed on the Lieutenant wages grid. As to Sergeants, the award requires an adjustment effective 1/1/25 over the 2024 Sergeant grid as follows:

Sergeant	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Eff: 1/1/25	5.75%	5%	4.5%	4%	3%	2.25%	4.5%	4.5%

Effective 7/1/25: 2.75% wage increase for all Steps.

Effective 1/1/26: 3% wage increase for all Steps.

Effective 1/1/27: 3% wage increase for all Steps.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: N/A - Consent

FINANCIAL IMPACT: Due to the Arbitrator's award, the wage adjustments for the four sergeants will be more than included in the 2025 budget. The exact amount is unknown at this time as Staff has not calculated backpay retroactive to January 1, 2025, and the wages for the remainder of 2025 will depend on actual hours worked.

In re Interest Arbitration Between

Teamsters local 346, Union

and

City of Brainerd, Employer

BMS Case 25-PN-0773

Arbitrator's Award

Phillip Finkelstein,

Arbitrator

Union Representative

Tim Andrew, Atty
Attys

Andrew and Poole, P.A.

Duluth, Minnesota

Employer Representatives

Tim Sullivan, Andrea Jamison,

Ratwick, Roszak & Maloney, P.A.

St. Paul, Minnesota

Introduction:

Brainerd is a pleasant city located on the Mississippi River in Northern Minnesota. It is a tourism center and the City's population of 14,400 can almost triple in size during the tourist seasons of summer, fall and winter. The addition of tourists and their needs can place a significant burden on City services especially the Police Department which includes the Sergeants and Lieutenant who are represented by the Teamsters.

The City of Brainerd hereafter Employee and Teamsters Local 346 hereafter Union have long been parties to a Collective Bargaining Agreement.

The last Agreement expired 12/31/2024 and the Parties were unable to settle all the terms of the successor 1/1/2025 to 12/31/2027 Labor Agreement.

Pursuant to Minnesota Statute 179A.16 the Bureau certified the remaining issues and the Parties filed Final Positions. See Appendix

Phillip Finkelstein was selected as the neutral Arbitrator and the Hearing was held July 31, 2025 in Brainerd. Both Parties were given a full opportunity to present Witnesses and Exhibits.

Certified Issues by the Bureau of Mediation Services:

1. Holidays
2. Floating Holidays
3. Severance Pay
4. Wages 2025
5. Wages 2026
6. Wages 2027

At the Hearing the Parties agreed that there were 3 basic areas of dispute and presented their cases as follows:

1. Holidays (Certified Issues 1 and 2)
2. Severance Pay (Certified Issue 3)
3. Wages (Certified Issues 4,5,6)

Post Hearing Briefs were due and received August 29, 2025. The Hearing was then closed.

Following the Hearing the Parties also agreed that:

1. Implementation methodologies shall process as set forth in parties' position but shall not be included as language in the CBA.
2. That the wages issues to be determined by the Arbitrator shall be retroactive to Jan 1, 2025 for all bargaining unit members in active payroll status at the time of the Arbitration award. (See Tim Sullivan email of August 4, 2025).

Issues:

Issue 1 (Holidays: certified issue 1 and 2)

Employer Position:

11.1 All employees will receive an additional eight (8) hours of straight time pay for each of the following eleven (11) holidays:

New Year's Day Martin Luther King Jr. Day

President's Day Memorial Day

Independence Day Juneteenth

Veteran's Day Thanksgiving Day

Christmas Day Indigenous Peoples Day

Labor Day

11.3 In addition to the above holidays, employees will receive one (1) "Floating Holiday" which will consist of either eight (8) or ten (10) hour shifts. Floating Holidays must be approved by the Police Chief or designee. Employees will be accredited their floating holidays on January 1st of each year or upon date of hire and it may be used at any time during the calendar year.

In essence, the Employer adds Juneteenth as a paid 8 hr straight time holiday increasing the total of paid holidays to 11 by reducing the number of floating holidays from 2 to 1:

Union Position:

Article 11.1 Holidays:

New Year's Day Martin Luther King Jr Day

Presidents Day Memorial Day

Independence Day Juneteenth

Labor Day Indigenous Peoples Day

Veteran's Day Thanksgiving Day

Christmas Day

In addition to the above holidays, employees will receive two (2) "Floating Holidays" which will consist of either eight (8) on January 1st or ten (10) hour shifts. Floating Holidays must be approved by the Police Chief or designee. Employees will be accredited with their floating holidays on January 1st of each year or upon date of hire and it may be used at any time during the calendar year.

In essence, the Union accepts the addition of Juneteenth as a paid holiday in Article 11.1 but wants no reduction in the paid 2 personal days.

Award by Arbitrator:

The Employer's Position is accepted with the modification that employees will have the option of converting the paid Juneteenth into a 2nd paid floating holiday by declaring their preference in writing by January 1st of each year. Employees who select the above option will not receive an additional 8 hours of holiday pay for Juneteenth.

Rationale:

Both the Employer and Union are in a difficult position as result of the State of Minnesota declaring Juneteenth, a mandatory Holiday but not considering what effect it would have in upcoming collective bargaining. While the purpose behind celebrating Juneteenth is laudable, parties still have to negotiate how they will pay and account for the additional holiday. In the present case, The Employer is requesting that the employees pick up the cost of the additional holiday by giving up one of their two personal floating holidays. The Parties had resolved the issue on a non-precedent setting basis in the past. However, the Parties were unable to resolve this issue for the new Labor Contract. The State mandate does not require Juneteenth be a paid holiday. Nor did the Teamster Bargaining Unit even request the holiday if it meant the loss of their Personal Floating Holiday. See testimony of Sgt Paul Dooley. It is interesting to note that the IBEW also felt the same way in not desiring the additional Holiday, if it meant the loss of one their personal days. See page 12 of BMS Case 24-PN-0860 IBEW and City of Brainerd by Arbitrator Patrick Kelly. Union ex 7. Police want to retain the same opportunities to attend graduations and weddings that other employees take for granted. Unlike other employees, Police are often scheduled to work the evenings and weekends when these special occasions take place. Police cannot pause their work because a holiday comes up. This Award leaves it up to the individual employee to determine if they wish to continue the second paid personal day and not receive payment for the new holiday.

Issue 2 Severance Pay (certified issue 3)

Employer Position:

All regular full-time employees shall be entitled to one hundred percent (100%) of unused sick leave as severance pay, with a maximum of nine hundred sixty (960) hours, upon retirement or if they become disabled and must terminate their employment with written proof by a physician. In the event of death, severance pay shall be paid to the beneficiary. Employees who leave their employment in good standing with the City of Brainerd after twenty (20) years of service shall be entitled to fifty (50%) of all accumulated sick leave up to the maximum of the nine hundred sixty {(960) hours. The

terms retirement and in good standing are defined in the in City's Employee Policy Manual.

The Employer is proposing a language change from current 75% payout to 50% for those with 20 years service.

Union Position

All regular full-time employees shall be credited with eight (8) hours of sick leave for each month worked. Sick leave may be used for the purpose provided in MN Statute 181.9447, as amended. Sick leave accumulation shall be a maximum of nine hundred sixty (960) hours. A physician's certificate may be required, consistent with MN Statute 181.9447, subd. 3, if in the opinion of the Police Chief, it is deemed necessary. Eligibility for sick leave shall be credited for the original date of hire without a break in service. Bargaining unit members may not use sick leave due to the closure of the employee's workplace due to weather or a public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency (Section 181.9447, subd. 1, clause (4)).

The Union opposes the change.

Award by Arbitrator:

The Union position is awarded, no change to the current language and 75% payout after 20 years continues.

Rationale:

While the Employer is correct that a 75% payout of sick leave is uncommon in the State of Minnesota, the consideration of the issue does not end there.

While the LELS bargaining unit may have accepted the lower 50% pay out, this change was agreed to as part of a voluntary, negotiated settlement of their Labor Contract. It is unclear what horse trading occurred to obtain this result and besides, the LELS Bargaining Unit is not bargaining for the Teamster Unit. The Teamster Bargaining Unit members have worked long and hard to receive this benefit and the City proposal would cut it by one third, immediately, for all current employees. A majority of the Bargaining Units in the City still receive the 75 % payout after 20 years. Currently, 5 out of the 6 other City Bargaining Units receive the 75% pay out. It is a well-accepted Arbitration Maxim that in Interest Arbitrations, benefits are typically compared internally absent special circumstances. The special circumstances have not been demonstrated to exist in the present case to support cutting this benefit. Therefore, at this time, the City’s argument cannot carry the day.

Issue 3 Wages (Certified Issues 4,5,6)

Employer Position:

Place Patrol Sergeants and Lieutenants on the 2023 Flaherty & Hood (F&H) Wage Grid, as with all Other City employees, with wage Adjustments of :

3.75% on 1/1/2025
2.75% on 7/1/2025
3% on 1/1/2026
3% on 1/1/2027

For transitional employees, apply lump sum “transitional pay” during the transition to the grid. All employees placed at the step closest to (but not below) their 12/31/24 wage, not including merit steps unless previously earned.

Union Position

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Effective 1/1/25	7.70%	6.48%	5.38%	4.37%	3.44%	2.56%	6.51%	6.37%

Effective 7/1/25 2.75% Across The Board

Effective 1/1/26 3% Across The Board

Effective 1/1/27 3% Across The Board

Award by Arbitrator:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Effective 1/1/25	5.75%	5%	4.5%	4%	3%	2.25%	4.5%	4.5%

Effective 7/1/25 2.75% wage increase for all Steps.

Effective 1/1/26 3% wage increase for all Steps.

Effective 1/1/27 3% wage increase for all Steps.

Please note that the Parties were in agreement for wage increases for all years except 1/1/25. Also note the Parties have also agreed where to place the Lieutenant :

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Effective 1/1/25	42.41	44.02	45.64	47.25	48.88	50.48	54.53	56.54
Effective 7/1/25	43.58	45.23	46.90	48.55	50.22	51.87	56.03	58.09
Effective 1/1/26	44.89	46.59	48.31	50.01	51.73	53.43	57.71	59.83
Effective 1/1/27	46.24	47.99	49.76	51.51	53.28	55.03	59.44	61.62

Finally please note Steps 7 and 8 for both Classifications are merit based as before and not automatic.

Rationale:

It is wages as of 1/1/25 and the transition to the new grid that are heart of the present dispute. It has been complex, difficult and challenging. At times, it seems both Parties

have been skillfully dancing on top of a pin. At base, the Parties are in agreement as to the % increases for as 7/1/25 2.75 %, 1/1/26 3%, and 1/1/27 3%. The Parties have also agreed on where to place the Lieutenant on the grid and his wage increases during the term of the Labor Contract. It is only the wage increase due the Sergeants on 1/1/25 that is the disagreement. Both Parties have strong arguments in support of their position but the Arbitrator find the Union Argument more compelling. The reason that this Arbitrator is making this finding is because of the significant compression of wages between the Patrol Officers and the Sergeants if the Employer Position was adopted, which would leave only 7.14 % wage differential between the first level Supervisors and the Patrol. The City Proposal is in sharp contrast to the past history of wage differential between the Sgt and patrol. See for example, the last Interest Arbitration between the Parties, Teamsters Local 746 v, City of Brainerd, BMS Case 11-PN-6035 by Arbitrator James Reynold who noted why the differential is needed:

“As to the internal comparisons the record shows that the parties have maintained a pay relationship between Police Officers and Police Sergeants. Such a pay gap is necessary to recognize the added responsibilities of supervisory police officers.” See Union ex 19 at page 7.

See also Arbitrator Susan Bauman in MAC v LELS ,BMS Case 22-PN-0949 at Page 7 where she notes the delicate balance in compensation between Police Sgts and the Patrol below:

“ For Police Sergeants, there must be a balance so that compensation is not too low to dissuade officers from seeking to promote and take on the added duties of the sergeant position.”

.

Keeping in mind the additional pay differentials that Patrol Officers may receive and Insurance payback under the LELS Contract, some Patrol Officers would have to take a pay cut to become a Sgt if the City’s position were upheld. As a department that prefers to promote from within, that can’t be a desired outcome for the City or its employees. This proposed wage differential is less than half of what Sgts have received in the recent past above the Patrol Officers that they supervise. See Union Ex 16. While not dispositive, the Arbitrator also does take note that the LELS patrol Officers received 6.82% increase for 1/1/25 at Step 6 while the Sgts at Step 6 were offered .88 % on 1/1/25 by the City Final Position.

While the Employer argues there isn’t that much difference between the work Sergeants and Patrol Officers do, This Arbitrator finds that there is a number of significant

differences. This current City proposed 7% differential is not enough to account for the additional responsibilities the Sgt undertake, which include managing work, approving overtime and other duties as detailed in Employer Ex 29 which lists the Sergeant duties in their current job description:

Essential Functions include the following supervisory activities:

Supervises work of patrol personnel to ensure conformance with established standards of performance, accuracy of written reports and general operational effectiveness; recommends disciplinary action, and evaluates personnel advising, counselling and providing guidance and/or oral reprimand to officers.

Directs activities at crime and accident scenes; gathers evidence; takes victim and witness statements.

Prepares detailed reports on activities and assignments; reviews officers' reports for thoroughness and accuracy.

Assists in and attends ongoing training in procedures, tactics, weapons, computer systems, and related subjects.

Responds to citizen inquiries and complaints.

Oversees and supervises service calls; ensures appropriate actions are taken.

Assists Police Chief and/or Deputy Chief with administrative functions including grant writing and grant administration.

Receive and/or responds to complaints regarding police officer's conduct and follow department procedures.

Assumes duties of Police Chief and/or Deputy Police Chief in his/her absence.

Clearly, these responsibilities are supervisory. Contrast it with the job duties of the patrol officers. Again, see Employer ex 29. Also see testimony of Sgt Dooley. In his comparable worth analysis, Sgt Dooley estimated that he spent 40% of his time in supervision. See also Employer ex 16 at p7. Even with the addition of the position of Lieutenant whom the Parties have reached agreement on his salary for the term of this new Contract, see Employer ex 22, the Sergeants are still supervisory, and are recognized as such in the Teamster Labor Contract. See also 179A6. (2.). Under Minnesota Law, Essential Supervisors are prohibited from being in the same Bargaining Unit with the employees they are supervising. Even with the Arbitrator's Award, the wage differential between the Patrol and their supervising Sgts will be narrowed further versus what it was in the past. The Employer's argument, while energetic, did not establish why the Sgt job duties had truly changed, why the current job description was not valid, and why the wage differential should be even more significantly narrowed.

Comparables too, support an increase beyond the City Proposal.

See for example Cities in the Union Comparable Grouping that follows the previous 2011 arbitration award and the average wage for other cities in 2025 is significantly higher \$5.46 than what the Sgts will receive under City proposal. See Union ex 22 and 23. This Arbitrator did not see adequate reasons to use a different comparable grouping but even if he had used the City Grouping based on the F and H comparables, the Sgt would be \$2.11 behind.

While this Arbitrator is mindful of the requirements of Minnesota Statute 471.992 et seq, the Minnesota Pay Equity Act, the fact remains that even the Teamster wage proposal would not leave the City in non-compliance with the Act, which was admitted by City Human Resources Director Kris Schubert. Nor would the Arbitrator's Award which is even less. While it is always challenging to deal with the interplay of a Pay Equity Study and Final Positions of both Parties, This Arbitrator's Award is less than .5% over the average over the Employer's 1/1/25 Final Position in the first year (3.75%) and it restores some but not most of the new wage differential between the Sgt and Patrol. While the Arbitrator is loath to revise the Sergeants salary grid, he believes for the reasons herein that there has to be enough wage differential so that Patrol will not be economically dissuaded from becoming Sgts. Even the Union's higher wage proposal allows the differential to increase.

The Arbitrator understands that the City has worked very hard in the implementation of the F and H Pay Equity Study and to maintain equitable relationships between jobs as required by Law. But without evidence of the “secret sauce which was proprietary to the consultants” as noted by the Human Resources Director, i.e. what factors were measured and how, important information was left unknown at the Hearing. For example why the long established Comparable Grouping, was no longer appropriate. Both parties were left debating – The Union pointing which jobs got to use market forces vs those classifications that were forced to follow the study where more points meant more pay while the Employer stated that the study was “Robust, Comprehensive and Fair”.

While it might have been more relevant had the Union appealed their points and explained why their positions were not properly evaluated, it was concerning to the Arbitrator that out of 8 other job evaluations whose authors that did appeal, not a single score was changed. Compare and contrast that with the previous pay equity study done for the City of Brainerd where appeals did lead to points being adjusted for 10 classifications. See Union ex 28.

In any case, the role of this Interest Arbitrator is to arrive at what the parties would have likely negotiated at the table. Even with Pay Equity, external and internal comparables still play an important role. See Arbitrator Richard John Miller City of Mounds View and LELS, BMS Case 10-PN-0957. The role of bargaining is not lost because of pay equity. Even under the Pay Equity Law. Minn Statute, 471.992 et seq, other factors such as comparables and internal consistency may be considered.

In the present case the Union has relied on the same comparable grouping used in the 2011 Reynolds Interest Arbitration Sura. The City, on the other hand, has relied on a different grouping that includes Sgts that are not statutory supervisors and are in the same bargaining unit as the patrol. Clearly, those classifications do not have the same supervisory authority under Law and Contract. Nor has the City of Brainerd made an inability to pay argument while the Employer does make a fair argument that the fact a City can pay, doesn’t mean it should pay. Still this Arbitrator believes historical precedent of the wage differential between the Sgt and Patrol without demonstrated change, the actual supervisory authority of Sergeants, and comparables, both internal and external, would have dictated a higher amount than the City’s Final Position had the Parties been able to bargain to conclusion.

This Arbitrator therefore believes the above Award is appropriate.

Conclusion

This Award was made in accordance with the requirements of Minnesota Statutes 471.922 et seq. and 179A.16(7). This Arbitrator has considered the statutory rights and obligations of public employers to efficiently manage and conduct their operations within the legal limitations surrounding the financing of these operations.

Dated: September 3, 2025

Phillip Finkelstein, Arbitrator

SUMMARY OF TENTATIVE AGREEMENTS

April 30, 2025

ARTICLE 10 - VACATIONS

...

~~*10.5 Part-time employees who regularly work more than thirty (30) hours per week will receive pro-rata vacation benefits. Part-time employees who work less than thirty (30) hours per week will not receive vacation benefits.*~~

ARTICLE 11 - HOLIDAYS

^11.4 For the employee to qualify for the holiday pay provided by this article, the employee must be employed in good standing and in paid status with the City the day prior to the holiday and the day after the holiday. For purposes of this article, an employee is in "good standing" if the employee is not on an unpaid status or on administrative leave pending the outcome of an investigation into allegations of misconduct against the employee on the day prior to and the day after the holiday. If an employee who is on paid administrative leave pending the outcome of an investigation into allegations of misconduct on the day prior to and/or the day after a holiday does not receive discipline of a suspension, demotion, or discharge (as described in Article 8) as a result of the investigation, the employee shall receive the applicable holiday pay payment on the next regularly scheduled paycheck following the conclusion of the investigation.^

ARTICLE 15 – SICK LEAVE

15.1 All regular full-time employees shall be credited with eight (8) hours of sick leave for each month worked. Sick leave may be used for the purposes provided in MN Statute ~~*181.9413*~~ ^181.9447,^ as amended. Sick leave accumulation shall be a maximum of nine hundred sixty (960) hours. A physician's certificate may be required[^], consistent with MN Statute 181.9447, subd. 3,^ if in the opinion of the Police Chief, it is deemed necessary. Eligibility for sick leave shall be credited from the original date of hire without a break in service. ^Bargaining unit members may not use sick leave due to the closure of the employee's workplace due to weather or a public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency (Section 181.9447, subd. 1, clause (4)).^

...

15.6 ~~*Deferred Compensation*~~ ^Health Care Savings Plan (HCSP).^ Any sick leave accrued over nine hundred sixty (960) hours can, at the end of each calendar year, be paid into ~~*a deferred compensation plan*~~ ^the Employee's HCSP^ by

the Employer ~~*provided that the amount is matched dollar for dollar by the employee*~~ calculated as follows:

The amount of funds transferred into ~~*a deferred compensation plan*~~ ^{^the Employee's HCSP^} shall be calculated at the prior year's hourly wage value of fifty percent (50%) of the accumulated sick leave hours over nine hundred sixty (960) hours calculated from the prior year.

On January 1st of each year, any and all accumulated sick leave hours over nine hundred sixty (960) shall be zeroed out and a new accumulation started for the next year's ~~*deferred compensation plan*~~ ^{^HCSP^} calculation.

It is understood that any sick leave used by the employee throughout the year will be deducted from the nine hundred sixty (960) hour balance and that the employee must then earn back to the nine hundred sixty (960) hours before any hours are accumulated for the purposes of the ~~*deferred compensation plan*~~ ^{^HCSP^} contribution.

ARTICLE 24 - DURATION / EXPIRATION

- 24.1 This AGREEMENT shall be effective from January 1, ~~*2022^~~ ²⁰²⁵, and shall continue in full force and effect up to and including December 31, ~~*2024^~~ ²⁰²⁷, and shall automatically renew itself thereafter until and unless either party at least sixty (60) days before the 31st day of December, ~~*2024^~~ ²⁰²⁷, notifies the other party in writing that it desires to terminate or modify the Agreement. If the notice given is one expressing an election to terminate the Agreement, it shall then expire on January 1, ~~*2025^~~ ²⁰²⁸. If the notice is one of modification, the parties shall then begin negotiations on the proposed modifications, as soon as possible after such notice has been given. During the period of negotiations on such modifications, the terms and conditions of the AGREEMENT on which there was no request for modifications shall remain in full force and effect.
- 24.2 Any revisions agreed upon or ordered as a result of such reopen shall be effective as of January 1, ~~*2022^~~ ²⁰²⁵. The respective parties shall be permitted all legal or economic recourse to support their request for such revisions if the parties fail to agree thereon.

MISC:

1. Retro Pay:

The pay as described in Article 12 - Wages, Section 1 and Section 2, as determined in interest arbitration for all employees in active payroll status at the time of the arbitrator's award shall be retroactive to January 1, 2025.

2. MN Paid Leave Law:

The Union acknowledges the City's ability to assess 50% of the paid family leave premium to members of the bargaining unit as a payroll tax absent CBA language to the contrary.

3. Agree to a MOA for Rosier Paid on-call Wages.

Signed and agreed to this _____ day of April, 2025:

TEAMSTERS GENERAL LOCAL UNION NO. 346

CITY OF BRAINERD Administration intends to present this to the City Council on Monday, April 21, 2025, for consideration.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is entered into by and between the City of Brainerd (“City”), Paul Rosier (“Employee”) and the Teamsters General Local Union No. 346 (“Union”). The City, the Employee, and the Union are hereinafter referred to collectively as the “Parties,” and individually as a “Party.”

Whereas, the City and the Union are parties to a 2025-2027 collective bargaining agreement (“CBA”), which governs the terms and conditions of employment of the Employer’s Lieutenant and Sergeant employees; and

Whereas, the Employee wishes to obtain a position with the City as a paid-on-call firefighter; and

Whereas, the CBA does not govern the terms and conditions of employment of the City’s paid-on-call firefighters; and

Whereas, the Parties wish to eliminate ambiguity that may arise in the event that the Employee is called on to perform paid-on-call firefighter duties during the Employee’s scheduled duties; and

Whereas, the Parties wish to agree on the rate of overtime pay that may become due to the Employee as a result of the Employee’s performance of paid-on-call firefighter duties.

NOW, THEREFORE, IN CONSIDERATION OF the mutual covenants and agreements contained in this MOA and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. Separation of Paid-on-Call Firefighter Duties: The Employee and the Union acknowledge and agree that the Employee’s position as a paid-on-call firefighter is not subject to the CBA, that the Employee does not acquire any right to continued employment or seniority with respect to the paid-on-call firefighter position by virtue of the CBA, and that, except as expressly provided herein, no provision of the CBA is applicable to the Employee’s position as a paid-on-call firefighter or firefighter duties.
2. Leave to Perform Service as a Firefighter: The Parties agree that, at the City’s sole discretion, the Employee may be granted an unpaid leave from the Employee’s duties as a Sergeant to perform service as a firefighter. Subject to the terms of the CBA regarding scheduling and use of leave, the Employee may also use accrued vacation or floating holiday leave or comp time to be excused from the Employee’s duties as a Sergeant to perform service as a firefighter.

3. Overtime for Service as a Firefighter: In accordance with the Fair Labor Standards Act (as amended) and 29 C.F.R. § 778.419 (as amended), the Parties agree that the City will pay the Employee overtime at a rate equal to one and one half (1 ½) the hourly non-overtime rate for paid-on-call firefighter duties, for all firefighting duties performed during overtime hours, and a rate equal to one and one half (1 ½) times the Employee's regular hourly rate of pay, as described in the CBA, for all duties performed as a Sergeant during overtime hours. To the extent that this provision is found to be inconsistent with the Fair Labor Standards Act or other applicable law, the City shall pay the Employee overtime in accordance with such law.
4. Non-Precedential/No Legal Claims: This Memorandum of Agreement is non-precedential and will not be used by the City or Union to support or detract from any future grievance or complaint of any kind. This Memorandum of Agreement shall not constitute a binding precedent or past practice or be used in any way to interpret the CBA or seek similar benefits for any other employee in any manner to require the City to take similar action in the future. This Memorandum of Agreement shall not be used as evidence in any proceeding, other than with respect to the payment of these particular benefits to this Employee.
5. Complete Agreement: The Parties acknowledge that this Memorandum of Agreement constitutes the entire agreement between the parties relating to the Employee's entitlement to leave or overtime with respect to the Employee's provision of paid-on-call firefighting services. No Party has relied upon any oral statements or promises that are not set forth in this Memorandum of Agreement. No changes to this Memorandum of Agreement will be valid unless they are in writing and signed by all of the Parties.

Employer:
City Administrator

For the Exclusive Representative:
Union Representative

Date: _____

Date: _____

Employee:

Date: _____

RESOLUTION
No. :25

BE IT RESOLVED by the Council of the City of Brainerd that the hourly wages for the following City employees who are members of the Teamsters General Local Union No. 346 representing Police Sergeants and Lieutenant shall be based on the rates identified in the below 8-step grid.

2025-2027 TEAMSTERS HOURLY RATES OF PAY								
	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
Lieutenant								
1/1/2025	42.41	44.02	45.64	47.25	48.88	50.48	54.53	56.54
7/1/2025	43.58	45.23	46.90	48.55	50.22	51.87	56.03	58.09
1/1/2026	44.89	46.59	48.31	50.01	51.73	53.43	57.71	59.83
1/1/2027	46.24	47.99	49.76	51.51	53.28	55.03	59.44	61.62
	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
Sergeant								
1/1/2025	40.23	41.95	43.73	45.50	47.02	48.62	51.69	53.67
7/1/2025	41.34	43.10	44.93	46.75	48.31	49.96	53.11	55.15
1/1/2026	42.58	44.39	46.28	48.15	49.76	51.46	54.70	56.80
1/1/2027	43.86	45.72	47.67	49.59	51.25	53.00	56.34	58.50

BE IT FURTHER RESOLVED that the above wage grid shall be incorporated into the Teamsters 2025-2027 Union Contract as Appendix A and the 2025 initial placement for each member of this union will be incorporated as a Supplement to said Union Contract.

Adopted this ____ day of _____, 2025.

MIKE O'DAY
President of the Council

Approved this ____ day of _____, 2025.

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

September 8, 2025

TO: City of Brainerd

501 Laurel St.

Brainerd MN 56401

FROM: Zion Lutheran Church

220 N. 8th St.

Brainerd MN 56401

Completed application attached along with sign/flier being used and a “map” of the event area. If there is anything else you need, please let me know.

Phone #: 218-821-2349

Thank you,

Heidi Newman

Zionsecretary3@gmail.com



SPECIAL EVENT APPLICATION

Date of Application: Sept. 8-2025

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

Type of Event:

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

- ☐ Event- City Park
☐ Other

Name of Event:

Organizer Information

Organization Name	Zion Lutheran Church
Organization Address	220 N. 8th St. Brainerd MN 56401
Event Contact Person	Heidi Newman
Event Contact Phone	218-821-2349
Event Contact Email	Zionsecretary3@gmail.com
Contact (Day of)	Heidi Newman, 218-821-2349
For Profit/Nonprofit Status	Non Profit Religious Organization

Event Information

Description of Activities

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

Families go to vehicles in the church parking lot.
At the vehicles the kids "trick-or-treat" to get candy

Event Details:

Event Date	Start Time	End Time	Event Location(s)
10-31-25	4:00 pm	7:30 pm	Zion Lutheran Church parking lot

City Locations/Facilities

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

Sit Information

Electrical Usage ☐ YES ☒ NO

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

Amplified Sound ☐ YES ☒ NO

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

Restrooms ☒ YES ☐ NO

If yes, how many 3 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms:

Zion Lutheran Church

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

Signs/Banners/Posters/Flyers ☒ YES ☐ NO

Describe the signs, banners, posters, flyers, and locations: Trunk-or-Treat signs: church property and members properties

Trash Receptacle Disposal ☒ YES ☐ NO

Company contracted for trash receptacle disposal:

Zion Lutheran Church

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

Street Closure Request Information

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

Alley between Kingwood Street and the East-West alley

Date and Time for beginning of street closure:

October 31-25 3:30 pm

Date and Time for reopening of streets:

October 31-25 7:30 pm

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

The alley selected will still be accessible to the businesses along the East-West alley

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.

Heidi Dana Newman

Signature of Applicant

Heidi Dana Newman

Print Name

Event Application Approval

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

City Administrator

Date

Approval Conditions:

Request closure materials 1 week prior from the Street Department: 218-513-4412



October
31st

Trunk-or-Treat

When

October 31st
5:30-7:00 pm or until candy is gone.

Where

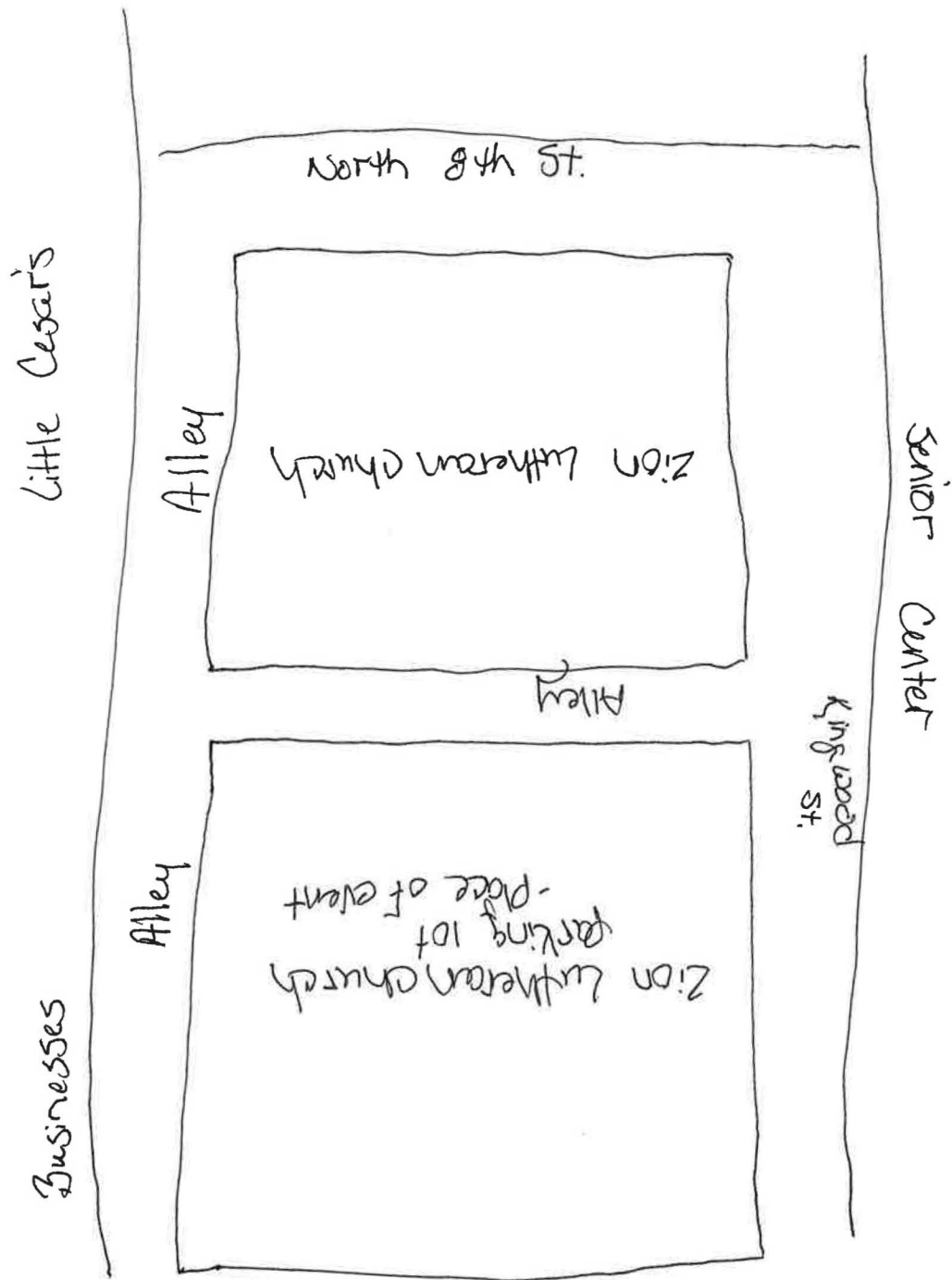
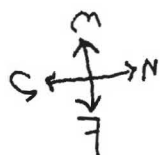
Zion Lutheran Church
Parking Lot
220 N 8th Street
Brainerd, MN 56401

Why

Provide a safe alternative to
trick-or-treating

How

Allow kids to go from car to car
and get candy.





City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Approve Additional Door Replacement - PD Exterior Repairs Project

AGENDA: P&F 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, John Davis, Police Chief

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Staff is recommending approval of a change order to provide for an additional door replacement for the Police Department Exterior Repairs project. Council had approximately \$550,000 in available budget dollars towards the project. The Council awarded the project to Hy-Tec Construction for a total cost of \$455,500. There is one door on the east side of the building that was not included in the scope of replacements. While not in the same condition as those already being replaced, this door is also appearing to require replacement and can be done within the project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The cost for the door replacement would be \$5,000. Attached is a proposal from Hy-Tec for this work. Work would be completed in several weeks after the new door would be obtained and painted.

RECOMMENDED ACTION/MOTION: Staff recommends authorization to include an additional door replacement with the PD Exterior Repairs Project for \$5,000.

FINANCIAL IMPACT: \$5,000

September 9, 2025

Jessie Dehn
City Engineer/Public Works Director
City of Brainerd
501 Laurel street
Brainerd, MN 56401

RE: Added exterior service door

Dear Jessie:

We hereby submit our cost proposal to furnish all labor, materials and equipment necessary to demo and replace the east exterior service door, frame and hardware for the sum of \$5,000.

Included in this proposal are the following:

- General Requirements: supervision, daily cleanup and disposal, general liability and worker's compensation insurance
- Demo existing door and frame
- Prep opening for new door and frame
- Install new door, frame and hardware
- New hardware, threshold, weather seal, kickplate, closure,
- Paint new door and frame

Thank you for the opportunity to present this cost estimate for your consideration. If you have any questions or concerns, please contact me.

Sincerely,

Jeff Hanson

Jeff Hanson, Project Manager
HY-TEC CONSTRUCTION
OF BRAINERD, INC.

Acceptance: _____ Dated: _____



City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Adopt Resolution Authorizing The Execution Of Traffic Safety Enforcement Grant

AGENDA: P&F Committee

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: John Davis, Police Chief, Tony
Runde, Deputy Police Chief

DEPARTMENT: Police

PRESENTER: Tony Runde, Deputy Police Chief

ESTIMATED TIME (MIN): 3 minutes

SUMMARY OF ISSUE: The 2025-2026 fiscal year for the Department of Public Safety (DPS) Office of Traffic Safety (OTS) Traffic Safety Enforcement Grant begins October 1, 2025. We are the fiscal host for this grant funding, and the DPS requires a resolution authorizing the Brainerd Police Department the authority to enter into the agreement and execute the grant.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The 2025-2026 grant contract agreement amount is \$60,100.00, and of that amount, \$3,900.00 can be used for administrative costs associated with administering the grant. In addition, as the fiscal agency, we will receive up to \$3,200.00 for matching equipment purchases and full tuition reimbursement towards Breath Test Operator certifications and recertifications.

RECOMMENDED ACTION/MOTION: Adopt a resolution authorizing the Police Chief the authority to execute the 2025 Traffic Safety Enforcement Grant.

FINANCIAL IMPACT: N/A

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

**RESOLUTION AUTHORIZING EXECUTION OF
THE TRAFFIC SAFETY ENFORCEMENT GRANT CONTRACT**

BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA, that the Brainerd Police Department is hereby authorized to enter into a grant agreement with the State of Minnesota Department of Public Safety, for traffic safety enforcement projects as specified in the Grant Contract during the period from October 1, 2025, through September 30, 2026, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

BE IT FURTHER RESOLVED the Police Chief for the Brainerd Police Department of the City of Brainerd is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Brainerd Police Department and to be the fiscal agent and administer the grant.

Adopted this _____ day of _____, 2025

Mike O'Day
President of the Council

Approved this _____ day of _____, 2025

Dave Badeaux
Mayor

ATTEST: _____
Nick Broyles
City Administrator

Request for Proposals - Federal Fiscal Year 2026 Traffic Enforcement for Cities and Counties

- **Open for Applications: July 15, 2025**
- **Application Due Date: Aug. 8, 2025 at 6 p.m.**
- **Late responses will not be considered.**

Applications must be submitted to the Department of Public Safety Office of Traffic Safety (DPS-OTS) through DPS's [eGrants](#) system.

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Overview

The DPS-OTS has a mandate to promote the safety of those who use public roadways. The National Highway Traffic Safety Administration (NHTSA) provides federal funding to the DPS-OTS to design and implement Minnesota's highway safety program to reduce traffic crashes and the deaths, injuries, and property damage resulting from those crashes to fulfill this mandate. The DPS-OTS and NHTSA seek to support a traffic safety program

- to prevent injuries and deaths resulting from motor vehicles being driven in excess of posted speed limits,
- to encourage the proper use of occupant protection devices (including the use of safety belts and child restraint systems) by occupants of motor vehicles,
- to prevent injuries and deaths resulting from persons driving motor vehicles while impaired,
- to prevent crashes and reduce injuries and deaths resulting from crashes involving motor vehicles and motorcycles,
- to prevent injuries and deaths resulting from crashes involving school buses,
- to prevent crashes resulting from unsafe driving behavior (including aggressive or fatigued driving and distracted driving arising from the use of electronic devices in vehicles),
- to improve law enforcement services in motor vehicle crash prevention, traffic supervision, and post-crash procedures,
- to increase driver awareness of commercial motor vehicles to prevent crashes and reduce injuries and fatalities,
- to improve driver performance through
 - driver education,
 - driver testing to determine proficiency to operate motor vehicles, and
 - driver examinations (physical, mental, and driver licensing),
- to improve pedestrian performance and bicycle safety, and
- to provide for
 - an effective record system of crashes (including resulting injuries and deaths),
 - crash investigations to determine the probable causes of crashes, injuries, and deaths,
 - vehicle registration, operation, and inspection, and
 - emergency services.

NHTSA requires the DPS-OTS to develop performance measure targets in key traffic safety behavior areas and report yearly on progress toward achieving our goals. These performance standards measure the level of Minnesota's success in moving the bar Toward Zero Deaths.

Eligibility

Eligible applicants for this RFP are Minnesota cities, counties, Universities and Native American Tribes for their law enforcement agencies and the Minnesota State Patrol (MSP). Private companies and organizations are not eligible.

Multiple counties, as well as a county and multiple cities within that county, may partner to apply for one grant. Each applicant must partner with at least one agency. No single agency applications will be accepted, unless a partner agency is not an option.

Available Funding

Funding will be allocated through a competitive process with review by a committee representing content and community specialists with regional knowledge. We expect to announce selected grantees in mid-September. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed and the grant has reached its effective date.

Amount of Grant Funds

Total Amount of Funding Available

- \$1,250,000.00 – Section 402 PT
- \$2,250,000.00 – Section 164 AL
- \$500,000.00 – Section 405(b)
- \$125,000.00 – Section 405(d)
- \$125,000.00 – Section 405(d1)
- \$300,000.00 – Section 405(g)

Grant Size and Scope

No minimum or maximum grant dollar amount is predetermined.

Type of Federal/State Funds

- **Section 402 PT – 402** State and Community Highway Safety, Police Traffic Services (ALN 20.600)
Should be used for speed, distracted, and move over enforcement and education; dispatch, costs to administer the grant, training and equipment purchases approved by DPS-OTS. These funds also can be used to supplement other campaigns as needed and approved by the DPS-OTS grant coordinator.
- **Section 164 AL –164** Minimum Penalties for Repeat Offenders for Driving While Intoxicated, Impaired Driving (ALN 20.608)
Can only be used for impaired driving enforcement and education, dispatch, administration, or PBTs approved in the grant application by DPS-OTS
- **Section 405(b)** –National Priority Safety Program, Occupant Protection Grants (ALN 20.616)
Can only be used for seat belt or child restraint enforcement and education.
- **Section 405(d)** –National Priority Safety Program, Impaired Driving Countermeasure Grants (ALN 20.616)
Can only be used for impaired driving enforcement and education, dispatch, administration, or PBTs approved in the grant application by DPS-OTS
- **Section 405(d1)** – National Priority Safety Program, Impaired Driving Countermeasure Grants (ALN 20.616) Used as Section 402 PT
Can be used for speed, distracted, and move over enforcement and education; dispatch, costs to administer the grant, training and equipment purchases approved by DPS-OTS.
- **Section 405(g)** –National Priority Safety Program, Nonmotorized Safety Grant (ALN 20.616)
Can only be used for pedestrian enforcement and education

Approximate number of grants intended

The DPS-OTS intends to award up to 60, multi-jurisdictional law enforcement grants throughout Minnesota.

General Funding Rules

Grant funds are to be used for enhanced enforcement and must ultimately increase an agency's overall budget. The grant funds are available on a reimbursement basis. As a result, applicant agencies must have "start-up" funds. The fiscal agency will submit a single invoice for all law enforcement agencies participating and reimburse partner agencies after receiving payment from the DPS-OTS. Specific funding rules can be found in the [Enforcement Program Manual](#) for all law enforcement grantees.

Funding Match

Expenses that are paid for with state, county, municipal and/or private funding demonstrate a vested interest and commitment to the program and should be reported, however, matching funds are not a requirement for the grant, unless equipment is awarded as part of this grant.

Examples of agency match include:

- Squad car mileage costs as operating expenses (the number of miles driven are reported in ROAR)
- On-duty enforcement that supports a grant-funded campaign or event in ROAR
- Administrative time for scheduling, and paperwork for reporting and invoicing
- Time to do public information and outreach
- Time spent at grantee meetings with DPS-OTS
- Training time related to the grant training requirements
- Time spent at the TZD Conference
- Hotel costs associated with the TZD Conference
- Mileage to the TZD Conference
- 50 percent of equipment costs identified in the grant agreement

TZD Conference

The [TZD Conference](#) is a highly recommended forum for sharing information on best practices in engineering, enforcement, education and emergency medical/health services and for identifying new approaches to reducing the number of traffic fatalities and life-changing injuries on Minnesota's roads. The conference will be held Oct. 21-22, 2025, in Prior Lake, Minnesota. More information will be posted to the [TZD Conference](#) page as it becomes available.

Attendees are responsible for registering themselves for the conference. Further instructions on how to register for the conference will be available closer to the date.

Hotel reimbursement:

Hotel costs should be covered by the agency you work for; however, the DPS-OTS will offer scholarships for individuals whose agency is not able to cover hotel costs and who work farther than 65 miles from the [Mystic Lake Convention Center in Prior Lake](#). The scholarship will cover up to two nights of lodging.

To be considered for a scholarship, complete the TZD Hotel Scholarship application on the [TZD Conference](#) page. Scholarship applications will open Aug. 1, 2025, and close on Sept. 18, 2025.

Applicants will be notified by Jackson Piper from the Center for Transportation Studies, of their scholarship status by Sept. 25. An executed grant agreement is not necessary to apply.

If you receive a hotel scholarship, no further action is necessary. Hotel reservations will be made by the conference planning committee. If you are not planning to stay in the hotel, or you are only staying for one of the two nights, you must inform Jackson Piper, piper129@umn.edu. If he is not notified, you will be responsible for the cost of the paid hotel room that was not used.

TZD Conference registration fee:

Attendees are responsible for registering themselves for the conference. Further instructions on how to register for the conference will be available closer to the date.

Collaboration

Grantees are required to meet (either in-person or virtually) with their DPS-OTS grant coordinator at the beginning of the grant year to plan grant activities. Quarterly meetings, at a minimum, provide an opportunity to review grant activity, discuss ways of improving the program and plan activity. It encourages partners to take ownership of the program and may stimulate new ideas for saving lives on Minnesota's roadways.

Multi-organization collaboration is required.

Problem Identification

The State submits an Annual Grant Application (AGA) to the National Highway Traffic Safety Administration (NHTSA). The document contains the State's highway safety program that is data-driven in establishing performance targets and selecting the countermeasure strategies, planned activities and projects to meet performance targets. The AGA includes a description of the data sources and processes used by the State to identify its highway safety problems.

State and County Crash Data

Review County Population, VMT Behavioral Measures (2020-2024). This will help to determine your enforcement to make the biggest impact on the most people. If your county's data differs from statewide data, contact your grant coordinator to discuss changes to your work plan.

Occupant Protection

- In the past five years (2020-2024), 1,476 motor vehicle occupants died on Minnesota roads. Of those fatalities, 483 (33%) did not use their seat belt.
- Of occupants who were ejected from their vehicle and killed, 70% were unbelted
- Recent year-over-year unbelted trends among motor vehicle occupants killed in traffic crashes have been mixed:
 - 2024 was up 1.5% from 2023
 - 2023 was down 6.9% from 2022
 - 2022 was down 20.9% from 2021
- Unbelted fatalities occur almost equally between daytime/sunrise (52.5%) and sunset/nighttime (47.5%).
- Of MVO fatalities occurring at nighttime, 37% were unbelted.
- Seatbelt usage is higher in daytime hours.

Killed MVOs by Belt Status and Light Condition (2020-2024)

Belt Status	Daylight		Sunrise		Sunset		Dark		Other/Unk		Total	
	N	%	N	%	N	%	N	%	N	%	N	%
Not Used	231	28.0%	19	63.3%	21	42.9%	205	37.3%	7	50.0%	483	32.9%
Unknown	129	15.6%	1	3.3%	4	8.2%	116	21.1%	4	28.6%	254	17.3%
Used	465	56.4%	10	33.3%	24	49.0%	228	41.5%	3	21.4%	730	49.8%
Total MVOs	825	100.0%	30	100.0%	49	100.0%	549	100.0%	14	100.0%	1,467	100.0%

Selection Criteria and Weight

Each application will be reviewed by a team at the DPS-OTS. The review committee will review each applicant on a 100-point scale. Items that will be evaluated in the review process include:

- Problem Identification (40/100)
- Local Entity (Political Subdivision) (10/100)
- Performance measures outlined in the work plan (10/100)
- Past grant performance/comparative report (if applicable) (20/100)
- Work Plan – is plan complete? Is it reasonable? (15/100)
- Diversity, equity, and inclusion in grantmaking (5/100)

Negotiations on applications may occur; clarification may be needed, hours, plans, or budgets may be modified.

Review Process and Timeline

Once the applications are submitted in [eGrants](#), the review committee has approximately four weeks to evaluate the grant applications and will respond via email to the applicant no later than (Monday, Sept. 8, 2025).

Award Requirements and Grants Management Responsibilities

Public Data

Per [Minnesota Statutes 13.599](#):

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [Minnesota Statutes 13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.
- All data created or maintained by DPS-OTS as part of the evaluation process (except trade secret data as defined and classified in [Minnesota Statutes 13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, Data will be considered public when all the grant contract agreements have been fully executed.

Pre-award Risk Assessment and Financial Review

In accordance with Minnesota Statutes 16B.981 and OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees, it is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants of \$50,000 or more.

Grant Contract Agreements

Each applicant must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the State's Authorized Representative has notified the Grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

If a resolution is required to execute a grant contract agreement, the applicant must provide the DPS-OTS with a resolution from the appropriate city council or county board authorizing its participation in the program. The applicant must obtain a resolution from their city council or county board authorizing them to participate in the grant and indicate who is authorized to sign the grant agreement unless the officials below are signing the grant agreement:

- Statutory Cities - Mayor and City Clerk
- Counties - Board Chair and Clerk of the Board
- Tribal Nations – Tribal Board Chair

The sample resolution will ensure acceptability by DPS-OTS and quicker processing of awarded grants. Including a grant dollar amount in the resolution will cause problems if the amount awarded is different than the amount requested. If your council or board requires a specific amount, include "or a lesser amount as awarded by the Department of Public Safety" added after the amount is specified. Including the proper name of an authorized official, rather than just a title, will cause problems if the person in that position or office changes. If your council or board requires a specific name as well as title, include "or (his or her) successor (on staff or in office)" added after the name is specified.

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant contract agreement have been met.

Reporting requirements are those agreed upon terms in the Work Plan that was approved by OTS. All projects require a final report as described in the Work Plan that was approved by OTS.

At minimum quarterly invoices and progress reports are required to be submitted to the OTS on the following schedule at minimum. A report of no activity must be submitted in lieu of progress report if no activity has been completed.

The reporting schedule will be:

- Monday, Jan. 19, 2026: All project activity between Oct. 1 and Dec. 31, 2025
- Monday, April 20, 2026: All project activity between Jan. 1 and March 31, 2026
- Friday, July 17, 2026: All project activity between April 1 and June 30, 2026
- Monday, Oct. 19, 2026: All project activity between July 1 and Sept. 30, 2026
- Final Report Requirement, Oct 19, 2026: Providing a summary of the fiscal year.

Grant Monitoring

Minnesota Statutes 16B.97 and OGM Policy 08-10 Grant Monitoring require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher;
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher; and
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

Subcontractors or Partner Agencies in a Grant

If an applicant has subcontractors or partner agencies, the following process must be completed in addition to the certifications and Organization Financial Information section located in the application in eGrants. Subcontractors and partner agencies must be in good standing to do business in the state of Minnesota and must not be suspended or debarred from doing work with the state of Minnesota.

Certifications

Program guidelines, terms and conditions, and federal audit requirements must be distributed and acknowledged by all partner agencies (i.e., subcontractors and sub-grantees) receiving federal funds. The applicant must send the Subcontractor/Partner Agency Certifications form to each partner agency prior to completing the eGrants, portion of the application. The Partner Agency Certifications form includes the following documents:

- Program Guidelines
- Terms and Conditions
- Federal Audit Requirements

The grant application can be submitted prior to the Subcontractor/Partner Agency Certifications forms being uploaded into eGrants, however, the grant agreement cannot be executed until all forms have been completed and uploaded.

Risk Assessment

Each applicant receiving federal funds must complete a risk assessment for the purpose of documenting potential negative events and assessing the likelihood of occurrence and severity so that DPS-OTS can decide whether or not to establish internal controls to mitigate the risk. The applicant must complete the Subcontractor/Partner Agency Risk Assessment form for each partner agency and upload them into eGrants.

The grant application can be submitted prior to the Subcontractor/Partner Agency Risk Assessment forms being uploaded into eGrants, however, the grant agreement cannot be executed until all forms have been completed and uploaded.

Termination of a Grant

A grant may be cancelled by the DPS-OTS if any of the following occur:

- The grantee failed to have activity during a complete quarter unless approved in advance by the DPS-OTS grant coordinator.
- The Financial Status Reports (invoices) were submitted one month late at least two times during the grant year unless the grantee was given prior approval from the DPS-OTS coordinator.
- Two Financial Status Reports were submitted that included ineligible costs.
- Other breaches of laws, requirements, rules or procedures by the grantee.

A grantee is responsible for letting the DPS-OTS coordinator know whenever the project director will be away from work for fourteen consecutive days or more and for providing the coordinator with contact information on an interim project director during that time.

These rules will not be in effect in the case of a grantee affected by an emergency or natural disaster (such as a major fire, flood or tornado). Having a critical staff person or project director quit or otherwise leave is not a natural disaster. If a critical person leaves, the grantee is responsible for notifying their DPS-OTS coordinator and working out a timeline by which duties, reports, and invoices will be resumed with him or her and obtaining that coordinator's written approval of the plan.

Grant Application Instructions

Responses to the RFP must be submitted as an application through the DPS [eGrants](#), grants management system. The application and [2026 Work Plan](#) must be completed in its entirety.

If you are new to the system click on the [New User link](#), on the [eGrants](#) log in page, fill out the form and save. Your request will be reviewed by DPS within a day or two. Instructions on how to use [eGrants](#) are located on the [eGrants](#) home page under Training Materials.

Complete the following sections in the application:

Grant Information and [2026 Work Plan](#)- Complete the Excel workbook and upload it into [eGrants](#). Complete the grant information such as the population of the jurisdictions served, number of eligible officers from each agency who have completed the required training or will have done so by the beginning of the grant, project director information, planned media activity, and plans for organizing meetings and briefings prior to high-visibility enforcement time periods.

The enforcement work plan will assist in creating an enforcement plan and budget. All law enforcement agencies in the grant should have input and agree to the enforcement plan prior to submitting the grant application.

Enforcement [2026 Work Plan](#)- (This is the Excel Document)

Performance Measures Tab

Complete all blue cells as indicated in the worksheet. Use the [County Population, VMT Behavioral Measures \(2020-2024\)](#).

Comparative Report Tab

Complete all blue cells as indicated in the worksheet. Use the Comparative Report table from ROAR to complete the "Prior Year Stops Per Hour." 2024 ROAR data will be used for the comparative report.

Impaired Driving, Seat Belt, Speed, Distracted, Move Over, Pedestrian Tabs

- Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.
- Step 2 – Enter the length of shifts, number of officers working each event and number of events.
- Step 3 – Verify that the number of hours per campaign are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.
- Step 4 – If applicable, enter the length of shifts for hours outside the Enforcement Calendar.

Optional Activities Tab

- Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded special projects shifts.
- Step 2 – Enter the length of shifts, number of officers working each event and number of events.
- Step 3 – Verify that the number of hours per campaign are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.
- Step 4 – To apply for equipment and training, place an "X" in the blue box indicating your choice of equipment or training, and type the estimated cost of the items.

Budget Tab

Information entered in the impaired driving, seat belt, speed, distracted, move over, pedestrian and optional activities tabs will automatically calculate the total amount requested. To create the final totals, fill in the blue cells for dispatch and time for the enforcement facilitator.

Certifications - Complete the form in eGrants

By submitting the application, the authorized representative for the applicant organization acknowledges that the following documents have been read in their entirety and acknowledges that the documents will be incorporated in the grant agreement if funds are awarded to the organization:

- 2026 Enforcement Request for Proposal
- Grant Program Guidelines (Attachment A)
- Terms and Conditions (Attachment B)
- Federal Audit Requirements (Attachment C)
- Program Manual
- Work Plan
- Budget

Agency Information - Complete the form in eGrants

The fiscal lead of the grant is the agency that is applying to enter into the grant agreement with the DPS-OTS and is the legal applicant responsible for fiscal oversight of the project.

Partner Agency Information - Complete the form in [eGrants](#)

Each partner agency must acknowledge the certifications and have an individual risk assessment. The completed forms must be uploaded before the grant agreement may be executed.

1. Upload a completed acknowledgement of [certifications form](#) for each partner agency.
2. Upload a completed [risk assessment form](#) for each partner agency.

Organization Financial Information - Complete the form in [eGrants](#)

This detailed section should be completed with information provided by your finance staff.

Entity SAM Snapshot - Your DPS-OTS Coordinator will complete this section.

A System for Award Management (SAM) registration is required for businesses to do federal contracting and for nonprofits to receive grants. The fiscal lead agency must be registered in the [sam.gov](#) website.

Budget

These budget amounts from the [2026 Work Plan](#) must be entered into the budget page in [eGrants](#). In [eGrants](#), there are two amounts to enter for each budget item. One is the budgeted amount and the other is the amount for match; funding provided by local agencies for costs not covered by the grant including mileage. Fill in a \$0.00 in the match line, however, you can report match during the quarterly invoicing process.

Once you complete one budget category, click the blue “Save” button on the top right corner. To add additional budget categories, click the blue “Add” button on the top location near the save button and enter the budget amount information and amount.

Budget Summary

This page is populated from the information entered the budget in [eGrants](#).

Signature Option

The DPS-OTS allows acceptance of grant agreements and amendments using several signature options. Indicate the type of signature you will use to sign the grant agreement if funds are awarded.

If the application is accepted, the applicant will be responsible for compiling information and submitting plans, reports, and invoices to the DPS-OTS.

Questions, Technical Assistance, and Information Sessions

Questions regarding the application and evaluation process must be directed to Shannon Grabow at shannon.grabow@state.mn.us, by 8 a.m. on Friday, Aug. 1. Answers to questions that are not specific to a proposal will be posted to the DPS-OTS Website within approximately three business days.

All prospective applicants are encouraged to attend an information session via Teams from **11 a.m.-12:30 p.m. on Thursday, July 24, 2025**. If prospective applicants cannot attend, the meeting recording will be posted to the OTS Website under [2026 enforcement program documents](#), by Friday, July 25.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 278 155 781 510 7

Passcode: pg69cP7w

Dial in by phone

[+1 651-395-7448, 509868522#](#) United States, Minneapolis

[Find a local number](#)

Phone conference ID: 509 868 522#

Join on a video conferencing device

Tenant key: mn@m.webex.com

Video ID: 117 257 515 7



City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Adopt Resolution Authorizing The Execution Of Traffic Safety Officer Grant

AGENDA: P&F Committee

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: John Davis, Police Chief, Tony
Runde, Deputy Police Chief

DEPARTMENT: Police

PRESENTER: Tony Runde, Deputy Police Chief

ESTIMATED TIME (MIN): 3 minutes

SUMMARY OF ISSUE: The 2025-2026 fiscal year for the Department of Public Safety (DPS) Office of Traffic Safety (OTS) Traffic Safety Officer (TSO) Grant begins October 1, 2025 and ends September 30, 2026. The Brainerd Police Department applied and has been awarded a TSO grant. DPS requires a resolution authorizing the Brainerd Police Department the authority to enter into the agreement and execute the grant.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The 2025–2026 Traffic Safety Officer (TSO) Grant provides reimbursement to the City of Brainerd for up to \$150,000 to cover salary, overtime, and fringe costs associated with officers performing TSO-related duties. TSO responsibilities include conducting targeted enforcement focused on speeding, seat belt and child safety seat violations, distracted driving, and impaired driving. The Grant gives the Brainerd Police Department flexibility to schedule TSO shifts at times that won't strain department resources or staffing. The Brainerd Police Department currently has three certified Drug Recognition Evaluators (DREs) who specialize in detecting impaired drivers. These officers will rotate through TSO assignments during the Office of Traffic Safety (OTS) fiscal year to ensure full utilization of the grant funding and maximize the effectiveness of the program.

RECOMMENDED ACTION/MOTION: Adopt a resolution authorizing the Police Chief the authority to execute the 2025 Traffic Safety Officer Grant

FINANCIAL IMPACT: Revenue from other governments up to \$150,000.

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

**RESOLUTION AUTHORIZING EXECUTION OF
THE TRAFFIC SAFETY OFFICER GRANT CONTRACT**

BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA, that the Brainerd Police Department is hereby authorized to enter into a grant agreement with the Minnesota Department of Public Safety, as specified in the Traffic Safety Officer grant contract during the period from October 1, 2025, through September 30, 2026, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

BE IT FURTHER RESOLVED the Police Chief of the Brainerd Police Department of the City of Brainerd is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Brainerd Police Department and to be the fiscal agent and administer the grant.

Adopted this _____ day of _____, 2025

Mike O'Day
President of the Council

Approved this _____ day of _____, 2025

Dave Badeaux
Mayor

ATTEST: _____
Nick Broyles
City Administrator

Request for Proposals - Federal Fiscal Year 2026

DWI Traffic Safety Officer

- **Open for Applications: July 22, 2025**
- **Application Due Date: August 15, 2025 at 4:00 PM**
- **Late responses will not be considered.**

Applications must be submitted to the Department of Public Safety Office of Traffic Safety (DPS-OTS) through DPS's eGrants system.

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Overview

The DPS-OTS has a mandate to promote the safety of those who use public roadways. The National Highway Traffic Safety Administration (NHTSA) provides federal funding to the DPS-OTS to design and implement Minnesota's highway safety program to reduce traffic crashes and the deaths, injuries, and property damage resulting from those crashes to fulfill this mandate. The DPS-OTS and NHTSA seek to support a traffic safety program

- to prevent injuries and deaths resulting from motor vehicles being driven in excess of posted speed limits,
- to encourage the proper use of occupant protection devices (including the use of safety belts and child restraint systems) by occupants of motor vehicles,
- to prevent injuries and deaths resulting from persons driving motor vehicles while impaired,
- to prevent crashes and reduce injuries and deaths resulting from crashes involving motor vehicles and motorcycles,
- to prevent injuries and deaths resulting from crashes involving school buses,
- to prevent crashes resulting from unsafe driving behavior (including aggressive or fatigued driving and distracted driving arising from the use of electronic devices in vehicles),
- to improve law enforcement services in motor vehicle crash prevention, traffic supervision, and post-crash procedures,
- to increase driver awareness of commercial motor vehicles to prevent crashes and reduce injuries and fatalities,
- to improve driver performance through
 - driver education,
 - driver testing to determine proficiency to operate motor vehicles, and
 - driver examinations (physical, mental, and driver licensing),
- to improve pedestrian performance and bicycle safety, and
- to provide for
 - an effective record system of crashes (including resulting injuries and deaths),
 - crash investigations to determine the probable causes of crashes, injuries, and deaths,
 - vehicle registration, operation, and inspection, and
 - emergency services.

NHTSA requires the DPS-OTS to develop performance measure targets in key traffic safety behavior areas and report yearly on progress toward achieving our goals. These performance standards measure the level of Minnesota's success in moving the bar Toward Zero Deaths.

Eligibility

Eligible applicants for this RFP are Minnesota city police departments, county sheriff's offices, University police departments and Native American Tribal police agencies with a compliment of at least 15 sworn peace officers. Private companies and organizations are not eligible. Agencies applying must utilize the state's e-Charging platform for processing impaired drivers and the selected officer or deputy must utilize the Real-time Officer Activity Reporting (ROAR) logs. *Because OTS is a data-driven agency, applying law enforcement agency must have an established procedure in place to update MnCrash reports with impaired driving test results.* This information will assist OTS with prioritizing funds and projects and allow for better information to employ best practices.

County Population, VMT and Behavioral Measures from 2019-2023 crash data will be used to identify counties with the greatest need for FFY26 DWI/TS Officer grant funds. For greater impact in preventing traffic-related serious injuries and deaths, applications from counties with traffic deaths and serious injury yearly averages that are at or above 2019-2023 state averages will be given additional consideration. Agencies within the three worst alcohol related fatal and serious injury crash counties (currently Hennepin, Ramsey and Dakota Counties) may apply for a second, separate grant and utilize a second officer or deputy to increase the potential impact for reducing those crashes. Agencies receiving a second grant must also fill the second DWI TSO's previous agency position to maintain a full complement of officers. Preference will be given to include as many qualifying agencies as possible before awarding an agency a second grant. The OTS grants manager MUST be notified if the assigned DWI TSO will be away from enforcement duties for more than 14 consecutive days.

Training Requirements

Officers and Deputies working enforcement activities funded by this grant must have at least 2 years-experience as a licensed peace officer and shall have completed the following training prior to working:

- IACP's 16-hour Standardized Field Sobriety Testing (SFST) course
- IACP's Advanced Roadside Impaired Driving Enforcement (ARIDE)

Refreshers

Officers who last completed an SFST course of any kind before January 1, 2020, must complete an SFST Update class, the online ARIDE course by January 1, 2025.

ARIDE Online

This course will instruct officers on the difference between alcohol and drug impaired drivers; how they are detected and what can be expected. Officers will learn the observable signs of seven major drug categories, medical conditions that mimic drug influence, and what they will see when they encounter drivers under the influence of specific drugs. This course may be used as ARIDE refresher.

- Course access instructions
- Frequently asked questions.

If officers in your agency are unable to satisfy these training requirements, contact your DPS-OTS enforcement grant coordinator to request an exception. Potential reasons for exceptions include (but not limited to):

- Training is not available within a reasonable travel distance
- Low staffing levels
- Reduced training budget

The Office of Traffic Safety strongly supports enhanced traffic enforcement training. Given the current challenges several law enforcement agencies are facing, we realize these training requirements may prevent some officers from working grant-funded shifts during a time that traffic enforcement is needed more than ever. Any exception to the training requirements will only be for this federal fiscal year.

The DWI/TS Officer/Deputy time for SFST, ARIDE, and their updates will be a reimbursable cost under this grant. Training time for DMT operation/update, DRE certification and phlebotomy certification will be reimbursed under this grant. DWI TSO that are instructors for SFST, ARIDE and/or DRE may submit training time for instruction of those courses.

Allocating Time

Straight Time – Shift time the DWI TS Officer spends working dedicated to impaired driving enforcement. This includes administrative time to process arrests, attend meetings & roll call, etc. This does not include time (beyond 15 minutes) to assist another officer.

15-Minute Rule – If a DWI TS Officer backs up a law enforcement partner during a call for service, which exceeds 15 minutes, the DWI TS Officer must close their ROAR log. A new log must be created when the DWI TS Officer returns to their grant-related duties. When the time exceeds fifteen successive minutes, it is an unallowable grant expense.

Overtime – will be included if it was required to complete a DWI TS Officer shift, (e.g., the DWI TS Officer is in the process of charging someone at regular shift ending time and needs to continue to work to complete the procedure, including reporting writing, property security, etc.). Overtime will not be allowed simply to use unspent funds.

Court time – is an acceptable use of funds for the agency's acting DWI TS Officer to attend court time outside of normal work schedules as long as it pertains to an incident that took place during the DWI TS Officer's tenure in this project.

SFST & ARIDE training – Time for the DWI TS Officer to take required training to remain eligible to work enforcement activities.

Training – any training that is mandated for licensure and/or is required of all sworn personnel assigned to the agency's patrol division will be reimbursed.

Leave time – sick leave and vacation earned prior to the beginning of a DWI TS Officer's assignment to this project cannot be paid for with grant funds. Leave time accrued after the DWI TS Officer's tenure begins for this project are eligible for reimbursement. The OTS grants manager **MUST** be notified if the DWI TSO will be away from this project's enforcement duties for more than 14 consecutive days. An alternate DWI TSO may have to be assigned to complete the grantee's obligation to the grant agreement.

Compensatory time (comp time) may be reimbursed with grant funds – The use of compensatory time may occur only if the compensatory time off was accrued as overtime while working on this project and must be used in the FFY quarter in which it was earned. Compensatory time earned during activity unrelated to this project will not be allowed.

Community Education and Outreach – Up to six hours each month for community outreach and media opportunities are an allowable expense provided the DPS-OTS Grant Manager is consulted and gives approval.

OTS Required Meetings – Time for the DWI TS Officer to attend OTS required meetings requested by the DPS-OTS Grant Manager are reimbursable.

Administrative Leave – Critical incidents resulting in the agency's policy mandated administrative leave will be agency funded. If the incident occurs during the course of the DWI TS Officer's shift, the time will be reimbursed for that shift, however, the administrative time off will be agency funded. Critical incidents are Injury on Duty (IOD), Officer Involved Shooting (OIS), Internal Affairs Investigations, etc.

Family Medical Leave Act (FMLA) and Maternity or Paternity leave will not be covered by this project and will be agency funded.

Reporting and Invoicing

Invoices and Progress Reports are required to be submitted via E-grants to the OTS on the following schedule:

- Jan. 19, 2026: All project activity between Oct. 1 and Dec. 31, 2025
- April 20, 2026: All project activity between Jan. 1 and March 31, 2026
- July 20, 2026: All project activity between April 1 and June 30, 2026
- Oct. 19, 2026: All project activity between July 1 and Sept. 30, 2026

Invoices will not be processed until Progress Reports are successfully reviewed and approved.

Final Report Requirement

A final report provides a summary of grant activity during the federal fiscal year. The final report is due Oct. 19, 2026.

Enforcement Directives

The 2023 Minnesota Motor Vehicle Crash Facts data shows the hours between 5:00 p.m. and 5:00 a.m. as having the highest concentration of alcohol-related crashes. To generate the greatest impact the DWI TS Officer's work shift must be between the hours of 2:00 p.m. and 6:00 a.m. The DWI TS Officer must be a traffic safety minded officer or deputy who will conduct enforcement of the dangerous driving behaviors of speeding, seat belt use, and distracted driving with a focus on impaired driving, throughout the grant period. The DWI TS Officer is expected to focus enforcement to coincide with the enforcement waves during the events high-lighted on the over-time funded Enforcement Calendar. The DWI TS Officer will be required to be on active patrol a minimum of two Fridays and two Saturdays per month as part of the DWI TS Officer's impaired driving enforcement. The OTS encourages the DWI TS Officer to wear a High Visibility Enforcement safety vest during patrol activities. The OTS encourages the DWI TS Officer (when on duty) participate alongside officers engaged in Enforcement Grant activities within the DWI Officer's home county. *NOTE: The grant funding covers personnel only, equipment will not be included with the 2026 DWI Officer Grant.*

The following days are required to be worked, unless the DWI officer is on paid leave:

- October 31, 2025 (Halloween)
- Wednesday, November 2, 2025 (Thanksgiving eve)
- December 31, 2025 (New Year's Eve)
- February 8, 2026 (Super Bowl Sunday)
- March 13, 14 or 17, 2026 (St. Patrick's Day)
- May 9, 2026 (MN Fishing Opener)
- July 4, 2026 (Independence Day)

Available Funding

Funding will be allocated through a competitive process with review by a committee representing content and community specialists with regional knowledge. We expect to announce selected grantees in one week of application deadline, August 22, 2025. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed and the grant has reached its effective date.

Amount of Grant Funds

Total Amount of Funding Available

\$3,390,000.00

Grant Size and Scope

Grant will be limited to \$150,000.00 per award.

Type of Federal/State Funds

Funding provided by NHTSA includes the following types of funding:

- Section 164AL & 164DG – Impaired Driving (CFDA # 20.608)
For impaired driving enforcement.
- Section 402 PT – Police Traffic Services (CFDA # 20.600)
For speed, distracted and move over enforcement. These funds can also be used to support other campaigns as needed when approved by the DPS-OTS grant coordinator.

Approximate number of grants intended

23

General Funding Rules

DWI TS Officer salary, including OT and fringe while performing duties related only to this grant. Some leave time and training time will also be reimbursed.

Funding Match

Expenses that are paid for with state, county, municipal and/or private funding demonstrate a vested interest and commitment to the program and should be reported, however, matching funds are not a requirement for the grant. Agencies should claim matching funds such as: assisting agency personnel outside of the DWI TSO duties, administrative time and operating expenses in the form of mileage.

TZD Conference

The TZD Conference is a highly recommended forum for sharing information on best practices in engineering, enforcement, education and emergency medical/health services and for identifying new approaches to reducing the number of traffic fatalities and life-changing injuries on Minnesota's roads. The conference will be held Oct. 21-22, 2025, in Prior Lake, Minnesota. More information will be posted to the TZD Conference page as it becomes available. Attendees are responsible for registering themselves for the conference. Further instructions on how to register for the conference will be available closer to the date.

Hotel reimbursement:

Hotel costs should be covered by the agency you work for; however, the DPS-OTS will offer scholarships for individuals whose agency is not able to cover hotel costs and who work farther than 65 miles from the Mystic Lake Convention Center in Prior Lake. The scholarship will cover up to two nights of lodging. To be considered for a scholarship, complete the TZD Hotel Scholarship application on the TZD Conference page. Scholarship applications will open Aug. 1, 2025, and close on Sept. 18, 2025. Applicants will be notified by Jackson Piper from the Center for Transportation Studies, of their scholarship status by Sept. 25. An executed grant agreement is not necessary to apply.

If you receive a hotel scholarship, no further action is necessary. Hotel reservations will be made by the conference planning committee. If you are not planning to stay in the hotel, or you are only staying for one of the two nights, you must inform Jackson Piper, piper129@umn.edu. If he is not notified, you will be responsible for the cost of the paid hotel room that was not used.

TZD Conference registration fee:

The TZD Conference registration fee is \$150.

Collaboration

Grantees are required to meet (either in-person or virtually) with their DPS-OTS grant coordinator at the beginning of the grant year to plan grant activities. Quarterly meetings, at a minimum, provide an opportunity to review grant activity, discuss ways of improving the program and plan activity. It encourages partners to take ownership of the program and may stimulate new ideas for saving lives on Minnesota's roadways.

Multi-organization collaboration is welcome, especially if neighboring agencies are awarded grants.

Problem Identification

The State submits an Annual Grant Application (AGA) to the National Highway Traffic Safety Administration (NHTSA). The document contains the State's highway safety program that is data-driven in establishing performance targets and selecting the countermeasure strategies, planned activities and projects to meet performance targets. The AGA includes a description of the data sources and processes used by the State to identify its highway safety problems.

State and County Crash Data

Review County Population, VMT Behavioral Measures (2020-2024). This will help to determine your enforcement needs. If your county's data differs from statewide data, contact your grant coordinator to discuss changes to your work plan.

Occupant Protection

- In the past five years (2020-2024), 1,476 motor vehicle occupants died on Minnesota roads. Of those fatalities, 483 (33%) did not use their seat belt.
- Of occupants who were ejected from their vehicle and killed, 70% were unbelted
- Recent year-over-year unbelted trends among motor vehicle occupants killed in traffic crashes have been mixed:
 - 2024 was up 1.5% from 2023
 - 2023 was down 6.9% from 2022
 - 2022 was down 20.9% from 2021

- Unbelted fatalities occur almost equally between daytime/sunrise (52.5%) and sunset/nighttime (47.5%).
- Of MVO fatalities occurring at nighttime, 37% were unbelted.
- Seatbelt usage is higher in daytime hours.

Killed MVOs by Belt Status and Light Condition (2020-2024)

Belt Status	Daytime/Sunrise		Nighttime		Dusk		Dawn		Total			
	Count	%	Count	%	Count	%	Count	%	Count	%		
Not Used	231	28.0%	19	63.3%	21	42.9%	205	37.3%	7	50.0%	483	32.9%
Unknown	129	15.6%	1	3.3%	4	8.2%	116	21.1%	4	28.6%	254	17.3%
Used	465	56.4%	10	33.3%	24	49.0%	228	41.5%	3	21.4%	730	49.8%
Total Count		825	100.0%	30		3.6%	349		42.3%	1,206		146.9%

Selection Criteria and Weight

Each application will be reviewed by a team at the DPS-OTS. The review committee will review each applicant on a 100-point scale. (Coordinators can make this more or less than a 100-point scale based on criteria.) Items that will be evaluated in the review process include:

- Problem Identification (40/100)
- Local Entity (Political Subdivision) (10/100)
- Performance measures outlined in the work plan (15/100)
- Past grant performance if/when applicable (15/100)
- Additional program-specific criteria (15/100)
- Diversity, equity, and inclusion in grantmaking (5/100)

Negotiations on applications may occur; clarification may be needed, hours, plans, or budgets may be modified.

Review Process and Timeline

Once the applications are submitted in [eGrants](#), the review committee has approximately 1 week to evaluate the grant applications and will respond via email to the applicant no later than Friday, August 22, 2025.

Award Requirements and Grants Management Responsibilities

Public Data

Per [Minnesota Statutes 13.599](#):

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [Minnesota Statutes 13.37](#)) will be public data after the evaluation process is completed. For the

purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

- All data created or maintained by DPS-OTS as part of the evaluation process (except trade secret data as defined and classified in Minnesota Statutes 13.37) will be public data after the evaluation process is completed. For the purposes of this grant, Data will be considered public when all the grant contract agreements have been fully executed.

Pre-award Risk Assessment and Financial Review

In accordance with Minnesota Statutes 16B.981 and OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees, it is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants of \$50,000 or more.

Grant Contract Agreements

Each applicant must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the State's Authorized Representative has notified the Grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

If a resolution is required to execute a grant contract agreement, the applicant must provide the DPS-OTS with a resolution from the appropriate city council or county board authorizing its participation in the program. The applicant must obtain a resolution from their city council or county board authorizing them to participate in the grant and indicate who is authorized to sign the grant agreement unless the officials below are signing the grant agreement:

- Statutory Cities - Mayor and City Clerk
- Counties - Board Chair and Clerk of the Board
- Tribal Nations – Tribal Board Chair

The sample resolution will ensure acceptability by DPS-OTS and quicker processing of awarded grants. Including a grant dollar amount in the resolution will cause problems if the amount awarded is different than the amount requested. If your council or board requires a specific amount, include "or a lesser amount as awarded by the Department of Public Safety" added after the amount is specified. Including the proper name of an authorized official, rather than just a title, will cause problems if the person in that position or office changes. If your council or board requires a specific name as well as title, include "or (his or her) successor (on staff or in office)" added after the name is specified.

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant contract agreement have been met.

Reporting requirements are those agreed upon terms in the Work Plan that was approved by OTS. All projects require a final report as described in the Work Plan that was approved by OTS.

At minimum quarterly invoices and progress reports are required to be submitted to the OTS on the following schedule at minimum. A report of no activity must be submitted in lieu of progress report if no activity has been completed.

The reporting schedule will be:

- Monday, Jan. 19, 2026: All project activity between Oct. 1 and Dec. 31, 2025
- Monday, April 20, 2026: All project activity between Jan. 1 and March 31, 2026
- Friday, July 17, 2026: All project activity between April 1 and June 30, 2026
- Monday, Oct. 19, 2026: All project activity between July 1 and Sept. 30, 2026
- Final Report Requirement, Oct 19, 2026: Providing a summary of the fiscal year.

Grant Monitoring

Minnesota Statutes 16B.97 and OGM Policy 08-10 Grant Monitoring require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher;
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher; and
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

Subcontractors or Partner Agencies in a Grant

If an applicant has subcontractors or partner agencies, the following process must be completed in addition to the certifications and Organization Financial Information section located in the application in eGrants. Subcontractors and partner agencies must be in good standing to do business in the state of Minnesota and must not be suspended or debarred from doing work with the state of Minnesota.

Certifications

Program guidelines, terms and conditions, and federal audit requirements must be distributed and acknowledged by all partner agencies (i.e., subcontractors and sub-grantees) receiving federal funds. The applicant must send the Subcontractor/Partner Agency Certifications form to each partner agency prior to completing the eGrants, portion of the application. The Partner Agency Certifications form includes the following documents:

- Program Guidelines
- Terms and Conditions
- Federal Audit Requirements

The grant application can be submitted prior to the Subcontractor/Partner Agency Certifications forms being uploaded into eGrants, however, the grant agreement cannot be executed until all forms have been completed and uploaded.

Risk Assessment

Each applicant receiving federal funds must complete a risk assessment for the purpose of documenting potential negative events and assessing the likelihood of occurrence and severity so that DPS-OTS can decide whether or not to establish internal controls to mitigate the risk. The applicant must complete the Subcontractor/Partner Agency Risk Assessment form for each partner agency and upload them into eGrants.

The grant application can be submitted prior to the Subcontractor/Partner Agency Risk Assessment forms being uploaded into eGrants, however, the grant agreement cannot be executed until all forms have been completed and uploaded.

Termination of a Grant

A grant may be cancelled by the DPS-OTS if any of the following occur:

- The grantee failed to have activity during a complete quarter unless approved in advance by the DPS-OTS grant coordinator.
- The Financial Status Reports (invoices) were submitted one month late at least two times during the grant year unless the grantee was given prior approval from the DPS-OTS coordinator.
- Two Financial Status Reports were submitted that included ineligible costs.
- Other breaches of laws, requirements, rules or procedures by the grantee.

A grantee is responsible for letting the DPS-OTS coordinator know whenever the project director will be away from work for fourteen consecutive days or more and for providing the coordinator with contact information on an interim project director during that time.

These rules will not be in effect in the case of a grantee affected by an emergency or natural disaster (such as a major fire, flood or tornado). Having a critical staff person or project director quit or otherwise leave is not a natural disaster. If a critical person leaves, the grantee is responsible for notifying their DPS-OTS coordinator and working out a timeline by which duties, reports, and invoices will be resumed with him or her and obtaining that coordinator's written approval of the plan.

Grant Application Instructions

Responses to the RFP must be submitted as an application through the DPS eGrants, grants management system. The application and 2026 Work Plan DWI TSO Work Plan must be completed in its entirety.

If the application is accepted, the applicant will be responsible for compiling information and submitting plans, reports, and invoices to the DPS-OTS.

Complete the following sections in the application:

Work Plan

Applying agencies will be required to complete a Work Plan provided within the eGrants application platform. The work plan will consist of three required fields, Performance, Required Statistics and Budget.

Performance

The performance tab should include agency goals for the DWI TSO to reach during FY26. NHTSA has established countermeasure metrics of Impaired Driving Arrests, Stops per Hour, Number of Vehicles Towed, Total Number of Custodial Arrests stemming from traffic stops (DWIs + other offenses) and Number of DAR/DAS/DAC citations/arrests. Applying agencies should consider attainable, but lofty goals for their DWI TSO to reach. Explanation will be required for agencies reducing goals from previous grant periods.

Required Statistics

Required statistics will be an agency's and the potential DWI TSO's traffic enforcement statistics during State Fiscal Year (SFY) 2024 (July 1, 2024 through June 30, 2025). Agency records should be used to identify the agency's and the potential DWI TSO's average stops per hour, DWIs issued (verified with eCharging), number of DAR/DAS/DAC enforcement actions and the total number of arrests stemming from a traffic stop. Additionally, applying agencies will be required to provide citation data from enforcement waves occurring during SFY2024 for seat belt, speed and distracted driving campaigns. This data will be pulled out of the Real-Time Officer Activity Reporting (ROAR) system.

Work plan targets should be realistic and subject to on-going progress monitoring. All grantees are expected to meet stated targets in the NHTSA identified metrics listed in the work plan. Additional evaluation will be made focusing on the applicant agency's efforts towards other dangerous driving behaviors, namely speed, belt/restraint use and distraction. Reapplying agencies with more than 20% reduction in these goals from past applications will not be considered for FY26.

Budget

The budget section should include the estimated number of hours the potential DWI TSO is expected to work on this project (full-time is considered 2080 hours) and an estimate of over-time hours. Applying agencies will also need to provide the potential DWI TSO's pay rate and fringe rates for straight time and over-time.

Entity SAM Snapshot - Your DPS-OTS Coordinator will complete this section.

A System for Award Management (SAM) registration is required for businesses to do federal contracting and for nonprofits to receive grants. The fiscal lead agency must be registered in the sam.gov website.

Agency Policies

Applicant agencies must submit their current policies for seatbelt use and cellular phone use while operating a motor vehicle. The policies will be uploaded into eGrants.

Budget

These budget amounts from the work plan must be entered into the budget page in e-Grants. In e-Grants, there are two amounts to enter for each budget item. One is the budgeted amount and the other is the amount for match; funding provided by local agencies for costs not covered by the grant including mileage. *Fill in \$0.00 in the match line, but you will still be able to report match during the quarterly invoicing process.*

Budget Summary

This page is populated from the information entered into the budget in eGrants.

Signature Option

The DPS allows acceptance of grant agreements and amendments using signature options. Applying agencies should select the Print, sign, scan and upload the document into E-Grants or Sign using a digital signature and upload the document into E-Grants.

Questions, Technical Assistance, and Information Sessions

Questions regarding the application and evaluation process must be directed to Duane Siedschlag at [\[duane.siedschlag@state.mn.us\]](mailto:duane.siedschlag@state.mn.us), by 8:00 a.m. on August 6, 2025. Answers to questions that are not specific to a proposal will be posted to the DPS-OTS Website within approximately three business days.

All prospective applicants are encouraged to attend an information session.

Microsoft Teams [Need help?](#)

Join the meeting now

Meeting ID: 268 294 040 188

Passcode: Zv2XB9YJ

Dial in by phone

+1 651-395-7448,,664488763# United States, Minneapolis

[Find a local number](#)

Phone conference ID: 664 488 763#

Join on a video conferencing device

Tenant key: mn@m.webex.com

Video ID: 115 420 164 7

[More info](#)



City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Discussion of Misdemeanor Prosecutor Agreement

AGENDA: P&F Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Administration

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: The current agreement with Severson Porter for misdemeanor prosecution services expires December 31, 2025. The Joint Prosecution Services Agreements with Nisswa and Baxter also are set to expire at the end of the year.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The City did an RFP in 2019 and had two firms who responded. Both firms were interviewed and Severson Porter was selected to fulfill the existing agreement with Matt Mallie (through December 31, 2022) who was appointed to be a judge. The Council then authorized a three-year contract with Severson Porter in November 2022 for services through December 31, 2025.

The Severson Porter contract is contingent upon the Cities of Brainerd, Baxter, and Nisswa executing a Joint Prosecution Services Agreement. Staff from all three cities have been satisfied with the services provided by Severson Porter, and discussion among the Police Chiefs is that there is interest in renewing the Joint Prosecution Agreements and the contract with Severson Porter.

The 2025 cost for misdemeanor prosecution services is \$233,171. The agreements with Baxter and Nisswa are based on a rolling 3-year average of the number of hours for 7/1/2021-6/30/2024. Baxter and Nisswa's shares are 33.60% and 7.62% respectively, plus they pay a 5% administration fee on their respective shares which total \$100,928.

RECOMMENDED ACTION/MOTION: Authorization for Staff to enter into negotiations with Severson Porter for a 3-year contract, and with the Cities of Baxter and Nisswa for a 3-year Joint Prosecution Services Agreements.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Discussion of Rate/Plan Design Study for Sanitary and Storm Sewer

AGENDA: P&F Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Mike Habighorst, Public Works
Director, Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: The City Council did a rate study/plan design for the sanitary and storm sewer funds in 2023, establishing rates for 2024 and 2025. With updates to the 5-year capital improvement plan, Staff is seeking council's approval to complete another rate study. The storm sewer fund has had a negative cash balance at the end of the year, for the last 2 years, and projected to be negative over the next 5 years even with bonding for the 2025 construction costs. The sanitary sewer fund is projected to have a negative cash balance at the end of 2027.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The City has used Utility Financial Solutions (UFS) for previous rates studies (2016 and 2023, as well as a review in 2017 and 2018). This is the same company used by the Utility Commission for rates studies. UFS staff that did the rate study is based out of Michigan, but UFS has offices throughout the United States and internationally. UFS team members are recognized instructors and speakers at seminars, classes and for the top utility agencies and professional associations, including the APPA (American Public Power Association) and AWWA (American Waste Works Association).

The last rate study cost \$12,100, with \$6,910 for sanitary, and \$5,190 for storm. Staff feels that rate studies should not be done in-house. UFS for example, looks at three different targets - debt coverage, optimal operating income, and minimum cash reserves when performing the rate study.

Staff would like to continue to work with UFS since they work with the public utilities department and UFS is also familiar with the unique system in Brainerd. Staff is seeking Council direction on doing a rate study and if so, Staff would seek out a quote from UFS or another professional organization and bring back to Council.

RECOMMENDED ACTION/MOTION: Authorization to get a quote from UFS for a rate/plan design study and bring back to Council for authorization to enter into the service agreement.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Direction on PILOT Contribution from Public Utilities

AGENDA: P&F Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Administration

PRESENTER: Danny Loch, Finance Manager, Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE: In response to the Council's request, staff evaluated alternatives to the current Payment in Lieu of Taxes (PILOT) structure. At present, PILOT is calculated using a mill rate method, which has historically provided consistent revenues to the City. However, declining electrical consumption trends—driven by conservation requirements under Minnesota statutes—are expected to reduce the effectiveness of this approach over time.

The purpose of these PILOT payments are made by publicly owned utilities to their local governments in place of property taxes. Since municipal utilities are exempt from property taxation, these payments serve as a fair contribution toward funding essential city services such as police, fire protection, streets, and general government operations. PILOT ensures that the utility supports the community in which it operates, similar to how a private utility or business would contribute through property tax obligations. The largest and most widely accepted justification for PILOT payments continues to be this tax-equivalency model. Though this calculation has not been done, the City is anticipated to be receiving more benefit to-date from the tax equivalency basis calculation.

At the American Public Power Association (APPA) Business and Finance Conference held this week, Utility Financial Solutions (UFS), the City's rate advisor, highlighted shifting concerns related to PILOT contributions. Utilities across the country are facing growing challenges and scrutiny of PILOT transfers, particularly where PILOT is heavily relied upon to fund general government operations. UFS emphasized that over-reliance on PILOT can place financial strain on utilities, especially as they plan for major infrastructure investments, meet conservation mandates, and maintain strong financial positions. This reinforces that while PILOT payments are important for supporting the City, they must be grounded in the defensible principle of property tax equivalency to maintain credibility and withstand outside challenges.

A shift to a percentage-of-revenue calculation has been suggested as a more sustainable model, aligning PILOT payments with utility financial performance rather than volumetric consumption. This method would also provide predictability for both the city and the utility, ensuring payments adjust proportionally to changes in revenues.

Year	Revenues (Estimated)	PILOT – Mill Rate Method	PILOT – % of Revenues	Variance from Previous Year
2024 (Audited)	\$26,775,553	\$768,245	—	—
2025 (Est.)	\$27,188,966	\$750,950	—	-\$17,295
2026 (Est.)	\$26,800,000	—	3% = \$804,000	+\$53,050
2027 (Est.)	\$27,336,000	—	4% = \$1,093,440	+\$289,440
2028 (Est.)	\$27,882,720	—	5% = \$1,394,136	+\$300,696

Assumes approximately 2% annual revenue growth after 2026.

The Electric Department is entering a period of significant capital investment over the next three years. These primary investments include bucket truck replacements and the turbine project at the hydro generation facility and the increased costs of the replacement and maintenance of the distribution system and transformer costs. Staff note that while a percentage-of-revenue model creates stability for the City, higher PILOT obligations must be balanced against the utility's ability to fund major capital projects and maintain strong financial metrics.

At the most recent Council budget presentation (the 2024 presentation), staff outlined rate adjustments of 1% to 3% annually over the next five years to address capital expenditures, prior to any consideration of changes to PILOT. If the Council adopts the proposed transition to a percentage-of-revenue PILOT, those projected increases would likely shift to approximately 2% to 4% annually. A comprehensive rate study would be required to confirm the actual impact and ensure that rates remain sufficient to cover both capital needs and the revised PILOT obligation.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff are seeking Council guidance on the potential transition from a mill-rate PILOT to a percentage-of-revenue PILOT, phased from 3% in 2026 to 5% in 2028. Key considerations for Council discussion include:

- Balancing City revenue needs with the Utility's financial sustainability and capital plans
- Incorporating industry guidance that emphasizes the defensible tax-equivalency basis of PILOT
- Understanding potential impacts on utility rates, which may increase by 2% to 4% annually under the proposed PILOT change
- The need for a future rate study to verify impacts before finalizing any adjustments

An additional conversation item or data point is that the utility also pays for a share of the HR department and 10% of the administrator's salary as determined at the last budget cycle. For 2025 this amount is estimated to be \$106,700. Arguments could be made then that this is or is not a PILOT contribution.

RECOMMENDED ACTION/MOTION:

Staff recommend the Council provide direction on whether to pursue further evaluation and potential adoption of a percentage-of-revenue PILOT approach.

FINANCIAL IMPACT: UNK



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 adviable 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](#)

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

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

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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](#)

You don't often get email from clintonr@janesvillemn.gov. [Learn why this is important](#)

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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](#)

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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](#)
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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

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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

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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 15, 2025

TITLE OF ITEM: Approve Change Order #1 - Imp 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: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached is a Change Order #1 request for the TH 371B/Willow Street Roundabout project. This change order reflects several changes that were necessary. First, were some additional grading revisions needed as a result of underground utility work and realignment. Second, some reduction to water utility work with changes to water services are needed. Finally, some revisions to the storm sewer system are needed for constructability. Staff is recommending approval of Change Order #1.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The grading and part of the storm sewer change order work is MnDOT's portion of the work, resulting in an increase on their cost of approximately \$41,113.43. The City's portion of the work includes reduction in the water and some of the storm sewer costs. The City's portion of the change order is a reduction of \$1,068.50. The net total of Change Order #1 in the amount of \$40,044.93.

RECOMMENDED ACTION/MOTION: Staff recommends approval of Change Order #1 for the TH 371B/Willow Street Roundabout Project.

FINANCIAL IMPACT: \$40,044.93 (split with MnDOT and City)



SP/SAP(s)	108-070-001; 108-124-009	MN Project No.:	HSIP-CRP 1825(065)	Change Order No.	1
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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 \$		\$40,044.93	

SECTION 1 – GRADING REVISIONS – TH 371B STA. 202+20 – STA. 204+40

Issue: The Engineer has determined the Contract needs to be revised in accordance with specification 1402.5 - Extra Work.

In addition, the Engineer has determined the Contract needs to be revised in accordance with specification 19.01.1 – (P) Quantity changes and adjustments documentation.

As a result of the substantial private utility relocations, the required realignment of the existing water distribution system, and the installation of storm sewer facilities within the limits of Station 202+20 to Station 204+40, the Engineer has determined that the design intent reflected in Inset D on Sheet 13 of the Conformed Construction Plans, which contemplated leaving the existing sub-cut section in place, is not practicable. This determination is based upon the foreseeable risk of significant soil contamination arising during the construction of the underground improvements, rendering the original plan infeasible and necessitating a modification to the Work.

SECTION 2 – WATER DISTRIBUTION REVISIONS – WILLOW STREET

Issue: The Engineer has determined the Contract needs to be revised in accordance with specification 1402.5 - Extra Work.

The Engineer has determined that the removal and replacement of the existing water service at 622 Willow Street, originally included as part of the water distribution work on Willow Street, shall be omitted from the Work. This determination is based on the fact that the subject property is served by an existing connection from South 7th Street, located south of Willow Street.

Furthermore, the Engineer has determined that the existing water service line serving Speedway at 1223 South 6th Street requires modification from the originally specified 1-inch service line connection to a 2-inch service line connection. The required modification includes the installation of a new 2-inch corporation stop, 2-inch curb stop and box, and 2-inch type K copper piping. This revision is necessary to properly match the existing 2-inch service line at this location.

SECTION 3 – STORM SEWER REVISIONS – STRUCTURES 5410, 5201, 5202, AND 5203

Issue: The Engineer has determined the Contract needs to be revised in accordance with specification 1402.5 - Extra Work.

The Engineer has determined that modifications to the proposed storm sewer system are required as a result of conditions identified during the shop drawing review process. Such modifications include the revision of Structure 5410 from a 48-inch manhole structure to a 60-inch manhole structure, together with adjustments to the invert elevations and structure heights for Structures 5102, 5202, and 5203. These revisions are necessary to ensure conformity with the reviewed submittals and to maintain the functionality and constructability of the storm sewer system.

SP/SAP(s)	108-070-001; 108-124-009	MN Project No.:	HSIP-CRP 1825(065)	Change Order No.	1
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Resolution:

1. GRADING REVISIONS – TH 371B STA. 202+20 – STA. 204+40

The Contractor shall salvage and reinstall the existing recycled concrete base and select granular embankment for reuse following completion of the underground utility installations and private utility relocations. The salvaged materials shall be placed upon new Geotextile Fabric Type 7, with the existing geotextile fabric removed during salvaging operations.

This resolution is required as a result of substantial private utility relocations, the realignment of the existing water distribution system, and the installation of storm sewer facilities within the limits of Station 202+20 to Station 204+40. The Engineer has determined that the original design intent, as reflected in Inset D on Sheet 13 of the Conformed Construction Plans, which contemplated leaving the existing sub-cut section in place, is not practicable. This determination is based on the foreseeable risk of significant soil contamination during construction of the underground improvements, thereby rendering the original plan infeasible and necessitating a modification to the Work.

2. SECTION 2 – WATER DISTRIBUTION REVISIONS – WILLOW STREET WATER DISTRIBUTION SYSTEM

The Contractor shall omit from the Work the removal and replacement of the existing water service at 622 Willow Street, as the subject property is served by an existing connection from South 7th Street, located south of Willow Street.

In addition, the Contractor shall modify the existing water service line serving Speedway at 1223 South 6th Street from the originally specified 1-inch service line connection to a 2-inch service line connection. This modification shall include the installation of a new 2-inch corporation stop, 2-inch curb stop and box, and 2-inch Type K copper piping, to properly match the existing 2-inch service line at this location.

3. SECTION 3 – STORM SEWER REVISIONS – STRUCTURES 5410, 5201, 5202, AND 5203

The Contractor shall revise Structure 5410 from a 48-inch manhole structure to a 60-inch manhole structure. The Contractor shall also adjust the invert elevations and structure heights for Structures 5201, 5202, and 5203. These modifications shall be performed to conform with the reviewed shop drawing submittals and to ensure the functionality and constructability of the storm sewer system.

Entitlement: Payment for this work will be at: Contract Unit Prices and 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 \$
SECTION 1 - GRADING REVISIONS – TH 371B STA. 202+20 – STA. 204+40						
1	2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)*	CU YD	\$15.40	(69)	(\$1,062.60)
1	2106.607	SALVAGE RECYCLED CONCRETE BASE (EV)	CU YD	\$10.85	367	\$3,981.95
1	2106.607	SALVAGE SELECT GRANULAR EMBANKMENT (EV)	CU YD	\$10.85	652	\$7,074.20
1	2106.607	INSTALL SALVAGED SELECT GRANULAR EMBANKMENT (CV)	CU YD	\$15.40	652	\$10,040.80
1	2108.504	GEOTEXTILE FABRIC TYPE 7	SQ YD	\$3.12	1,469	\$4,583.28



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.	1	
1	2211.607	INSTALL SALVAGED RECYCLED CONCRETE BASE (CV)	CU YD	\$32.90	367	\$12,074.30
1	2211.607	AGGREGATE BASE (CV) CLASS 6 (P)*	CU YD	\$32.90	(355)	(\$11,679.50)
Subtotal Section 1						\$25,012.43
SECTION 2 – WATER DISTRIBUTION REVISIONS – WILLOW STREET						
5	2104.502	REMOVE CURB STOP AND BOX*	EACH	\$233.00	(1)	(\$233.00)
5	2104.503	REMOVE WATER SERVICE PIPE*	LIN FT	\$6.20	(41)	(\$254.20)
5	2504.602	CONNECT TO EXISTING WATER SERVICE*	EACH	\$506.74	(1)	(\$506.74)
5	2504.602	1" CORPORATION STOP*	EACH	\$621.14	(2)	(1,242.28)
5	2504.602	2" CORPORATION STOP	EACH	\$1,660.00	1	\$1,660.00
5	2504.602	1" CURB STOP AND BOX*	EACH	\$1,067.99	(2)	(\$2,135.98)
5	2504.602	2" CURB STOP AND BOX	EACH	\$1,890.00	1	\$1,890.00
5	2504.603	1" TYPE K COPPER PIPE*	LIN FT	\$43.33	(60)	(\$2,599.80)
5	2504.603	2" TYPE K COPPER PIPE	LIN FT	\$242.00	12	\$2,904.00
Subtotal Section 2						(\$518.00)
SECTION 3 – STORM SEWER REVISIONS – STRUCTURES 5410, 5201, 5202, AND 5203						
1	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020*	LIN FT	\$550.50	(6)	(\$3,303)
3	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020*	LIN FT	\$550.50	(1)	(\$550.50)
1	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	LIN FT	\$2,772.00	7	\$19,404.00
Subtotal Section 3						\$15,550.50
Net Change this Change Order						\$40,044.93

**Existing bid item subject to quantity 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: 09/02/2025

*material prices not addressed with MnDOT Estimating (taken directly from invoices)

Attachments:

- Additional work documentation from Landwehr Construction
- Revised Drawing Nos. 3, 7, 13, 14, 47, 49, 81, and XS3, dated 08/12/2025.



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.	1
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Project Engineer:

Paul Sandy

Date: 08/29/2025

Print Name:

Paul Sandy, PE

Phone: 218.855.1705

Contractor:

Bryan Pearson

Date: 9/2/25

Print Name:

Bryan Pearson

Phone: 320-252-1494

City:

Date:

Print Name:

Phone:

Other required signatures (MnDOT)

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: Friday, August 29, 2025 7:04 AM
To: Paul Sandy
Subject: RE: Contract Change Order 1 - SP 108-070-001 and SAP 108-124-009

Pricing seems to be reasonable.

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

From: Paul Sandy <psandy@sehinc.com>
Sent: Tuesday, August 26, 2025 10:44 AM
To: MN_DOT_Contract Changes - North <ContractChanges-North.DOT@state.mn.us>
Cc: Hendrickson, Ross (DOT) <ross.hendrickson@state.mn.us>; Jessie Dehn <jdehn@ci.brainerd.mn.us>
Subject: Contract Change Order 1 - SP 108-070-001 and SAP 108-124-009

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Good morning, John,

Please see the attached CO 1 for the above referenced project in need of MnDOT Estimating Review.

There are 3 separate sections of this change order for grading revisions, water distribution revisions, and storm sewer revisions.

Let me know if you need any additional context in your review of the change order.

Thank you

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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Paul Sandy

From: Bryan Pearson <bryanp@landwehrconstruction.com>
Sent: Tuesday, August 26, 2025 7:38 AM
To: Paul Sandy
Subject: RE: Change Order Pricing Request

Hi Paul, I reviewed Lukes comments on the changes to quantities through the roundabout. I propose just using the bid items for Common Ex \$10.85 (Salvage items), Select \$15.40 (install Select), and Class 6 \$32.90 (install salvaged Crushed Concrete). As you can see by how we are constructing the job that we bid the items to salvage on site so basically the same operation for this change order. I come up with \$3.12/SY for the fabric and the removal is included in this item. Let me know if this is acceptable or if you have any questions.

Thanks,
Bryan



Established 1895

Bryan Pearson PE (MN) | Sr. Mgr Special Projects

OFFICE [320.426.6129](tel:320.426.6129) | **MOBILE** [320.577.9697](tel:320.577.9697)

Landwehr Construction, Inc. PO Box 1086 | St. Cloud, MN 56301



From: Paul Sandy <psandy@sehinc.com>
Sent: Monday, August 18, 2025 3:12 PM
To: Bryan Pearson <bryanp@landwehrconstruction.com>
Cc: Shane Murphy <smurphy@sehinc.com>; Clint Christians <clint@LANDWEHRCONSTRUCTION.COM>; Luke Johnson <ljohnson@sehinc.com>; Jessie Dehn <jdehn@ci.brainerd.mn.us>
Subject: {External Email} Change Order Pricing Request

This email is from an external source. Please be cautious when clicking on links or opening attachments. If you have questions please contact IT.

Hi Bryan,

Please see the request below for requested change order pricing for the salvage and replace operations in the RAB Area from 202+20 – 204+40.

	2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	\$15.40	(69)	(\$1,062.60)
	2106.607	SALVAGE RECYCLED CONCRETE BASE (EV)	CU YD	\$	367	\$
	2106.607	SALVAGE SELECT GRANULAR EMBANKMENT (EV)	CU YD	\$	652	\$

	2106.607	INSTALL SALVAGED SELECT GRANULAR EMBANKMENT (CV)	CU YD	\$	652	\$
	2108.504	GEOTEXTILE FABRIC TYPE 7	SQ YD	\$	1,469	\$
	2211.607	INSTALL SALVAGED RECYCLED CONCRETE BASE (CV)	CU YD	\$	367	\$
	2211.607	AGGREGATE BASE (CV) CLASS 6	CU YD	\$32.90	(355)	(\$11,679.50)

You can see, we had some modifications to 2106.507 and 2211.607. Given these are bid unit costs, I associated the \$\$ amount to them already. These are (P) amounts, so the quantity will be adjusted accordingly per the above table.

We had to re-run the model through this area to understand the impacts to the existing quantities of Select and Class 6, so it wasn't as easy as just a remove and replace operation given the change of grades through this area.

If you have specific questions about the quantities, feel free to reach out and we can jump on a call with Luke to help get your head wrapped around it. We are looking for pricing for the items that don't have a value associated in the above table. We didn't include an item for removing the existing fabric, so if you want to associate that and include the costs for removal with one of the new items above, that would be great.

Thanks

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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TH371B/Willow SP 1814-10 CO1 PROPOSAL



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: SP1814-10 TH371B/Willow

Date: 8/14/25

Phone:

Revision Date:

Fax:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
CO1.1	2" CORP VALVE	1	EA	\$1660.00	\$1660.00
CO1.2	2" CURB STOP	1	EA	\$1890.00	\$1890.00
CO1.3	2" COPPER	12	LF	\$242.00	\$2904.00
CO1.4	CONST DRAINAGE STRUCT 60-4020	7	LF	\$2772.00	\$19404.00

NOTES:

Pricing to change Speedway to a 2" water service and install a 60-4020 drainage structure

Bryan Pearson
Project Manager
August 14th, 2025

MODEL: Default

ESTIMATED QUANTITIES											
TAB	SHEET NO.	ITEM NO.	ITEM DESCRIPTION	NOTES	UNITS	TOTAL ESTIMATED QUANTITY	S.P. 1814-10 (A)	S.P. 108-070-001 (B)		S.A.P. 108-124-009 (C)	LOCAL (C)
							EST. QUANT.	ROADWAY	STORM SEWER	ROADWAY	
		2011.601	AS BUILT		LUMP SUM	1	0.45	0.26	0.06	0.06	0.17
		2021.501	MOBILIZATION		LUMP SUM	1	0.45	0.26	0.06	0.06	0.17
		2051.501	MAINT AND RESTORATION OF HAUL ROADS		LUMP SUM	1	1				
C	8	2101.502	GRUBBING		EACH	3	2			1	
C	8	2101.505	GRUBBING		ACRE	0.1		0.1			
J	9	2104.502	REMOVE BOLLARDS		EACH	2	2				
E, D	8, 11	2104.502	REMOVE MANHOLE		EACH	2		1			1
P	11	2104.502	REMOVE GATE VALVE AND BOX		EACH	4					4
R	11	2104.502	REMOVE CURB STOP AND BOX		EACH	8					8
E	8	2104.502	REMOVE DRAINAGE STRUCTURE		EACH	9	6	3			
T	69	2104.502	REMOVE SIGN		EACH	8	5	3			
P	11	2104.502	SALVAGE HYDRANT AND VALVE		EACH	12					1
E	8	2104.502	SALVAGE WOOD POLE		EACH	2	2				
T	69	2104.502	SALVAGE SIGN		EACH	7	4	3			
D	8	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)		LIN FT	166	47	79			40
D	8	2104.503	SAWING BITUMINIOUS PAVEMENT (FULL DEPTH)		LIN FT	555	344	111			100
E	8	2104.503	REMOVE PIPE DRAIN	(1)	LIN FT	898	898				
P	11	2104.503	REMOVE WATER MAIN		LIN FT	458					458
E	8	2104.503	REMOVE SEWER PIPE (STORM)		LIN FT	768	418	217			133
O	11	2104.503	REMOVE SEWER PIPE (SANITARY)		LIN FT	172					172
E	8	2104.503	REMOVE CURB AND GUTTER		LIN FT	2131	893	867			371
J	9	2104.503	REMOVE WOOD FENCE	(2)	LIN FT	12		12			
R	11	2104.503	REMOVE WATER SERVICE PIPE		LIN FT	173					173
J	9	2104.503	SALVAGE CHAIN LINK FENCE	(3)	LIN FT	154	154				
E	8	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	(4)	SQ YD	329	138	141			50
E	8	2104.504	REMOVE BITUMINIOUS DRIVEWAY PAVEMENT	(5)	SQ YD	557	297	246			14
E	8	2104.504	REMOVE BITUMINIOUS DRIVEWAY PAVEMENT	(6)	SQ YD	5439	2841	1996			802
E	8	2104.518	REMOVE CONCRETE WALK	(7)	SQ FT	9156	4943	4109			104
E	8	2104.602	RELOCATE COMMERCIAL SIGN	(8)	EACH	2					
A	7	2106.507	EXCAVATION - COMMON	(P)	CU YD	2986	1533	1172			281
A	7	2106.507	SELECT GRANULAR EMBANKMENT (CV)	(P)	CU YD	668	570	298			
A	7	2106.507	COMMON EMBANKMENT (CV)	(P)	CU YD	1275	1083	150			42
B	8	2106.607	EXCAVATION SPECIAL		CU YD	355	194	161			
		2106.607	SALVAGE RECYCLED CONCRETE BASE (CV)		CU YD	367	367				
		2106.607	SALVAGE SELECT GRANULAR EMBANKMENT (EV)		CU YD	652	652				
		2106.607	INSTALL SALVAGED SELECT GRANULAR BASE (CV)		CU YD	652	652				
B	8	2106.609	HAUL AND DISPOSAL OF CONTAMINATED MATERIAL		TON	568	310	258			
		2108.504	GEOTEXTILE FABRIC TYPE 7		SQ YD	1469	1469				
		2123.610	STREET SWEEPER (WITH PICKUP BROOM)		HOURL	30	15	15			
A	7	2211.507	AGGREGATE BASE (CV) CLASS 6	(P)	CU YD	1382	619	613			150
		2211.607	INSTALL SALVAGED RECYCLED CONCRETE BASE (CV)		CU YD	367	367				
F	8	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (A, C)	(9)	TON	1366	784	409			173
		2411.502	CONCRETE STAIRWAY	(10)	EACH	1				1	
N	10	2402.503	4" PIPE TO PIPE DRAIN		LIN FT	905	905				

GENERAL NOTES:

(P) DENOTES PLAN QUANTITY

FUNDING NOTES:

- (A) 80% FEDERAL CRP / 20% STATE FUNDS CAPPED
REMAINDER: 100% STATE FUNDS
- (B) 90% FEDERAL HSP / 10% CITY OF BRAINERD FUNDS
- (C) 100% CITY OF BRAINERD FUNDS

SPECIFIC NOTES:

- ① FOR REMOVAL OF EXISTING 4" DRAINPILE UNDER THE CURB AND GUTTER ALONG TH371B
- ② APPROXIMATELY 5-FEET TALL
- ③ APPROXIMATELY 5-FEET TALL
- ④ ASSUMED DEPTHS VARY FROM 6" TO 8"
- ⑤ ASSUMED DEPTHS VARY FROM 4" TO 8"
- ⑥ DEPTHS VARY FROM 4" TO 8" - SEE TYPICAL SECTIONS FOR DEPTH LOCATIONS
- ⑦ DEPTHS VARY FROM 4" TO 8" - SEE TYPICAL SECTIONS FOR DEPTH LOCATIONS
- ⑧ FOR THE RELOCATION OF BUSINESS SIGN.
- ⑨ 113 LB/SY+IN
- ⑩ FOR CONCRETE STAIRWAY AT RESIDENTIAL WALK AT WILLOW.WB ALONG STATION 117+22.1, LT - SEE DETAIL ON SHEET 19

DESIGN TEAM		LJJ	7/30/25	MISC. DRAINAGE AND WATER MAIN UPDATES
DRAWN BY: MPB		LJJ	8/12/25	TH573B EARTHWORK
DESIGNER: JLL				
CHECKED BY: LJJ				
	NO.	BY	DATE	REVISION

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Certified By: LiKe J. Johnson Lic. No. 57103
Licensed Professional Engineer

Printed Name: LIKE J. JOHNSON Date: 03/21/2012



CITY OF BRAINERD
TH 371B/WILLOW ST. ROUNDAABOUT
S.P. 108-070-001, S.P. 1814-10 S.A.P. 108-124-009

STATEMENT OF ESTIMATED QUANTITIES

FILE NO. BRODML73744	3
EST1 OF EST3	82

EARTHWORK TABULATION					A1
ALIGNMENT & STATION	EXCAVATION - COMMON		COMMON EMBANKMENT (CV)	SELECT GRANULAR EMBANKMENT (CV)	AGGREGATE BASE (CV) CLASS 6
	CU YD	CU YD	CU YD	CU YD	
S.P. 1814-10					
3718 NB					
200+80.00 TO 201+00.00	29	8	6	21	
201+00.00 TO 201+25.00	41	13	8	24	
201+25.00 TO 201+50.00	44	20	8	22	
201+50.00 TO 201+75.00	54	42	10	23	
201+75.00 TO 202+00.00	58	45	13	29	
202+00.00 TO 202+25.00	60	53	9	22	
202+25.00 TO 202+50.00	109	70	22	25	
202+50.00 TO 203+75.00					
203+75.00 TO 204+00.00	125	22	19	25	
204+00.00 TO 204+25.00	66	20	18	25	
204+25.00 TO 204+50.00	48	15	7	26	
204+50.00 TO 204+75.00	45	13	10	36	
204+75.00 TO 205+00.00	43	9	11	31	
205+00.00 TO 205+25.00	43	7	11	29	
C/D					
0+00.00 TO 0+25.00	44	90	23	22	
0+25.00 TO 0+50.00	60	83	49	34	
0+50.00 TO 0+75.00	58	88	44	32	
0+75.00 TO 1+00.00	93	79	67	48	
1+00.00 TO 1+25.00	107	82	62	45	
1+25.00 TO 1+50.00	102	89	20	18	
1+50.00 TO 1+75.00	144	75	61	30	
1+75.00 TO 2+00.00	100	71	58	28	
2+00.00 TO 2+25.00	60	89	28	24	
S.P. 1814-10 SUBTOTAL	1533	1083	570	619	

EARTHWORK TABULATION					A1	
ALIGNMENT & STATION	EXCAVATION - COMMON		COMMON EMBANKMENT (CV)		SELECT GRANULAR EMBANKMENT (CV)	AGGREGATE BASE (CV) CLASS 6
	CU YD	CU YD	CU YD	CU YD	CU YD	CU YD
S.P. 108-070-001						
WILLOW NB						
111+50.00 TO 111+75.00	79		10			27
111+75.00 TO 112+00.00	61		4			27
112+00.00 TO 112+25.00	29		5			31
112+25.00 TO 112+50.00	29		6			32
112+50.00 TO 112+75.00	31		6			32
112+75.00 TO 113+00.00	35		6			33
113+00.00 TO 113+25.00	42		8			30
113+25.00 TO 113+50.00	51		9			34
113+50.00 TO 113+75.00	56		13		14	45
113+75.00 TO 114+00.00	75		13		120	75
114+00.00 TO 115+25.00						
115+25.00 TO 115+50.00	227		19		136	88
115+50.00 TO 115+75.00	205		20		28	43
115+75.00 TO 115+85.00	96		3			13
115+85.00 TO 116+00.00	21		4			18
116+00.00 TO 116+25.00	31		7			27
116+25.00 TO 116+50.00	44		6			24
116+50.00 TO 116+75.00	39		7			24
116+75.00 TO 116+84.98	21		4			10
S.P. 108-070-001 SUBTOTAL	1172		150		298	613
S.A.P. 108-124-009						
WILLOW NB						
116+84.98 TO 117+15.00	62		11			29
117+15.00 TO 117+23.00	44		3			8
117+23.00 TO 117+34.98	17		4			12
117+34.98 TO 117+50.00	23		4			13
117+50.00 TO 117+75.00	27		5			22
117+75.00 TO 117+90.00	42		3			13
117+90.00 TO 118+00.00	21		2			9
118+00.00 TO 118+25.00	13		6			24
118+25.00 TO 118+50.00	32		4			20
S.A.P. 108-124-009 SUBTOTAL	281		42			150

FUNDING NOTES:

- (A) 80% FEDERAL CRP / 20% STATE FUNDS
(B) 90% FEDERAL HSP / 10% CITY OF BRAINERD FUNDS
(C) 100% CITY OF BRAINERD FUNDS

EARTHWORK SUMMARY					A
ALIGNMENT & STATION	LOCATION	EXCAVATION -	SELECT GRANULAR	COMMON	ACCURATE
		COMMON	EMBANKMENT (CV)	EMBANKMENT (CV)	BASE (CV)
		CU YD	CU YD	CU YD	CLASS 6
S.P. 1814-10 (A)					
3718 NB					
200+76.49 - 202+51.84	LT & RT	395	76	251	166
203+75.00 - 205+33.95	LT & RT	370	76	86	172
C/D					
0+00.00 - 2+25.00	LT & RT	768	418	746	281
S.P. 1814-10 SUBTOTAL		1533	570	1083	619
S.P. 108-070-001 (B)					
WILLOW NB					
111+27.22 - 113+95.63	LT & RT	488	134	80	366
115+38.28 - 116+84.98	LT & RT	684	164	70	247
S.P. 108-070-001 SUBTOTAL		1172	298	150	613
S.A.P. 108-124-009 (C)					
WILLOW NB					
116+84.98 - 118+61.58	LT & RT	281		42	150
S.A.P. 108-124-009 SUBTOTAL		281		42	150
TOTALS		2986	868	1275	1382

DESIGN TEAM LJJ 8/12/25 TR3718 EARTHWORK

DRAWN BY: MJB

CHECKED BY: LJJ

REVISIONS

I hereby certify that this design was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Certified By: LJJ Date: 8/12/25
Printed Name: LJJ Date: 8/12/25



CITY OF BRAINERD
TH 3718/WILLOW ST. ROUNDABOUT
S.P. 108-070-001, S.A.P. 108-124-009

EARTHWORK TABULATIONS

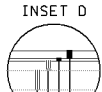
FILE NO. BROWNT3744
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82

4/29/14 PW

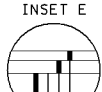
8/22/2015

J. Johnson

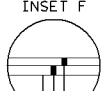
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PROJECT: TH 371B/WILLOW ST. ROUNDABOUT



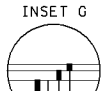
6.0" TYPE SP 9.5 WEARING COURSE MIXTURE (4,C) (SPWEA440C) (THREE 2.0" LIFTS)
AGGREGATE BASE (CV) CLASS 6, DEPTH VARIES
INPLACE AGGREGATE BASE (8" TYP.)
INPLACE SELECT GRANULAR (16" TYP.)



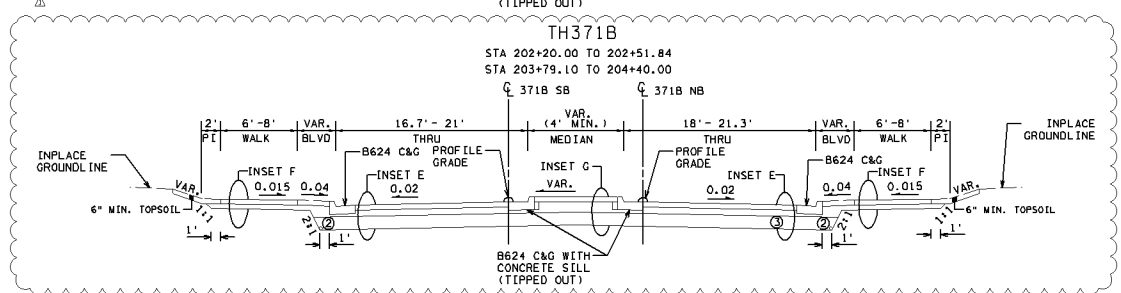
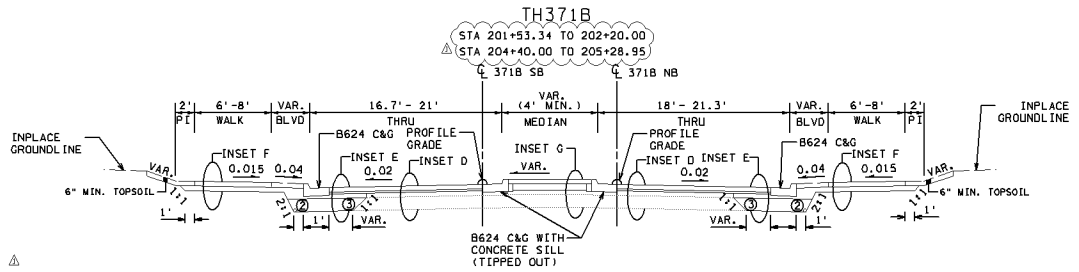
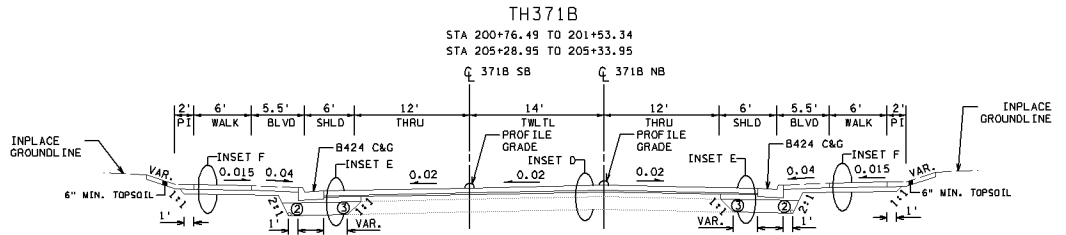
6.0" TYPE SP 9.5 WEARING COURSE MIXTURE (4,C) (SPWEA440C) (THREE 2.0" LIFTS)
8" (MIN.) AGGREGATE BASE (CV) CLASS 6
GRADE/NO GRADE
16" SELECT GRANULAR MATERIAL



6" CONCRETE WALK
6" AGGREGATE BASE (CV) CLASS 6
GRADE/NO GRADE



6" COLORED CONCRETE WALK
12" (MIN.) AGGREGATE BASE (CV) CLASS 6
INPLACE AGGREGATE BASE (8" TYP.)
INPLACE SELECT GRANULAR (16" TYP.)



GENERAL NOTES:

- ALL SLOPES ARE FT/FT
- NO MIDLANE JOINTS ALLOWED
- FINISHED CROSS SLOPES OF WALKS SHALL NOT EXCEED 0.02 FT/FT
- DIMENSIONS TO CURB AND GUTTER ARE TO FACE OF CURB
- SEE SOIL AND CONSTRUCTION NOTES FOR ADDITIONAL INFORMATION

SPECIFIC NOTES:

- 1 BLANK
- 2 4" PERF TP PIPE DRAIN. SEE DRAINAGE PLANS FOR LOCATION.
- 3 CONSTRUCT FROM EDGE OF THE EXISTING ROAD CORE AND MATCH INPLACE DEPTHS

DESIGN TEAM
LJJ 8/22/2015 TH371B EARTHWORK

NO. BY DATE REVISIONS

I hereby certify that this design was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Certified By: J. Johnson License No. 57168
Printed Name: J. Johnson Date: 8/22/2015



CITY OF BRAINERD
TH 371B/WILLOW ST. ROUNDABOUT
S.P. 108-070-001, S.A.P. 108-124-009

TYPICAL SECTIONS

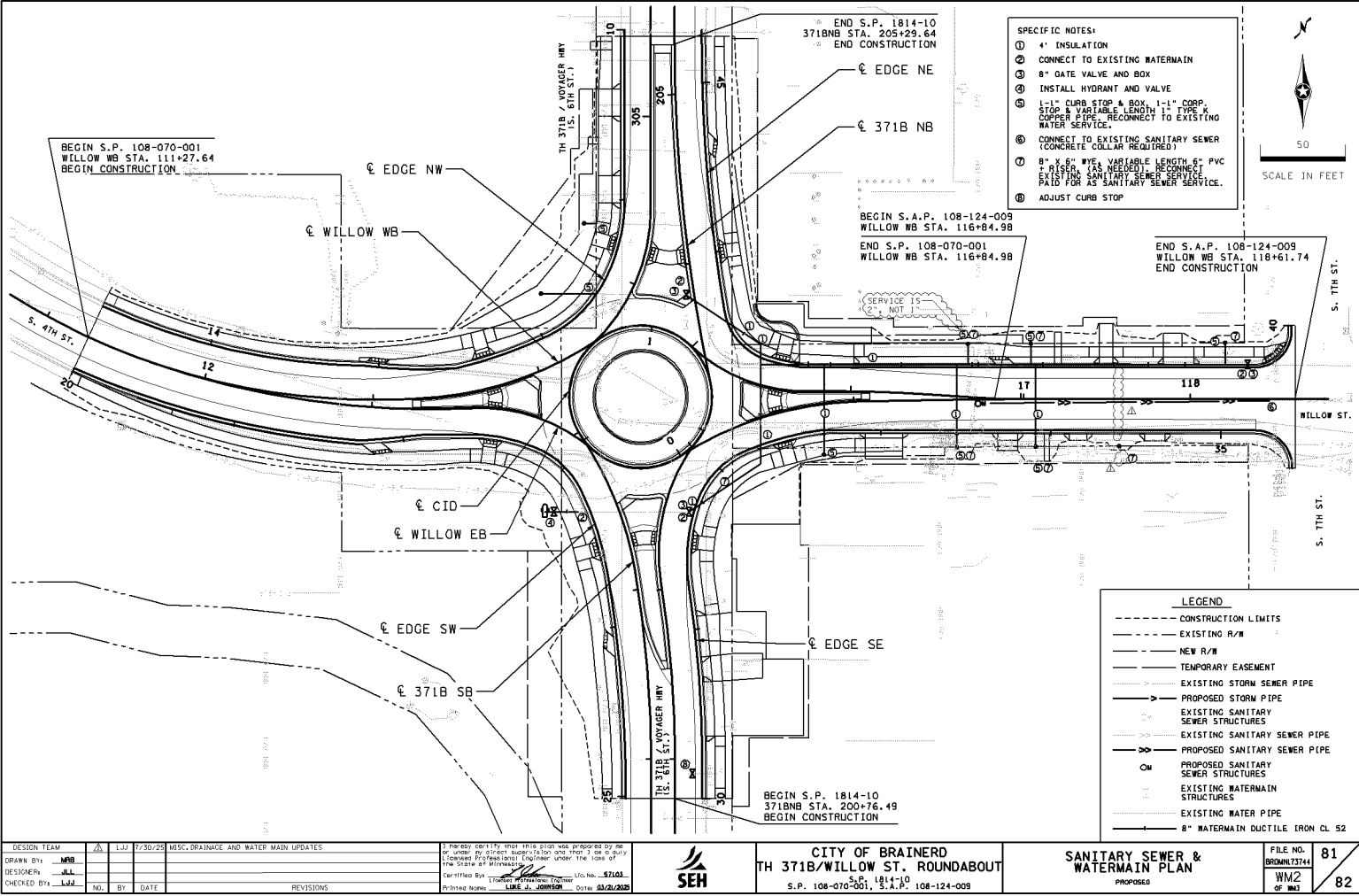
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13
82

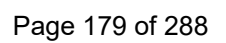
4/29/2015

8/22/2015

1/10/2016

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City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Snow Removal for 2025-2026 season

AGENDA: SPW 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): 10

SUMMARY OF ISSUE: Staff is seeking City Council direction for Downtown Snow Removal for the 2025/2026 season.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: At the recent Park Board, the topic of Park Crew manage the Downtown snow removal. The Park Board recommended that City Council send an RFP for the Downtown snow removal for the 2025/2026 season. Advantage Home Pros (last year snow removal contractor) has informed clients that they are no longer performing snow removal services.

RFP processing:

1. Contractor only called when 4"+ of snow fall.
 - a. Snow will be removed same day.

Park Crew

1. Crews will move/wind row snow for all snow fall (Downtown would be assessed for staff hours and equipment).
 - a. Street Crews will then remove snow the next day.
2. Crews only remove snow at 4"+
 - a. Street Crews will then remove snow the next day.

RECOMMENDED ACTION/MOTION: For the 2025/2026 Downtown Snow Removal, direct staff to:

1. Send out an RFP for the Downtown snow removal, or
2. Direct staff to have the Park Crew manage the snow removal for the Downtown.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Direction on Active Code Enforcement

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Section 320 of the City Code dictates that violations of the City Code shall, after receiving a notice of violation, be issued up to three administrative citations for non-compliance. Once three citations have been issued, the violation shall be brought before the Safety & Public Works Committee for review. The Committee shall then make a recommendation to the City Council as to how to proceed with enforcement of the violations. Staff are bringing three (3) properties before the Committee for review. Staff are looking for direction from the Council as to how to proceed with the cases.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Attached are the case files for:

907 Fir St

1419 Mary St

320 4th St N

Section 320 action that could be taken against these properties include:

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

RECOMMENDED ACTION/MOTION:

907 Fir St

Staff recommend abatement of the property for junk and debris.

1419 Mary St

Staff recommend sending a 10-day warning letter and towing of the vehicle.

320 4th St N

Staff recommend sending a \$300 citation every 10 days until the fence is corrected.

FINANCIAL IMPACT: N/A

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: September 15th, 2025

RE: Recommendations for Active Code Enforcement Cases

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

- **907 Fir St – repeat offender Junk/Debris**

- The City abated the property 5/20/25 for the same issue
- Received three (3) Citations
- First Citation 8/5/25 – Third Citation 9/2/25
- Citation total on this property to date \$3,275

Staff recommend abatement of the property for junk and debris.

- **1419 Mary St – Unlicensed/Inoperable Vehicle**

- Received one (1) Notice of Violation Letter and three (3) Citations
- First Citation 7-16/25 – Third Citation 8/25/25
- \$600 in citations

Staff recommend sending a 10-day warning letter and towing of the vehicle.

- **320 4th St N – Built fence without Permit**

- Received one (1) Notice of Violation Letter and three (3) Citations
- First Citation 6/11/25 – Third Citation 8/26/25
- Applied for after-the-fact permit but fence was constructed incorrectly. It was built up to the side of the neighbor's home without permission. Owner was instructed to make corrections. No action taken.
- \$600 in citations

Staff recommend sending a \$300 citation every 10 days until fence is corrected.

Running Summary of Actions Taken

- 1) **823 Willow St** – Unlicensed Rental - Issuing \$300 citation monthly for non-licensed rental. Legal action from the City Attorney is taking place. City Council motion 2/3/2025 to \$100 per day citation.
- 2) **319 N 9th St** – Property Maintenance/ Roof – Issuing a \$300 citation each month until roof is corrected.
- 3) **PID 41191502** – Exterior Structure – Issuing a \$300 citation each month until corrected.
- 4) **401 Holly St** – Fence – Issuing a \$300 citation each month until corrected.
- 5) **113 Washington St NE** – Residing in a commercial business – Issuing \$100 per day until corrected.



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

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN25-0383

Date of Violation: 08/05/2025

Parcel ID: 41240629

Violator(s): NORFOLK, BRANDON
907 FIR ST
BRAINERD, MN 56401

Location/Address of Violation: **907 FIR ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 308.1	Junk/Debris/Blight	\$300.00

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

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

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

Re-inspection Date: 08/15/2025

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

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

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

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

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

Representative: Jason Stockinger, Building Inspector

Date: 08/05/2025

Representative's Signature:

(served via first class mail)





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Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN25-0383

Date of Violation: 09/02/2025

Parcel ID: 41240629

Violator(s): NORFOLK, BRANDON
907 FIR ST
BRAINERD, MN 56401

Location/Address of Violation: **907 FIR ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 308.1	Junk/Debris/Blight	\$300.00

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

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

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Re-inspection Date: 09/12/2025

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Representative: Jason Stockinger, Building Inspector

Date: 09/02/2025

Representative's Signature:

(served via first class mail)



July 16, 2025

SCULL, TYLER
1419 MARY ST
BRainerd, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 1419 MARY ST
Real Estate Code: 41360617

Violation: Unlicensed/Inoperable Vehicle
IPMC302.8

Description: Except as provided for in other regulations, inoperative or unlicensed motor vehicles shall not be parked, kept or stored on any premises, and vehicles shall not at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.

Corrective action is required; 14 days are allowed from the date of this letter.

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

Action should be taken on or before 07/30/2025

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

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

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

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

Respectfully,
By Order of:
THE CITY OF BRAINERD





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

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN25-0300

Date of Violation: 08/25/2025

Parcel ID: 41360617

Violator(s): SCULL, TYLER
1419 MARY ST
BRainerd, MN 56401

Location/Address of Violation: **1419 MARY ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 302.8	Unlicensed/Inoperable Vehicle	\$300.00

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

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

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

Re-inspection Date: 09/04/2025

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

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

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

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Representative: Jason Stockinger, Building Inspector

Date: 08/25/2025

Representative's Signature:

(served via first class mail)





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

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN25-0170

Date of Violation: 06/04/2025

Parcel ID: 41241278

Violator(s): LEPAGE, KATE & ERIN
320 4TH ST N
BRainerd, MN 56401

Location/Address of Violation: **320 4TH ST N**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-4-11 Fence	Zoning Code Violation	\$100.00

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

Citation Amount Due: \$100.00

Payment Due By: 30 Days from Date of Violation

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

Re-inspection Date: 06/14/2025

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

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

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Representative: Jason Stockinger, Building Inspector

Date: 06/04/2025

Representative's Signature:

(served via first class mail)



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

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN25-0170

Date of Violation: 08/26/2025

Parcel ID: 41241278

Violator(s): LEPAGE, KATE & ERIN
320 4TH ST N
BRainerd, MN 56401

Location/Address of Violation: **320 4TH ST N**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-4-11 Fence	Zoning Code Violation	\$300.00

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Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

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City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.**

Re-inspection Date: 09/05/2025

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

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

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

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

Representative: Jason Stockinger, Building Inspector

Date: 08/26/2025

Representative's Signature:

(served via first class mail)





City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Discussion of HRA 2026 Levy Request

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Eric Charpentier, Karen Young,
Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director,
Karen Young

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

The discussion of the HRA 2026 levy request from the September 2, 2025 council meeting was tabled, to get additional information on the Brainerd HRA's cash and fund balance.

The letter outlining the initiatives that the HRA continues to work on, along with the General Fund budget from the HRA that was included in the September 2nd agenda request is attached to this agenda request for your information.

The HRA's cash balance as of July 31, 2025 is attached, as well as an email response to Mayor and Council from Executive Director Eric Charpentier. The email explained that at 12/31/24, the HRA had unassigned fund balance of \$455,171, which is little over 8 months of operations. The HRA's policy is to be 8-10 months of general fund operating expenditures for the year.

As of 7/31/25, the general fund cash balance was \$1,098,249 of which \$498,306 is unassigned.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Like the City, the HRA levy needs to be set by City Council by September 30th. The final levy in December can be lower, but not higher than the preliminary levy set in September. The HRA's levy is separate from the City's levy and is included in "Other Levies" listed on the property tax statement.

The maximum HRA levy is set by state statute, which is .0185% of the previous year's estimated market value. For pay year 2026, this amount is \$227,866 and is the amount the HRA Board is requesting in their preliminary budget that was adopted at the August 27, 2025 HRA meeting. This amount is \$53,906 more than the 2025 levy and is a 31% increase. It is important to note that the 2025 levy was held flat at the 2024 levy amount, and in 2024 the maximum amount was not levied. This results in the 2026 maximum amount to be a 31% increase. Below is a recent history of the HRA levy:

Pay Year	Maximum Levy Amount	Amount Levied	Percentage Chage	Dollar Change
2025	\$218,991	\$173,960	0%	\$0
2024	190,625	173,960	11.53%	17,979
2023	155,981	155,981	5.42%	8,015
2022	147,996	147,966	8.38%	11,447
2021	136,519	136,519	4.67%	6,093
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	

Brainerd HRA
General Fund Consolidated Budget Detail
2026

Revenue	General Fund 210	TFP 670	Downtown TIF 620	Housing Rehab 660	Total General Fund Accounts
Operating Transfer In/Out	10,000	-	-	-	10,000
Other Income	228,866	5,000	-	248,600	482,466
Investment Interest	15,000	-	-	-	15,000
Management Fees	286,836	-	-	120,000	406,836
Grant Revenue	12,250	-	-	22,750	35,000
Loan Interest Revenue	8,150	-	-	-	8,150
TIF Revenue	-	-	12,000	-	12,000
Total Revenue	561,102	5,000	12,000	391,350	969,452
Expenses					
Administrative					
Administration Salaries	318,515	-	-	119,940	438,455
Employee Benefits	124,875	-	-	48,620	173,496
Legal	5,000	4,500	-	5,000	14,500
Staff Training	10,000	-	-	5,000	15,000
Travel	500	-	-	1,500	2,000
Auditing Fees	10,400	-	-	-	10,400
Other Administrative Exp	12,000	-	-	5,900	17,900
Contracts Costs	20,960	-	-	225,000	245,960
Total Administration	502,250	4,500	-	410,960	917,710
General					
TIF Expense	130	-	200	-	330
Insurance	9,025	-	-	1,610	10,635
IF Loan Interest Exp	-	-	7,500	-	7,500
Other General Expense	32,777	500	-	-	33,277
Total General	41,932	500	7,700	1,610	51,742
Total Expenses	544,182	5,000	7,700	412,569	969,452
Cash Flow from Operations	16,919	-	4,300	(21,220)	-

From: [Eric Charpentier](#)
To: [Jeff Czczok](#)
Cc: [Nick Broyles](#); [Toni Gage](#); [Connie Hillman](#)
Subject: RE: HRA further information - per tabling levy item
Date: Monday, September 8, 2025 10:08:40 AM
Attachments: [2026 General Fund Budget Excel Version.xlsx](#)
[General Fund Cash - City.xlsx](#)
[Bank Rec 2025.xlsx](#)

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

Councilman Czczok, Members of the Council,

Thank you for giving me the opportunity to respond to some of the additional questions that Councilman Bevans had at the meeting on 9/2/25 as well as additional questions that you have had Councilman Czczok. I will respond to each of your questions from your email on September 4th, I have copied the entire Council and Mayor as well.

1. We do track our time between our different federal programs and with our Crow Wing County HRA initiatives. For 2024 the Executive Director spent 290 hours on CWC HRA work, the Finance Director spent 279.75 hours on CWC HRA work. The percentage of time spent based off of a 2,080 hour work year would be 13.9 percent for the ED and 13.4 percent for the Finance Director. We do have 4 additional staff members that track time for CWC HRA. In total there were 995.65 hours spent on CWC HRA initiatives throughout those 6 full time equivalent staff members which breaks down to 8.8 percent of the cumulative time for those members.

For year to date 2025 the percentages are similar to 2024, these number are through our payroll on 8/15/25. The ED has spent 194.75 hours on CWC HRA initiatives and the Finance Director has spent 185.25 hours on CWC HRA initiatives. This would equate to 15 percent of the time for the ED and 14.3 percent of the time for our Finance Director. We have a total of 7 staff members who have worked on CWC initiatives this year with a total of 851.5 hours spent on CWC HRA initiatives which equates to 8.2% of the staff time.

2. On the spreadsheet that I have attached labeled 2026 General Fund Budget Excel Version under the 2026 Budget Combined tab you will find the 31% difference highlighted in cell G10. The salary differential is in cell G23 which shows the 13% that you are looking for.
3. The 2025 levy for the HRA was \$173,960 which was the same amount of the levy that was approved for 2024. The approved levy for 2024 was below the requested maximum levy amount and the levy was held flat between 2024 and 2025. For 2026 the HRA Board is requesting the maximum levy allowed by state statute which is \$227,866. The

difference between the requested amount and the 2024 and 2025 approved levies is \$53,906. What Councilman Bevens is referring to is that the dollar difference is \$53,906 and that is a 31% increase over the 2025 approved levy of \$173,960. It is worth noting that the HRA requested our full levy amount in 2024 and 2025 and did not receive the full levy in either of those years. The maximum levy amount available for 2025, for a reference, was \$218,991.

The year to year increase under our administrative costs, specifically for our salaries, is an increase of 13%. This reflects an increase in salaries for our staff of \$48,785 split between FTEs. We have 18.5 FTEs budgeted and 14.5 of those have staff time allocated to the general fund.

4. Our fund balance policy establishes a specific guideline for the level of fund balances available for current and future spending for the Brainerd HRA. The fund balance policy addresses a minimum level of fund balance to be maintained, how the fund balance can be used or spent down and how that fund balance will be replenished if it falls below the minimum level. The policy recommends at the end of the fiscal year, the Agency will maintain spendable unassigned fund balance in a range equal to 8 to 10 months of general fund operating expenditures for the year. This is similar to the City's fund balance policy where the target is 35%-50% of the current year operating expenses.

At the end of 2024 our unassigned fund balance was \$455,171 which represents a little over 8 months of operations. I have attached our July 2025 bank reconciliation of accounts that shows the various funds we have throughout our agency. This report is presented to our board on a monthly basis and is in our board meeting packet for review. It gives a snapshot of the previous year balance, the previous month balance and current cash balances. Our general fund cash balance was \$1,098,249 and we have provided a breakdown of the General Fund cash balance as of 7/31/2025.

Regards,

Eric Charpentier

Executive Director

Brainerd, Crosby & Crow Wing County Housing and Redevelopment Authority

324 East River Road

Brainerd, MN 56401

Office: 218-824-3425

Cell: 218-833-9162



Before printing this e-mail, think if it is necessary. Think Green.

Email correspondence to and from the Brainerd HRA is subject to the Minnesota Government Data Practices Act and may be disclosed to third parties.

From: Jeff Czczok <jzczok@ci.brainerd.mn.us>
Sent: Thursday, September 4, 2025 2:23 PM
To: Eric Charpentier <eric@brainerdhra.org>
Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>; Toni Gage <tgage@ci.brainerd.mn.us>
Subject: HRA further information - per tabling levy item

Greetings, Eric,

P&F Chair and former City Council HRA liaison Johnson, indicated during committee discussions the HRA tracks hours HRA staff provides for the CWC HRA and the other HRA entities within CWC.

Mr. Johnson further indicated the senior HRA staff provides "over half" of their staff time devoted to CWC HRA associated projects.

1. Please provide the HRA staff tracked hours as Mr. Johnson indicated for 2024 and to date for 2025.

Councilmember Bevans indicated during P&F discussion there wasn't a balance sheet for the HRA that in the past "showed some cash that wasn't being used."

He also indicated that in the past the former liaison, Mr. Johnson, promoted not approving the full maximum allowed levy based on how the approved levy wasn't entirely being used.

Mr. Johnson agreed, that in the past he was against approval of the maximum levy for the HRA based on how the City of Brainerd's HRA levy continues to pay more and more apparently for CWC HRA programming through the City of Brainerd's HRA levy.

During the council meeting, Mr. Bevans mentioned there's a 31% tax levy difference with a 12% increase in salaries.

I'm not questioning what Mr. Bevans said, but I would like an explanation as to what he was referring to if it's at all possible.

2. Perhaps you could identify where on the budget the items he referenced can be found?

3. May I please have an explanation of these numbers as well.

I've been hard pressed to find where the numbers Mr. Bevans spoke of are located.

Additionally, Mr. Bevans asked again for the cash on-hand and was informed the HRA typically recommends 8 to 10 months and right now the HRA is at eight month, but no dollar amount was available.

4. Please provide for all accounts the cash on-hand or the fund balances of each funding account.

Thanks much, Jeff

Brainerd HRA
General Fund Cash
July 2025

General Fund Cash Balance as of 7/31/2025	\$1,098,249
Restricted - Minnesota Housing Loans	(\$75,505)
Committed - Housing Rehab	(\$170,148)
Committed - Outlot E and F	(\$100,000)
Assigned - Housing and Redevelopment Initiatives	(\$80,000)
Assigned - Trail Ridge Housing Replacement	(\$174,290)
Unassigned	<u>\$498,306</u>

July 2025 Operating Account Balances

Property/Program	July 2024	June 2025	July 2025
General Fund	\$838,169.85	\$1,060,569.26	\$1,098,249.77
Bridges	\$5,932.30	-\$4,022.27	-\$13,057.47
Crow Wing County HRA	\$1,847,246.57	\$1,981,912.61	\$2,142,778.67
Public Housing	\$1,054,185.98	\$951,332.00	\$980,086.89
Valley View	\$336,888.74	\$427,786.18	\$434,522.53
Brainerd South	\$92,493.57	\$54,471.58	\$65,195.49
Housing Choice Voucher	\$119,641.02	\$40,227.95	\$18,208.40
Total	\$4,294,558.03	\$4,512,277.31	\$4,725,984.28



City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: 2026 Preliminary Levy for City of Brainerd and the Brainerd HRA; Set Date and Time for Budget Public Hearing

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:

The City Council needs to adopt a resolution setting the City's and HRA's preliminary levy, and set the date for the budget public hearing by September 30, 2025. The preliminary levy and the budget public hearing information is what is used to send out the 2026 preliminary tax statements in November.

The City needs to set a time and date when the budget and levy are discussed, and where the public is allowed to speak about the budget and levy. This needs to occur between November 25th and December 30th and must be after 6:00 pm. The meeting can be held during a regular council meeting, and there is no law that requires scheduling to avoid conflicting meeting dates of overlapping taxing authorities. Historically, the City has held a special meeting on the 2nd Monday in December at 6:00 pm, which this year would be December 8, 2025.

The Council held a budget workshop on August 25th. At that time, the proposed preliminary levy was \$7,966,136, an increase of \$867,976 or 12.23% over the 2025 levy. Since this date, the budget has been updated for:

- Preliminary information received on the workers' comp insurance renewal
- The Library levy was increased by 2% to \$155,840
- Teamster arbitration ruling
- Amounts from Baxter and Nisswa for misdemeanor prosecution agreement
- Estimated amount for the Traffic Safety Officer (TSO) grant.

With these updates, the proposed preliminary levy is \$7,854,799, an increase of \$756,638 or 10.66% over the 2025 levy.

Other items that are currently open:

- The amount to be used for health insurance renewal. The City had a 15% rate increase cap for the 2026 health insurance renewal, but opted to do an RFP. The responses were due back on

September 9th. The insurance broker now needs time to review before presenting the information. The RFP information is anticipated to be received toward the end of the week. Currently, in the budget, a 5% increase to the Sourcewell plans and a 10% increase to the other plans (Teamsters and 49ers) is being used.

- Using a 10% increase in Sourcewell plans, there would be an increase in expenditures of \$32,600 to the working funds.
- Using a 15% increase in Sourcewell plans, there would be an increase in expenditures of \$65,200 to the working funds.
- The amount to be used as the PILOT from the electric utility department. The current budget uses an estimate of \$780,000.
- The levy for the EDA. The EDA board requested the maximum amount allowed by state statute, which for 2026 is \$214,612. The Council President, P&F Chair and City Administrator presented the 2026 budget with a 0% increase to the EDA levy. The 2025 EDA budget did have revenues exceeding expenditures by a little over \$4,700.
- Debt levy could be updated depending on the capitalized interest discussion on the 2025A debt issue.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff is requesting Council to discuss the current open items. The Council also has the option tonight to:

- Set a special council meeting to adopt a resolution setting the preliminary levy for the City and the HRA; and to set the date and time for the budget public hearing. Staff would recommend the special meeting to be held Monday, September 29, 2025 at 6:00 pm.
- Adopt a resolution setting the 2026 preliminary levy for the City and the HRA; and make a motion setting the date and time for the budget public hearing. A draft resolution is attached, with the levy amounts being blank.

RECOMMENDED ACTION/MOTION: Discussion on the open budgeted items noted above; either call for a special council meeting or adopt a resolution setting the 2026 preliminary levy for the City and HRA and a motion to set the date and time for the budget public hearing.

FINANCIAL IMPACT:

2026 Levy Overview

As of 9/15/25

	Actual 2024	Adopted Budget 2025	Current 2026 Budget	Difference in Budgets	% Difference Current vs 2025 Budget
TOTAL OPERATING EXPENDITURES					
Personnel Services	\$ 8,507,778	\$ 9,091,429	\$ 9,676,786	\$ 585,357	6.44%
Supplies	635,844	716,900	717,425	525	0.07%
Services	2,803,710	3,208,645	3,335,318	126,673	3.95%
Transfers Out/Capital Outlay	813,577	408,332	414,249	5,917	1.45%
Total Expenditures	\$ 12,760,909	\$ 13,425,306	\$ 14,143,778	\$ 718,472	5.35%
TOTAL CAPITAL	\$ 1,255,927	\$ 1,180,927	\$ 1,180,927	-	0.00%
TOTAL DEBT LEVY	\$ 920,000	\$ 765,000	\$ 765,000	\$ -	0.00%
OTHER LEVIES					
Perm Improvement	\$ 375,350	\$ 417,539	\$ 425,890	\$ 8,351	2.00%
Sr Activity/Green Space/Comm Fest.	289,959	313,154	319,417	6,263	2.00%
Library	149,788	152,784	155,840	3,056	2.00%
EDA	152,861	186,812	186,812	-	0.00%
Airport	146,080	1,000	215,000	214,000	21400.00%
Total Other Levies	\$ 1,114,038	\$ 1,071,289	\$ 1,302,959	\$ 231,670	21.63%
TOTAL ESTIMATED EXPENDITURES	\$ 16,050,874	\$ 16,442,522	\$ 17,392,664	\$ 950,142	5.78%
TOTAL REVENUE - NON-PROPERTY TAX					
Other Taxes	\$ (239,878)	\$ (198,500)	\$ (179,500)	\$ (19,000)	-9.57%
Licenses & Permits	(388,006)	(503,865)	(561,370)	57,505	11.41%
Grants & Aids	(5,929,204)	(5,924,522)	(6,007,566)	83,044	1.40%
Revenue from Other Gov'ts	(433,430)	(320,039)	(359,637)	39,598	12.37%
Charges for Services	(952,538)	(1,027,460)	(1,029,242)	1,782	0.17%
Fines & Forfeitures	(116,740)	(126,000)	(120,500)	(5,500)	-4.37%
Other Revenues	(1,264,389)	(961,000)	(984,400)	23,400	2.43%
Transfers In/Debt Proceeds	(114,820)	(187,000)	(179,000)	(8,000)	-4.28%
Total Revenues	\$ (9,439,005)	\$ (9,248,386)	\$ (9,421,215)	\$ 172,829	1.87%
(USE)/ADDITION TO FUND BALANCE					
Election	\$ (15,000)	\$ 15,000	\$ (15,000)	\$ 30,000	
Public Safety Aid - # of Officers		(95,700)	(47,850)	(47,850)	
Public Safety Aid - RMS Software		(15,275)	(53,800)	38,525	
Estimated Levy	\$ 6,596,869	\$ 7,098,161	\$ 7,854,799	\$ 756,638	10.66%
Actual Levy / <i>Proposed</i>	\$ 6,443,500	\$ 7,098,161	\$ 7,854,799		
% Increase		2.00%	10.66%		
\$ Increase		139,181	756,638		

R E S O L U T I O N

NO. XX:25

**RESOLUTION SETTING THE 2026 PRELIMINARY LEVY FOR THE CITY OF BRAINERD
AND THE BRAINERD HRA**

WHEREAS, the Brainerd City Council is required to set a Preliminary Levy by September 30, 2025; and

WHEREAS, the Brainerd City Council held a Budget Workshops on August 25, 2025; Park Board Budget discussed on August 18, 2025; and discussed the 2026 capital budget on July 21, 2025; and debt levy on August 18, 2025; and

WHEREAS, the Brainerd City Council, during the Council Meetings and Special Meetings, discussed the overall budget process, and the overall expenditures of the City;

NOW, THEREFORE BE IT RESOLVED by the City of Brainerd, County of Crow Wing, State of Minnesota that the following sums are the preliminary levy for the taxes payable in the year 2026:

\$_____ plus \$_____ for the HRA.

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 15, 2025

TITLE OF ITEM: Adopt Resolution Providing for the Issuance and Sale of General Obligation Bonds, Series 2025A in the Proposed Amount of \$3,480,000

AGENDA: Main

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 needs to issue debt for the local share of road improvements, special assessments, water improvements, and storm sewer costs of the 2025 construction project. The \$3,480,000 General Obligation bonds are broken down as follows:

- \$1,480,000 Improvement Bonds - This represents the amount of the local share of road and special assessments on the Beech/Oakridge, Wright, South Brainerd Resurfacing, and TH 371/Willow Street Roundabout projects, plus cost of issuance. This portion of the debt will be repaid with levy dollars and assessment collections.
 - This debt needed to be structured a little differently. The only project that will be assessed for pay year 2026 is the South Brainerd Resurfacing project. The other projects will be completed this year, and will need to be paid for, but will not start being assessed until 2027.
- \$2,000,000 Utility Revenue Bonds - This represents the amount needed to pay for the water and storm sewer improvements on the 2025 construction projects, plus cost of issuance. This portion of the debt will be repaid with net revenues of the City's water and storm sewer utilities. The water debt (\$1,800,000) is structured over a 20-year period and the storm sewer debt (\$200,000) is structured over a 10-year period.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The 2026 debt levy is to pay for the August 2026 and February 2027 debt payments. Special assessments are to be paid over a 10-year period. The 8/18/25 preliminary debt levy had \$15,300 in the levy for the 2025A bond issue. That was under the assumption that assessments would be collected in pay year 2026 for all projects. The calculated levy required for 2026 — assuming no prepayments of assessments—is \$35,739. This is also by capitalizing an estimated \$58,400 of interest on the portion of debt for projects completed in 2025 but not assessed until 2027.

The initial calculated debt levy was an increase of about \$55,400 over the 2025 debt levy amount. The preliminary debt levy was held at the same amount as 2025 by using more of the projected 2/1/26 cash

balance. Staff recalculated the debt levy without capitalizing the interest. The calculated debt levy would then increase just over \$123,600.

To avoid capitalizing interest, the Council could:

- Revisit the preliminary debt levy before adopting the 2026 preliminary levy.
- Use more of the projected cash balance and keep the 2026 preliminary levy the same as 2025.

A proposed resolution and the Pre-Issuance Report is attached. A representative from Baker Tilly will be available virtually on Monday night to provide additional information and to answer any questions.

RECOMMENDED ACTION/MOTION:

- Discussion of capitalize interest - if Council wants to proceed with the \$58,400 of capitalized interest, revisit the preliminary debt levy, or use more of the projected cash balance to not have capitalized interest and keep the 2026 preliminary debt levy the same as the 2025 debt levy. Staff's recommendation would be to do the latter, not capitalize the interest and use more of the projected cash balance to keep the debt levy flat.
- Adopt the attached resolution providing for the issuance and sale of General Obligation Bonds, Series 2025A, in the Proposed Aggregate Principal Amount of \$3,480,000.

FINANCIAL IMPACT: The annual amount of the debt levy will be included in the 2026 budget and beyond.

2026 DEBT SERVICE LEVY CALCULATION - AS OF 9/9/2025

			Issue	8/31/2025	Projected	2/1/2026	Projected	8/1/2026	7/1/2027	2026			Proposed	Proposed	Proposed	2025 Debt
Project			Maturity	Cash Bal	12/31/2025	Schedule Prin &	2/1/2026	Scheduled	Scheduled Prin	Estimated	Calculated		2026 Levy	2026 Levy	2026 Levy	Levy
			Date		Balance	Int Payments	Balance	Prin & Int	& Int Payments	Special	2026 Levy		2026 Levy	2026 Levy	2026 Levy	
										Assmts						
Fund 310	Equip Certs			\$210,394	\$248,992	\$116,900	\$132,092	\$5,800	\$115,800	\$121,600	\$40,451	\$81,149	\$81,149	\$81,149	\$81,149	\$84,882
	2020A	Ladder truck, street sweeper, and loader	2030			\$116,900		\$5,800	\$115,800	\$121,600	\$40,451	\$81,149	\$81,149			\$84,882
Fund 315	2015A Improvement Bonds	Willow, 10th Ave NE, NE Garfield Street Project, S 5th St Mill and Overlay	2025	(\$2,871)	(\$2,871)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0
Fund 317	2013A Improvement Bonds	SW 4th, East River Road, N 8th St, 13th Ave NE: N to O, Ivy	2024	\$12,889	\$12,889	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0
Fund 320	2015B Improvement Bonds	28th Street	2026	\$42,276	\$46,398	\$20,275	\$26,123	\$0	\$0	\$0	\$0	\$0	\$0			\$0
Fund 302	2018A Improvement Bonds	Jackson St, Buffalo Hills Land Resurf, S 6th St East Frontage Road, NW Brainerd Resfur	2028	\$127,351	\$156,258	\$88,825	\$67,433	\$2,550	\$87,550	\$90,100	\$10,754	\$79,346	\$45,630	\$24,630	\$24,630	\$55,932
Fund 307	2020A Improvement Bonds	Northeast Brainerd: 11th Ave, J St, P St & 10th Ave, L St, O St & 10th Ave, B St NE, and 5th Ave Recon	2031	\$216,518	\$271,150	\$128,600	\$142,550	\$7,400	\$127,400	\$134,800	\$40,532	\$94,268	\$65,758	\$55,758	\$5,758	\$73,905
Fund 303	2020A Tax Abatement Bonds	Memorial Park Project	2035	\$116,263	\$159,028	\$89,600	\$69,428	\$8,800	\$88,800	\$97,600	\$0	\$97,600	\$89,886	\$81,161	\$65,403	\$94,126
Fund 305	2021A Improvement Bonds	Southeast Brainerd- 16th SE; 15th SE, Walnut, St. Louis Ave, NW 3rd and Jackson, Pine, Chicago, Portland, and Madison	2032	\$298,691	\$370,813	\$180,173	\$190,641	\$21,298	\$186,298	\$207,595	\$42,693	\$164,902	\$133,128	\$133,128	\$114,948	\$129,609
Fund 306	2023A Improvement Bonds	Oakridge Road, N 6th, 7th and 3rd, and Juniper	2034	\$368,580	\$484,645	\$239,750	\$244,895	\$45,000	\$245,000	\$290,000	\$37,937	\$252,063	\$221,451	\$221,451	\$221,451	\$219,596
Fund 308	2024A - Improvement Bonds	South Brainerd -	2035	\$120,407	\$193,751	\$115,100	\$78,651	\$38,225	\$193,225	\$231,450	\$54,987	\$176,463	\$167,724	\$167,724	\$167,724	\$106,950
	2025A - Improvement Bonds *** Not issued yet					\$0	\$0	\$44,297	\$84,297	\$128,594	44,656	\$83,938	\$83,938	\$0	\$83,938	\$0
	Close out of Bond Funds (315 and 317)				(\$10,018)											
Totals				\$1,510,499	\$1,931,035	\$979,223	\$951,813	\$173,370	\$1,128,370	\$1,301,739	\$272,011	\$1,029,728	\$888,663	\$765,000	\$765,000	\$765,000

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

\$123,663

Extract of Minutes of Meeting
of the City Council of the City of
Brainerd, Crow Wing County, Minnesota

Pursuant to due call and notice thereof a regular meeting of the City Council of the City of Brainerd, Minnesota, was held on Monday, September 15, 2025, commencing at 7:30 p.m., at City Hall in the City.

The following members of the Council were present:

and the following were absent:

* * *

* * *

* * *

Member _____ presented the following written resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

RESOLUTION

Xx:25

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS, SERIES 2025A, IN THE PROPOSED AGGREGATE PRINCIPAL AMOUNT OF \$3,480,000

BE IT RESOLVED By the City Council (the "City Council") of the City of Brainerd, Crow Wing County, Minnesota (the "City") as follows:

Section 1. Improvement Bonds.

(a) The City is authorized by Minnesota Statutes, Chapters 429 and 475, as amended (the "Improvement Act"), to issue obligations in an amount deemed necessary to defray in whole or in part the expense incurred and estimated to be incurred in making improvements authorized by the Improvement Act.

(b) Certain assessable public improvements in the City (the "Assessable Improvements") have been made, duly ordered, or contracts let pursuant to the provisions of the Improvement Act.

(c) The City Council finds it necessary and expedient to the sound financial management of the affairs of the City to issue obligations in the proposed principal amount of \$1,480,000 (the "Improvement Bonds"), pursuant to the Improvement Act, to provide financing for the Assessable Improvements.

Section 2. Utility Revenue Bonds.

(a) The Brainerd Public Utilities Commission (the "BPU") has recommended the construction of various improvements to the City's water system and storm sewer system (the "Utility Improvements"), pursuant to Minnesota Statutes, Chapters 444 and 475, as amended (the "Utility Revenue Act").

(b) The City Council finds it necessary and expedient to the sound financial management of the affairs of the City to issue obligations in the proposed principal amount of \$2,000,000 (the "Utility Revenue Bonds"), pursuant to the Utility Revenue Act, to provide financing for the Utility Improvements.

(c) The Board of Commissioners of the BPU will consider a resolution at an upcoming meeting requesting that the City issue the Utility Revenue Bonds to finance the Utility Improvements.

Section 3. Sale of the Bonds.

(a) It is necessary and expedient to the sound financial management of the affairs of the City to issue its General Obligation Bonds, Series 2025A (the "Bonds"), in the proposed aggregate principal amount of \$3,480,000, pursuant to the Improvement Act and the Utility Revenue Act (collectively, the "Act"), to provide financing for the

construction of the Assessable Improvements and the construction of the Utility Improvements. The Bonds will be issued, sold, and delivered in accordance with the Terms of Proposal attached hereto as EXHIBIT A (the "Terms of Proposal").

(b) The City is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds, it being determined that the City has retained an independent municipal advisor in connection with such sale. The actions of the City staff and municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

Section 4. Authority of Municipal Advisor. Baker Tilly Municipal Advisors, LLC (the "Municipal Advisor") is authorized and directed to negotiate the Bonds in accordance with the Terms of Proposal. The City Council will meet at 7:30 p.m. on Monday, October 20, 2025 (or such other date as the City Council shall deem appropriate), to consider proposals on the Bonds and take any other appropriate action with respect to the Bonds.

Section 5. Authority of Bond Counsel. The law firm of Kutak Rock LLP, as bond counsel for the City ("Bond Counsel"), is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates, and instruments relating to the Bonds. The officers, employees, and agents of the City are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

Section 6. Covenants. In the resolution awarding the sale of the Bonds the City Council will set forth the covenants and undertakings required by the Act.

Section 7. Official Statement. In connection with the sale of the Bonds, the officers or employees of the City are authorized and directed to cooperate with the Municipal Advisor and participate in the preparation of an official statement for the Bonds and to deliver it on behalf of the City upon its completion.

Section 8. Declaration of Official Intent to Reimburse Certain Costs from Proceeds of the Bonds. The City hereby makes this declaration of official intent (the "Declaration") to reimburse the expenditures made for certain costs of the Assessable Improvements and the Utility Improvements, from the proceeds of the Bonds in the principal amount of the Bonds in accordance with Treasury Regulations, Section 1.150-2 (the "Reimbursement Regulations"). All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of the lesser of \$100,000 or five percent (5%) of the proceeds of the issue; or (c) "preliminary expenditures" up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, soil testing, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Adopted this 15th day of September, 2025.

MIKE O'DAY
President of the Council

Approved this 16th day of September, 2025.

DAVE BADEAUX
Mayor

ATTEST:

NICHOLAS W. BROYLES
City Administrator

EXHIBIT A
TERMS OF PROPOSAL

THE CITY HAS AUTHORIZED BAKER TILLY MUNICIPAL ADVISORS, LLC TO NEGOTIATE THIS ISSUE ON ITS BEHALF. PROPOSALS WILL BE RECEIVED ON THE FOLLOWING BASIS:

TERMS OF PROPOSAL

\$3,480,000*

CITY OF BRAINERD, MINNESOTA

GENERAL OBLIGATION BONDS, SERIES 2025A

(BOOK ENTRY ONLY)

Proposals for the above-referenced obligations (the "Bonds") will be received by the City of Brainerd, Minnesota (the "City") on Monday, October 20, 2025, (the "Sale Date") until 11:00 A.M., Central Time (the "Sale Time") at the offices of Baker Tilly Municipal Advisors, LLC ("Baker Tilly MA"), 30 East 7th Street, Suite 3025, Saint Paul, MN 55101, after which time proposals will be opened and tabulated. Consideration for award of the Bonds will be by the City Council at its meeting commencing at 7:30 P.M., Central Time, of the same day.

SUBMISSION OF PROPOSALS

Baker Tilly MA will assume no liability for the inability of a bidder or its proposal to reach Baker Tilly MA prior to the Sale Time, and neither the City nor Baker Tilly MA shall be responsible for any failure, misdirection or error in the means of transmission selected by any bidder. All bidders are advised that each proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner in which the proposal is submitted.

(a) **Sealed Bidding.** Completed, signed proposals may be submitted to Baker Tilly MA by email to bids@bakertilly.com and must be received prior to the Sale Time.

OR

(b) **Electronic Bidding.** Proposals may also be received via PARITY®. For purposes of the electronic bidding process, the time as maintained by PARITY® shall constitute the official time with respect to all proposals submitted to PARITY®. *Each bidder shall be solely responsible for making necessary arrangements to access PARITY® for purposes of submitting its electronic proposal in a timely manner and in compliance with the requirements of the Terms of Proposal.* Neither the City, its agents, nor PARITY® shall have any duty or obligation to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the City, its agents, nor PARITY® shall be responsible for a bidder's failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY®. The City is using the services of PARITY® solely as a communication mechanism to conduct the electronic bidding for the Bonds, and PARITY® is not an agent of the City.

If any provisions of this Terms of Proposal conflict with information provided by PARITY®, this Terms of Proposal shall control. Further information about PARITY®, including any fee charged, may be obtained from:

PARITY®, 1359 Broadway, 2nd Floor, New York, New York 10018
Customer Support: (212) 849-5000

*Preliminary; subject to change.

Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and controlled subsidiary of Baker Tilly Advisory Group, LP. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, operate under an alternative practice structure and are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm and provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms. ©2025 Baker Tilly Municipal Advisors, LLC

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DETAILS OF THE BONDS

The Bonds will be dated as of the date of delivery and will bear interest payable on February 1 and August 1 of each year, commencing August 1, 2026. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature February 1 in the years and amounts* as follows:

2027	\$ 95,000	2031	\$235,000	2035	\$260,000	2039	\$100,000	2043	\$115,000
2028	\$220,000	2032	\$235,000	2036	\$265,000	2040	\$105,000	2044	\$125,000
2029	\$225,000	2033	\$245,000	2037	\$190,000	2041	\$110,000	2045	\$130,000
2030	\$230,000	2034	\$255,000	2038	\$ 95,000	2042	\$110,000	2046	\$135,000

*The City reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Bonds or the amount of any maturity or maturities in multiples of \$5,000. In the event the amount of any maturity is modified, the aggregate purchase price will be adjusted to result in the same gross spread per \$1,000 of Bonds as that of the original proposal. Gross spread for this purpose is the differential between the price paid to the City for the new issue and the prices at which the proposal indicates the securities will be initially offered to the investing public.

BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository for the Bonds. Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The lowest bidder (the "Purchaser"), as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

REGISTRAR/PAYING AGENT

U.S. Bank Trust Company, National Association, Saint Paul, Minnesota will serve as Registrar/Paying Agent (the "Registrar") for the Bonds, and shall be subject to applicable regulations of the Securities and Exchange Commission. The City will pay for the services of the Registrar.

OPTIONAL REDEMPTION

The City may elect on February 1, 2035, and on any day thereafter, to redeem Bonds due on or after February 1, 2036. Redemption may be in whole or in part and if in part at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be redeemed. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All redemptions shall be at a price of par plus accrued interest.

SECURITY AND PURPOSE

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. In addition, the City will pledge (i) special assessments against benefited properties; (ii) net revenues from the City's water utility system; and (iii) net revenues from the City's storm sewer utility for repayment of a portion of the Bonds. The proceeds of the Bonds, along with available City funds, will be used to (i) finance various assessable public improvements and related water utility and storm sewer improvements and (ii) pay costs of issuance.

NOT BANK QUALIFIED TAX-EXEMPT OBLIGATIONS

The City will not designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

BIDDING PARAMETERS

Proposals shall be for not less than \$3,438,240 plus accrued interest, if any, on the total principal amount of the Bonds. Rates shall be in integral multiples of 1/100 or 1/8 of 1%. The initial price to the public for each maturity as stated on the proposal must be 98.0% or greater.

Proposals for the Bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption scheduled to conform to the maturity schedule set forth herein. In order to designate term bonds, the proposal must specify "Years of Term Maturities" in the spaces provided on the proposal form.

No proposal can be withdrawn or amended after the time set for receiving proposals on the Sale Date unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

ESTABLISHMENT OF ISSUE PRICE

In order to provide the City with information necessary for compliance with Section 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively, the "Code"), the Purchaser will be required to assist the City in establishing the issue price of the Bonds and shall complete, execute, and deliver to the City prior to the closing date, a written certification in a form acceptable to the Purchaser, the City, and Bond Counsel (the "Issue Price Certificate") containing the following for each maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity): (i) the interest rate; (ii) the reasonably expected initial offering price to the "public" (as said term is defined in Treasury Regulation Section 1.148-1(f) (the "Regulation")) or the sale price; and (iii) to the extent the hold-the-offering-price rule applies, pricing wires or equivalent communications supporting such offering or sale price. Any action to be taken or documentation to be received by the City pursuant hereto may be taken or received on behalf of the City by Baker Tilly MA.

The City intends that the sale of the Bonds pursuant to this Terms of Proposal shall constitute a "competitive sale" as defined in the Regulation based on the following:

- (i) the City shall cause this Terms of Proposal to be disseminated to potential bidders in a manner that is reasonably designed to reach potential bidders;
- (ii) all bidders shall have an equal opportunity to submit a bid;
- (iii) the City reasonably expects that it will receive bids from at least three bidders that have established industry reputations for underwriting municipal bonds such as the Bonds; and
- (iv) the City anticipates awarding the sale of the Bonds to the bidder who provides a proposal with the lowest true interest cost, as set forth in this Terms of Proposal (See "AWARD" herein).

Any bid submitted pursuant to this Terms of Proposal shall be considered a firm offer for the purchase of the Bonds, as specified in the proposal. The Purchaser shall constitute an "underwriter" as said term is defined in the Regulation. By submitting its proposal, the Purchaser confirms that it shall require any agreement among underwriters, a selling group agreement, or other agreement to which it is a party relating to the initial sale of the Bonds, to include provisions requiring compliance with the provisions of the Code and the Regulation regarding the initial sale of the Bonds.

If all of the requirements of a "competitive sale" are not satisfied, the City shall advise the Purchaser of such fact prior to the time of award of the sale of the Bonds to the Purchaser. **In such event, any proposal submitted will not be subject to cancellation or withdrawal.** Within twenty-four (24) hours of the notice

of award of the sale of the Bonds, the Purchaser shall advise the City and Baker Tilly MA if 10% of any maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity) has been sold to the public and the price at which it was sold. The City will treat such sale price as the "issue price" for such maturity, applied on a maturity-by-maturity basis. The City will not require the Purchaser to comply with that portion of the Regulation commonly described as the "hold-the-offering-price" requirement for the remaining maturities, but the Purchaser may elect such option. If the Purchaser exercises such option, the City will apply the initial offering price to the public provided in the proposal as the issue price for such maturities. If the Purchaser does not exercise that option, it shall thereafter promptly provide the City and Baker Tilly MA the prices at which 10% of such maturities are sold to the public; provided such determination shall be made and the City and Baker Tilly MA notified of such prices whether or not the closing date has occurred, until the 10% test has been satisfied as to each maturity of the Bonds or until all of the Bonds of a maturity have been sold.

GOOD FAITH DEPOSIT

To have its proposal considered for award, the Purchaser is required to submit a good faith deposit via wire transfer to the City in the amount of \$34,800 (the "Deposit") no later than 2:00 P.M., Central Time on the Sale Date. The Purchaser shall be solely responsible for the timely delivery of its Deposit, and neither the City nor Baker Tilly MA have any liability for delays in the receipt of the Deposit. If the Deposit is not received by the specified time, the City may, at its sole discretion, reject the proposal of the lowest bidder, direct the second lowest bidder to submit a Deposit, and thereafter award the sale to such bidder.

A Deposit will be considered timely delivered to the City upon submission of a federal wire reference number by the specified time. Wire transfer instructions will be available from Baker Tilly MA following the receipt and tabulation of proposals. The successful bidder must send an e-mail including the following information: (i) the federal reference number and time released; (ii) the amount of the wire transfer; and (iii) the issue to which it applies.

Once an award has been made, the Deposit received from the Purchaser will be retained by the City and no interest will accrue to the Purchaser. The amount of the Deposit will be deducted at settlement from the purchase price. In the event the Purchaser fails to comply with the accepted proposal, said amount will be retained by the City.

AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis calculated on the proposal prior to any adjustment made by the City. The City's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, (ii) reject all proposals without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

BOND INSURANCE AT PURCHASER'S OPTION

The City has **not** applied for or pre-approved a commitment for any policy of municipal bond insurance with respect to the Bonds. If the Bonds qualify for municipal bond insurance and a bidder desires to purchase a policy, such indication, the maturities to be insured, and the name of the desired insurer must be set forth on the bidder's proposal. The City specifically reserves the right to reject any proposal specifying municipal bond insurance, even though such proposal may result in the lowest TIC to the City. All costs associated with the issuance and administration of such policy and associated ratings and expenses (other than any independent rating requested by the City) shall be paid by the successful bidder. Failure of the municipal bond insurer to issue the policy after the award of the Bonds shall not constitute cause for failure or refusal by the successful bidder to accept delivery of the Bonds.

CUSIP NUMBERS

If the Bonds qualify for the assignment of CUSIP numbers such numbers will be printed on the Bonds; however, neither the failure to print such numbers on any Bond nor any error with respect thereto will constitute cause for failure or refusal by the Purchaser to accept delivery of the Bonds. Baker Tilly MA will apply for CUSIP numbers pursuant to Rule G-34 implemented by the Municipal Securities Rulemaking Board. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the Purchaser.

SETTLEMENT

On or about November 20, 2025, the Bonds will be delivered without cost to the Purchaser through DTC in New York, New York. Delivery will be subject to receipt by the Purchaser of an approving legal opinion of Kutak Rock LLP of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate. On the date of settlement, payment for the Bonds shall be made in federal, or equivalent, funds that shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Bonds has been made impossible by action of the City, or its agents, the Purchaser shall be liable to the City for any loss suffered by the City by reason of the Purchaser's non-compliance with said terms for payment.

CONTINUING DISCLOSURE

In accordance with SEC Rule 15c2-12(b)(5), the City will undertake, pursuant to the resolution awarding sale of the Bonds, to provide annual reports and notices of certain events. A description of this undertaking is set forth in the Official Statement. The Purchaser's obligation to purchase the Bonds will be conditioned upon receiving evidence of this undertaking at or prior to delivery of the Bonds.

OFFICIAL STATEMENT

The City has authorized the preparation of a Preliminary Official Statement containing pertinent information relative to the Bonds, and said Preliminary Official Statement has been deemed final by the City as of the date thereof within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For an electronic copy of the Preliminary Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Municipal Advisor to the City, Baker Tilly Municipal Advisors, LLC, by telephone (651) 223-3000, or by email bids@bakertilly.com.

A Final Official Statement (as that term is defined in Rule 15c2-12) will be prepared, specifying the maturity dates, principal amounts, and interest rates of the Bonds, together with any other information required by law. By awarding the Bonds to the Purchaser, the City agrees that, no more than seven business days after the date of such award, it shall provide to the Purchaser an electronic copy of the Final Official Statement. The City designates the Purchaser as its agent for purposes of distributing the Final Official Statement to each syndicate member, if applicable. The Purchaser agrees that if its proposal is accepted by the City, (i) it shall accept designation and (ii) it shall enter into a contractual relationship with its syndicate members for purposes of assuring the receipt of the Final Official Statement by each such syndicate member.

Dated September 15, 2025

BY ORDER OF THE CITY COUNCIL

/s/ Nick Broyles
City Administrator

STATE OF MINNESOTA)
)
COUNTY OF CROW WING)
)
CITY OF BRAINERD)

I, the undersigned, being the duly qualified City Administrator of the City of Brainerd, Minnesota (the “City”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on Monday, September 15, 2025, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes, insofar as they relate to the issuance and sale of the City’s General Obligation Bonds, Series 2025A, in the proposed aggregate principal amount of \$3,480,000.

WITNESS My hand as City Administrator and the corporate seal of the City this 15th day of September, 2025.

City Administrator
City of Brainerd, Minnesota



September 11, 2025



Pre-issuance report for

City of Brainerd, Minnesota

General Obligation Bonds, Series 2025A

PRE-ISSUANCE REPORT

PREPARED BY

Baker Tilly Municipal Advisors, LLC
30 East 7th Street, Suite 3025
St. Paul, MN 55101

ADVISOR

Chris Hogan | Director
651-223-3034
chris.hogan@bakertilly.com

Issue summary

PROPOSED ISSUE

The Council has under consideration the issuance of General Obligation Bonds, Series 2025A (the “Bonds”) to (i) finance construction of various assessable public improvements (the “Improvement Portion”) (ii) related water and storm sewer improvements (the “Utility Portion”); and (iii) pay the associated cost of issuance.

AUTHORITY

Statutory Authority: The Bonds are being issued pursuant to Minnesota Statutes, Chapters 429, 444 and 475, as amended (the “Act”), and a resolution adopted by the City Council on September 15, 2025. The Bonds have been structured with four purposes pursuant to their respective statutory authority and payment source.

Brainerd Public Utilities (the “BPU”) is a component unit of the City. The BPU operates the City’s water and storm sewer utilities (together the “Utilities”). The BPU has requested the City issue the Utility Portion as part of the Bonds.

Statutory Requirements:

The Improvement Portion: Pursuant to Minnesota Statutes, Chapter 429, at least 20% of the City’s share of the projected cost of the projects must be paid from special assessments. The projects being financed meet this requirement. The Improvement Portion is further divided into two portions, improvement projects which are assessed in calendar year 2025 (the “2025 Improvement Portion”) and improvement projects which are assessed in calendar year 2026 (the “2026 Improvement Portion”).

The Utility Portion: Pursuant to Minnesota Statutes, Chapter 444, and the resolution authorizing the Bonds, the BPU will covenant to maintain utility rates and charges in an amount sufficient to support the operation of the Utilities and to pay debt service. BPU is required to annually review the budget of the Utilities to determine whether current rates and charges are sufficient and to adjust them as necessary. The Utility Portion is further divided into two portions, projects which are supported by water utility revenues (the “Water Portion”) and projects supported by the storm sewer (the “Storm Sewer Portion”).

SECURITY/SOURCE OF PAYMENT

The Improvement Portion

The Improvement Portion will be repaid with a combination of special assessments filed against benefited properties and general ad valorem taxes.

The 2025 Improvement Portion:

Special assessments in the principal amount of \$239,223 are expected to be filed in the fall of 2025 for the first collection in 2026. The assessments will be collected over a term of ten years with equal annual payments of principal. The City’s assessment policy is to apply an interest rate equal to the true interest cost (TIC) of the bonds plus 1.50%. Based on previous interest rate estimates provided to the City, the City will implement a rate of 5.12%.

The City will be required to levy ad valorem taxes to pay a portion of the debt service on the 2025 Improvement Portion. The City will levy in 2025 for collection in 2026. Beginning with the August 1, 2026,

interest payment, each year's collection of assessments and taxes will be used to make the August 1 interest payment due in the collection year and the February 1 principal and interest payment due the following year.

The 2026 Improvement Portion:

Special assessments in the principal amount of \$765,959 are expected to be filed in the fall of 2026 for the first collection in 2027. The assessments will be collected over a term of ten years with equal annual payments of principal. The City's assessment policy is to apply an interest rate equal to the true interest cost (TIC) of the bonds plus 1.50%. Based on previous interest rate estimates provided to the City, the City will implement a rate of 5.12%.

The City will be required to levy ad valorem taxes to pay a portion of the debt service on the 2026 Improvement Portion. Capitalized interest has been included in the par amount of the 2026 Improvement Portion to make the August 1, 2026 and February 1 2027 interest payments due. The City will levy in 2026 for collection in 2026. Beginning with the August 1, 2027, interest payment, each year's collection of assessments and taxes will be used to make the August 1 interest payment due in the collection year and the February 1 principal and interest payment due the following year.

The Utility Portion

Pursuant to Minnesota Statutes, Chapter 444, and the resolution authorizing the Bonds, the BPU will covenant to maintain utility rates and charges in an amount sufficient to support the operation of the Utilities and to pay debt service. The BPU is required to annually review the budget of the Utilities to determine whether current rates and charges are sufficient and to adjust them as necessary.

The Water Portion: The City currently has five outstanding bond issues for which the net revenues of the water utility are pledged.

Total debt service payable from the water utility and net revenue calculation of the water utility is shown on page 17. The 2024 net revenues of the water utility are less than 1x coverage in some years. Brainerd Public Utilities Commission increased water rates by 20% in December of 2024 (base and commodity charge) and has a planned increases of 2.75% in January 1, 2026 and 2.45% June 1, 2026. Additionally, BPU will be completing a rate study for their water and wastewater rate by the end of the year.

The Storm Sewer Portion: The City currently has four outstanding bond issues for which the net revenues of the sanitary sewer utility are pledged. Total debt service payable from the sanitary sewer utility and net revenue calculation of the sanitary sewer utility is shown on page 18.

The Utility Portion will be repaid with net revenues of the City's water and sanitary sewer utilities. BPU's debt payments are funded entirely through rates, fees and other charges for these services.

FINANCING STRUCTURE

The Improvement Portion

The 2025 Improvement Portion: In consultation with City staff, the 2025 Improvement Portion has been structured to be repaid over a term of ten (10) years around the projected assessment income to result in approximately level annual tax levies, with a first principal payment of February 1, 2027.

The 2026 Improvement Portion: In consultation with City staff, the 2026 Improvement Portion has been structured to be repaid over a term of ten (10) years around the projected assessment income to result in approximately level annual tax levies. Capitalized interest has been included in the par amount of the 2026 Improvement Portion to make the August 1, 2026 and February 1 2027 interest payments due on the 2026

Improvement Portion. The first principal payment will be February 1, 2028.

The City is still considering using cash in lieu of capitalized interest to make the August 1, 2026 and February 1 2027 interest payments

The Utility Portion

The Water Portion: In consultation with BPU staff, the Water Portion has been structured with a repayment term of twenty (20) years with approximately level annual payments of debt service.

The Storm Portion: In consultation with BPU staff, the Storm Portion has been structured with a repayment term of ten (10) years with approximately level annual payments of debt service.

Issue terms

OPTIONAL REDEMPTION

The City may elect on February 1, 2035, and on any day thereafter, to redeem Bonds due on or after February 1, 2036 at a price of par plus accrued interest.

BANK QUALIFICATION

The City has issued more than \$10 million in tax-exempt obligations in 2025; therefore, the Bonds are not designated as bank qualified.

Ratings

An application will be made to S&P Global Ratings (S&P) for ratings on the Bonds. The City's general obligation debt is currently rated "AA-" by S&P.

Issuance timeline

City Council considers Resolution authorizing the Bond sale	September 15, 2025
Rating conference is conducted	Week of September 29, 2025
Competitive proposals are received	October 20, 2025 11:00 a.m.
Council considers award of the Bonds	October 20, 2025, 7:30 p.m.
Proceeds are received	November 20, 2025

Post issuance

The issuance of the Bonds will result in post-issuance compliance responsibilities. The responsibilities are in two primary areas: (i) compliance with federal arbitrage requirements and (ii) compliance with secondary disclosure requirements.

ARBITRAGE/REBATE

Federal arbitrage requirements include a wide range of implications that have been taken into account as this issue has been structured. Post-issuance compliance responsibilities for this tax-exempt issue include both rebate and yield restriction provisions of the IRS Code. In general terms the arbitrage requirements control the earnings on unexpended bond proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves.

Under certain circumstances any “excess earnings” will need to be paid to the IRS to maintain the tax-exempt status of the Bonds. Any interest earnings on gross bond proceeds or debt service funds should not be spent until it has been determined based on actual facts that they are not “excess earnings” as defined by the IRS Code.

The City expects to meet the 24-month spending exception. Regardless of whether the issue qualifies for an exemption from the rebate provisions, yield restriction provisions will apply to Bond proceeds (including interest earnings) unspent after three years and the debt service fund throughout the term of the Bonds. These moneys should be monitored until the Bonds are retired.

CONTINUING DISCLOSURE

Secondary disclosure requirements result from an SEC requirement that underwriters provide ongoing disclosure information to investors. To meet this requirement, any prospective underwriter will require the City to commit to providing the information needed to comply under a continuing disclosure agreement.

Baker Tilly Municipal Advisors (Baker Tilly MA) currently provides both arbitrage and continuing disclosure services to the City. Baker Tilly MA will work with City staff to include the Bonds under the existing respective Agreement for Municipal Advisor Services.

Finance team

The issuance of the Bond will require the work of various other public finance professionals. Fees for these professionals shall be paid by proceeds of this issuance unless directed otherwise by the City. The following professionals and their role have been identified below:

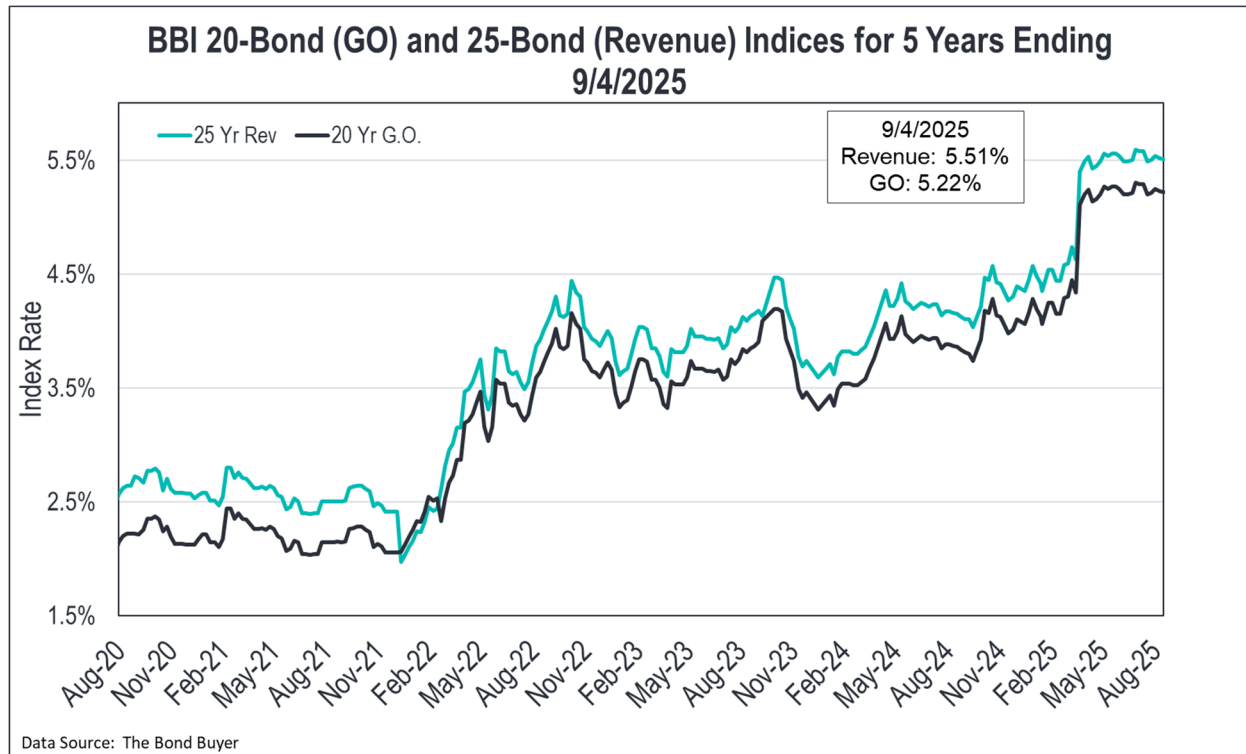
Bond Counsel: Kutak Rock LLP

Municipal Advisor: Baker Tilly Municipal Advisors, LLC

Attachments

In addition to the Bond Buyer Index, attachments for the Series 2025A Bonds include (i) sources and uses of funds, (ii) estimated pricing summary given current market conditions, (iii) estimated net debt service schedules, (iv) assessment income schedules, (v) aggregate water debt and coverage and (vi) aggregate storm sewer debt and coverage.

Performance of the tax-exempt market is often measured by the Bond Buyer's Index ("BBI") which measures the yield of high grade municipal bonds in the 20th year for general obligation bonds rated Aa2 by Moody's or AA by S&P (the BBI 20-Bond GO Index) and the 30th year for revenue bonds rated A1 by Moody's or A+ by S&P (the BBI 25-Bond Revenue Index). The following chart illustrates these two indices over the past five years:



Preliminary

\$3,480,000

City of Brainerd, Minnesota

General Obligation Bonds, Series 2025A

Issue Summary

Total Issue Sources And Uses

Dated 11/20/2025 | Delivered 11/20/2025

	Improvement Portion		Utility Portion		Issue Summary
	2025 Improvement Portion	2026 Improvement Portion	Water Portion	Storm Portion	
Sources Of Funds					
Par Amount of Bonds	\$505,000.00	\$975,000.00	\$1,800,000.00	\$200,000.00	\$3,480,000.00
Use of State Aid Advancements	-	1,254,525.00	-	461,869.00	1,716,394.00
State Grant	-	1,343,035.00	-	-	1,343,035.00
Reoffering Premium	44,762.85	90,086.70	56,785.65	17,906.25	209,541.45
Total Sources	\$549,762.85	\$3,662,646.70	\$1,856,785.65	\$679,775.25	\$6,748,970.45
Uses Of Funds					
Deposit to Project Construction Fund	525,418.00	3,562,720.00	1,777,274.00	671,572.00	6,536,984.00
Costs of Issuance	15,541.80	30,006.47	55,396.56	6,155.17	107,100.00
Deposit to Capitalized Interest (CIF) Fund	-	58,364.58	-	-	58,364.58
Total Underwriter's Discount (1.200%)	6,060.00	11,700.00	21,600.00	2,400.00	41,760.00
Rounding Amount	2,743.05	(144.35)	2,515.09	(351.92)	4,761.87
Total Uses	\$549,762.85	\$3,662,646.70	\$1,856,785.65	\$679,775.25	\$6,748,970.45

Preliminary

\$3,480,000

City of Brainerd, Minnesota

General Obligation Bonds, Series 2025A

Issue Summary

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	YTM	Call Date	Call Price	Dollar Price
02/01/2027	Serial Coupon	5.000%	2.700%	95,000.00	102.687%	-	-	-	97,552.65
02/01/2028	Serial Coupon	5.000%	2.720%	220,000.00	104.827%	-	-	-	230,619.40
02/01/2029	Serial Coupon	5.000%	2.720%	225,000.00	106.932%	-	-	-	240,597.00
02/01/2030	Serial Coupon	5.000%	2.770%	230,000.00	108.774%	-	-	-	250,180.20
02/01/2031	Serial Coupon	5.000%	2.900%	235,000.00	110.059%	-	-	-	258,638.65
02/01/2032	Serial Coupon	5.000%	3.110%	235,000.00	110.574%	-	-	-	259,848.90
02/01/2033	Serial Coupon	5.000%	3.300%	245,000.00	110.807%	-	-	-	271,477.15
02/01/2034	Serial Coupon	5.000%	3.420%	255,000.00	111.206%	-	-	-	283,575.30
02/01/2035	Serial Coupon	5.000%	3.590%	260,000.00	110.956%	-	-	-	288,485.60
02/01/2036	Serial Coupon	5.000%	3.770%	265,000.00	109.479%	c 3.866%	02/01/2035	100.000%	290,119.35
02/01/2037	Serial Coupon	5.000%	3.850%	190,000.00	108.830%	c 4.013%	02/01/2035	100.000%	206,777.00
02/01/2038	Serial Coupon	4.120%	4.250%	95,000.00	98.767%	-	-	-	93,828.65
02/01/2039	Serial Coupon	4.250%	4.350%	100,000.00	98.998%	-	-	-	98,998.00
02/01/2040	Serial Coupon	4.375%	4.450%	105,000.00	99.211%	-	-	-	104,171.55
02/01/2041	Serial Coupon	4.400%	4.550%	110,000.00	98.361%	-	-	-	108,197.10
02/01/2042	Serial Coupon	4.500%	4.650%	110,000.00	98.300%	-	-	-	108,130.00
02/01/2043	Serial Coupon	4.625%	4.750%	115,000.00	98.535%	-	-	-	113,315.25
02/01/2044	Serial Coupon	4.750%	4.800%	125,000.00	99.391%	-	-	-	124,238.75
02/01/2045	Serial Coupon	4.750%	4.850%	130,000.00	98.753%	-	-	-	128,378.90
02/01/2046	Serial Coupon	4.750%	4.900%	135,000.00	98.083%	-	-	-	132,412.05
Total		-	-	-	\$3,480,000.00	-	-	-	\$3,689,541.45

Bid Information

Par Amount of Bonds	\$3,480,000.00
Reoffering Premium or (Discount)	209,541.45
Gross Production	\$3,689,541.45
Total Underwriter's Discount (1.200%)	\$(41,760.00)
Bid (104.821%)	3,647,781.45
Total Purchase Price	\$3,647,781.45
Bond Year Dollars	\$32,931.33
Average Life	9.463 Years
Average Coupon	4.7737446%
Net Interest Cost (NIC)	4.2642558%
True Interest Cost (TIC)	4.1330362%

Preliminary

\$3,480,000

City of Brainerd, Minnesota

General Obligation Bonds, Series 2025A

Issue Summary

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	105% of Total	Assessment	Water Revenues	Storm Revenues	Levy Required
02/01/2026	-	-	-	-	-	-	-	-	-	-	-
02/01/2027	95,000.00	5.000%	202,499.96	297,499.96	(58,364.58)	239,135.38	251,092.15	38,211.89	149,029.97	28,320.83	35,529.46
02/01/2028	220,000.00	5.000%	164,391.50	384,391.50	-	384,391.50	403,611.08	157,294.88	150,298.58	25,462.50	70,555.12
02/01/2029	225,000.00	5.000%	153,391.50	378,391.50	-	378,391.50	397,311.08	145,612.18	147,148.58	29,925.00	74,625.32
02/01/2030	230,000.00	5.000%	142,141.50	372,141.50	-	372,141.50	390,748.58	140,465.64	149,248.58	28,875.00	72,159.35
02/01/2031	235,000.00	5.000%	130,641.50	365,641.50	-	365,641.50	383,923.58	135,319.12	151,086.08	27,825.00	69,693.38
02/01/2032	235,000.00	5.000%	118,891.50	353,891.50	-	353,891.50	371,586.08	130,172.56	147,411.08	26,775.00	67,227.44
02/01/2033	245,000.00	5.000%	107,141.50	352,141.50	-	352,141.50	369,748.58	125,026.04	148,986.08	25,725.00	70,011.46
02/01/2034	255,000.00	5.000%	94,891.50	349,891.50	-	349,891.50	367,386.08	119,879.50	150,298.58	24,675.00	72,533.00
02/01/2035	260,000.00	5.000%	82,141.50	342,141.50	-	342,141.50	359,248.58	114,732.98	146,098.58	28,875.00	69,542.02
02/01/2036	265,000.00	5.000%	69,141.50	334,141.50	-	334,141.50	350,848.58	109,586.44	147,148.58	27,562.50	66,551.06
02/01/2037	190,000.00	5.000%	55,891.50	245,891.50	-	245,891.50	258,186.08	80,517.62	147,936.08	-	29,732.38
02/01/2038	95,000.00	4.120%	46,391.50	141,391.50	-	141,391.50	148,461.08	-	148,461.08	-	-
02/01/2039	100,000.00	4.250%	42,477.50	142,477.50	-	142,477.50	149,601.38	-	149,601.38	-	-
02/01/2040	105,000.00	4.375%	38,227.50	143,227.50	-	143,227.50	150,388.88	-	150,388.88	-	-
02/01/2041	110,000.00	4.400%	33,633.76	143,633.76	-	143,633.76	150,815.45	-	150,815.45	-	-
02/01/2042	110,000.00	4.500%	28,793.76	138,793.76	-	138,793.76	145,733.45	-	145,733.45	-	-
02/01/2043	115,000.00	4.625%	23,843.76	138,843.76	-	138,843.76	145,785.95	-	145,785.95	-	-
02/01/2044	125,000.00	4.750%	18,525.00	143,525.00	-	143,525.00	150,701.25	-	150,701.25	-	-
02/01/2045	130,000.00	4.750%	12,587.50	142,587.50	-	142,587.50	149,716.88	-	149,716.88	-	-
02/01/2046	135,000.00	4.750%	6,412.50	141,412.50	-	141,412.50	148,483.13	-	148,483.13	-	-
Total	\$3,480,000.00	-	\$1,572,057.74	\$5,052,057.74	(58,364.58)	\$4,993,693.16	\$5,243,377.82	\$1,296,818.85	\$2,974,378.22	\$274,020.83	\$698,159.95

Dated	11/20/2025
Delivery Date	11/20/2025
First Coupon Date	8/01/2026

Yield Statistics

Bond Year Dollars	\$32,931.33
Average Life	9.463 Years
Average Coupon	4.7737446%
Net Interest Cost (NIC)	4.2642558%
True Interest Cost (TIC)	4.1330362%
Bond Yield for Arbitrage Purposes	3.9605069%
All Inclusive Cost (AIC)	4.5456173%

IRS Form 8038

Net Interest Cost	3.9750445%
Weighted Average Maturity	9.290 Years

2025A GO Bonds - 9-8-2025 | Issue Summary | 9/ 8/2025 | 4:45 PM

Baker Tilly Municipal Advisors, LLC

Preliminary

\$505,000

City of Brainerd, Minnesota

General Obligation Bonds, Series 2025A

Imp Portion - Assessed 2025

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Assessment	Levy Required
02/01/2026	-	-	-	-	-	-	-
02/01/2027	40,000.00	5.000%	30,229.86	70,229.86	73,741.35	38,211.89	35,529.46
02/01/2028	45,000.00	5.000%	23,250.00	68,250.00	71,662.50	34,945.70	36,716.80
02/01/2029	50,000.00	5.000%	21,000.00	71,000.00	74,550.00	33,720.88	40,829.12
02/01/2030	50,000.00	5.000%	18,500.00	68,500.00	71,925.00	32,496.06	39,428.94
02/01/2031	50,000.00	5.000%	16,000.00	66,000.00	69,300.00	31,271.24	38,028.76
02/01/2032	50,000.00	5.000%	13,500.00	63,500.00	66,675.00	30,046.40	36,628.60
02/01/2033	55,000.00	5.000%	11,000.00	66,000.00	69,300.00	28,821.58	40,478.42
02/01/2034	55,000.00	5.000%	8,250.00	63,250.00	66,412.50	27,596.76	38,815.74
02/01/2035	55,000.00	5.000%	5,500.00	60,500.00	63,525.00	26,371.94	37,153.06
02/01/2036	55,000.00	5.000%	2,750.00	57,750.00	60,637.50	25,147.12	35,490.38
Total	\$505,000.00	-	\$149,979.86	\$654,979.86	\$687,728.85	\$308,629.57	\$379,099.28

Dated	11/20/2025
Delivery Date	11/20/2025
First Coupon Date	8/01/2026

Yield Statistics

Bond Year Dollars	\$2,999.60
Average Life	5.940 Years
Average Coupon	5.0000000%
Net Interest Cost (NIC)	3.7097317%
True Interest Cost (TIC)	3.5250839%
Bond Yield for Arbitrage Purposes	3.9605069%
All Inclusive Cost (AIC)	4.0977320%

IRS Form 8038

Net Interest Cost	3.1923217%
Weighted Average Maturity	5.995 Years

Preliminary

\$975,000

City of Brainerd, Minnesota

General Obligation Bonds, Series 2025A

Imp Portion - Assessed 2026

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	CIF	Net New D/S	105% of Total	Assessment	Levy Required
02/01/2026	-	-	-	-	-	-	-	-	-
02/01/2027	-	-	58,364.58	58,364.58	(58,364.58)	-	-	-	-
02/01/2028	100,000.00	5.000%	48,750.00	148,750.00	-	148,750.00	156,187.50	122,349.18	33,838.32
02/01/2029	95,000.00	5.000%	43,750.00	138,750.00	-	138,750.00	145,687.50	111,891.30	33,796.20
02/01/2030	95,000.00	5.000%	39,000.00	134,000.00	-	134,000.00	140,700.00	107,969.58	32,730.42
02/01/2031	95,000.00	5.000%	34,250.00	129,250.00	-	129,250.00	135,712.50	104,047.88	31,664.62
02/01/2032	95,000.00	5.000%	29,500.00	124,500.00	-	124,500.00	130,725.00	100,126.16	30,598.84
02/01/2033	95,000.00	5.000%	24,750.00	119,750.00	-	119,750.00	125,737.50	96,204.46	29,533.04
02/01/2034	100,000.00	5.000%	20,000.00	120,000.00	-	120,000.00	126,000.00	92,282.74	33,717.26
02/01/2035	100,000.00	5.000%	15,000.00	115,000.00	-	115,000.00	120,750.00	88,361.04	32,388.96
02/01/2036	100,000.00	5.000%	10,000.00	110,000.00	-	110,000.00	115,500.00	84,439.32	31,060.68
02/01/2037	100,000.00	5.000%	5,000.00	105,000.00	-	105,000.00	110,250.00	80,517.62	29,732.38
Total	\$975,000.00	-	\$328,364.58	\$1,303,364.58	(58,364.58)	\$1,245,000.00	\$1,307,250.00	\$988,189.28	\$319,060.72

Dated	11/20/2025
Delivery Date	11/20/2025
First Coupon Date	8/01/2026

Yield Statistics

Bond Year Dollars	\$6,567.29
Average Life	6.736 Years
Average Coupon	4.9999999%
Net Interest Cost (NIC)	3.8064075%
True Interest Cost (TIC)	3.6151880%
Bond Yield for Arbitrage Purposes	3.9605069%
All Inclusive Cost (AIC)	4.1270370%

IRS Form 8038

Net Interest Cost	3.3057875%
Weighted Average Maturity	6.767 Years

Preliminary

\$1,800,000

City of Brainerd, Minnesota

General Obligation Bonds, Series 2025A

Water Portion

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Levy	Fiscal Total
11/20/2025	-	-	-	-	-	-
08/01/2026	-	-	59,362.55	59,362.55	62,330.68	-
02/01/2027	40,000.00	5.000%	42,570.75	82,570.75	86,699.29	149,029.97
08/01/2027	-	-	41,570.75	41,570.75	43,649.29	-
02/01/2028	60,000.00	5.000%	41,570.75	101,570.75	106,649.29	150,298.58
08/01/2028	-	-	40,070.75	40,070.75	42,074.29	-
02/01/2029	60,000.00	5.000%	40,070.75	100,070.75	105,074.29	147,148.58
08/01/2029	-	-	38,570.75	38,570.75	40,499.29	-
02/01/2030	65,000.00	5.000%	38,570.75	103,570.75	108,749.29	149,248.58
08/01/2030	-	-	36,945.75	36,945.75	38,793.04	-
02/01/2031	70,000.00	5.000%	36,945.75	106,945.75	112,293.04	151,086.08
08/01/2031	-	-	35,195.75	35,195.75	36,955.54	-
02/01/2032	70,000.00	5.000%	35,195.75	105,195.75	110,455.54	147,411.08
08/01/2032	-	-	33,445.75	33,445.75	35,118.04	-
02/01/2033	75,000.00	5.000%	33,445.75	108,445.75	113,868.04	148,986.08
08/01/2033	-	-	31,570.75	31,570.75	33,149.29	-
02/01/2034	80,000.00	5.000%	31,570.75	111,570.75	117,149.29	150,298.58
08/01/2034	-	-	29,570.75	29,570.75	31,049.29	-
02/01/2035	80,000.00	5.000%	29,570.75	109,570.75	115,049.29	146,098.58
08/01/2035	-	-	27,570.75	27,570.75	28,949.29	-
02/01/2036	85,000.00	5.000%	27,570.75	112,570.75	118,199.29	147,148.58
08/01/2036	-	-	25,445.75	25,445.75	26,718.04	-
02/01/2037	90,000.00	5.000%	25,445.75	115,445.75	121,218.04	147,936.08
08/01/2037	-	-	23,195.75	23,195.75	24,355.54	-
02/01/2038	95,000.00	4.120%	23,195.75	118,195.75	124,105.54	148,461.08
08/01/2038	-	-	21,238.75	21,238.75	22,300.69	-
02/01/2039	100,000.00	4.250%	21,238.75	121,238.75	127,300.69	149,601.38
08/01/2039	-	-	19,113.75	19,113.75	20,069.44	-
02/01/2040	105,000.00	4.375%	19,113.75	124,113.75	130,319.44	150,388.88
08/01/2040	-	-	16,816.88	16,816.88	17,657.72	-
02/01/2041	110,000.00	4.400%	16,816.88	126,816.88	133,157.72	150,815.45
08/01/2041	-	-	14,396.88	14,396.88	15,116.72	-
02/01/2042	110,000.00	4.500%	14,396.88	124,396.88	130,616.72	145,733.45
08/01/2042	-	-	11,921.88	11,921.88	12,517.97	-
02/01/2043	115,000.00	4.625%	11,921.88	126,921.88	133,267.97	145,785.95
08/01/2043	-	-	9,262.50	9,262.50	9,725.63	-
02/01/2044	125,000.00	4.750%	9,262.50	134,262.50	140,975.63	150,701.25
08/01/2044	-	-	6,293.75	6,293.75	6,608.44	-
02/01/2045	130,000.00	4.750%	6,293.75	136,293.75	143,108.44	149,716.88
08/01/2045	-	-	3,206.25	3,206.25	3,366.56	-
02/01/2046	135,000.00	4.750%	3,206.25	138,206.25	145,116.56	148,483.13
Total	\$1,800,000.00	-	\$1,032,741.08	\$2,832,741.08	\$2,974,378.13	-

SIGNIFICANT DATES

Dated	11/20/2025
Delivery Date.....	11/20/2025
First Coupon Date.....	8/01/2026

Yield Statistics

Bond Year Dollars.....	\$22,145.00
Average Life.....	12.303 Years
Average Coupon.....	4.6635407%

Net Interest Cost (NIC).....	4.5046531%
True Interest Cost (TIC).....	4.4517979%
Bond Yield for Arbitrage Purposes.....	3.9605069%
All Inclusive Cost (AIC).....	4.7974412%

IRS Form 8038

Net Interest Cost.....	4.3505824%
Weighted Average Maturity.....	12.081 Years

Interest rates are estimates. Changes in rates may cause significant alterations to this schedule.

The actual underwriter's discount bid may also vary.

2025A GO Bonds - 9-8-2025 | Water Portion | 9/ 8/2025 | 4:39 PM

Preliminary

\$200,000

City of Brainerd, Minnesota

General Obligation Bonds, Series 2025A

Storm Portion

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Levy	Fiscal Total
11/20/2025	-	-	-	-	-	-
08/01/2026	-	-	6,972.22	6,972.22	7,320.83	-
02/01/2027	15,000.00	5.000%	5,000.00	20,000.00	21,000.00	28,320.83
08/01/2027	-	-	4,625.00	4,625.00	4,856.25	-
02/01/2028	15,000.00	5.000%	4,625.00	19,625.00	20,606.25	25,462.50
08/01/2028	-	-	4,250.00	4,250.00	4,462.50	-
02/01/2029	20,000.00	5.000%	4,250.00	24,250.00	25,462.50	29,925.00
08/01/2029	-	-	3,750.00	3,750.00	3,937.50	-
02/01/2030	20,000.00	5.000%	3,750.00	23,750.00	24,937.50	28,875.00
08/01/2030	-	-	3,250.00	3,250.00	3,412.50	-
02/01/2031	20,000.00	5.000%	3,250.00	23,250.00	24,412.50	27,825.00
08/01/2031	-	-	2,750.00	2,750.00	2,887.50	-
02/01/2032	20,000.00	5.000%	2,750.00	22,750.00	23,887.50	26,775.00
08/01/2032	-	-	2,250.00	2,250.00	2,362.50	-
02/01/2033	20,000.00	5.000%	2,250.00	22,250.00	23,362.50	25,725.00
08/01/2033	-	-	1,750.00	1,750.00	1,837.50	-
02/01/2034	20,000.00	5.000%	1,750.00	21,750.00	22,837.50	24,675.00
08/01/2034	-	-	1,250.00	1,250.00	1,312.50	-
02/01/2035	25,000.00	5.000%	1,250.00	26,250.00	27,562.50	28,875.00
08/01/2035	-	-	625.00	625.00	656.25	-
02/01/2036	25,000.00	5.000%	625.00	25,625.00	26,906.25	27,562.50
Total	\$200,000.00	-	\$60,972.22	\$260,972.22	\$274,020.83	-

SIGNIFICANT DATES

Dated	11/20/2025
Delivery Date.....	11/20/2025
First Coupon Date.....	8/01/2026

Yield Statistics

Bond Year Dollars.....	\$1,219.44
Average Life.....	6.097 Years
Average Coupon.....	4.9999998%
Net Interest Cost (NIC).....	3.7284167%
True Interest Cost (TIC).....	3.5421687%
Bond Yield for Arbitrage Purposes.....	3.9605069%
All Inclusive Cost (AIC).....	4.1014624%

IRS Form 8038

Net Interest Cost.....	3.2134918%
Weighted Average Maturity.....	6.150 Years

**Interest rates are estimates. Changes in rates may
cause significant alterations to this schedule.
The actual underwriter's discount bid may also vary.**

2025A GO Bonds - 9-8-2025 | Storm Portion | 9/ 8/2025 | 4:39 PM

Baker Tilly Municipal Advisors, LLC

City of Brainerd, Minnesota

General Obligation Bonds, Series 2025A

ASSESSMENT INCOME

Date	2025 Assmts	2026 Assmts	Total Assmt Income
12/31/2025	-	-	-
12/31/2026	38,211.89	-	38,211.89
12/31/2027	34,945.70	122,349.18	157,294.88
12/31/2028	33,720.88	111,891.30	145,612.18
12/31/2029	32,496.06	107,969.58	140,465.64
12/31/2030	31,271.24	104,047.88	135,319.12
12/31/2031	30,046.40	100,126.16	130,172.56
12/31/2032	28,821.58	96,204.46	125,026.04
12/31/2033	27,596.76	92,282.74	119,879.50
12/31/2034	26,371.94	88,361.04	114,732.98
12/31/2035	25,147.12	84,439.32	109,586.44
12/31/2036	-	80,517.62	80,517.62
Total	\$308,629.57	\$988,189.28	\$1,296,818.85

Assessment Summary

2025 Assessments:

Principal Amount: \$239,223

Filing Date: Nov 1, 2025

Interest Rate: 5.12%

2026 Assessments:

Principal Amount: \$765,959

Filing Date: Nov 1, 2026

Interest Rate: 5.12%

Baker Tilly Municipal Advisors, LLC

\$239,223

City of Brainerd, Minnesota

General Obligation Bonds, Series 2025A

Assessments 2025

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2025	-	-	-	-
12/31/2026	23,922.30	5.120%	14,289.59	38,211.89
12/31/2027	23,922.30	5.120%	11,023.40	34,945.70
12/31/2028	23,922.30	5.120%	9,798.58	33,720.88
12/31/2029	23,922.30	5.120%	8,573.76	32,496.06
12/31/2030	23,922.30	5.120%	7,348.94	31,271.24
12/31/2031	23,922.30	5.120%	6,124.10	30,046.40
12/31/2032	23,922.30	5.120%	4,899.28	28,821.58
12/31/2033	23,922.30	5.120%	3,674.46	27,596.76
12/31/2034	23,922.30	5.120%	2,449.64	26,371.94
12/31/2035	23,922.30	5.120%	1,224.82	25,147.12
Total	\$239,223.00	-	\$69,406.57	\$308,629.57

SIGNIFICANT DATES

Filing Date	11/01/2025
First Payment Date.....	12/31/2026

\$765,959

City of Brainerd, Minnesota

General Obligation Bonds, Series 2025A

Assessments 2026

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2026	-	-	-	-
12/31/2027	76,595.90	5.120%	45,753.28	122,349.18
12/31/2028	76,595.90	5.120%	35,295.40	111,891.30
12/31/2029	76,595.90	5.120%	31,373.68	107,969.58
12/31/2030	76,595.90	5.120%	27,451.98	104,047.88
12/31/2031	76,595.90	5.120%	23,530.26	100,126.16
12/31/2032	76,595.90	5.120%	19,608.56	96,204.46
12/31/2033	76,595.90	5.120%	15,686.84	92,282.74
12/31/2034	76,595.90	5.120%	11,765.14	88,361.04
12/31/2035	76,595.90	5.120%	7,843.42	84,439.32
12/31/2036	76,595.90	5.120%	3,921.72	80,517.62
Total	\$765,959.00	-	\$222,230.28	\$988,189.28

SIGNIFICANT DATES

Filing Date	11/01/2026
First Payment Date.....	12/31/2027

Brainerd, Minnesota
Aggregate Debt Service Payable from the Water Utility

Aggregate Debt Service

Calendar Year	\$4,845,000 2016A Bonds	\$2,720,000 2018A Bonds	\$5,250,000 2021A Bonds	\$1,100,000 2023A Bonds	\$1,225,000 2024A Bonds	\$1,800,000 2025A Bonds*	Total D/S	Net D/S Payable from Water	Coverage
2024	-	-	-	-	-	-	-	-	-
2025	432,803	338,048	433,172	95,629	37,919	-	1,337,571	1,337,571	1.17
2026	430,178	339,255	418,735	108,885	153,353	62,331	1,512,736	1,512,736	1.03
2027	429,201	334,976	409,416	105,998	163,984	130,349	1,573,923	1,573,923	0.99
2028	427,652	335,711	394,716	108,229	163,590	148,724	1,578,621	1,578,621	0.99
2029	430,277	-	456,797	110,198	162,934	145,574	1,305,779	1,305,779	1.19
2030	427,442	-	458,635	106,785	162,015	147,542	1,302,419	1,302,419	1.20
2031	429,240	-	463,570	108,491	160,834	149,249	1,311,383	1,311,383	1.19
2032	-	-	465,510	109,935	159,390	145,574	880,408	880,408	1.77
2033	-	-	465,838	105,998	157,684	147,017	876,536	876,536	1.78
2034	-	-	465,672	107,179	161,595	148,199	882,645	882,645	1.77
2035	-	-	463,680	108,098	160,650	143,999	876,426	876,426	1.78
2036	-	-	465,255	109,167	-	144,917	719,340	719,340	2.17
2037	-	-	466,620	105,210	-	145,574	717,404	717,404	2.17
2038	-	-	-	106,332	-	146,406	252,738	252,738	6.17
2039	-	-	-	107,231	-	147,370	254,601	254,601	6.13
2040	-	-	-	-	-	147,977	147,977	147,977	10.54
2041	-	-	-	-	-	148,274	148,274	148,274	10.52
2042	-	-	-	-	-	143,135	143,135	143,135	10.90
2043	-	-	-	-	-	142,994	142,994	142,994	10.91
2044	-	-	-	-	-	147,584	147,584	147,584	10.57
2045	-	-	-	-	-	146,475	146,475	146,475	10.65
2046	-	-	-	-	-	145,117	145,117	145,117	10.75
Total	3,006,793	1,347,990	5,827,616	1,603,363	-	2,974,378	16,404,087	14,875,191	

Note: all debt service is shown at 105%.

* Estimate

Water Utility - 2024 Net Revenue & Coverage

Operating Revenues	\$3,700,479
Operating Expenses	(3,872,830)
Operating Income	(172,351)
Add back depreciation	1,333,639
Interest Income	32,008
Local Option Sales Tax	366,513
Income Available for Debt Service	\$1,559,809
Maximum Projected Debt Service	\$1,578,621
Remaining Capacity	(\$18,812)

Brainerd, Minnesota
Aggregate Debt Service Payable from the Storm Sewer Utility

Aggregate Debt Service

Calendar Year	\$25,966,788 2009 PFA Loan (a)	\$4,845,000 2016A Bonds (b)	\$560,000 2018A Bonds	\$1,855,000 2023A Bonds	\$200,000 2025A Bonds (c)	Total D/S	Net D/S Payable from Sewer Revenue	Coverage
2024	-	-	-	-	-	-	-	-
2025	1,870,438	103,873	69,773	163,853	-	2,207,936	2,207,936	1.68
2026	1,888,917	103,243	62,711	180,653	7,321	2,242,845	2,242,845	1.66
2027	1,909,399	103,008	71,321	181,046	25,856	2,290,631	2,290,631	1.62
2028	1,929,717	102,636	69,274	181,178	25,069	2,307,874	2,307,874	1.61
2029	-	103,266	-	181,046	29,400	313,713	313,713	11.85
2030	-	102,586	-	180,653	28,350	311,589	311,589	11.93
2031	-	103,018	-	179,996	27,300	310,314	310,314	11.98
2032	-	-	-	184,196	26,250	210,446	210,446	17.66
2033	-	-	-	182,753	25,200	207,953	207,953	17.87
2034	-	-	-	181,046	24,150	205,196	205,196	18.11
2035	-	-	-	184,196	28,219	212,415	212,415	17.49
2036	-	-	-	182,392	26,906	209,298	209,298	17.75
2037	-	-	-	180,935	-	180,935	180,935	20.54
2038	-	-	-	179,156	-	179,156	179,156	20.74
2039	-	-	-	182,293	-	182,293	182,293	20.38
Total	7,598,472	721,630	273,079	2,705,391	274,021	11,572,593	11,211,143	

Note: All debt service is shown at 105%.

(a) This loan was issued as a Build America Bond, for which the 35% federal credit available to the City will be treated as a reduction in each interest payment. The City of Baxter is obligated to pay one-third of the debt service on this loan to the City, pursuant to an agreement between the City and the City of Baxter.

(b) The City of Baxter is obligated to pay 20% of the net tax revenues of its sales and use and motor vehicle excise taxes to the City as a portion of the debt service on this issue, pursuant to an agreement between the City and the City of Baxter.

(c) Estimate.

Storm Sewer Utility - 2024 Net Revenue & Coverage

Operating Revenues	\$3,437,015
Operating Expenses	(3,568,036)
Operating Income	(131,021)
Add back depreciation	1,694,652
Interest Income	503,386
Local Option Sales Tax	1,517,991
Income Available for Debt Service	\$3,716,029
Maximum Projected Debt Service	\$2,307,874
Remaining Capacity	\$1,408,155



City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Adopt Resolution - Call for Public Hearing on Improvement - Imp 23-14 - Hawkins/Ronald/Joseph Resurfacing Project

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Staff is recommending that Council adopt the attached resolution that calls for a rescheduled public hearing to hear public testimony on the improvement. If the Council recalls, a public hearing was held on April 21st, 2025 and Council heard several testimonies prior to adopting the resolution that Ordered the Improvement. Unfortunately, Moore Engineering, who is assisting with administering this project, mailed notices to property owners on the project but did not have the notice of the hearing published in the Dispatch. Minnesota Statute 429.031 requires that the hearing notice be published in the paper twice, one week apart, and the second publication at least 3 days before the hearing. Staff is recommending holding the rescheduled public hearing on October 6th, 2025 at 7:30 p.m.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Moore Engineering will be taking on the additional costs of the rescheduled public hearing with the appropriate notices in the Dispatch and mailed letters to property owners to provide notification. After the public hearing, staff will recommend that Council re-affirm the resolution from April 21st that Ordered the Improvement. Staff has informed Moore Engineering to notify the awarded contractor that no work should occur prior to the October 6th date. Only Hawkins Drive work was planned to occur this fall, which this change may require the work to occur in spring 2026 with the rest of the project on Joseph/Ronald/alley.

RECOMMENDED ACTION/MOTION: Staff recommends adoption of the attached resolution that calls for a public hearing on Improvement 23-14 for October 6th, 2025 at 7:30 p.m.

FINANCIAL IMPACT: N/A

R E S O L U T I O N
NO. _____

RESOLUTION CALLING HEARING ON IMPROVEMENT 23-14
HAWKINS-JOSEPH-RONALD RESURFACING PROJECT

WHEREAS, pursuant to resolution of the Council adopted February 18, 2025, a report has been prepared by Moore Engineering with reference to the proposed Hawkins-Joseph-Ronald Resurfacing Project, to consider the making of improvements on the following streets:

Hawkins Drive from Southwest 4th Street to cul-de-sac
Joseph Street from South 6th Street to South 7th Street
Ronald Street from South 6th Street to South 7th Street
Alley between South 6th Street and South 7th Street from Paul Street to Joseph Street

by resurfacing streets, spot curb and gutter repair, adjusting storm and sanitary sewer castings, fire hydrant replacement, watermain and water service line replacement, and adjusting water valves.

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

1. The Council will consider the improvement of such streets in accordance with the report and the assessment of abutting property and properties directly served via these streets for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$698,026.50.
2. A Public Hearing shall be held on such proposed improvement on the 6th day of October 2025, in the Council Chambers of the City Hall at 7:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this 15th day of September 2025

MIKE O'DAY
President of the Council

Approved this 16th day of September 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Adopt Resolution - Order Feasibility Report - Imp 25-05 - Southeast Brainerd Reconstruction Project

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this request is a resolution for the Council to order the feasibility report for Improvement 25-05 - Southeast Brainerd Reconstruction Project. This resolution authorizes staff to prepare the feasibility report to be presented to the Council at a future meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This project includes reconstruction of the following streets:

- 17th Street SE from Oak Street to Laurel Street
- 18th Street SE from Oak Street to Laurel Street
- 19th Street SE from Oak Street to Dead End
- Norwood Street from 17th Street to 19th Street
- Maple Street from 17th Street to 19th Street
- Laurel Street from 17th Street to 18th Street

A neighborhood informational meeting was held on Tuesday, August 19th at City Hall where staff presented some high points of the proposed project, answered questions, and receive feedback..

RECOMMENDED ACTION/MOTION: Staff recommends adopting the attached resolution ordering the feasibility report for Improvement 25-05 - Southeast Brainerd Reconstruction Project.

FINANCIAL IMPACT: N/A

RESOLUTION
NO. _____

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

IMPROVEMENT 25-05 – SOUTHEAST BRAINERD RECONSTRUCTION PROJECT

WHEREAS, it is proposed to improve the following streets:

17th Street SE from Oak Street to Laurel Street
18th Street SE from Oak Street to Laurel Street
19th Street SE from Oak Street to Dead End
Norwood Street from 17th Street to 19th Street
Maple Street from 17th Street to 19th Street
Laurel Street from 17th Street to 18th Street

by reconstructing streets including, but not limited to, replacement of bituminous pavement surface, curb and gutter, watermain, sanitary sewer, storm sewer, new sidewalk, and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement, called Improvement No. 25-05 – Southeast Brainerd Reconstruction Project be referred to the City Engineer for study and that that person is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted this 15th day of September 2025

MIKE O'DAY
President of the Council

Approved this 16th day of September 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Improvement 25-05

Southeast Brainerd Reconstruction Project

Public Informational Meeting

Tuesday, August 19th, 2025

Jessie Dehn, P.E.
City Engineer



Project Limits

- 17th Street SE (Oak St. to Laurel St.)
- 18th Street SE (Oak St. to Laurel St.)
- 19th Street SE (Oak St. to Dead End)
- Norwood Street (17th St. to 19th St.)
- Maple Street (17th St. to 19th St.)
- Alleyways within the project area

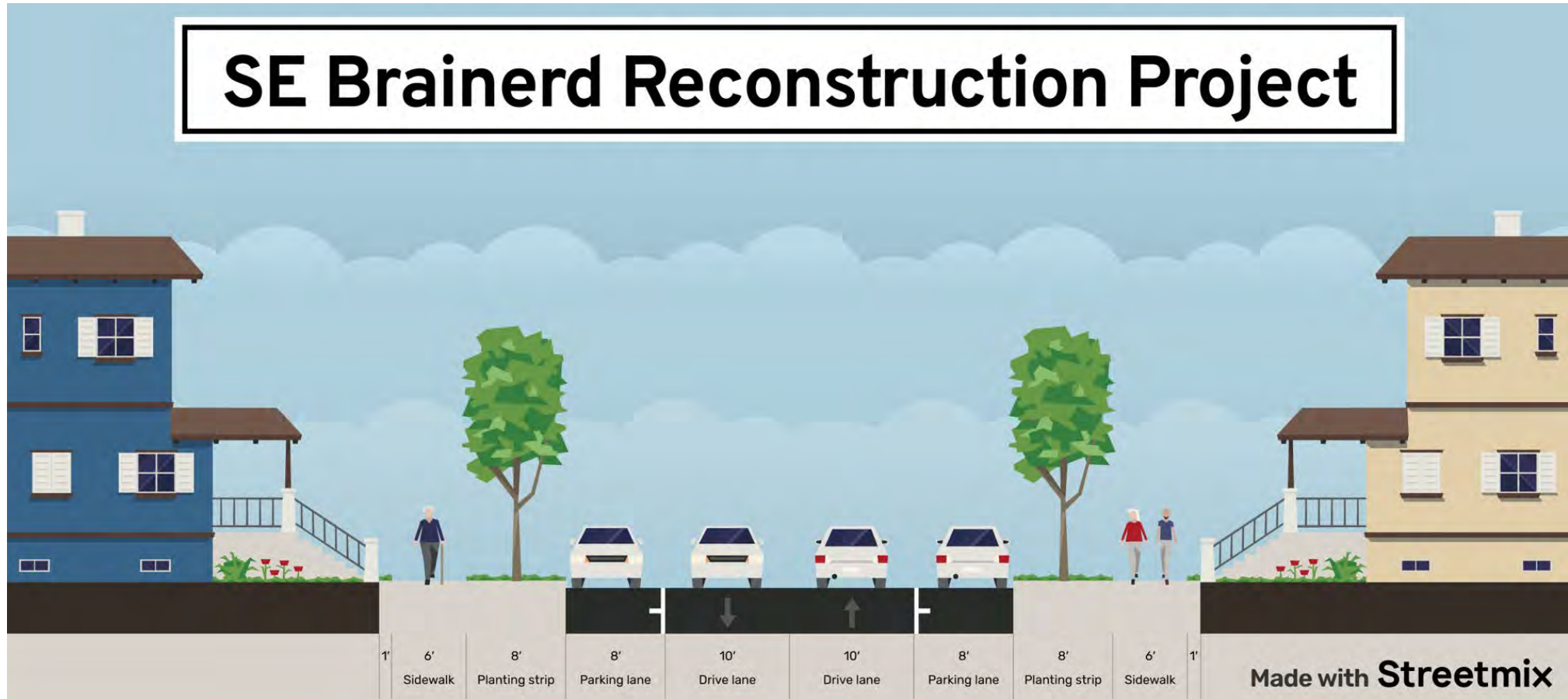


Scope of Reconstruction

- Full replacement of street surface including curb & gutter, sidewalk, asphalt pavement, and gravel base.
- Construction of new sidewalk on Norwood Street from 18th to 19th Street, 17th and 19th Streets from Oak to Norwood Streets.
- Replacement of watermain and water service lines to the right of way
- Replacement of sanitary sewer and service lines to the right of way
- Replacement of storm sewer main and catch basins

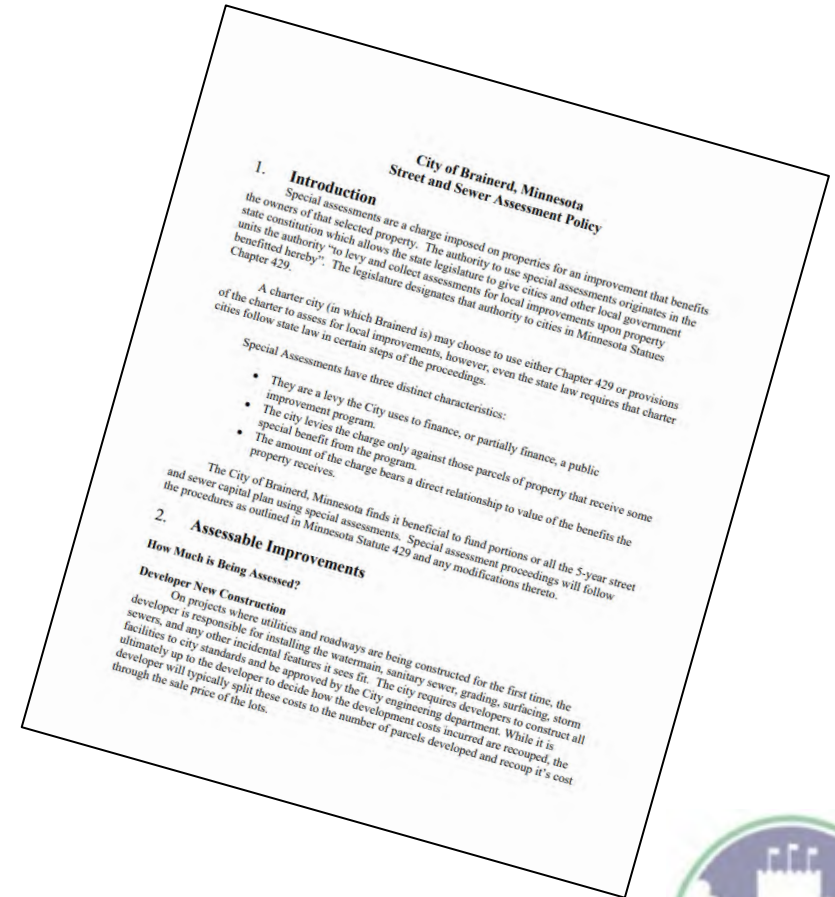


Typical Section (sidewalk varies by street)



Special Assessments

- Current Policy
 - Street Reconstruction
 - ½ of cost by City
 - ½ of cost by Property Owners on front footage basis
 - Utilities cover cost of replacement of associated utility
 - Watermain and water service line replacements are paid by BPU
 - Storm sewer main and catch basin replacements are paid by the Storm Sewer Fund
 - Sidewalks are typically paid by the City
- Final assessed costs based on measured quantities and costs of actual construction



Special Assessments

- Property owners may pay assessments in full interest-free once finalized or assessed to property taxes.
 - Typically over a 10-Year period
 - Equal Annual Principal Payments
 - Interest is estimated to be 4-5% (based on the bond interest rate)
 - Payments are collected by Crow Wing County with semi-annual property tax collection
 - Payoff or additional principal payments can be made to the City of Brainerd's Finance Office throughout the year.



Special Assessments

- Example (estimated)
 - Assumptions
 - Property with 100 feet of front footage
 - \$70 per lineal foot assessment rate
 - 4.5% assessment interest rate

Paid Up Front	Assessed on Taxes over 10 Years
\$7,000 total	\$7,000 in principal payments
	1 st Year Payment approx. = \$1,050
	10 th Year Payment approx. = \$735
	Total estimated \$1,925 in interest paid over 10 years
	Total amount paid \$8,925



Project Timeline (estimated)

- September 2025 – Feasibility Report, Call for Public Hearing on Improvement
- October 2025 – Public Hearing on Public Hearing
 - Your opportunity to testify to the City Council regarding the assessment
- February 2026 – Project Advertisement/Award
- May 2026 – Construction Season Begins



Project Timeline (estimated)

- September 2026 – Call for Public Hearing on Assessment
 - Notices sent with final costs for each property
- October 2026 – Public Hearing on Assessment
 - Your opportunity to testify before the Council on your assessment
 - Final assessment rolls are typically adopted after this point
- November 2026 – Prepayments for Assessments due without interest



Construction Considerations

- Access
 - Generally will have access during the entire project
 - Exceptions!!
 - Utility trenching
 - Curb and gutter
 - Driveway paving
- Parking
 - Off-street whenever possible
- Trash
 - Contractor will provide for pickup and dropoff if alternative location is needed
- Mail
 - Temporary mailboxes will likely be set up on an adjacent street for driven routes
- Trees
 - Only remove trees when in conflict with utility service line or ash tree (per the City's Ash Tree Policy)
 - All trees are replaced at a 1:1 rate



Construction Considerations

- Landscaping
 - Arrange to have any landscaping removed from the right of way prior to construction
 - Hardscaping (pavers, etc.) is typically salvaged and reinstalled
 - Irrigation lines should be relocated out of the right of way whenever possible
 - If not, have lines marked prior to construction. Shut off during excavations.
- Water Outages
 - Contractor will provide notice prior to any planned water outages
 - Look for a doorknob hanger
- Project Updates
 - IMPORTANT!!!! DON'T WAIT FOR SOMEONE TO COME GIVE YOU UPDATES EACH DAY!!!
 - If you need an update on status, parking, etc., reach out to either City inspection staff or Contractor
 - City staff will post construction updates on the City's Engineering website



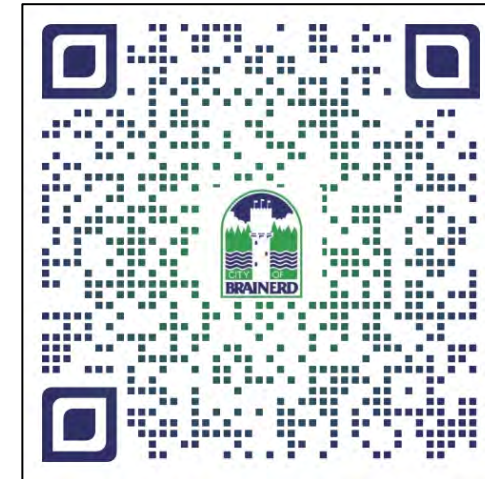
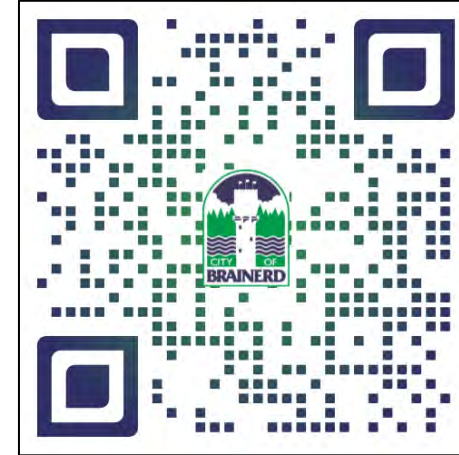
Input

- Provide here at the meeting
 - Comment Cards
- Property Owner/Resident Survey
 - View using the Web Address or Scan the QR Code to the right
 - <https://arcg.is/004PHj1>
- Reach out to staff directly
 - Phone: (218) 828-2307
 - E-Mail: jdehn@ci.brainerd.mn.us



More Information!!

- Project StoryMap
 - View using the Web Address or Scan the QR Code to the right
 - <https://arcg.is/0uO5iS0>
- Project Updates
 - Construction updates will typically be posted weekly
 - View using the Web Address or Scan the QR Code to the right
 - <https://ci.brainerd.mn.us/165/Engineering-Department>



Questions??

THANK YOU!!!





City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Adopt Resolution Declaring Costs to be Assessed for Nuisance, Downtown Snow Removal, and Downtown Special Services Assessments and Call for Public Hearing

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Mike Habighorst, Public Works
Director, James Kramvik, Community Development
Director

DEPARTMENT: Public Works

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

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Pursuant Minnesota Statute 429 and to continue with assessment proceedings, the City Council must declare costs to be assessed, order the preparation of the proposed assessment, and call a public hearing on the proposed assessment.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The 2025 nuisance abatement assessments total \$116,806.00. Contracted snow removal costs in the downtown district had a total cost of \$40,278.00 during the 2024-2025 snow season. This equates to 18 billed inches of snow. The special services district, including landscaping, garbage, and maintenance, had a cost of \$33,183.96 for the 2025 season. The total cost of the special services district is \$73,461.96. Of the total cost, \$44,791.09 is proposed to be assessed, \$14,935.78 is proposed to be paid by the parking lot fund, and \$10,074.44 is proposed to be paid by the street and sewer fund.

RECOMMENDED ACTION/MOTION: Staff recommends adopting the attached resolution in which declares the cost to be assessed, orders the preparation of the proposed assessment, and sets a public hearing on the proposed assessment on October 6, 2025 at 7:30 p.m.

FINANCIAL IMPACT: N/A

R E S O L U T I O N
NO _____

**RESOLUTION DECLARING COSTS TO BE ASSESSED
ORDERING PREPARATION OF PROPOSED ASSESSMENT,
AND ORDERING A PUBLIC HEARING ON PROPOSED ASSESSMENT**

WHEREAS, the costs have been determined for Downtown Special Services District and Nuisance Abatement involving the following described areas in the City of Brainerd:

DOWNTOWN SPECIAL SERVICES DISTRICT

Snow Removal, Irrigation Maintenance, Landscaping, Garbage Collection

Laurel Street from South 6th Street to South 8th Street
Front Street from South 6th Street to South 8th Street
South 7th Street from Maple Street to Front Street

NUISANCE ABATEMENT

Nuisance Abatement and Administrative Citations
Misc properties around the City

WHEREAS, the estimated total costs for said improvements are Downtown Special Services District – \$73,461.96 and Nuisance Abatement - \$116,806.00 respectively, and

WHEREAS, the City Council has ordered preparation of the proposed assessment, and

WHEREAS, the City Council hereby sets the Public Hearing for Monday, October 6, 2025, at 7:30 p.m.,

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be Downtown Special Services District \$28,670.87 and Nuisance Abatement - \$0.00 respectively, and the portion of the cost to be assessed against benefited property owners is declared to be Downtown Special Services District \$44,791.09 and Nuisance Abatement – \$116,806.00 respectively.

2. Assessments shall be payable over a period of one year, to be paid on or before the first Monday in January 2026 and shall bear interest at the rate of five and twelve hundredths' percent (5.12%) per annum from the date of the adoption of the assessment resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The owner of any property so assessed may at any time thereafter pay to the Crow Wing County Auditor the

entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made.

4. Pursuant to Ordinance No. 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988 and any amendments thereto, the City Council may defer a special assessment for needy persons.

5. Pursuant to proper notice duly given as required by law, the hearing will be held on the 6th of October 2025 in the City Hall building at Brainerd, Minnesota, at 7:30 p.m. concerning such proposed assessments and at such time and place all persons owning property affected by such improvements were given an opportunity to be heard with reference to such assessments.

Adopted this 15th day of September, 2025

MIKE O'DAY
President of the Council

Approved this 16th day of September, 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota will meet in the Council Chambers of the Brainerd City Hall at 7:30 p.m. on October 6, 2025, to pass upon the proposed assessment for the following improvements:

DOWNTOWN SPECIAL SERVICES DISTRICT

Snow Removal, Irrigation Maintenance, Landscaping, Garbage Collection

Laurel Street from South 6th Street to South 8th Street
Front Street from South 6th Street to South 8th Street
South 7th Street from Maple Street to Front Street

NUISANCE ABATEMENT

Nuisance Abatement and Administrative Citations

Miscellaneous properties around the City

The areas proposed to be assessed for these improvements are the properties abutting and/or benefitting from the above-described projects.

The proposed assessment role is on file for public inspection at the City Administrator's Office and the City Engineer's Office.

The total cost of Downtown Special Services District is \$73,461.96 of which \$44,791.09 is proposed to be assessed.

The total cost of Nuisance Abatement is \$116,806.00 of which \$116,806.00 is proposed to be assessed.

Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the City Administrator prior to the hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

The amount to be specifically assessed against your particular lot, piece or parcel of land is shown on the attached enclosure. You may at any time prior to certification of the assessment to the County Auditor pay the entire assessment on such property with interest accrued to the date of payment to the City Administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter pay to the County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which the payment is made. If you decide not to pre-pay the assessment before the date given above, the rate of interest that will apply is five and twelve hundredths' percent (5.12%) per year. The right to partially prepay the assessment pursuant to Section 315 of the Brainerd City Code is available. Further, pursuant to Ordinance 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988, and any amendments thereto, the City Council may defer a special assessment for needy persons. If you feel that you might qualify for such deferments, please discuss this with the City Administrator at your earliest convenience.

The assessments will be spread over a period of one (1) year.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.
2. After the City has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for the questioning of the City's witnesses will be followed with the objector's witnesses.
3. The objector may be represented by counsel.
4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.
5. The entire hearing will be tape-recorded.
6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.
7. The Council may adopt the proposed assessment at the hearing.

An owner may appeal an assessment to the District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Administrator of the City within thirty (30) days after the adoption of the assessment, and by filing such notice with the District Court within ten (10) days after the service upon the Mayor or City Administrator.

Dated this 15th day of September, 2025

Nicholas W. Broyles
City Administrator

Any individual needing special accommodations, please call 218-828-2307.

Published September 20th, 2025



City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Adopt Resolution Declaring Costs to be Assessed for Improvement 23-16- South Brainerd Resurfacing Assessments and Call for Public Hearing

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Pursuant to Minnesota Statute 429 and to continue with assessment proceedings, the City Council must declare costs to be assessed, order the preparation of the proposed assessment, and call a public hearing on the proposed assessment.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Improvement 23-16 was for the resurfacing of streets in South Brainerd during the 2025 construction season. Streets that were resurfaced include:

- Graydon Avenue from Buffalo Hills Lane to Woodcrest Road
- Crestview Lane from Buffalo Hills Lane to Pineview Drive
- Woodcrest Road from Graydon Avenue to Dead End
- Belle Rae Circle from Cul-de-sac to Woodcrest Road
- Pineview Drive from Cul-de-sac to Graydon Avenue
- Norway Court from Cul-de-sac to Crestview Lane
- Carol Lane from Buffalo Hills Lane to cul-de-sac
- Ridge Drive from Buffalo Hills Lane to Buffalo Hills Lane
- Ridge Court from Ridge Drive to cul-de-sac
- Aspen Court from Cul-de-sac to Ridge Drive

Total project costs with engineering and construction included is estimated to be \$757,738.30. The street resurfacing portion of the project totals \$518,637.99 with the portion of the cost to be assessed totaling \$239,100.31. This assessment is per the City assessment policy and will be on a front footage basis, with a calculated rate per project.

RECOMMENDED ACTION/MOTION: Staff recommends adopting the attached resolution in which declares the cost to be assessed, orders the preparation of the proposed assessment, and sets a public hearing on the proposed assessment on October 6, 2025 at 7:30 p.m.

FINANCIAL IMPACT: N/A

R E S O L U T I O N
NO _____

**RESOLUTION DECLARING COSTS TO BE ASSESSED
ORDERING PREPARATION OF PROPOSED ASSESSMENT,
AND ORDERING A PUBLIC HEARING ON PROPOSED ASSESSMENT**

WHEREAS, the costs have been determined for Improvement 23-16 involving improvement of the following described streets in the City of Brainerd:

IMPROVEMENT 23-16 – SOUTH BRAINERD RESURFACING PROJECT

Street Resurfacing

Graydon Avenue from Buffalo Hills Lane to Woodcrest Road
Crestview Lane from Buffalo Hills Lane to Pineview Drive
Woodcrest Road from Graydon Avenue to Dead End
Belle Rae Circle from Cul-de-sac to Woodcrest Road
Pineview Drive from Cul-de-sac to Graydon Avenue
Norway Court from Cul-de-sac to Crestview Lane
Carol Lane from Buffalo Hills Lane to cul-de-sac
Ridge Drive from Buffalo Hills Lane to Buffalo Hills Lane
Ridge Court from Ridge Drive to cul-de-sac
Aspen Court from Cul-de-sac to Ridge Drive

WHEREAS, the estimated total costs for said improvements for Improvement 23-16 is \$757,738.30, and

WHEREAS, the City Council has ordered preparation of the proposed assessment, and

WHEREAS, the City Council hereby sets the Public Hearing for Monday, October 6, 2025, at 7:30 p.m.,

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$518,637.99 and the portion of the cost to be assessed against benefited property owners is declared to be \$239,100.31.

2. Assessments shall be payable in annual installments extending over a period of ten years, the first of the installments to be paid on or before the first Monday in January 2026 and shall bear interest at the rate of five and twelve hundredths' percent (5.12%) per annum from the date of the adoption of the assessment resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The owner of any property so assessed may at any time thereafter pay to the Crow Wing County Auditor the

entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 20 or interest will be charged through December 31 of the succeeding year.

4. Pursuant to Ordinance No. 974, deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988 and any amendments thereto, the City Council may defer a special assessment for needy persons.

5. Pursuant to proper notice duly given as required by law, the hearing will be held on the 6th of October 2025 in the City Hall building at Brainerd, Minnesota, at 7:30 p.m. concerning such proposed assessments and at such time and place all persons owning property affected by such improvements were given an opportunity to be heard with reference to such assessments.

Adopted this 15th day of September 2025

MIKE O'DAY
President of the Council

Approved this 16th day of September 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota will meet in the Council Chambers of the Brainerd City Hall at 7:30 p.m. on October 6, 2025, to pass upon the proposed assessment for the following improvements:

IMPROVEMENT 23-16 – SOUTH BRAINERD RESURFACING PROJECT

Street Resurfacing

Graydon Avenue from Buffalo Hills Lane to Woodcrest Road
Crestview Lane from Buffalo Hills Lane to Pineview Drive
Woodcrest Road from Graydon Avenue to Dead End
Belle Rae Circle from Cul-de-sac to Woodcrest Road
Pineview Drive from Cul-de-sac to Graydon Avenue
Norway Court from Cul-de-sac to Crestview Lane
Carol Lane from Buffalo Hills Lane to cul-de-sac
Ridge Drive from Buffalo Hills Lane to Buffalo Hills Lane
Ridge Court from Ridge Drive to cul-de-sac
Aspen Court from Cul-de-sac to Ridge Drive

The areas proposed to be assessed for these improvements are the properties abutting and/or benefitting from the above-described projects.

The proposed assessment role is on file for public inspection at the City Administrator's Office and the City Engineer's Office.

The total cost for Improvement 23-16 is \$757,738.30 of which \$239,100.31 is proposed to be assessed.

Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the City Administrator prior to the hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

The amount to be specifically assessed against your particular lot, piece or parcel of land is shown on the attachment to this notice. You may at any time prior to certification of the assessment to the County Auditor pay the entire assessment on such property with interest accrued to the date of payment to the City Administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter pay to the County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which the payment is made. If you decide not to pre-pay the assessment before the date given above, the rate of interest that will apply is five and twelve hundredths' percent (5.12%) per year. The right to partially prepay the assessment pursuant to Section 315 of the Brainerd City Code is available. Further, pursuant to Ordinance 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988, and any amendments thereto, the City Council may defer a special assessment for needy persons. If you feel that you might qualify for such deferments, please discuss this with the City Administrator at your earliest convenience.

The assessments will be spread over a period of ten (10) years.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.
2. After the City has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for the questioning of the City's witnesses will be followed with the objector's witnesses.
3. The objector may be represented by counsel.
4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.
5. The entire hearing will be tape-recorded.
6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.
7. The Council may adopt the proposed assessment at the hearing.

An owner may appeal an assessment to the District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Administrator of the City within thirty (30) days after the adoption of the assessment, and by filing such notice with the District Court within ten (10) days after the service upon the Mayor or City Administrator.

Dated this 15th day of September 2025

Nicholas W. Broyles
City Administrator

Any individual needing special accommodations, please call 218-828-2307.

Published September 20, 2025



City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Consider Extension of Kamp Realty Brokerage Agreement

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community
Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community
Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

The Brainerd EDA entered into a listing agreement with Kamp on February 8th, 2024.

The purpose of the Addendum is to:

1. Terminate Addendum No. 1 which was executed for the potential Sale or Lease of the Annex Building. Kamp has been directed to remove the property from public listing and to terminate the listing.
2. Extend the Termination Date of the Agreement through December 31, 2025. This will allow Kamp to continue to market and list the properties as well as work with interested buyers and developers. (Currently working with River Birch Investments, LLC for the purchase of Lots 1, 2 and 3 of Block 5, Brainerd Industrial Park 1st Addition)

The HRA is requesting that the EDA and Kamp Real Estate and Development consider allowing these two parcels to remain in the listing agreement, but if the HRA is successful in securing a developer and project for any or all of this property, Kamp Real Estate and Development would be willing to remove that portion of land from the proposed listing agreement.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The original proposed addendum presented at the September 4th EDA meeting would have extended the termination date of the agreement through December 31, 2026. The EDA recommended a shorter extension to potentially add language for an exception to the exclusive listing agreement with Kamp that would allow the Brainerd HRA to approach developers and sell the property on behalf of the City. Staff will work with Kamp and the Brainerd HRA to potentially add a provision to the agreement. The provision, as well as an extension of the contract through December 31, 2026, will be reviewed by the EDA at their December 4th meeting.

RECOMMENDED ACTION/MOTION:

Approve the EDA to enter into an agreement with Kamp on Addendum No. 2 to the Exclusive Listing Agreement.

FINANCIAL IMPACT: N/A



ADDENDUM NO. 2 TO EXCLUSIVE RIGHT TO SELL AGREEMENT

This Addendum No. 2 is made to the Exclusive Right to Sell Agreement (Agreement) entered into between the Brainerd Economic Development Authority and Kamp Real Estate and Development LLC on February 8, 2024. All terms and conditions as established in the Agreement remain in effect unless explicitly identified within this Addendum.

1. Addendum No. 1 to the Agreement listed the property located at 213 S 5th Street for sale or for lease. The Addendum shall be terminated and no longer listed by Kamp.
2. The Term of the Agreement identified in Number 2 of the Agreement shall be extended through December 31, 2025.

This Addendum is entered into on the Effective Date, which shall be September 15, 2025.

**Owner: Brainerd EDA on Behalf of City of
Brainerd**

Kamp Real Estate and Development, LLC

Name: Kevin Yeager
Its: President
Date: _____, 2025
Address: 501 Laurel Street
Address 2:
City, State, ZIP: Brainerd, MN 56401

Name: Jennifer Haskamp
Its: Managing Broker and CEO
Date: _____, 2025
Address: 550 Vandalia Street
Address 2: Suite 205
City, State, ZIP: Saint Paul, MN 55114



City Council Agenda Request

MEETING DATE: September 15, 2025

TITLE OF ITEM: Consider Childcare Incentive Policy

AGENDA: Main

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, Community
Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community
Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

City staff and two EDA board members toured Brainerd childcare centers in the first quarter of 2025 to hear what is going well and what issues childcare providers are currently facing.

The EDA held a workshop on April 4th and discussed potential economic incentive programs for childcare centers in the City of Brainerd. The EDA discussed waiving a percentage of the building permit fees and land use permit fees. The EDA board was generally not in favor of waiving SAC and WAC fees.

At the June 5th EDA meeting, the Board considered and was in general agreement of waiving up to \$450,000 in construction costs for building permits for both commercial childcare centers and home day cares.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Proposed Incentives Include:

1. Waive City building permit and inspection fees for all construction projects less than \$450,000 in total construction costs.
2. Waive all Zoning Permit Fees and Zoning Application Fees.
3. Waive all Engineering Permit Fees

The EDA unanimously recommended approval of the Childcare Incentive Policy for a period of ten years.

RECOMMENDED ACTION/MOTION:

Approve the Childcare Incentive Policy for a period of ten years.

FINANCIAL IMPACT: N/A

MEMO

TO: EDA Board of Commissioners

FROM: James Kramvik, Community Development Director

DATE: September 4th, 2025

RE: Review Proposed Childcare Incentive Policy

INTRODUCTION

City staff and two EDA board members toured Brainerd childcare centers in the first quarter of 2025 to hear what is going well and what issues childcare providers are currently facing, specifically issues with expansion. Common issues include:

- 1) Staffing, especially entry level positions (turnover, burnout, and wages)
- 2) Losing staff to federally funded or state-funded childcare centers
- 3) State permitting and licensing requirements
- 4) Capital for additions and new facilities
- 5) Cashflow challenges and balancing wage increases and affordable tuition
- 6) There is no major return on investment for childcare centers
 - a. Childcare centers are breaking even at best each month
- 7) Difficulty finding space for rent that meets licensing requirements

The EDA held a workshop on April 4th and discussed potential economic incentive programs for childcare centers in the City of Brainerd. The EDA discussed waiving a percentage of the building permit fees and land use permit fees. The EDA board was generally not in favor of waiving SAC and WAC fees.

At the June EDA meeting, the Board considered and was in general agreement of waiving up to \$450,000 in construction costs for building permits for both commercial childcare centers and home day cares.

PROPOSED INCENTIVES

Proposed Incentives Include:

- 1) Waive City building permit and inspection fees for all construction projects less than \$450,000 in total construction costs.
- 2) Waive all Zoning Permit Fees and Zoning Application Fees
- 3) Waive all Engineering Permit Fees

STAFF RECOMMENDATION

Recommend City Council Approve the proposed Childcare Incentive Policy for a period of ten years.

City of Brainerd, Minnesota

Childcare

Incentives Policy

1. Policy Introduction

The Childcare Incentive Policy focuses on expanding childcare in Brainerd by reducing City fees associated with development and construction of new or existing facilities. Minnesota continues to face a shortage of childcare workers and available slots for children. Ideas to overcome these challenges have been presented and enacted at the State level, but many communities continue to fall short of childcare openings which can directly affect the economic vitality of a region. City staff and the Brainerd EDA, while conducting interviews and tours of local childcare facilities, were informed that childcare expansion continues to be a challenge due to the following reasons:

- Staffing, especially entry level positions (turnover, burnout, and wages)
- Losing staff to federally funded or state-funded childcare centers
- State permitting and licensing requirements
- Capital for additions and new facilities
- Cashflow challenges and balancing wage increases and affordable tuition
- No major return on investment for childcare centers
- Difficulty finding space for rent that meets licensing requirements

2. Policy Purpose and Need

Generally, the City of Brainerd City Council finds it necessary and advantageous to promote the expansion and new construction of commercial childcare facilities and home daycares in the city. Childcare availability affects the wider economy of the region as many working adults need access to affordable childcare in order to work and contribute to the economy.

The incentives in this policy provide baseline guidance to staff and childcare providers in Brainerd. This policy is not intended to provide a list of all the City of Brainerd is willing to make available for potential childcare facilities.

3. Policy Statement

The following incentives, based upon City Council action, are available for use by licensed commercial childcare facilities and licensed home daycares as outlined further in this policy:

- Waiving of City Building Permit Fees (not including State of Minnesota surcharge). This does not waive the requirement to obtain a permit, but rather just the fee.
- Waiving of all Zoning Permit Fees and Zoning Application Fees

- Waiving of all Engineering Permit Fees

Waiving of City Building Permit Fees

Generally, the Brainerd City Council has elected to waive City building permit and inspection fees for all construction projects less than \$450,000 in total construction costs. This does not waive the requirement to obtain a permit or the ability of a provider that exceeds this threshold the ability to see a reduction or waiver of fees during the development or re-development negotiation process. This does not include a waiver of the State of Minnesota surcharge, which is a requirement of all building permits within the City. Permits requiring a state delegation inspection are not eligible for the waiving of Building Permit Fees.

4. Policy Conclusion

It is the intent of this policy to assist childcare providers to make small or large investments in the City of Brainerd. This list is to provide for opportunities for incentives and is not intended to close the door on any development request or proposal.

Term

This policy shall be reviewed before its expiration on September 15th, 2035 to evaluate its effectiveness. It shall be reviewed, amended, renewed, or revoked after that review.

From: [Nick Broyles](#)
To: [Mike Habighorst](#); [Jessie Dehn](#)
Cc: [Connie Hillman](#); [Toni Gage](#)
Subject: Beech/Oakridge & 371 Roundabout Change Orders
Date: Wednesday, September 3, 2025 11:23:17 AM
Attachments: [image001.png](#)
[image002.png](#)

Mayor and City Council:

At last night's meeting, the Council asked staff for more information regarding the change orders on two projects where Anderson Brothers was a subcontractor. Staff's response is below. Thank you, Mike, and Jessie, for providing more information. City Council, please let staff know if you have further questions.

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: Jessie Dehn <jdehn@ci.brainerd.mn.us>
Sent: Wednesday, September 3, 2025 10:44 AM
To: Mike Habighorst <mhabighorst@ci.brainerd.mn.us>
Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Subject: RE: Beech/Oakridge and 371 Roundabout Change Orders

Mike,

Good morning. Thank you for passing this along. Here is how I can best address the questions.

The reasoning is not a fault issue as much as it is that Anderson Brothers has been listed on the federal debarred contractors list. They are no longer able to meet the requirements of a Responsible Contractor as described in Minnesota Statute § [16C.285](#). If there is "fault" in this matter, it is more likely to be placed on Anderson Brothers than anyone specifically. There isn't verbiage in the contract as this is an incredibly rare occurrence and situation. In my career, I have never encountered a contractor on the federal or state debarred list. Further, the timing of Anderson Brothers landing on the list after the bid was awarded to the prime contractor but before the Request to Sublet form was signed and approved. We could put a provision in future contracts that cover increases like this, but it may introduce an incredible amount of "what-if" scenarios to cover with it. Does this only apply to subcontractor or material suppliers? How much is too much? Etc. With that, a prime contractor would likely build this risk into their bid to

cover the scenario, increasing costs for us in the future. Due to how rare and unlikely this will come up again, I would not recommend going the route of adding a provision into future contracts. We can work with the prime contractor, similar to our approach now, if God forbid it ever occurs again.

The percentage question is a challenging one as the calculation is simple enough but how they reference each other in each project is different. This also gets into your third question. The increase in bid unit cost for Beech Street is nearly 8%. Using the estimated tonnage quantity, this would equate to under a 1% increase in the overall project cost. The Roundabout project is even more convoluted with the multiple funding sources and a grant. The increase in bid unit cost on the project overall is about 22%. Due to the amount, this change order also went through MnDOT State Aid and MnDOT Estimating review. Again, with the estimated tonnage on the project, this equates to a 2% increase in the overall project cost. However, due to the shares and splits, this is not entirely on the City's responsibility. The MnDOT portion of this increase comes to \$16,714.88 for what is being placed on the highway portion. The City's side totals \$12,408.24 but also understanding that some is also eligible under the HSIP grant. Thus, reducing the increase amount to the City to an estimated \$4,560.35, which is State Aid eligible.

While one could simply compare the numbers between the two projects and make inferences based on that, it would likely be a less than appropriate comparison, as the projects are not really an apples-to-apples similar project type. While both have bituminous paving, and thus the cost being discussed, they are different in many aspects.

- Roundabout project has much less tonnage quantity overall versus the Beech Street project
- Beech Street project is mostly straight-line paving and little curves, leading to a higher production rate than the Roundabout project
- Roundabout project is on MnDOT highway with Federal funding, having different and additional requirements, as compared with Beech Street only having State Aid funding

I cannot comment with certainty on the reasons behind the difference as there could be several. One main reason would be contractor availability. With having Beech Street (larger quantity), this may take up more of a contractor's already busy schedule and leave less for the Roundabout, which is also on a specific and tight timeframe for getting completed and the detour on the highway removed. This might require more contractor overtime hours on a prevailing wage project to complete the project on the required schedule. Also, for potentially some, if not, all the reasons listed above. Again, I would not recommend comparing the two projects together as they are generally dissimilar. In reviewing both as just part of those individual projects, they appear to be appropriate and acceptable. Thus, the recommendation from staff to approve both change orders as presented.

Please review and let me know if you have further questions or need additional clarification.
Thank you!

Jessie Dehn, P.E.

City Engineer

From: Mike Habighorst <mhabighorst@ci.brainerd.mn.us>
Sent: Wednesday, September 3, 2025 9:52 AM
To: Jessie Dehn <jdehn@ci.brainerd.mn.us>
Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Subject: Beech/Oakridge and 371 Roundabout Change Orders
Importance: High

Jessie,

Council had a few questions last night on these change orders:

1. Anderson Brothers cannot work on the projects, forcing Landwehr to find another subcontractor. This introduced change orders with estimates ranging from \$18,981 (Beech/Oakridge) to \$29,123 (371 Roundabout). Why is there not verbiage in the contract that protects the city of Brainerd as this ineligible in not any fault of Brainerd? Is there any way to add language in future contracts to protect the city of Brainerd?
2. What is the percentage of change order amount relative to the contract amount, per project?
3. Why is there a large difference in price increase per ton from project to project?

Any other thoughts?

Thanks

Mike



Mike Habighorst, MPA | Public Works Director
City of Brainerd | 501 Laurel St. Brainerd, MN 56401
218.454.3410 | mhabighorst@ci.brainerd.mn.us



Senior Officials Training

The purpose of this course is to introduce senior officials to the important role they play in emergency management. The responsibility for preparing for, responding to, and recovering from incidents, both natural and manmade, begins at the local level – with individuals and public officials in the county, city, or town affected by the incident.

This course includes four sequential modules. Each module takes 2-2.5 hours to complete and can be scheduled based on the community's need.

**Roles
&
Responsibilities**

**State & Federal
Disaster
Assistance**

**Communicating
with the Public**

**Review
&
Seminar**

Module Description

Roles and Responsibilities

Review the senior official's roles and responsibilities in emergencies and disasters

State & Federal Disaster Assistance

Discuss the legal framework for disaster relief and introduce hazard mitigation concepts

Communicating with the Public

Introduce concepts of communicating with the public before, during, and after a disaster

Review and Seminar

Bring all of the lessons learned together and review with a scenario based discussion

From: [Connie Hillman](#)
To: [Pamela Ziemer](#); [Niki Torrence](#)
Cc: [Toni Gage](#)
Subject: FW: Rotary Park - Goats
Date: Monday, September 8, 2025 2:08:50 PM
Attachments: [image001.png](#)

Connie

Email correspondence to and from the City of Brainerd government offices is subject to the Minnesota Government Data Practices Act and may be disclosed to third parties.

From: Mike Habighorst <mhabighorst@ci.brainerd.mn.us>
Sent: Monday, September 8, 2025 2:07 PM
To: Department Heads <DepartmentHeads@ci.brainerd.mn.us>; JD Berns <joshuadberns@gmail.com>; Mike ODay <moday@ci.brainerd.mn.us>
Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Subject: Rotary Park - Goats

Hello,

I have Bcc the City Council and Park Board.

In the efforts to remove weeds (buckthorn) at Rotary Park, goats will be at Rotary Park starting this week and removed by Mid-October (September 8th to October 13th).

If you have any questions, please let me know.

Thanks

Mike



Mike Habighorst, MPA | Public Works Director
City of Brainerd | 501 Laurel St. Brainerd, MN 56401
218.454.3410 | mhabighorst@ci.brainerd.mn.us

Monday, October 6

2:00–4:00pm

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Monday, October 6 | 2:00–4:00pm

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